

## How to book onto a course

### Register with scheme

Before starting your journey to becoming a Cave and/or Mine Leader you must first register with the LCMLA scheme. There is a one-off fee to register for the award scheme.

- Click here to register: <https://britishcaving.azolve.com/>
- There is a video which walks candidates through the sign up process available here: <https://youtu.be/jo9IuUmx5FY>

### Register for a course

Candidates may register directly with a Trainer/Assessor or, if a Trainer/Assessors course is advertised may register directly through the award schemes Candidate Management System (CMS).

Please read the course details before registering (booking) onto a course, making sure any pre-requisites are met.

If registering directly with a Trainer/Assessor, you will need to provide the Trainer/Assessor the following details in the same format you've entered them into the CMS:

- First Name
- Last Name
- Membership Number (note this starts with ME)
- Date of Birth

If registering via the CMS candidates need to find a course

- Log onto the CMS: <https://britishcaving.azolve.com/>
- Find a course
  - Click on Events & Courses
  - Select your course type & region
  - Once you've found a course click on "Add to cart" (note if you do not meet the pre-requisites for this course this button may not be visible)
  - Follow the payment method, even though the payment will be zero, and complete the order

Once registered for a course your course provider will be in touch with joining instructions and invoicing details. Please be aware that your place on a course may only be guaranteed once your course provider has confirmed this with you (normally reliant on payment for your course being received)

## Cave Leader Group Day Assessment

A one-day practical group management assessment in a venue that is one at the upper level of difficulty of the sites on the candidates submitted list and agreed with the Trainer/Assessor.

### Pre-requisites

Have completed the Cave Core Skills Assessment. Candidates would be expected to satisfy a Trainer/Assessor that they have sufficient personal logged experience within the caves they wish to be included on their Qualifications site list.

Must be completed within 1 year of the core skills assessment.

### Course Overview

A ratio of 1 Trainer/Assessor to 1 candidate only for this module.

The Trainer/Assessor can be the same as the person that did your cave leader training but not the core skills assessment.

The first part of the assessment is theoretical and is normally based upon a written response to a question paper. The paper is completed in the candidate's own time and is unsupervised. If desired, a candidate may opt to cover this work orally, though this will increase the duration of the assessment.

The second part of the assessment is a practical assessment at an appropriate location underground. The candidate will also provide their own group (a minimum of 5), group equipment and optional assistant leader.

The duration of the assessment is at the discretion of the Trainer/Assessor and would normally consist of a full day.

Where a candidate is deferred they must in general return to the original Trainer/Assessor – but can opt to do a complete reassessment with any Trainer/Assessor. If a candidate 'fails' they may choose any Trainer/Assessor for reassessment. Safety issues which require the candidate to go underground again will be an automatic fail. Issues such as geology weakness would mean a defer and can be resolved by an interview. The Trainer/Assessor has the right to terminate the assessment if the candidate is not up to the required standard in fundamental areas of the syllabus relating to safety or conservation.

### Resource Links

- [Cave & Mine Leader: Ropework](#)
- [Weather and its Effects on Caves](#)
- [Cave & Mine Leader: Water Safety](#)
- [Cave Emergency Card](#)
- [Long Churn Flash Flood Presentation](#)
- [Hydrology of Goydon Pot and Manchester Hole](#)
- [Radon](#)

# British Caving Association

## Syllabus

The full checklist used by Trainer/Assessors which forms the syllabus for this award is provided below. Candidates should ensure they are familiar with all aspects of the checklist prior to booking an assessment.

### Group Day Assessment Checklist

<b>Suitability of Venue &amp; Trip for group</b> Weather Conditions / Water Levels / Flood Awareness Compliance with Access Procedures Surface Navigation / Care of Groups en-route to Venue Suitability of Clothing & Personal Equipment of Group	<b>Leadership Style / Rapport / Sensitivity to Group</b> Effectiveness of Party Management / Group Control & Safety Education / Conservation / History etc Suitability of Group Briefings (Technical, Educational, Information, Hazards) Use of Assistant Leader(s) if appropriate Appropriate Emergency Kit & Rescue Call-Out Organization & Running of Day Duty of care
<b>Vertical aspects</b> Appropriateness of technical equipment Protection of group on scrambles with and without a rope Suitability and effectiveness of technique for descent / ascent Own progression	

### Your Next Step

Continue to log your experience ready for your update workshop 5 years after assessment.

The award is valid for 5 years provided the candidate remains active and maintains a valid First Aid Certificate. The award must be updated before it expires by either attending an update workshop or attending a Vertical Leader training course or complete Cave to Mine transfer assessment.