



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held at 10.00 am 07/10/2024 Online

Present

Rich Hill	(RH)	ALO South Wales Panel and CIC chair
Chris Boardman	(CDB)	Council Rep
Mary Wilde	(MW)	Training Administrator
Gethin Thomas	(GT)	ALO North Wales Panel
Dave Baines	(DB)	ALO Derbyshire Panel (by phone)
George Plant	(GP)	QMC Chair
Chris Bolton	(CJB)	BCA Treasurer
Phil Baker	(PB)	CIC Panel Rep
Dan Liddy	(DL)	ALO N Eng
Olly Rees	(OR)	Southern England Panel Rep

Apologies

Stephan Natynczuk	(SN)	ALO Southern Panel
David Hollingham	(DH)	AHOEC
Tony Radmall	(TR)	Voluntary Sector Rep

Abbreviations

T/A Trainer Assessor

T/Adv Technical Advisor

TC Training Committee

QMC British Caving Association Qualification Management Committee

Meeting commenced at 10:05 am.

1. Minutes of the Last Meeting

Two corrections were made. Action 380 should read 'DB and PK will cover any necessary work until DH and PC achieve their respective milestones'.

Chris Bolton and Chris Boardman should be referred to as CJB and CDB respectively.

The minutes were accepted as a true record by RH.

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.	DB/MW	Before Next Meeting	Ongoing



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	<p>Update 23/10/2023 GT to chase this action</p> <p>Update 19/01/2024 to set up a zoom meeting to progress this</p> <p>Update 26/04/2024 DB to review and replace number or refs to coal mining with a brief summary.</p> <p>Update 07/10/2024 Document requires photos and diagrams. MW volunteered to edit it.</p>			
31/01/2022				
380	<p>DB to look into process for managing Northern Mines inspections</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 PC achieve their respective milestones.</p> <p>Update 07/10/2024 PK will be taking over from DB but can't go to N Panel meetings. PK will do core skills and DB will do group skills.</p> <p>Complete</p>	GP/DB	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> <p>Update 07/10/2024 JustGo will need to implement the change on QMS</p>	MW/GT	15/11/2023	Active
16/01/2023				
414	Set up a working party to review Geology document for	GT/RH/PB	Before next	Ongoing



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	LCMLA Update 23/10/2023 ongoing Update 19/01/2024 QMC ongoing Update 26/04/2024 Some progress but still ongoing Update 07/10/2024 ongoing		meeting	
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 Update 07/10/2024 GP to draft document	GP with GT and CB	Before next meeting	Ongoing
23/10/23				
433	MW/GT to look into documenting the changes to the CSR process Update 19/01/2024 QMC ongoing Update 26/04/2024 ongoing Update 07/10/2024 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 Update 07/10/2024 Stalled due to membership onboarding.	MW	Before next meeting	Ongoing
19/01/2024				
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 Update 07/10/2024 Complete	MW	By Next Meeting	Discharged
446	GP to issue reminder to T/As about timely completion of QMS admin as per the T/A agreement Update 07/10/2024 Complete	GP	ASAP	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



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	Update 07/10/2024 Nearly complete and will need to go into resources.			
26/04/2024				
449	Discuss process for award scheme members via QMS and website Update 07/10/2024 MW to look into adding a link to email footers pointing candidate to website	MW/GT	By Next Meeting	Active
450	MW to send stats to CBR Update 07/10/2024 complete	MW	ASAP	Discharged
451	GT to document proposal for group day syllabus written paper content Update 07/10/2024 ongoing	GT	Next Meeting	Active
452	MW to remind ALO's about standard agenda for panel meetings. Update 07/10/2024 MW complete	MW	ASAP	Discharged
453	GT to create doc on competent belaying techniques Update 07/10/2024 nearly complete. Need to incorporate a plan B for when being assessed if chosen site is not possible due to weather for instance. Needs to go on group day paper.	GT	Next Meeting	Active
455	MW to contact T/A regarding item of feedback from course Update 07/10/2024 MW complete	MW	ASAP	Discharged
456	RH to check Dyslexia doc for typos Update 07/10/2024 complete	RH	Next Meeting	Discharged
457	RH to discuss T/A update notes with AL Update 07/10/2024 Rejected idea for CIC update and T/A workshop to be merged. PB to read document from Keith Edwards on geology. Guidance for sole traders on risk assessment needs to be added to hot topics (they must carry out risk assessment but it does not have to be documented)	RH	ASAP	Active
458	MW to carry out a straw poll re date of next meeting Update 07/10/2024 MW complete	MW	ASAP	Discharged
07/10/2024				
459	MW to work on integrating BCA membership as a requirement in QMS for T/As.	MW		
460	MW to further discuss the CSR process and explore solutions for frequent award expirations.	MW		
461	GP to summarise feedback from T/A workshops and identify key issues.	GP		



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462	MW to pull together finance projection for 2025	MW		
463	MW to update vertical group skills document to include the year limit for completion	MW		
464	MW to discuss shadowing with KE and KS	MW		
465	MW to make BCA membership a prerequisite for T/As on QMS	MW		
466	MW to look at adding links on QMS email footers to the website	MW		
467	MW to work on moving from DROPBOX to Google Workspace	MW		
468	MW to add Hot topics back onto the standard agenda	MW		
469	Panels to discuss adding traverses to cave leader training.	MW		
470	MW to locate documents used last time the QMC chair was recruited	MW		

3 Matters Arising

3.1 GP is to attend an AHOEC event in Bala next year and will promote our schemes. GT will probably be there too. The QMC may agree to paying travel expenses.
MW suggested we consider a presence at HE next year – this will go on the agenda for the next meeting.

4. Report from any BCA Council meetings

CJB - Nothing to report

5. Finance report

CJB is still getting to grips with the treasurers role and untangling financial records.

6. LCMLA/CIC stats (MW)

Report sent in advance – no additional comments

7. CIC panel report

Report sent in advance

RH has feedback reports from recent update workshops but they are to be considered by the panel before publication.

Good piece on bacteria and moon milk on the BCRA website would be worth adding a link on our resources list.

RH to ask CIC leader to write a document about SRT training and female cavers.

Amendments required to a couple of existing documents.

PB suggested some SRT rescue videos would be worth creating. This is to be discussed at the next panel meeting.

Apprentice CIC T/As are struggling to find courses to let them project of their T/A pathway.

8. Training Administrator's Report

Report sent in advance



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Some work has stalled over summer due to membership onboarding and the availability of people with certain skills. A discussion took place about paying for support but QMC would have to fund this. MW will establish costs v income over the last few years and bring this to a special meeting including GP CJB and others as appropriate.

9. Regional Reports **Only items that need discussion please**

9.1 RH South Wales - most items already covered. Need to reinstate a T/A CPD form. MW will look into this

9.2 GT North Wales – Need to look at ‘competent 2nd’ for belaying.

9.3 Hot topics need to cover 5 years’ worth.

9.4 OR Southern England - could we have a T/A CPD in Mendip? MW explained the rota process and that the one in Oct 2025 may be in Mendip.

9.5 DB Derbyshire – PB asked if we are teaching traverses at cave leader level – no.

Vertical leader PDF does not state that a group skills must be completed within a years for core skills. MW to correct this.

9.6 DB is standing down and PK will take over as ALO. DB will stay on for while due to his mines experience? .

10.Liaison Group Report

No meeting has taken place.

11.TAs new, resigned etc.

Paul Edmunds has stood down from the SW panel.

Dan Liddy has taken over as ALO for Northern England

RH has a potential new panel member.

12. Google forms – review feedback

No adverse feedback

13 T/A and Admin Succession Planning MW

MW to discuss shadowing with Karen S and Katie E and feedback to CJB.

RH PB left.

14. BCA Membership On-boarding (MW)

MW to look at making BCA membership a prerequisite for T/As on QMS

15. LCMLA Update Workshops on QMS (MW)

MW raised a concern about LCMLA update workshops not being posted on the QMS in a timely manner. It was noted that these workshops should be added well before their scheduled dates.

16 Renaming T/A Credentials in JustGo (MW)

Covered via the action register.

17.CSR Process (MW)

The current CSR process was briefly discussed. MW to work with GT following the input from PB. MW also said that there are many cases where extensions to updates are granted (note expiry dates are NOT extended). QMC was happy with this



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[18. Update Workshops – Feedback from T/As \(MW\)](#)

SN provided some detailed feedback. GP to write up a summary of the issues around transferable skills and the use of slings.

[19. Refreshing T/As Knowledge of QMS and BCA Website Materials \(MW\)](#)

A conversation arose regarding the potential need to refresh T/As' knowledge of the QMS and the resources available on the BCA website. The goal is to ensure that all advisors are up-to-date with procedures and materials that support their work.

[20 T/As Struggling to Find Courses to Observe \(MW\)](#)

MW raised the issue of T/As finding it increasingly difficult to locate courses they can observe as part of their professional development.

[21 T/As Panel Meeting Credentials \(MW\)](#)

A recurring issue was brought up regarding missing T/A panel meeting credentials. This was noted by all at the meeting.

[22 BCA Website Awareness for Scheme Members \(MW\)](#)

MW expressed concern that many scheme members are not fully aware of the resources available on the main BCA website. MW to look at adding links for email footers to the website

[23. Moving from Dropbox to Google](#)

GT suggested that the RADON training uses a free Gmail account and should remain as is. MW to look at moving the course feedback form to Google Workspace but the links will need work. Simon Mullens may be able to help.

MW will test Google workshop by moving the QMS meetings from Dropbox. It is hoped that Dropbox can be removed before any further payment is due.

[24. AOB](#)

MW to add Hot topics back onto the standard agenda

Panels to discuss adding traverses to cave leader training.

MW to locate documents used last time the QMC chair was recruited as GP will be standing down at some point.

[25 Date of Next Meeting](#)

10th Jan 25.

END 12:56



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