



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 26/04/2024 Online

Present

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)
George Plant	(GP)	QMC Chair
Chris Bolton	(CJB)	BCA Treasurer
Tony Radmall	(TR)	Voluntary Sector Rep

Apologies

Phil Baker	(PB)	CIC Panel Rep
Mick Ellerton	(ME)	ALO Northern Panel
Stephan Natynczuk	(SN)	ALO Southern Panel
David Hollingham	(DH)	AHOEC

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 GP

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	GT/SN/DB	Before Next Meeting	Ongoing



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 26/04/2024 Online

	<p>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 Update 26/04/2024 DB to review and replace number or refs to coal mining with a brief summary.</p>			
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 Update 19/01/2024 Document complete and MW to post on website along with the forms Update 26/04/2024 completed</p>	MW	ASAP	Discharged
31/01/2022				
380	<p>DB to look into process for managing Northern Mines inspections Update 16/05/2022 DB working with Mal Tabb to set something up. Need to consider Coniston area too. Update 05/10/2022 On Agenda 16/01/2023 Some interest in the North but no real progress 15/05/2023 On agenda. Some leaders will not be able to update their award as they can't use the mines. DB/MW to produce a list of those potentially affected Update 23/10/2023 See agenda item. DB/ME/DH to meet and progress Update 19/01/2024 On agenda. Report issued and attached</p> <p>Update 26/04/2024 long discussion. Responsibility for allowing led groups in mines classified as category 1 or 2 falls under the purview of the technical advisor. Pete Carter is to be invited to join the N Panel for MINES ONLY and start his observations as part of the T/A Apprentice Pathway DH will continue along his pathway to become a T/A.ME to step back from the Mines Pathway. DB and PK will cover any necessary work until DH and PK achieve their respective milestones.</p>	GP/DB	ASAP	Ongoing



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 26/04/2024 Online

05/10/2022				
390	<p>GT to set up a review for scheduling and content of update workshops.</p> <p>16/01/2023 Ongoing</p> <p>15/05/2023 Ongoing</p> <p>Update 23/10/2023 ongoing</p> <p>Update 19/01/2024 refers to Hot Topics document. GT to issue for all to review before Sunday</p> <p>Update 26/04/2024 updated to show the harness clips are now available. Complete</p>	All	ASAP	Discharged
392	<p>MW to discuss website content for panels with Ari</p> <p>16/01/2023 MW/GP to take this offline</p> <p>15/05/2023 Ongoing</p> <p>Update 23/10/2023 MW to look at setting up Dropbox folder for each panel</p> <p>Update 19/01/2024 No progress</p> <p>Update 26/04/2024 action dropped</p>	MW	ASAP	Discharged
398	<p>MW to gather data on T/A activity</p> <p>16/01/2023 Panels to be asked for input into requirements in maintain T/A status</p> <p>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.</p> <p>Update 23/10/2023 To be completed by 15/11 including process for tracking and managing defaulters</p> <p>Update 19/01/2024 QMC Ongoing</p> <p>Update 26/04/2024 Agreed each T/A must complete at least one course per year in any region. Need to update the T/A agreement</p>	MW/GT	15/11/2023	Active
16/01/2023				
402	<p>MW to invite Steve Grey to the next QMC meeting</p> <p>15/05/2023 Next meeting in October</p> <p>23/10/2023 Next meeting in January</p> <p>Update 19/01/2024 MW to add him to the next meeting</p> <p>Update 26/04/2024 MW added him to the QMC group list.</p>	MW	Before April	Discharged.
409	<p>RM to get the radon sheets updated on the website</p> <p>15/05/2023 ongoing</p>	RM/GT	ASAP	Discharged



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 26/04/2024 Online

	Update 23/10/2023 RM to get website access for GT for the short term Update 19/01/2024 GT/RM to progress Update 26/04/2024 Complete			
16/01/2023				
414	Set up a working party to review Geology document for LCMLA Update 23/10/2023 ongoing Update 19/01/2024 QMC ongoing Update 26/04/2024 Some progress but still 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 Update 26/04/2024 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 Update 26/04/2024 complete	GP	ASAP	Discharged
23/10/23				
420	MW to contact TR about QMC Update 19/01/2024 no reply from TR. GP to contact him. Update 26/04/2024 TR happy to stay on (thanks Badger)	GP	By next meeting	Discharged
433	MW/GT to look into documenting the changes to the CSR process Update 19/01/2024 QMC ongoing Update 26/04/2024 ongoing	MW/GT	ASAP	Ongoing
435	MW to create project plan for renaming T/A credentials Update 19/01/2024 QMC ongoing Update 26/04/2024 Project plan created. Main issue is co-ordinating the changes along with the documentation. MW to create draft updated documentation	MW	Before next meeting	Ongoing
436	GT to look into improvement of the update workshop email to candidates Update 19/01/2024 MW to raise a ticket with JustGo Update 26/04/2024 chargeable work. Decided to drop	MW	Before next meeting	Discharged



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 26/04/2024 Online

	and stick to the 'rules' whereby T/As can remove sites from lists if candidate has not complied.			
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. Update 26/04/2024 complete	RM	Before Next Meeting	Discharged
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. Update 26/04/2024 complete	PB	Before next meeting	Discharged
19/01/20245				
443	Add a note to the Goyden docs on the website to say they are under review. Update 26/04/2024 complete	MW	ASAP	Discharged
444	Raise a ticket with JustGo about update workshop emails Update 26/04/2024 complete	MW	ASAP	Discharged
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. Update 26/04/2024 discussed and agree the change to 6 and 8. MW to update QMS and docs. Notify T/As	MW	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 via QMC Update 26/04/2024 complete	ALOs	By Next Meeting	Discharged
448	RH put thoughts together regarding emergency procedures and best practice taking into account the circumstances in a recent Coasteering fatality where the course leader became incapacitated. Update 26/04/2024 nearly complete – just minor adjustment needed.	RH	By next meeting	Active
26/04/2024				
449	Discuss process for award scheme members via QMS and website	MW/GT	By Next Meeting	Active
450	MW to send stats to CBR	MW	ASAP	Active



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 26/04/2024 Online

451	GT to document proposal for group day syllabus written paper content	GT	Next Meeting	Active
452	MW to remind ALO's about standard agenda for panel meetings.	MW	ASAP	Active
453	GT to create doc on competent belaying techniques	GT	Next Meeting	Active
454	GP to contact T/A about status / unpaid fees.	GP	ASAP	Active
455	MW to contact T/A regarding item of feedback from course	MW	ASAP	Active
456	RH to check Dyslexia doc for typos	RH	Next Meeting	Active
457	RH to discuss T/A update notes with AL	RH	ASAP	Active
458	MW to carry out a straw poll re date of next meeting	MW	ASAP	Active

3. Matters Arising:

Communication updates to be shared with award holders via website and JustGo platform. MW/GT to discuss

4. Report from BCA Council meetings

IT work progressing –moving to a new email platform

5. Finance report (CBR)

Deficit budget agreed for 2024. Indicates need for increased membership fees.

Reserves allocated for insurance. QMC has reduced costs. MW to send stats history to CJB

6. CIC Panel Report

One new leader qualified as a CIC.

Considering rescue techniques which need incorporating into the scheme.

7. Training Administrator's Report

CSR process still needs reviewing (see action register)

8. Regional Reports

8.1 GT NW - discussions on wording for group day assessments syllabus and written paper. RH and DB use annotated surveys and scenarios. GT to draw up a proposal



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 26/04/2024 Online

8.2 DB Derbys – should we standardise panel meeting agendas? This already included in the ToR document. MW to remind ALOs

8.3 SN S Eng – not present

8.4 RH SW – Nothing to report

8.5 GP NE – Nothing to report

8.6 GT raised discussion on competent belaying. GT to document skills required.

9. Liaison Group

No report

10. TA Updates

Applications and unpaid fees noted. GP to action the latter.

11. Google Forms Feedback

One leader was not clear on difference between cave leader and vertical leader. MW to contact the T/A who ran the course

12. Lone Working

Completed.

13. BCA Membership On-boarding

Communication plans to be developed.

14. JustGo Renaming T/A Credentials

MW to create draft documentation prior to instructing JustGo to make changes (see action register).

15. Elliot Ball Award Review

Process to remain unchanged.

16. Dyslexia Document

Typos to be addressed by RH.

17. Update Workshop Feedback

RH to discuss with Andy Lewington and some key points included.



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 26/04/2024 Online

18. Hot Topics

No updates

19. Date of Next Meeting:

Proposed for October 7th or 14th – MW to carry out a straw poll.

DRAFT