



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 10/01/2025 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)	Derbyshire Panel
George Plant	(GP)	QMC Chair
Chris Bolton	(CJB)	BCA Treasurer
Stephan Natynczuk	(SN)	ALO Southern Panel
David Hollingham	(DH)	AHOEC
Tony Radmall	(TR)	Voluntary Sector Rep
Pete Knight	(PK)	ALO Derbyshire

Apologies

Phil Baker	(PB)	CIC Panel Rep
Dan Liddy	(DL)	ALO N Eng.

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

- The minutes of the last meeting were approved (GT)

2. Action Register

Fitness to Work

- Discussed and registered.

No	Action	Who	By	Status
23/09/2019				
221	PR to review mines document. Action passed to DB & GT Update 26/04/2024 DB to review and replace number or refs to coal mining with a brief summary.	DB/MW	Before Next Meeting	Ongoing



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	Update 07/10/2024 Document requires photos and diagrams. MW volunteered to edit it. Update 10/01/2025 V10 has been circulated. Some amendments still outstanding. One done V11 will be circulated for feedback.			
31/01/2022				
398	MW to gather data on T/A activity 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 Need to update the T/A agreement Update 10/01/2025 Withdrawn as procedure needs clarification. See agenda notes. GP to issue proposal to feedback within 14 days	GP	ASAP	Active
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 Update 07/10/2024 ongoing Update 10/01/2025 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 Update 07/10/2024 GP to draft document Update 10/01/2025 Draft document to be circulated for feedback within 14 days	GP	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 Update 10/01/2025	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	MW/GT	Before next meeting	Ongoing



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	to create draft updated documentation Update 07/10/2024 Stalled due to membership onboarding. Update 10/01/2025 MW and GT to discuss offline			
19/01/2024				
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. Update 07/10/2024 Nearly complete and will need to go into resources. Update 10/01/2025 Completed	RH		Discharge
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 Update 10/01/2025 Link added to emails. Other awareness issue discuss and proposed to issue a broadcast once per year, first to cover these topics: printing certificate, reminders not guaranteed, location of documents. MW to draft broadcast.	MW	By Next Meeting	Active
451	GT to document proposal for group day syllabus written paper content Update 07/10/2024 ongoing Update 10/01/2025 ongoing	GT	Next Meeting	Active
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. Update 10/01/2025 ongoing	GT	Next Meeting	Active
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	RH	ASAP	Discharged



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	but it does not have to be documented) Update 10/01/2025 Completed			
07/10/2024				
459	MW to work on integrating BCA membership as a requirement in QMS for T/As. Update 10/01/2025 Unable to find a way of implementing this via QMS. MW/GT to explore with JustGo. May be able to remove T/A access is membership lapsed.	MW/GT	ASAP	Active
460	MW to further discuss the CSR process and explore solutions for frequent award expirations. Update 10/01/2025 Duplicate action	MW/GT	ASAP	Discharged
461	GP to summarise feedback from T/A workshops and identify key issues. Update 10/01/2025 ongoing. Add to standing agenda	GP/MW	ASAP	
462	MW to pull together finance projection for 2025 Update 10/01/2025 Completed.	MW		Discharged
463	MW to update vertical group skills document to include the year limit for completion Update 10/01/2025 Completed.	MW		Discharged
464	MW to discuss shadowing with KE and KS Update 10/01/2025 Consider adding KS as an admin on QMS. Review who has access and remove anyone no longer involved. Create a standards document for those with access.	MW	ASAP	Active
465	MW to make BCA membership a prerequisite for T/As on QMS Update 10/01/2025 Duplicate action	MW		Discharged
466	MW to look at adding links on QMS email footers to the website Update 10/01/2025 Duplicate action	MW		Discharged
467	MW to work on moving from DROPBOX to Google Workspace Update 10/01/2025 Complete	MW		Discharged
468	MW to add Hot topics back onto the standard agenda Update 10/01/2025 Complete	MW		Discharged
469	Panels to discuss adding traverses to cave leader training. Update 10/01/2025 RH to create a reminder	RH	ASAP	Active
470	MW to locate documents used last time the QMC chair was recruited Update 10/01/2025 Complete	MW		Discharged
10/01/2025				
471	Mines T/As to meet and discuss T/A pathway in different mines types	GT	ASAP	Active



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471	MW to book a table for HE 2025 and look into banners etc	MW	Before next meeting	Active
472	Minimum activity for TAs. GP to issue discussion email - request feedback within 14 days	GP	ASAP	Active
473	MW to document issues regarding T/A update workshops and issue for feedback within 14 Days.	MW	ASAP	Active
474	Request GT to run a trial online update in Autumn 2025.	MW/GT	ASAP	Active
475	GP to discuss risk assessment doc with J P-S	GP	ASAP	Active
476	MW to trial altering CIC expiry date manually for DB	MW	ASAP	Active
477	MW to discuss expiry date issue with JustGo again	MW	ASAP	Active

2. Matters Arising

- **T/A Panel Meeting Credentials:** Include details of how to add these to the T/A broadcast.
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3. Report from BCA Council Meetings

- No significant updates.
 - Updates on **Outdoor Alliance:**
 - Rejected proposal regarding residential courses
 - NRW Manifesto being redrafted.
 - QMC is represented on the Outdoor Alliance.
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4. Finance Report

- **LCMLA/CIC Stats (MW):**
 - Projections indicate a small surplus by 2025.
 - CIC might need funding to create YouTube rescue videos as military assistance unavailable. General BCA funding unlikely.
 - **Subgroup established** to review budget costs (MW, CJB GP, RH, and GT).
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5. CIC Panel Report



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- Discussion on the video issue.
 - **One candidate's Assessment Request:**
 - JP-S believes readiness is sufficient.
 - Ireland situation requires further consideration.
 - GP to join CIC meetings for further discussion.
 - SUI is accepted Governing Body for N. Ireland: but SUI is a member of BCA.
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6. Training Administrator's Report

- Report to be included with agenda for all QMC members.
 - No other comments
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7. Regional Reports

- **North England (DH):** Active WhatsApp group for sharing information such as T/A courses.
 - **South Wales (RH):** Andy Lewington has stepped down; currently only four active members.
 - **Derbyshire (PK):** Transitioning to ALO role. Discussed PK's excellent vertical leader video. (DB) gave a 'standing down' speech having been involved since the scheme was first set up.
 - **Southern England (SN):** Potential issues in the future regarding panel numbers. Suggest liaising with SW on core skills.
 - **North Wales (GT) :**
 - New T/A Sharon Rosser qualified and now a full T/A
 - Discussed competent second issues and group day assessments.
 - T/A Pathway for mines T/A. Discussion: Should assessments span different mine types? Offline meeting planned between GT and other QMD mines leaders.
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8. Liaison Group Report

- No updates (PK).
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9. T/As (New, Resigned, etc.)

- All fees now paid for 2025
 - P Edmund has stood down as well as A Lewington.
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10. Google Forms Feedback

- Reviewed feedback on courses and emails.
 - MW said it was not clear who and how reviews should be carried out.
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(GT) and (TF) left the meeting

- A discussion took place regarding the length and timing of QMC meetings but no conclusion reached.

11. Hidden Earth 2025

- Agreed decision for QMC to participate.
 - (SN) volunteers to manage the event table.
 - (PK) suggested a competition to encourage engagement.
 - (MW) to book a table and look into creation of banners etc.
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12. T/A Minimum Activity Change Review (MW)

- (RH) Suggested at least two practical courses between CIC Updates.
 - (GP) to issue discussion email and request feedback within 14 days.
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13. T/A Update Workshop (MW)

- Feedback reviewed and discussed.
 - Explore online delivery options for updates.
 - (RH) to document what should be included on CIC and T/A updated to highlight the differences.
 - MW to document key issues and issue for discussion
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14. Online LCMLA Update

- Agreed to run one per year with this year as a trial. Proposed that (GT) runs one to fit with issue raised from a Scottish LCMLA and a Derbyshire LCMLA
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15. Health & Safety

- **(CJB)** asked in anyone had responded to request for information by the BCA secretary. MW had done this
 - Outstanding documentation on Risk Assessment needs completion. **(GP)** to discuss with J P-S.
 - **(CJB)** left the meeting
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16. T/A CIC Update Issue

- One T/A is unable to attend a CIC update until late this year
 - A discussion took place regarding the expiry date for CIC updates
 - **(MW)** was asked to carry out a trial to update the expiry date manually for CICs.
 - **(MW)** was asked to discuss the issues again with JustGo.
 - **(GP)** is to discuss this with **(GT)**
 - The original issue will be discussed at the next CIC meeting
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17. Hot Topics

- **(GT)** to update Hot Topics document to include cave leader traverse lines and assistant role for vertical leader training/assessment
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18. Date of Next Meeting

- 30th May