



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 10/05/2021 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
David Hollingham	(DH)	AHOEC
Chris Boardman	(CB)	Council Rep

Apologies

Tony Radmall	(TR)	ASCT
Russell Myers	(RM)	Council Rep

Abbreviations

T/A Trainer Assessor

T/Adv Technical Advisor

TC Training Committee

QMC British Caving Association Qualification Management Committee

Meeting commenced at 10:00 am.

1. Minutes of the Last Meeting

The following correction was made to the previous minutes – section 11 final bullet point should read **non-refundable** rather than refundable. The minutes of the last meeting were then accepted as a true record.

2. Action Register

No	Action	Who	By	Done
20/05/2019				
209	GD to prepare a draft T.O.R.doc for panels. Update 23/09/2019 <ul style="list-style-type: none"> Document reviewed No compulsory time as CIC to become TA – will be based on experience, skills , knowledge GD to update and circulate to panels via MW for feedback. Update 10/05/21 Feedback to be circulated	GD	By Next Meeting	Ongoing



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210	DB to split access and conservation document and add etiquette to the access section. Update 10/05/21 Link now in place on the website between award schemes and A&C page.			Discharged
214	Prof Standards Doc - action merged with 350			Discharged
23/09/2019				
217	CB to issue statement to J P-S re DBS checks Update 11/01/2021 Ongoing	CB	Before Next Meeting	Ongoing
221	PR to review mines document. Action passed to DB & GT Update 10/05/2021 Ongoing	GT/DB	Before Next Meeting	Ongoing
13/01/2020				
226	CB to review site specific sign offs with the guidelines for Tech Experts Update 10/05/2021 to be discussed with RH next week	CB	Next Meeting	Ongoing
229	Elliott Ball Award Merged with 234			Discharged
11/05/2020				
231	Radon matched funding .Merged with 343			Discharged
232	GT to draw up draft syllabus for radon 10/05/2021 Discharged			Discharged
233	PB to set up meeting with HSE on the mines letter 10/05/2021 on Hold	PB	ASAP	On Hold
234	MW to get flyer costings for E/B flyer and update accompanying documents 10/05/2021 complete			Discharged
21/09/2020				
339	GT top update Survey Monkey Survey with course ID 10/05/2021 GT to explore other route for feedback	GT	ASAP	Ongoing
340	J P-S to send draft COVID statement to all for review 10/05/2021 Complete			Discharged
341	NA to work with S Panel to make documented proposal on Cornwall issues Update 10/05/2021 completed			Discharged
342	GT to pull working group together to propose way forward on mines Inspectorate issue Update 11/01/2021 Role passed to GD, on hold pending PB discussion with HSE	GD	ASAP	Ongoing
343	RH PB DB GT to prosed a way forward on Radon project Update 11/01/2021 Discharged			Discharged
344	MW to draft letter to GM Update 10/05/2021 Complete			Discharged
345	PB/DB/GT to propose a way forward for 'defers' Update 11/01/2021 Complete			Discharged



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346	RH pulling documentation together of caving belts Update 10/05/2021 DB to pass on his belt testing report	RH/DB	ASAP	Ongoing
347	SN to lead on cave biology resource 10/05/2021 Andy Lewington happy for his work on this to be used. GT to put a copy on the website	GT	ASAP	Ongoing
23/11/2020				
348	DB to liaise with SN on his position regarding Cornwall. Update 10/05/2021 Complete			Discharged
350	SN to review Professional Standards document and submit to the QMC meeting in January. Incident form needs to be reformatted Update 10/05/2021 ongoing	J-PS?	ASAP	Ongoing
351	ALOs to provide input to J P-S regarding TA handbook 10/05/2021 J P-s to send out framework to ALOs for feedback.	J P-S	ASAP	Ongoing
25/01/2021				
354	RM to arrange first liaison group meeting Update 10/05/2021 Complete			Discharged
355	J J-P to raise GDPR issue at Council Update 10/05/2021 Held over to next council meeting	J P-S	ASAP	Active
356	MW to set up QMS questions register Update 10/05/2021 Complete			Discharged.
358	GT to circulate draft of TA appointment doc	GT	ASAP	Active
359	MW to send old exemption combination forms to J-PS Update 10/05/2021 Complete			Discharged
360	RH to draft mines module communication for MW to issue Update 10/05/2021 Complete			Discharged
361	MW to mock up course feedback report Update 10/05/2021 Complete			Discharged
10/05/20210				
362	MW/J-PS/GT to meeting with Howard to discuss finances	J P-S	ASAP	Active
363	MW to update QMS to reflect decision on CIC TA Fees	MW	Before November	Active
364	J P-S to send notes to GT regarding TA Pathway for website	J P-S	Before next meeting	Active
365	MW to set up 6 monthly update reminders	MW	ASAP	Active
366	J P-S to set up update workshop working group	J P-S	ASAP	Active
367	RH to canvass his panel on OOA sites process – removal or approval of sites	RH	ASAP	Active
368	MW to issue dyslexia guidelines links to TAS	MW	ASAP	Active



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1. GoMembership (GT)

- Note that feedback is allocated on the system as soon as you hit SAVE.
- 20% increase in fees per month plus a fee for Stripe. Need to look at how to recoup that money.
- GD suggested small fee for all bookings on the system.
- MW J P-S GT to meet with Howard to discuss. Projected figures to be produced although - difficult due to COVID repercussions.
- A couple of back-end issues now resolved by the JustGo support team

2. RADON

- The next sampling round in progress. Data table will need to be updated once the results are back. ACI are covering some costs.
- Training package well received. Some issues with the question paper flagged by those with dyslexia. We are restrained to some degree by the software used. Resources for development are reducing now COVID restrictions are easing.
- Could we charge and make it compulsory? Fee: Not practical due to IT costs. Compulsory: Responsibility of the provider to ensure the regs are complied, as is the choice in training

3. COVID

- COVID involved a huge amount of work regarding communications and training schemes
- 17th May is looking hopeful for people restarting limited residential visits, cave and mine exploration activities permitted under regional COVID restrictions
- CB said day trips started on 12th April and update on residential rules expected on evening of 10th May.
- Issuing a national message was extremely complex. No extra update to be issued at the moment.

4. Southern Panel/Cornwall (SN)

- Need to ensure correct panel meeting credentials are added by individuals to reflect S Eng/Cornwall
- Until he completes his mines module KW cant assess mines in Cornwall
- DB said he won't be doing group days.
- Cornish inspections have been carried out and a report is due. Unsure of how they were funded. Need to check on Wheel Hermon rope removal
- All T/As must ensure rules for inspections and access and rigorously followed.

5. Report from any BCA Council meetings

- Constitution 10.1 consultation underway.
- Andy Eavis awarded the prestigious Founders Medal by the RGS



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- Podcast on coming back to caving issued
 - BCA are not sponsoring the Three Counties Traverse.
 - The treasurer has suggested we need to add £3 to the registration fee (license)
 - Conflict of Interests policy has been completed
 - The liaison group in place and QMC is now separate from the TC
The pathway for cavers - covid recovery - is being set up
6. Finance report
- No stats are yet being produced. Hopefully by September we can start producing some meaningful stats.
 - Only a handful of registrations have taken place this year so far
 - Finances covered elsewhere in these minutes.
7. CIC panel report
- CIC panel could face issues in the future as people move on or retire.
 - Need to look at future for all panels. ALO's should start considering succession planning.
 - Agreed that the higher TA fees for CICs is not justified and will be dropped. Consideration to be given as to how this loss of income could be recovered.
8. Regional Reports
- 8.1 Derbys – DB
- Panel member's position regarding CIC mines module has been clarified.
- 8.2 N Wales - GT
- Recent mines inspections completed - the last for Les. Need to look to the future as Steve Pope only taking over temporarily.
 - Improvised harnesses discussed. Should it be removed from the syllabus? GT to pool thoughts of T/As on the topic
 - Some access issues have been sorted.
 - Highlighted a potential issue regarding Bats and viruses effecting access to some venues.
- 8.3 S Eng – SN
- Some FOD sites are closed
 - Next meeting schedules on 24th May
- 8.4 N.Eng - GD
- Birkwith access issues are being looked at by CNCC
 - Need to ensure panel members who assess in Scotland add a panel meeting credential to their account as well as the N Eng. one.



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8.5 S Wales - J P-S

- Access remains a real issue but Will Burn the BCA access officer is to get involved - RH will attend.
- Improvised harnesses discussed - GT to do a T/A survey to gather their views.

9. Liaison Group Report

- A couple of productive meetings have taken place.
- 'Belts' the top topic of discussion. E&T providing some money for testing.
- DB share workshop belt test info with the liaison group.

10. T/As New, Resigned, Applied.

- None

11. Exemptions /Extensions

- None

12. Professional Standards Document – J P-S

- Exercise to test incident form using a real historic case is still to be completed DB liaise with J P-S

13. TA Pathway – update workshop observation.

- J P-S send notes on this to GT for website etc.

14. Update workshops future

Online, blended, covering costs, out of area sites ?

- Agreed to for MW to set up six month reminder.
- Must now have at least two booked on for the update to run.
- As so much to consider J P-S to set up an online workshop group to consider the future
- Need to agree process and experience needed for adding/removing OOA sites - RH will kick this off with his panel.

15. TA Panels meeting QMS procedure.

1. In advance – TA'S book on.
 2. At panel meeting - may be tricky if you only have one screen.
 3. In advance with extended booking date. Simply upload a credential.
- Number 1 is the preferred option.

16. Inclusivity MW



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- Particular issues exist for people with dyslexia. DH to represent QMC for this issue on BCA. MW to pass on helpful links from the Dyslexia society to TAs

17. Combined Assessments

Clarified what can be combined.

- Cave or Mine leader core skills can be combined with vertical core skills OR
- Cave or Mine leader group skills can be combined with vertical group skills OR
- Neither can be done if training exemption granted.
- Application form for combined assessment to be set up off-line

18. Elliott Ball Award

- Soft launch taken place as documents now of website.
- Waiting to hear if HE will take place this year before planning leaflets and other publicity.

19. AOB

- QMC chair and deputy up for election later this year. Job specs were reviewed.

20. Date of Next Meeting

- 20/09/21 and 17/01/2022