



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held at 10.00 am 20/09/2021 Online

Present

Juliet Parker-Smith	(J P-S)	QMC Chair.
Gethin Thomas	(GT)	ALO North Wales Panel
Rich Hill	(RH)	ALO South Wales Panel and CIC chair
Mary Wilde	(MW)	Training Administrator
Dave Baines	(DB)	ALO Derbyshire Panel
Russell Myers	(RM)	Council Rep
Stephan Natynczuk	(SN)	ALO Southern Panel
David Hollingham	(DH)	AHOEC
Chris Boardman	(CB)	Council Rep

Apologies

Tony Radmall	(TR)	ASCT
Graham Derbyshire	(GD)	ALO Northern England Panel
Phil Baker	(PB)	CIC Panel Rep

Abbreviations

T/A Trainer Assessor

T/Adv Technical Advisor

TC Training Committee

QMC British Caving Association Qualification Management Committee

Meeting commenced at 10:00 am.

1. Minutes of the Last Meeting

The minutes of the last meeting were then accepted as a true record.

2. Action Register

No	Action	Who	By	Status
20/05/2019				
209	GD to prepare a draft T.O.R.doc for panels. Update 20/09/2021 Ready to be issued by MW	MW	ASAP	Ongoing
23/09/2019				
217	CB to issue statement to J P-S re DBS checks Update 20/09/2021 work undertaken and update to be sent via email.	CB	Before Next Meeting	Ongoing
221	PR to review mines document. Action passed to DB & GT Update 20/09/2021 ongoing	GT/DB	Before Next Meeting	Ongoing
13/01/2020				



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226	CB to review site specific sign offs with the guidelines for Tech Experts Update 20/09/2021 Ready to be issued by MW and put on website	CB	Next Meeting	Ongoing
11/05/2020				
233	PB to set up meeting with HSE on the mines letter 10/05/2021 on Hold	PB	ASAP	On Hold
21/09/2020				
239	GT top update Survey Monkey Survey with course ID Update 20/09/2021 Moved google forms. Complete	GT	ASAP	Discharged.
342	GT to pull working group together to propose way forward on mines Inspectorate issue Update 20/09/2021 on hold pending PB discussion with HSE	GD	ASAP	On Hold
346	RH pulling documentation together of caving belts Update 20/09/2021 BCA Testing equipment currently unavailable. GT, RH and JPS to meet in N.Wales to continue testing.	RH/DB	ASAP	Ongoing
347	SN to lead on cave biology resource Update 20/09/2021 ongoing Links to Andy Lewington's resource to be put on BCA website	GT	ASAP	Ongoing
23/11/2020				
350	SN to review Professional Standards document and submit to the QMC meeting in January. Incident form needs to be reformatted Update 20/09/2021 on agenda Complete – Replaces TA agreement. MW to send out when TAs pay and agree terms. And put in TA section of website?	J-PS?	ASAP	Ongoing
351	ALOs to provide input to J P-S regarding TA handbook Update 20/09/2021 ongoing	J P-S	ASAP	Ongoing
25/01/2021				
355	J J-P to raise GDPR issue at Council Update 20/09/2021 no further action required.	J P-S	ASAP	Discharged.
358	GT to circulate draft of TA appointment doc Update 20/09/2021 ongoing	GT	ASAP	Active
10/05/20210				
362	MW/J-PS/GT to meeting with Howard to discuss finances Update 20/09/2021 To be done as a matter of urgency.	J P-S	ASAP	Ongoing
363	MW to update QMS to reflect decision on CIC TA Fees Update 20/09/2021 do be actioned in Novmber	MW	Before November	Ongoing
364	J P-S to send notes to GT regarding TA Pathway for website Update 20/09/2021 ongoing	J P-S	Before next meeting	Ongoing
365	MW to set up 6 monthly update reminders Update 20/09/2021 completed	MW	ASAP	Discharged



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366	J P-S to set up update workshop working group Update 20/09/2021 completed	J P-S	ASAP	Discharged
367	RH to canvass his panel on OOA sites process – removal or approval of sites - JPS to include in TA handbook Update 20/09/2021 on agenda	RH	ASAP	Discharged
368	MW to issue dyslexia guidelines links to TAS Update 20/09/2021 completed	MW	ASAP	Discharged
20/09/2021				
369	RH to discuss the RADON finance mechanism with the treasurer.	RH	ASAP	Active
370	Create statement regarding COVID allowances position	J P-S	ASAP	Active
371	Update CIC update workshop course description regarding booking workshop after certificate expiry	GT	ASAP	Active
372	J P-S to document input and thoughts on OOA sites – as part of TA handbook	J P-S	Before next meeting	Active
373	Make sure potential issues with releasable abseils is documents for TA Workshop in October.	DB	Before 23/10	Active
374	Set up reminders for TA update Workshops/P2P	MW	Before next meeting	Active

3. GoMembership/JustGo (GT)

- Recent software update generated some issues. All reported and resolved by JustGo support fast.
- Ask TAs to try and provide screen shots of error messages
- GoMembership is changing its name to JustGo tonight. We were notified before but not the actual date. Redirects in place for now but will need to change the links.
- Google forms for feedback are good and we could use the system for some other QMS forms.
- Some TAs confused about procedures. Need to point them all at the BCA website where all course information can be found and downloaded.
- RH needs to see latest certificate for candidates – for site lists a cic mines module. This is an outstanding ticket with JustGo support.

4. RADON

- Data is back from the most recent sampling exercise.
- Getting data from other projects – to be amalgamated with ours.
- Engaging solicitor to identify issues for BCA.
- Infographic in progress



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- GT to step back from RADON at next AGM.
- RH – S Wales sampling incomplete. Further monitors to be ordered and some money collected from other sources. RH to discuss the finance mechanism with the treasurer.

5. COVID

- Created difficult logistic issues and work for MW – scheduling and rescheduling due to number of candidates.
- Agreed to run one more online workshop to sweep up those leaders outstanding
- From 01/01/2022 no further allowances will be made for COVID. Logbook may be light but that can be accommodated. J PS to create a statement on this setting out our position.
- RH needs flexibility for CIC to ensure workshops remain enriched. Agreed that CICS may attend the next update following expiry. Certificates will expire but CSRs not required. This will be added to the QMS course description and an email issued. RH to formulate the wording.
- OOA sites. J P-S to document input and thoughts
- One CIC with a lack of current caving experience must attend the update in December 2022 after building up his trips.

6. Report from any BCA Council meetings

- J P-S was unable to attend.
- Proposed merge between training committee and equipment & techniques may have implications for QMC.

7. Finance report

- None.

8. CIC panel report

- PB is working on geology doc with John Gunn et al. (Mel's work is separate and for a different audience). Wording done but diagrams needed.
- Coaching document is in progress.
- Pete K and Nige A should have completed their CIC TA pathways within a year.
- The panel need to consider the future - at least two members will possibly be retiring from the panel next year.

9. Regional Reports

9.1 RH S Wales. Nothing to report

9.2 GT N Wales. No major issues. Some access problems. RH flagged access problems in S Wales too – still a big problem. After the AGM the liaison group will meet with the BCA chair to discuss.



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9.3 DB Derbyshire. DB to continue as ALO. DB asked to run 4 update workshops in 2022 but this was rejected as the demand is still unknown. A panel member flagged a potential problem with releasable abseils. DB to get this documented for discussion to the TA workshop in October.

9.4 SN S England. Next meeting is 1st Nov. Tony Smith retiring tiring as TA next year. Although one probationary TA will soon be fully on board the panel will face problems in the future – particularly in the south east. MW asked for TA workshops to be put on the system urgently. Question raised about non CIC TAs attending CIC panel meeting. Agreed that these people do not have to mark their attendance via the QMS.

10. Liaison Group Report

None.

11. T/As New, Resigned, Applied.

None

12. Exemptions /Extensions

None

13. Surveys / Topos QMS (Goyden /Giants/Alum etc)

- MW asked if these were needed. After discussion consensus was that they were not.

14. Guidance for site-specific sign-off

- The new version to replace the existing on the website(showing date and version number)

15. Google Forms and feedback

- Ask TAs to flag with QMC where any responses are below satisfactory.

16. Professional standards document

- Document has been formatted by GT. Some details were updated online during the meeting. This will replace the existing TA agreement and needs to be added to the TA area of the website.
- J P-S thanked everyone for all the effort that went into completing this important piece of work.

17. TA CPD Process

- A discussion took place following concerns raised by a TA. Agreed to retain the current process. J P-S to write a response to the TA.



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- Anniversary for the TA Update Workshop/P2P is the date of the last credential. MW to look at setting up reminders.

18. QMC Chair and Deputy Positions

- GT to continue as deputy.
- 1 application received for chair but person does not quite fulfil the pre-requisites. Agreed to 14 more days for applications to allow other TAs in the same position to apply.
- Candidates will be interviewed by RM MW and GT (even if only one candidate applies) All to forward any questions they would like to see included at the interview to MW.

19. AOB.

19.1 J P-S said that moves were afoot to set up an adventure sports group to share issues that affect caving, climbing, canoeing and mountain biking.

19.2 DH will be continuing as member of AHOEC and is happy to represent them for now - but due to change of employment this may have to be revisited.

19.3 DB is considering another print run for his flooding book which has sold out.

19.4 DB flagged that he does not always have the relevant information from candidates at update workshops. A discussion concluded that this was NOT related to QMS and TAs may need to remind their candidates as has always been the case.

19.5 MW reaches retirement age in May 2022 but has not decided yet whether to resign.

20. Date of Next Meeting 17/01/2022