



# British Caving Association

Draft Minutes of the Qualifications Management Committee meeting  
held at 10.00 am 29/05/2026 Online

## Present

Mary Wilde	(MW)	Training Administrator
Dave Baines	(DB)	Derbyshire Panel
George Plant	(GP)	QMC Chair
Chris Bolton	(CJB)	BCA Treasurer
Rich Hill	(RH)	CIC Chair and ALO S Wales
Pete Knight	(PK)	ALO Derbyshire
Phil Baker	(PB)	CIC Panel Rep
Anna Page	(AP)	Scouts

## Apologies

Tony Radmall	(TR)	Voluntary Sector Rep
Chris Boardman	(CDB)	Council Rep
Stephan Natynczuk	(SN)	ALO Southern Panel
Mark Richards	(MR)	AHOEC Rep
Gethin Thomas	(GT)	ALO North Wales Panel

## Not Present

Dan Liddy	(DL)	ALO N Eng.
Aidan Kuhlmann	(AK)	BCA Secretary

## 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.

Anna Page was attending to brief QMC on developments in the Scouts, so her agenda item was dealt with first.

AP gave a presentation on the Scouts and building their relationships with National Governing Bodies. They are reviewing their structure and processes for assessors and introducing activity champions. A voluntary team are the review their syllabus against ours to ensure a neat fit.

DB suggested that Steve Pope be involved. AP left the meeting at 10:29



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## 1. Previous Minutes

Accepted as a true record by RH and GP

## 2. Action Register

No	Action	Who	By	Status
<b>23/09/2019</b>				
<b>221</b>	Update 30/01/2026 Much more work done. Nearly complete. Ready for web site Update 29/05 The doc is with Gethin who has issues with some of the content sources and feels the document is still a long way off.	GT	Before Next Meeting	Ongoing
<b>16/01/2023</b>				
<b>414</b>	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. Update 30/01/2026 Very nearly complete. Final input came in too late for this meeting. <b>Update 29/06/2026 Complete and ready to go on website</b>	RH/SN	Before next meeting	Ongoing
<b>23/10/23</b>				



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435	<p>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. Update 30/01/2026 MW is now in contact with a back room contact. Ongoing. <b>Update 29/05/2026 Ongoing</b></p>	MW/GT	Before next meeting	Ongoing
07/10/2024				
464	<p><b>MW to discuss shadowing with KE and KS</b> Update 10/01/2025 Consider adding KS ad 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. <b>Update 29/05/2026 ongoing CJB to discuss with council execs</b></p>	CJB	ASAP	Ongoing
10/01/2025				
475	<p>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 <b>Update 29/05/2026 Updated by RH. Latest copy to be shared with T/As and feedback within 2 weeks.</b></p>	RH/MW	ASAP	Ongoing
30/05/2025				
481	<p>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. <b>Update 30/01/2026 2027 list created. At present only 1 T/A needs a workshop. MW to make a proposal.</b></p>	MW	ASAP	Active



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483	MW to flag qualification module with Phil Robinson from JustGo 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. <b>Update 29/05/2026 Complete discharged.</b>	MW	ASAP	Discharged
31/10/2025				
487	Review Mark Richards' vertical ladder ropework document with GT. <b>Update 29/05/2026 to be discussed at ALO meeting along with vertical leader document, crabs, pull throughs and belay. Ladders doc reviewed Agreed to add it to website and make any changes generated by GTs syllabus exercise later. Discharged. Vertical Leader ropework to be discuss with GT PK GP</b>	RH/GP	Within 6 weeks	Discharged
498	GT to continue discussion with JustGo on coach checker. <b>Update 29/05/2026 Ongoing.</b>	GT	ASAP	Active
500	GT to draft a logo and parameters for use. <b>Update 29/05/2026. Discharged</b>	GT	ASAP	Discharged
505	Once the syllabuses are finalised RH/MR to set up a working party to draw up guidance for T/As <b>Update 29/05/2026 Syllabuses nearly complete. PK offered to get involved.</b>	RH/MR/PK	ASAP	Active
30/01/2026				
506	RH to draft statement on Cow's Tails – locked crabs for circulation. Done Refreshed on hot topics but. Discharged.	GT	ASAP	Discharged
507	MW to work with CJB to produce a five-year view of finance. <b>Update 29/05/2026 complete</b>	MW	Next Meeting	Discharged
508	GP to follow up SUI/BCA issue with Rostam <b>Update 29/05/2026 On Agenda</b>	GP	ASAP	Active
509	MW to establish progress of all apprentice T/As <b>Update 29/05/2026 complete</b>	MW	Next meeting	Discharged
510	GT to amend Google Form to state anonymised feedback will be shared with T/As <b>Update 29/05/2026 ongoing</b>	GT	Next meeting	Active
511	GP and PK to review the bolting doc and recommended next steps. <b>Update 29/05/2026 complete</b>	GP/PK	Next Meeting	Discharged



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512	RH to re-share the latest version with QMC to agree formatting and publication route. Jo White's doc. <b>Update 29/05/2026 Edited and sent to Jo for feedback.</b>	RH	Next Meeting	Active
513	GT to update the Hot Topics list and circulate (ALOs, GP, PB, DB) for feedback. <b>Update 29/05/2026 complete</b>	GT	ASAP	Discharged
30/01/2026				
514	MW to notify T/A about the change of chair	MW	ASAP	Active
515	CJB to discuss website sign posting with Simon Mullens to	CJB	Next Meeting	Active
516	Notify applicant that grant is approved	MW	ASAP	Active
517	Review voluntary grant applicant requirements	MW RH PB	Next Meeting	Active
518	PK to contact GT regarding syllabus header error.	PK	ASAP	Active

### 3. Matters Arising

- No items raised.

### 4. Chair's Report

- MW to notify all T/As about the change of chair to SN.
- CJB to arrange SN's email access and update the website.
- Proposal to replace names/signatures on certificates with an authorised logo; MW to discuss with GT.

### 5. BCA Council Report

- Only relevant update: appointment of the new QMC chair.

### 6. Finance Report

- Fixed income vs fixed expenditure must be closely monitored.



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- Historic finance review improved understanding of reporting processes.
- Payments must be recorded in the correct financial year.
- BCA finances slightly improved; QMC must generate a small profit.
- PB suggested introducing a small fee per assessment — to be discussed next meeting.

## 7 CIC Panel Report

- SRT infographic videos ready for the website; video timing checks Simon Mullens
- Need clearer signposting between BCA and QMS websites. CJB to discuss improvements with Simon Mullens.

## 8. Training Administrator's Report

- No additional comments.

## 9. Regional Reports

- **Derbyshire:** Site list updates sent to MW for QMS.
- **NW:** Clip crabs directive applies to leaders, not clients; to be reviewed in ropework meeting.
- **SW:** Difficulty sourcing suitable groups for cave leader days; region adopting a more guided selection approach.

## 10. Liaison Group Report

- No report.

## 11. Training Advisors / QMC Chair

- No updates beyond the chair change.

## 12. Google Forms Feedback

- No negative feedback received.

## 13. Voluntary Grant Requests

- Current applicant approved.
- Anticipated increase in applications due to Scout changes.
- CJB to review appropriate budget allocation.



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- Grant criteria to be reviewed by RH, PB, and MW.

## 14. Cave & Mine Pre-requisites Issue

- Inconsistency identified between combined and separate pathways.
- Agreed ratios:
  - 1:1 for one-day courses
  - 1:2 for two-day courses
- Candidates must have 30 days' experience in both caves and mines.
- PK to contact GT regarding syllabus header error.

## 15. Course Document Audit

- All syllabuses approved subject to the amendments noted earlier being incorporated.
- Mine core skills wording to be updated to: *"Falls from heights/shafts/edges."*

## 16. SUI/BCA

- Issue being handled by BCA Chair (Rostam Namaghi) and Secretary (Aidan Kuhlmann).

## 17. LCMLA Update Workshops

- Challenges in generating accurate update reports via QMS.
- Some candidates had updates after initial report; others dropped qualifications.
- MW working with JustGo to create a report using actual certificate expiry dates.
- 2027 report to be sent to RH, with the caveat that data will change over time.

## 18. Hot Topics (to be added)

- Teaching SRT considerations
- Regional geology documents
- Geology for CICs
- Adventure RMS

## 19. Date of Next Meeting

- Proposed: 4 September; MW to confirm with SN.



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