



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 24/01/19 Online

Present

Phil Baker	(PB)	CIC Panel Rep
Rich Hill	(RH)	ALO South Wales Panel and CIC chair
Chris Boardman	(CB)	Council Rep
Mary Wilde	(MW)	Training Administrator
Gethin Thomas	(GT)	ALO North Wales Panel
Russell Myers	(RM)	Council Rep
Dave Baines	(DB)	ALO Derbyshire Panel (by phone)
Mick Ellerton	(ME)	ALO Northern Panel
George Plant	(GP)	QMC Chair
Stephan Natynczuk	(SN)	ALO Southern Panel
David Hollingham	(DH)	AHOEC

Apologies

Abbreviations

T/A Trainer Assessor

T/Adv Technical Advisor

TC Training Committee

QMC British Caving Association Qualification Management Committee

Meeting commenced at 10:10 am.

1. Minutes of the Last Meeting

The minutes of the last meeting were accepted as a true record - proposed by RH seconded by GT

2. Action Register

No	Action	Who	By	Status
23/09/2019				
221	PR to review mines document. Action passed to DB & GT Update 20/09/2021 ongoing Update 16/05/2022 Ongoing 05/10/2022 doc produced by DB needs another to review. SN volunteered 19/01/2023 Ongoing Update 15/05/2023 SN shared doc with DB. Pete Knight has offered to help. Update 23/10/2023 GT to chase this action Update 19/01/2024 to set up a zoom meeting to progress this	GT/SN/DB	Before Next Meeting	Ongoing



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11/05/2020				
233	<p>PB to set up meeting with HSE on the mines letter 10/05/2022 on Hold</p> <p>16/01/2023 Still on hold but expecting it will become active again shortly</p> <p>Update 15/05/2023 Still on hold but there is a change of contact in the pipeline so expect some activity soon.</p> <p>Update 23/10/2023 Still on hold</p> <p>Update 19/01/2024 QMC agreed to discharge this</p>	GT	ASAP	Discharged.
23/11/2020				
350	<p>SN to review Professional Standards document and submit to the QMC meeting in January. Incident form needs to be reformatted</p> <p>Update 22/01/31 Further work to be done on the incident form relating to RIDOR and the BCA complaints procedures.</p> <p>Update 16/05/2022 Ongoing</p> <p>Update 05/10/2022. Delay due to current complaint and should be reviewed in the light of that experience. Need to follow best HR practice.</p> <p>16/01/2023 Ongoing</p> <p>Update 15/05/2023 SN needs the latest copy to progress. GT to send it to him.</p> <p>Update 23/10/2023 RH offered to follow this up</p> <p>Update 19/01/2024 Document complete and MW to post on website along with the forms</p>	MW	ASAP	Ongoing
351	<p>ALOs to provide input to J P-S regarding T/A handbook</p> <p>Update 22/01/31 GP to liaise with J P-S</p> <p>Update 16/05/2022 Ongoing</p> <p>Update 05/10/2022 ALO input received. GP contact JP-S</p> <p>16/01/2023 RH offered to help JPS move this forward</p> <p>Update 15/05/2023 progress has been made and another meeting set up for 24/05 to complete</p> <p>Update 23/10/2023 Draft has been issued. Meeting required tying up CIC panel input.</p> <p>Update 19/01/2024 Completed</p>	RH/GT		Discharged
31/01/2022				
378	<p>GP to produce an email for T/A on OOA site and update forms not being sent</p> <p>Update 16/05/2022 Statement re OOA sites to go on the workshop details form. T/As to make sure their</p>	RH	ASAP	Discharged



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	<p>pre course information also includes this requirement</p> <p>Update 05/10/2022 On Agenda</p> <p>15/05/2023 Unsure if any actions had been completed. Was on agenda but nothing definite agreed?</p> <p>Update 23/10/2023 RH offered to write an email to combine this with others outstanding on the action register.</p> <p>Update 19/01/2024 Complete</p>			
380	<p>DB to look into process for managing Northern Mines inspections</p> <p>Update 16/05/2022 DB working with Mal Tabb to set something up. Need to consider Coniston area too.</p> <p>Update 05/10/2022 On Agenda</p> <p>16/01/2023 Some interest in the North but no real progress</p> <p>15/05/2023 On agenda. Some leaders will not be able to update their award as they can't use the mines.</p> <p>DB/MW to produce a list of those potentially affected</p> <p>Update 23/10/2023 See agenda item. DB/ME/DH to meet and progress</p> <p>Update 19/01/2024 On agenda. Report issued and attached</p>	DB/ME/DH	ASAP	Ongoing
Actions from the interim online Finance Meeting 27/06/2022				
F1	<p>Try to establish which people could be moved from the QMS</p> <p>Update 05/10/2022 Initial work undertaking but need to discuss with Gethin. MW to create a document which explains the issues and possible resolutions.</p> <p>16/01/2023 MW and GT to meet offline to discuss</p> <p>15/05/2023 Agreed to download all lapsed members and request JustGo to delete those accounts plus those deceased. Need to agree how to manage 'returners'.</p> <p>Update 23/10/2023 See agenda item. Proposal on way forward agreed.</p> <p>Update 19/01/2024 Complete</p>	MW/GT	ASAP	Discharged
05/10/2022				



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390	GT to set up a review for scheduling and content of update workshops. 16/01/2023 Ongoing 15/05/2023 Ongoing Update 23/10/2023 ongoing Update 19/01/2024 refers to Hot Topics document. GT to issue for all to review before Sunday	All	ASAP	Active
392	MW to discuss website content for panels with Ari 16/01/2023 MW/GP to take this offline 15/05/2023 Ongoing Update 23/10/2023 MW to look at setting up Dropbox folder for each panel Update 19/01/2024 No progress	MW	ASAP	Active
398	MW to gather data on T/A activity 16/01/2023 Panels to be asked for input into requirements in maintain T/A status 15/05/2023 Consensus was that all T/As should run at least one activity per year. It was acknowledged that courses are demand led. GT and DB to pull together a statement on this. Update 23/10/2023 To be completed by 15/11 including process for tracking and managing defaulters Update 19/01/2024 QMC Ongoing	GT/DB	15/11/2023	Active
16/01/2023				
402	MW to invite Steve Grey to the next QMC meeting 15/05/2023 Next meeting in October 23/10/2023 Next meeting in January Update 19/01/2024 MW to add him to the next meeting	MW	Before April	Ongoing
409	RM to get the radon sheets updated on the website 15/05/2023 ongoing Update 23/10/2023 RM to get website access for GT for the short term Update 19/01/2024 GT/RM to progress	RM/GT	ASAP	Active
16/01/2023				
411	GP to draw up a discussion document about fees and charges Update 23/10/2023 GP/RH/GT/MW to meet to	GP/MW	Before next meeting	Discharged



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	discuss Update 19/01/2024 QMC agreed to discharge this action as it is on the agenda			
414	Set up a working party to review Geology document for LCMLA Update 23/10/2023 ongoing Update 19/01/2024 QMC ongoing	GT/RH/PB	Before next meeting	Ongoing
415	Set up working party to draft fitness to work statement Update 23/10/2023 CB offered to help with this. Looking at what mountain training do. Update 19/01/2024 QMC ongoing	GP with GT and CB	Before next meeting	Ongoing
418	GP to draw up document on remit of CICs and T/As for Josh White. Update 23/10/2023 progress unknown Update 19/01/2024 QMC ongoing	GP	ASAP	Ongoing
23/10/23				
419	GP to follow up about insurance following activity with Josh White Update 19/01/2024 QMC complete	GP	By next meeting	Discharged
420	MW to contact TR about QMC Update 19/01/2024 no reply from TR. GP to contact him.	GP	By next meeting	Active
421	MW to set up a finance meeting Update 19/01/2024 Discharged	MW	ASAP	Discharged
422	RH format something on risk assessments for the Hot Topics list. Update 19/01/2024 QMC complete	RH	ASAP	Discharged
432	MW to send dyslexia information to ME Update 19/01/2024 QMC complete	MW	ASAP	Discharged
433	MW/GT to look into documenting the changes to the CSR process Update 19/01/2024 QMC ongoing	MW/GT	ASAP	Ongoing
434	RH to contact SN and Tony Smith about cover in Tony's area Update 19/01/2024 QMC complete	RH	ASAP	Discharged
435	MW to create project plan for renaming T/A credentials Update 19/01/2024 QMC ongoing	MW	Before next meeting	Ongoing
436	GT to look into improvement of the update workshop	MW	Before next	Ongoing



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	email to candidates Update 19/01/2024 MW to raise a ticket with JustGo		meeting	
437	RH to email GT ad PB regarding issues around under 18 training. Update 19/01/2024 QMC complete – no action required	RH	Before next meeting	Discharged
438	MW to discuss end of year report with GP Update 19/01/2024 Action dropped	MW	ASAP	Discharged
439	MW to pass on details of the old scheme for training in Ireland to RM Update 19/01/2024 QMC complete	MW	ASAP	Discharged
440	RH to discuss safety notice with the author at the next liaison meeting Update 19/01/2024 resolved. Need to make the change on the website document but unsure of who has access.	RM	Before Next Meeting	Ongoing
441	Petzel Adjust lanyards use in caves. RH to discuss at the next liaison meeting as a possible area for research. Update 19/01/2024 Need to create a stance on this for BCA. PB to discuss with Pete Knight.	PB	Before next meeting	Ongoing
442	MW to issue note to T/As about downgrading from C to L Update 19/01/2024 QMC complete	MW	ASAP	Discharged.
19/01/20245				
443	Add a note to the Goyden docs on the website to say they are under review.	MW	ASAP	Active
444	Raise a ticket with JustGo about update workshop emails	MW	ASAP	Active
445	GT create a discussion list covering the issues involved regarding changing the update workshop ratios for QMC who will review and issue to all T/As for discussion.	GT	By Next Meeting	Active
446	GP to issue reminder to T/As about timely completion of QMS admin as per the T/A agreement	GP	ASAP	Active
447	ALO's to notify panel regarding apprentices observing group day out of area - but it must be agreed vai QMC	ALOs	By Next Meeting	Active
448	RH put thoughts together regarding emergency procedures and best practice taking into account the	RH	By next meeting	Active



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	circumstances in a recent Coasteering fatality where the course leader became incapacitated.			
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3. Matters Arising

3.1 CB - Petzl – now manufacture anti slip devices and they work well. Will be available in UK next week. Information needs to be disseminated widely.

4. Report from any BCA Council meetings

RM None.

GT Welsh Alliance Access discussions on possibility of outdoor education being compulsory for kids. Access and finance issues would arise. Worth keeping a watching brief on this. Meeting on 25th but GT unable to attend. CB offered to go in his place.

5. Finance report

Aiming to hold a finance meeting during the week starting 29th January.

6. CIC panel report

Note that the number of CIC has reduced by around 15 over the last three years. Some have downgraded and others left.

7. Training Administrator's Report (report issued in advance)

None – covered on agenda issues.

8. Regional Reports

8.1 DB Derbyshire

None

8.2 RH South Wales.

Blue Stal and Black Hole mines now inspected.

8.3 SN S Eng.

Rock fall in Symonds Yat - the crag is currently closed.

8.4 GT N Wales

Nothing other than acknowledging that the panel has been in existence for 30 years

Discussion on group day and problem solving and its inclusion on the syllabus. Appropriate only if a situation occurs rather than setting a scenario. No action required.

8.5 ME N Eng.

Goydon Hydrology has changed recently and will be reviewed at next panel meeting. ME will discuss with Graham Mollard who wrote the Goydon doc. Need to add a note to say the doc is under review.



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9. Liaison Group Report

Covered under matters arising.

10. T/As new, resigned etc.

- New apprentice T/A supported by panel. RH raised the aspect of panel member places and number of apprentices. T/As struggle to find courses to observe. ME added that vertical courses are the issue as some are added last minute. Discussion on T/A observing group day out of area. Particularly difficult in SE. Agreed for two T/As to have the option of observing a group day out of area – SN to notify them. For the future T/As to make a request to QMC.
- GP to follow up issue with one T/A

RM left the meeting.

11. Google forms – review feedback

Two scores of poor were followed up at the time by MW. One involved the booking process and the other criticism of the online system.

12 JustGo

12.1 BCA Membership will be moving to JustGo. MW said that a meeting is required urgently between the groups to ensure a smooth process. GP will discuss with RM

12.2 MW said that being able to report on which LCMLAs needed to update per year would be beneficial. The possibilities were to buy the reporting bolt on module and attend a training course, or pay JustGo to create a customised report. Both options would cost about £400 but neither would actually give us the complete picture we need. This is because we don't capture the region or regions in which the leaders operate. Adding such information with a flag on QMS would be an option.

DH asked about the timing of CIC updates. RH explained that for CIC only we plan dates around expiry dates. This is only possible due to the lower numbers involved compared to LCMLA.

12.2 Cull

Done - complete

12.3 Events page and other recent changes

The page has been changed and is working OK since the last QMC.

12.4 Renaming T/A credentials

No progress – see action 435

13. Northern Mines Update



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See action 380

14 Update booking forms and email.

Still many problems as people don't complete their form. We need to improve the email that goes out and make the link more obvious. MW to raise a ticket with JustGo See Action 444

15 CSR form and process on QMS/QMC.

See action 433

16. Under 18s RH

Agreed to drop this - no action required.

17. Training and Workshop Ratios (ME)

The ratios for update workshops should be the same as for the cave leader and vertical cave leader trainings. Currently we can have 5 vertical cave leaders at a workshop, but training can only have 4. 4 seems an appropriate number when working with this level.

Propose to raise the ratio to 1 to 6 for VL 1 to 8 for CL

GT create a discussion list covering the issues involved for QMC who will review and issue to all T/As for discussion.

18. Dyslexia Policy (ME)

Need to include neuro-divergence. ME to update with the QMC additions for review and return to GT.

19 Accidents (RH)

We become aware of accidents that have occurred from which we could learn. This could be a topic for update workshops via the hot topics document.

20 Coasteering (RH)

A recent fatality has highlighted a scenario whereby a course leader becomes incapacitated. RH put thoughts together regarding emergency procedures and best practice. .

21. Workshop Report from PB (MW)

This was well received but T/As are not expected to produce one.
Include near miss experiences and navigation to be added to
Hot Topics

22. PPE and risk assessment (RH)

Done. The issue is up to any employer.

23. Radon Training (GP)

Suggested that this should be a prerequisite to training and updates. This was rejected because it is not the BCA remit, employers may require their staff to have such training



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24. Mines candidate unable to attend second day of training. (GT/MW)

Such occurrences will be taken on a case by case basis. Must complete the 2nd day within 6 months. They will fail the original course on QMS.

25. T/A Agreement (PB)

The T/A agreement states that course admin must be completed in a timely manner. Recently a candidate was bounced from a group day because the other T/A had not completed the core skills course admin. See action 446

Agreed to change the wording to wording to 'within 7 working days or notify the Training Administrator'. GP to email a reminder to T/As

30 Update Workshop Hot Topics

The document needs to be dated each time it is updated. Items to be dropped after 5 years.

31 Date of Next Meeting

QMC 26th April QMC

DRAFT