

# British Caving Association

## How to book onto a course

### Register with scheme

All candidates wishing to book onto a training or assessment course must be registered with the LCMLA & CIC award scheme. Candidates need only register once, for which there is a one-off fee for both the Local Cave and Mine Leader Award and Cave Instructor Certificate schemes. To register;

- Click here: <https://britishcaving.justgo.com/> and sign up
- Click on "Membership" and purchase LCMLA/CIC Scheme Membership
- A video which walks candidates through the sign-up process available here: <https://youtu.be/jo9IuUmx5FY>

### Register for a course

Courses are delivered by Trainer/Assessors following the award scheme syllabus. Trainer/Assessors must register all courses with the Qualification Management System (QMS), however in some cases may choose not to advertise the course publicly on the system.

Candidates can only book onto a course if the pre-requisites are met.

### Book onto a course through the Qualification Management System

- Log onto the QMS: <https://britishcaving.justgo.com/>
- Find a course
  - Click on Events & Courses
  - Select course type then region
  - Select a course
  - Click "Add to cart" (note in most cases candidates are unable to book onto a course if they do not meet the pre-requisites)
  - **Follow the payment method, even though the payment will be zero, and complete the order**

### Book onto a course direct with a Trainer/Assessor

If booking directly with a Trainer/Assessor, or for courses not advertised on the system, candidates will need to provide the following details (in the same format registered with the QMS) to the Trainer/Assessor so that they can add candidates to the course:

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

In both cases, once booked onto a course the Trainer/Assessor will contact candidates with joining instructions, booking conditions and invoicing details.

**Please be aware that Trainer/Assessors may remove candidates from a course if the Trainer/Assessors bookings terms and conditions are not met.**

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## 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.

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 Underground Document](#)
- [Radon Underground Training Module](#)
- [Cave Emergency Card](#)

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## 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.

## 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.

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**Candidates**  
**Name:**   
**Assessment**  
**Date:**   
**Group's**  
**ability:**

**ME**  
**Number:**   
**Assessment**  
**Venue:**   
**Party size:**

## Local Cave Leader Group Day Assessment Assessor Checklist

<b>Suitability of Venue &amp; Trip for group</b>	
Pre trip checks eg insurance, AALS, Aims, medicals, Destination notes	<input type="checkbox"/>
Weather Conditions / Water Levels / Flood Awareness	<input type="checkbox"/>
Compliance with Access Procedures	<input type="checkbox"/>
Surface Navigation (same venue in bad weather?) / Care of Groups en-route to Venue	<input type="checkbox"/>
Suitability of Clothing & Personal Equipment of Group	<input type="checkbox"/>

<b>Vertical aspects</b>	
Appropriateness of technical equipment	<input type="checkbox"/>
Protection of group on steep ground with and without a rope	<input type="checkbox"/>
Suitability and effectiveness of technique for descent / ascent	<input type="checkbox"/>
Own progression	<input type="checkbox"/>

<b>Leadership Style / Rapport / Sensitivity to Group</b>	
Effectiveness of Party Management / Group Control & Safety	<input type="checkbox"/>
Education / Conservation / History etc	<input type="checkbox"/>
Suitability of Group Briefings (Technical, Educational, Information, Hazards)	<input type="checkbox"/>
Use of Assistant Leader(s) if appropriate	<input type="checkbox"/>
Appropriate Emergency Kit & Rescue	<input type="checkbox"/>
Call Out	<input type="checkbox"/>
Organization & Running of the day	<input type="checkbox"/>
Duty of care	<input type="checkbox"/>

### Narrative/Observations/Feedback

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