



Qualifications Management Committee Working Group Terms of Reference 2025-26

This document specifies the remit and operation of the Working Group. It has been written in accordance with the BCA's Constitution and Manual of Operations. It has been reviewed by the BCA Executive and approved by the National Council on 25th of November 2025.

(1) Purpose

- (a) To administer, develop, and review the BCA's instructed caving qualification schemes.
- (b) To promote the interests of the British Caving Association, cavers, and the sport of caving, including exploratory and scientific endeavours.

(2) Membership

- (a) The group will be convened and chaired by the Qualifications Management Committee Chair.
- (b) Members will be invited by the convenor, and will include The Training Administrator, the Area Liaison Officers, Voluntary Sector, AHOEC, ACI, CIC Panel as well as BCA.
- (c) The working group will endeavour to ensure the interests of the BCA's Constituent Bodies.
- (d) Membership should be reviewed on an annual basis.

(3) Accountability

- (a) The Working Group's convenor will report to the BCA's National Council.
- (b) The Working Group will minute its meetings and ensure these are published on the on the BCA website.
- (c) The Working Group's convenor will liaise with the BCA's Executive in the interim between National Council meetings.
- (d) An annual report detailing the working group's activities and strategic plan will be presented at the BCA's Annual General meeting.
- (e) The Working Group will manage its own income and expenditure to achieve an approximately neutral budget. On average it should neither require subsidy from BCA general funds nor produce a surplus.
- (f) Complaints will be dealt with as per the BCA's complaints procedure and if necessary, brought to National Council.

(4) Review

- (a) The Working group's operation will be reviewed annually at the National Council meeting following the Annual General Meeting and will consider, among other things, the verbal and written reports National Council has received, as well as the report presented to the membership at the Annual General Meeting.
- (b) National Council may choose to review the working group at any time and amend these terms of reference and/or appoint a new officer to convene the group.

(5) Methods

- (a) The working group will hold official meetings at least three times a year. Regular discussions between the Training Administrator, Chair, Deputy, and CIC Chair occurring in between.
- (b) The convening officer will, with support from BCA staff, prepare the agenda for these meetings.
- (c) Decisions will be made by majority consensus and where consensus cannot be reached the issue shall be brought to the BCA National Council.
- (d) This section does not limit how the work is done, just how decisions are made.