



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 31/10/2025 Online

Present

Mary Wilde	(MW)	Training Administrator
Gethin Thomas	(GT)	ALO North Wales Panel
Phil Baker	(PB)	CIC Panel Rep
Dave Baines	(DB)	Derbyshire Panel
George Plant	(GP)	QMC Chair
Stephan Natynczuk	(SN)	ALO Southern Panel
Aidan Kuhlmann	(AK)	BCA Secretary
Mark Richards	(MR)	AHOEC Rep
Chris Bolton	(CJB)	BCA Treasurer
Rich Hill	(RH)	CIC Chair and ALO S Wales

Apologies

Pete Knight	(PK)	ALO Derbyshire
Dan Liddy	(DL)	ALO N Eng.
Tony Radmall	(TR)	Voluntary Sector Rep
Chris Boardman	(CDB)	Council 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.

Previous Minutes

Accepted as a true record GT GP

[Action Register](#)

No	Action	Who	By	Status
23/09/2019				



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221	Update 10/01/2025 Mines document V10 has been circulated. Some amendments still outstanding. One done V11 will be circulated for feedback. Update 30/05/2025. Large amount of work completed. MW now training for final documents from DB. Update 31/10/2025 all content received. DB/SN to review regarding possible duplication.	DB/SN	Before Next Meeting	Ongoing
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 Update 10/01/2025 Withdrawn as procedure needs clarification.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. Update 30/05/2025 No progress. Update 31/10/2025 further discussion and GP to prepare a proposal.	GP	ASAP	Active
16/01/2023				
414	Set up a working party to review Geology document for LCMLA. Update 30/05/2025 No progress. Update 31/10/2025 need to add FoD and Scotland. SN to review the document. Suggest Alan Jeffreys (Goon) is asked to contribute the Scotland section	RH/SN	Before next meeting	Ongoing
23/10/23				
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. Update 10/01/2025 MW and GT to discuss offline. Update 30/05/2025 MW working with JustGo but little progress. Update 31/10/2025 MW waiting for JustGo to respond	MW/GT	Before next meeting	Ongoing



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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 discussed 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. Update 30/05/2025 ongoing. Update 31/10/2025 Broadcast prepared and needs revising before issue.	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. Update 30/05/2025 Discussion ongoing. Update 31/10/2025 Discharge as part of syllabus review project.	GT	Next Meeting	Discharged
07/10/2024				
461	GP to summarise feedback from T/A workshops and identify key issues. Update 10/01/2025 ongoing. Add to standing agenda. Update 30/05/2025 No progress. Update 31/10/2025 Discharge as this is on the agenda	GP/MW	ASAP	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. Update 30/05/2025 ongoing. Update 31/10/2025 ongoing	MW	ASAP	Ongoing
469	Panels to discuss adding traverses to cave leader training. Update 10/01/2025 RH to create a reminder. Update 30/05/2025 this is on the syllabus. Update 31/10/2025 complete - discharge	RH	ASAP	Discharge



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10/01/2025				
471	MW to book a table for HE 2025 and look into banners etc. Update 30/05/2025 table booked. SN to help on the day ongoing. MW to sort handouts, banners etc Update 31/10/2025 Completed	MW	Before next meeting	Discharge
474	Request GT to run a trial online update in Autumn 2025. Update 30/05/2025 Date booked. Update 31/10/2025 Completed	MW/GT	ASAP	Discharged
475	GP to discuss risk assessment doc with J P-S Update 30/05/2025 ongoing. Update 31/10/2025 Risk Assessment doc and then share with GP and GT	GP	ASAP	Ongoing
476	MW to trial altering CIC expiry date manually for DB. Update 30/05/2025 Date changed for DB. Dummy user set up to test if reminders still work. Update 31/10/2025 Completed	MW	ASAP	Discharged
30/05/2025				
478	AK to discuss bank account with CJB. Update 31/10/2025 Unsure what the issue is – CB/AK to discuss	AK/CJB	ASAP	Active
479	MW to write to Mel Sugden Update 31/10/2025 Completed	MW	ASAP	Discharged
480	Traxion incident. AK – bringing to equipment and training. PK to discuss with the people involved. Update 31/10/2025 to be discussed at the T & E.meeting	RH/AK	ASAP	Active
481	MW to establish which T/As need a workshop or P2P for 2026 Update 31/10/2025 Discussion on issues of scheduling. 2026 sorted. MW to establish who needs to update in 2027	MW	ASAP	Active
482	Remove first aid credential for QMS when agreed with GT. Update 31/10/2025 ongoing	MW	On instruction from GT	Active
483	MW to flag qualification module with Phil Robinson from JustGo	MW	ASAP	Active



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	Update 31/10/2025 discussion took place – assured that the module will remain for BCA. MW to set up a risk register and add this to it			
484	MW to co-ordinate change to certificate wording if a new chair is appointed. Update 31/10/2025 Discuss but agreed no action to certificate required.	MW	ASAP	Discharged.
31/10/2025				
485	TOR – GP/GT/RH to return amended document to AK	GP/GT/RH	ASAP	Active
486	Discuss with T & E. Before adding Petzl document link to Safety section of the website, and Hot Topics	GT/MW	ASAP	Active
487	Review Mark Richards' vertical ladder ropework document with GT	GT/RH	ASAP	Active
488	MR to share his ladder use document	MR	ASAP	Active
498	GT to continue discussion with JustGo on coach checker	GT	ASAP	Active
500	GT to draft a logo and parameters for use.	GT	ASAP	Active
501	GT to send note to MW for distribution regarding UIA Standards 110.	GT/MW	ASAP	Active
502	GT to write up statement on Horizontal Only trips for vertical leader.	GT	ASAP	Active
503	GT to add new first aid statement to syllabus docs	GT	Next Meeting	Active
504	MW to monitor T/As adding update workshops to QMS	MW	Next Meeting	Active
505	Once the syllabuses are finalised RH/MR to set up a working party to draw up guidance for T/As	RH/MR	ASAP	Active

1. Matters Arising

No specific items discussed.

2. Terms of Reference (AK)

- This item was moved to the start to allow AK to leave early.
- AK walked through the points; discussion followed.



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- **Action:** GP, GT, and RH to respond to AK with an amended document.
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3. Report from BCA Council Meetings

- The UIS Congress for **2029** will be held in **Romania**.
 - “Organised Fun” is engaging universities about requiring all outdoor activities to be led by qualified trainers. **BCA and CHECC** are working to ensure this does **not** apply to caving.
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4. Finance Report (CJB)

- Review of 2024 and 2025 indicates improved income for 2025; outlook is neutral.
 - Discussion around the number of update workshops required to avoid running at a loss.
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5. LCMLA/CIC Statistics (MW) Issued in advance

- Working with JustGo to create reports showing who needs to update each year. Aiming to avoid loss-making courses.
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6. CIC Panel Report

- One apprentice T/A has completed the CIC pathway and awaits final approval.
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7. Training Administrator’s Report (MW) Issued in advance

- No comments received.
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8. Regional Reports

- **South England (SN):** Excellent work by a team member; agreement to run a set number of courses annually in GB cave. Hoping to extend this model to other CC managed sites.
 - **Derbyshire (DB):** Some candidates show limited knowledge of ladder and lifeline skills.
 - PB raised safeguarding during SRT rescue teaching (see Petzl traxion update).
 - **Actions:**
 - Add Petzl document link to Safety section of the website, and Hot Topics
 - RH to review safeguarding document and discuss with GT (re: vertical leader ropework).
 - **North England (MR):** No formal report. MR to share ladder use document.
 - **North Wales:** No report.
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9. Liaison Group Report

- No formal report.



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- Traxion incident to be discussed at the next E&T meeting.
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10. T/As – New, Resigned, etc.

Two T/As have completed pathways.

Two other T/As have now added vertical to their T/A awards.

11. Google Forms – Feedback Review

- No negative feedback received.
 - Few responses, likely due to reduced course activity over summer.
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12. TA Workshop Feedback

- Nothing to report.
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13. Certificate Security (GP/GT/RH)

- GP summarised report on current issues.
 - Report should be shared with CICs before being sent out by MR
 - Need a way to verify qualifications; *JustGo Coach Checker* lacks functionality.
 - Considering adding **QR codes** to certificates linking to qualification verification.
 - Leaders currently can opt out of Coach Checker—proposal to make inclusion compulsory.
 - **Action:** Continue discussions with JustGo.
-

14. Provider Logo (MW)

- Proposal to create a logo for use by LCMLAs and or CICs for their websites.
 - Discussion about controlling and promoting logo use.
 - Consensus: proceed with implementation.
 - **Action:** GT to draft a logo and parameters for use.
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15. UIAA Ropes Update

- For awareness only. The new UIAA 110 relates to static ropes. There has been some confusion, but this does not refer to low stretch ropes that we use within the BCA award scheme. We continue to recommend the use of low stretch ropes in accordance with EN 1891.
 - GT to send note to MW for distribution regarding UIAA Standards 110.
-



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16. Petzl Rig Incident

- Covered on Action Register. Awareness of using a safety knot below the device/locking off if it is not directly attended by an instructor. In this incident there was a back-up cowstail as well.
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17. "Horizontal Only" Trips for Vertical Leaders (GT)

- Because risk assessment not required for all site on a leaders list, we may have to add more than one description of a site e.g. Big Mine and Big Mine horizontal only
 - **Action:** GT to write this up. NW leaders' preferences noted.
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18. First Aid Guidance (GT)

- Discussion on what should be recommended or required as a minimum standard.

Action: GT to incorporate this onto the new course syllabus documents

19. T/A Guidance Notes (GT)

Planning to create T/A guidance notes for courses.

Areas to be covered:

- Logbook experience requirements.
- Minimum academic knowledge (e.g., limestone, mining methods).
- How to assess peer belaying.

Once the syllabuses are finalised there will be a working part to look into the guidance. RH and MR volunteered.

20. QMS – New Finance System (MW)

- New system now active via JustGo.
 - Expected to enable additional payment methods (e.g., Google Pay).
 - Minimal impact expected on monthly accounts.
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21. Scheduling LCMLA Update Workshops (MW)

- Panels need regular reminders to add workshops to QMS.
 - ALOs to ensure dates are set in advance.
 - **Action:** MW to monitor and continue to hassle ALOs and T/As
-

22. TA Update Workshops

- 2026 workshops confirmed; scheduling challenges continue due to refusals.
- A report lists T/As due for updates by year.



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- **Action:** MW to use this data to plan for 2027.
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23. TA Pathway (MW)

- Covered in action register.
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24. Course Document Audit (GT)

- Ongoing.
 - Discussion on syllabus content and overlap with other qualifications (e.g., paramedics).
 - Vertical Leader Day to focus on lifeline and pitch management (excluding traverse).
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25. LCMLA Certificate Wording (MW)

- Covered in action register, no further action.
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26. T/A Agreement Awareness (MW)

- No further action required.
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27. Hot Topics

- Traxion safety reminder—take care.
 - UIAA Ropes Update
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28. Date of Next Meeting

30 January, 10:00 AM (4 hours)