



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 31/01/2022 Online

Present

George Plant	(GP)	QMC Chair, Acting ALO Northern Panel
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
Russell Myers	(RM)	Council Rep
Stephan Natynczuk	(SN)	ALO Southern Panel
Chris Boardman	(CB)	Council Rep
Tony Radmall	(TR)	ASCT
Phil Baker	(PB)	CIC Panel Rep
David Hollingham	(DH)	AHOEC

Apologies

None

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 minutes of the last meeting were then accepted as a true record.

2. Action Register

No	Action	Who	By	Status
20/05/2019				
209	GD to prepare a draft T.O.R.doc for panels. Update 20/09/2021 Ready to be issued by MW Update 22/01/31 Complete	MW	ASAP	Discharged
23/09/2019				
217	CB to issue statement to J P-S re DBS checks Update 20/09/2021 work undertaken and update to be sent via email. Update 22/01/31 CB to ask HJ for advice regarding payments	CB	Before Next Meeting	Ongoing
221	PR to review mines document. Action passed to GT DB & GT Update 20/09/2021 ongoing Update 22/01/31 Ongoing	GT/DB	Before Next Meeting	Ongoing



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13/01/2020				
226	CB to review site specific sign offs with the guidelines for Tech Experts advisors Update 20/09/2021 Ready to be issued by MW and put on website Update 22/01/31 Complete	CB	Next Meeting	Discharged
11/05/2020				
233	PB to set up meeting with HSE on the mines letter 10/05/2021 on Hold	PB	ASAP	On Hold
21/09/2020				
342	GT to pull working group together to propose way forward on mines Inspectorate issue Update 20/09/2021 on hold pending PB discussion with HSE	GTGD	ASAP	On Hold
346	RH pulling documentation together of caving belts Update 20/09/2021 BCA Testing equipment currently unavailable. GT, RH and JPS to meet in N.Wales to continue testing. Update 22/01/31 to be discussed at E&TE meeting on Thursday	RH/DB	ASAP	Ongoing
347	SN to lead on cave biology resource Update 20/09/2021 ongoing Links to Andy Lewington's resource to be put on BCA website Update 22/01/31 Complete	GT	ASAP	Discharged
23/11/2020				
350	SN to review Professional Standards document and submit to the QMC meeting in January. Incident form needs to be reformatted Update 22/01/31 Further work to be done on the incident form relating to RIDOR and the BCA complaints procedures.	GP	ASAP	Ongoing
351	ALOs to provide input to J P-S regarding TA handbook Update 22/01/31 GP to liaise with J P-S	GP	ASAP	Ongoing
25/01/2021				
358	GT to circulate draft of TA appointment doc Update 22/01/31 Complete	GT	ASAP	Discharged
10/05/20210				
362	MW/J-PS/GT to meeting with Howard to discuss finances Update 22/01/31 MW to set up a meeting ASAP	MW	ASAP	Ongoing
363	MW to update QMS to reflect decision on CIC TA Fees Update 22/01/31 Complete	MW	Before November	Discharged



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364	J P-S to send notes to GT regarding TA Pathway for website Update 22/01/31 Complete	J P-S	Before next meeting	Discharged
20/09/2021				
369	RH to discuss the RADON finance mechanism with the treasurer. Update 22/01/31 Complete	RH	ASAP	Discharged
370	Create statement regarding COVID allowances position Update 22/01/31 - action replaced following discussion at meeting.	J P-S	ASAP	Discharged
371	Update CIC update workshop course description regarding booking workshop after certificate expiry Update 22/01/31 Ongoing	GT	ASAP	Active
372	J P-S to document input and thoughts on OOA sites – as part of TA handbook Update 22/01/31 On agenda	J P-S	Before next meeting	Discharged
373	Make sure potential issues with releasable abseils is documents for TA Workshop in October. Update 22/01/31 On agenda	DB	Before 23/10	Active
374	Set up reminders for TA update Workshops/P2P Update 22/01/31 Complete	MW	Before next meeting	Discharged.
31/01/2022				
375	MW to produce T/A activity figures for 2019 and at the end of each year starting 2022	MW	Next meeting	Active
376	RH to create a statement on CIC out of date certification implications	RH	ASAP	Active
377	GT to set up 'update via vertical training/ form and process	GT	ASAP	Active
378	GP to produce an email for T/A on OOA site and update forms not being sent	GP	ASAP	Active
379	MW to produce a summary report of feedback for each QMC meeting.	MW	By next meeting	Active
380	DB to look into process for managing Northern Mines inspections	DB	ASAP	Active
381	ALOs to make sure teams know where scheme information is held on the BCA website.	ALOs	Next Panel Meetings	Active
382	GT to remove improvised harness from syllabus	GT	ASAP	Active

3. Matters Arising



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3.1 Action 370 – agreed that MW may allow 6 months beyond expiry date for people expiring and updating in 2022 depending upon the circumstances. The award will expire. If they need their certificate before then they need to do a CSR.

3.2. CIC T/As need to know is a candidate is also a mines leader. For now they will need to ask the candidate but there is a support ticket open with JustGo to enable T/As to see certs.

4. Report from any BCA Council meetings

No report

5. Finance report

No report but the issues of finance was a later agenda item.

6. CIC panel report

Two new CIC T/As were appointed one of whom must first gain his LCMLA T/A status and find two more T/As to support his application.

PK and NA have both observed done one assessment.

Looking into whether finance for coaching skills could be sourced via other sporting bodies.

CIC apprenticeship will be done offline from QMS.

6. Regional Reports

6.1 South Wales RH - radon sampling is complete. One application to become a T/A was rejected on

6.2 Derbyshire DB - no report. Next panel meeting this week.

6.3 Southern England SN - 30 people from Mendip signing up for training.

DB said that a mines training course was run on Cornwall and two CICs took part in the training.

6.4 North Wales GT – Panel reviewed written papers for candidates against the syllabus information available from the BCA website. Mine leader syllabus could not be covered in a one day assessment.

Also hazards can be very regional so would not all be assessed. Review of the syllabus required plus removes improvised harnesses. This will be picked up at an ALO meeting to be arranged.

6.5 Northern England GP. There is a space for an applicant wishing to join the N Panel.

As issue that has arisen regarding one T/A is to be looked into by GP/GT

7. Liaison Group Report

RH - belting testing is the only issue being progressed.

8. T/As New, Resigned, Applied.

Two new T/As have been appointed.

Applications are pending from one T/A for Southern England, and two for N England

Four T/As have resigned.



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9. Exemptions /Extensions process.

See matters arising 3.1

10. Geology

This item was brought forward as PB had to leave. The work is ongoing as PB needs to discuss with John Gunn.

11. TA application process. Clarify some issues (see document attached)

GT provided an overview ad the new process and how this will work on the QMS. An issue with the current T/A apprentice credentials has been circumvented but more work is required.

A discussion on the minimum activity required to maintain T/A status took place. It was decided to review at the end of the year as activity during 2020 and 2021 was affected by COVID. MW will find the figures for 2019 using the old course ID number data.

12. JustGo (GT)

GT highlighted some issues which have been resolved.

Double bookings were originally prevented but this reverted after a new release of the software. Now resolved by JustGo.

Prerequisites have been failing I some cases due to some of developer code which again failed after the new release. This is an ongoing issue and we will be able to resolve it using a new facility being provided by JustGo.

Note that the fixes above cannot be applied to courses already on the system.

We still have a couple of T/A payment issues that are being progressed.

13. RADON (GT)

Nothing to report.

14. CIC Certificates Expiring.

RH is to create a statement explaining the implications of certificate expiry which will be added to the course emails and also to answer queries to MW.

15. Feedback from TA CPD Workshops

A long discussion took place regarding feedback from a recent TA CPD workshop including the use of belay with micro traxion, removal of body belay, and improvised harness. This is to be discussed along with the syllabus at panel meetings and then at an ALO meeting to be set up at the end of April or start of May.

16. TA Fees process and new apprentices

GT clarified how this would work using JustGo. Some work is still outstanding



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17. Succession planning

MW must decide by the end of February whether or not she will retire at the end of May.

18. Vertical training automatically updating cave/mine leader award.

GT to review this and set up a process to make that route available only where normal update prerequisites have been fulfilled.

19. Update workshop forms and OOA sites

These are often not sent to workshop leaders and the OOA sites process not followed by candidates. This has been an issue even before QMS.

GP is to create an email to support T/As about how to manage such situations and removing sites where OOA sites process has not been followed.

20. TA CPD Process

MW highlighted problems with scheduling T/A Update Workshops QMS credential issue with alternating workshop/P2P. A workshop for March has had to be cancelled as no-one had booked on. The number of T/As needing to update each year varies. Various ideas were discussed such as moving to P2P only. T/As must do their first update before their 3rd anniversary of becoming a T/A.

21. Google forms – review feedback

MW to produce a summary report of feedback for each QMC meeting.

22. Northern Mines Inspections - DB

There is an issue with Northern England mines as inspections are not being carried out. This process is managed differently in each area – so for instance via PICA in Derbyshire. DB is to look into setting something similar up for Northern England.

23. BCA website – TAs unfamiliar with resources

ALOs to make sure their teams are aware of the information on the BCA website and how to find it.

24. Radon Certs

MW is currently unable to access and resend RADON certificates. GT has now provided MW with the correct access.

25. BCA and Autism

MW raised the issue of BCA and support for those with autism. A discussion took place and the BCA Equality policy was highlighted.

26. Update workshop input

An issue arose whereby an attendee said that a request to include a topic at an update workshop had not been actioned. This has been addressed.



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27. AOB

27.1 GT to remove improvised harness from syllabus.

27.2 Pathways to update cave and mine. Only updates via vertical training required completion of a form. Discussion as to whether other routes such as cave to mines should also require a form.

Date of Next Meeting 16/05/2022

DRAFT