



British Caving Association

Draft Minutes of the Extraordinary Qualifications Management
Committee meeting held at 18:30 23/11/2020 Online

Present

Juliet Parker-Smith	(J P-S)	QMC Chair.
Gethin Thomas	(GT)	ALO North Wales Panel
Rich Hill	(RH)	ALO South Wales Panel and CIC chair
Mary Wilde	(MW)	Training Administrator
Dave Baines	(DB)	ALO Derbyshire Panel
Graham Derbyshire	(GD)	ALO Northern England Panel
Phil Baker	(PB)	CIC Panel Rep
Stephan Natynczuk	(SN)	ALO Southern Panel
Nigel Atkins	(NA)	BCA Training Officer
Phil Rowsell	(PR)	BCA Chair
Tony Radmall	(TR)	ASCT
Chris Boardman	(CB)	Council Rep

Apologies

David Hollingham	(DH)	AHOEC
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Abbreviations

T/A Trainer Assessor








T/Adv Technical Advisor

TC Training Committee

QMC British Caving Association Qualification Management Committee

Meeting commenced at 18:30

The following documents were circulated before the meeting

 Professional Standards Policy	22/11/2020 20:19
 BCA Award Scheme 'Near Miss' Report Form	22/11/2020 20:16
 BCA Award Scheme Incident Report Form	22/11/2020 20:16
 BCA Executive Consultation Document on BCA Training	20/11/2020 13:18
 Appointment and retention of TAs	13/11/2020 12:34
 BCA membership document	13/11/2020 12:32
 QMC extraordinary meeting - November 2020 (1)	12/11/2020 10:28

1. Introduction – reason for meeting J P-S

The meeting was called to address some urgent business that needed to be considered before the next BCA Council meeting and the QMC Meeting in January 2021

2. Review of suggested procedure for running LCMLA in Cornwall



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- Some irregularities occurred regarding the take on of assessment in Cornwall.
- These did not affect the quality of the assessment delivered.
- The handbook was not up to date
- Certain procedures were not followed.
- Need to ensure from now on the procedures are followed.
- Any irregularities must be sanctioned via QMC
- Interim measure is for Cornwall to be a sub panel of the Southern England Panel
- SN is the ALO

3. Issues which have arisen from Cornwall concerns:

QMC delivered a mandate but no time limit set and not reported back properly.

From now on mandates must be:

- Time limited
- Have minuted meetings
- Have progress reports

In the interim two new panel members have been taken onto the Southern England Sub Panel for Cornwall.

DB to liaise with SN on his position regarding Cornwall.

The TA take-on process is to be reviewed and must have

- Transparency and methodology of panel makeup and appointment of new TAs.
- Take into account GDs 'Area Panel' terms of reference.
- Consider numbers required per panel
- Multiple panel membership
- What is expected of a TA with regard to activity and input

ALOs to meet as soon as possible to produce a proposal ready for the QMC meeting in January.
At this point only involve the ALOs. GD to set up a meeting for next week.

4. Professional standards document

- Document not yet complete
- Applies to TAs for BCA courses on.y
- There needs to be a distinction between a near miss and incident.



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- A flow diagram should be added to clarify the process of what is a complaint and the pathway/outcomes for that, and what is a near miss, incident and the pathways/outcomes for those

A discussion took place covering the following topics

- To whom should incidents and near misses be reported?
- How will they be logged?
- Will the logs be anonymous?
- Will any disciplinary process be in the document or TA agreement?
- Need to explain how TAs will be supported rather than sanctioned

SN to review and submit to the QMC meeting in January

5. Handbook progress

J P-S is working on the new TA handbook.

Need input from ALOs – for instance on combinations and exemptions

Combinations can be done but make a hard day.

Combinations - GT can get this flagged via GoM.

Action is with ALOs

6. Candidate management system update

- Much excellent feedback.
- System functioning fine.
- Some issues to be done by email rather than via QMC if solution needed fast.
- Start date on certs is not a problem (for AALA)
- Course reports sent by email when credential allocated.
- Would help to clarify for TAs what output is generated by email when courses are completed.
- MW to get some figures on update workshop course numbers
- Need to add the 'update workshop 6 week booking deadline rule' to workshop reminder emails.
- GT/MW to discuss managing ticket numbers of reserve list.

7. HSE/mines update

Nothing to report. Ball is in their court following original letter from HSE to providers requesting info.



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8. Council/QMC matters:

PR outlined proposal (see document submitted before the meeting)

Discussion covered

- Terms of reference for oversight group. PR stated it is not a controlling body.
- Can use working groups for specific topics - e.g. caving belts.
- Will be helpful as a way of explaining why some of our processes are different.
- Oversight group (maybe call it liaison group) will have input at early stage but will not be an authorising body for documents etc.
- If oversight group and QMC differ on views they may have to agree to disagree rather than QMC being overruled.
- Some people have concerns serious about the role of the oversight group. It should not stop QMC resource progress as this has been a great success since separation from TC.
- Proposal going to Council for recommendation.
- MW suggested that there should be a post implementation review if the new structure is adopted – everyone agreed.
- Caving belt document needs more work. Hold off until new structure has gone through council.
- Some errors in the structure document noted and agreed by PR – PB to send them to PR (notably that QMC 'report' to Exec not 'liaise with' and add to make up of QMC CIC rep in the text as it is in structure chart correctly)
- J P-S to send input regarding role of CIC panel to add to document
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- Concerns over lack of vote on council - PR wants to streamline council.
- Discussion on payment to CICs for coaching events. Coaching group must come up with a remit and get it passed by council.

6. Award holder – BCA membership

- Much discussion on this outlining concerns regarding input on the schemes.
- GT to pull together a document clearly explaining these concerns and reasons for them.
- Draft document to go to next council meeting but will be deferred to the following one non completion of full document.
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7. Geology Video

Agreed to park this until document from John Gunn received.

23/11/2020 (these actions will be appended to the overall action register)				
348	DB to liaise with SN on his position regarding Cornwall.			
349	GD to set up a meeting for next week re TA process.			
350	SN to review Professional Standards document and submit to the QMC meeting in January			
351	ALOs to provide input to J P-S regarding TA handbook			
352	GT/MW to discuss managing ticket numbers of reserve list			
353	GT to pull together a document on membership fees			