

# British Caving Association

## How to book onto a course

### Register for a course

Update Workshops must be booked directly through the Qualification Management System.

### Book onto a course through the Qualification Management System

- Log onto the QMS: <https://britishcaving.justgo.com/>
- Find a course
  - Click on Events & Courses
  - Click on "LCMLA Update Workshops"
  - Select a Region
  - Select a course and click "Add to cart"
  - **Follow the payment method**

### Experience Summary

Having booked onto a course forward a summary of your logbook experience to the lead Trainer/Assessor together with any medical or other considerations. A summary form is provided at the end of this document. A Word version is available to download from the BCA website by [clicking here](#)

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## LCMLA Update Workshop

Update workshops ensure that award holders remain active and current both as leaders and as explorers, and to encourage progress within the scheme. It is also possible to add sites by attending an update workshop.

### Pre-requisites

Workshops are aimed at current award holders. Attendance is required every 5 years for an award to stay valid. Candidates can book onto a course up to a year in advance of their award expiring but the valid until date will be 5 years from the date of the update workshop.

Candidates are expected to evidence their continued cave/mine exploration experience with the following minimum level of experience to maintain their award:

- 30 trips leading groups in caves/mines reflecting a cross section of the difficulty of the caves/mines on the candidate's list
- 10 different personal exploration trips, of which 5 must be quality days. These may be repeats of trips done in the previous 5 year period. Some of the personal trips may be above the candidate's level of qualification.

Award holders may present for an update workshop with less than the suggested experience, however should be prepared to have sites which they've little, or no logged experience of using over the last 5 years removed from their list. Vertical Cave/Mine leaders may have their qualification downgraded to Cave/Mine leader, or have complex vertical sites (or pitches) removed from their qualification. A candidate must bring an up to date log of their experience to the Update Workshop.

A **quality trip** should satisfy at least 4 of the following criteria

1. Exploration of a new route or cave/mine (new to the candidate that is),
2. Incorporates at least 4 to 5 hours of underground exploration.
3. An experience that develops an individual's cave/mine exploration knowledge, skills and awareness.
4. Incorporates cave/mine exploration skills above the level of the remit of the award.
5. Of the candidates own making i.e. the candidate is to lead the trip, or it is one done with peers and not led by an external source.
6. Involves the application of vertical skills, digging or exploration.
7. Exploration of cave/mine systems with a streamway that responds to rainfall.

**Out of area sites:** If a candidate wishes to add or update caves/mines from an area other than that in which they are updating, they must contact a Trainer/Assessor from that area to agree that those sites may be included on the new certificate. The workshop director will ask to see evidence that this has been done.

Candidates summaries their experience and forward it to the Trainer/Assessor leading the workshop prior to the course. A summary form is provided below.

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## Course Overview

- One day workshop which will be partly classroom based, but may also have a practical element.
- Ratios:
  - Cave/Mine Leader 1:7
  - Vertical Cave/Mine Leader 1:5
- Candidates can attend an update workshop in any region, not just the area that they are qualified to work in
- Candidates are expected to take a full and active part in the day and may be required to prepare a short presentation to share, on the day.

## Syllabus

Update workshops are 'bespoke' and the programme will include both candidate requests as well as topics which reflect:

- Developments of the award scheme
- Technical update
- Incident review
- Local issues

## Your next steps

Award holders should continue to log both personal and group experience. Trainer/Assessors can advise on the route to further BCA awards.

## Alternative ways to update/reset the clock

For Cave/Mine Leaders:

- Attendance on a Vertical Cave/Mine Leader Training Course NB If a candidate wishes to add more sites at this stage they should notify the Trainer/Assessor before confirming the course place.
- Complete a Vertical Cave/Mine Group Day Assessment
- Complete a Cave to Mine/Mine to Cave Transfer Assessment

For Vertical Cave/Mine Leaders:

- Attendance on a CIC Training Course
- Complete CIC modules 1 and 2 Assessments
- Complete a Cave to Mine/Mine to Cave Transfer Assessment

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## LCMLA Update Workshop Experience Summary

This form must be completed and forwarded to the Trainer/Assessor delivering your update workshop **at least 2 weeks prior to the course**. Please include a recent download of your qualification certificate(s). **Don't forget to take your logbook to your workshop**

**Name:**

**ME Number:**

**Qualification to update\*:**

\* Candidates should note the qualification they wish to update here, candidates may choose to downgrade their qualification if they feel their experience isn't sufficient.

### Experience resumé over last 5 years

**Personal cave/mine days total:**

**Number of different cave/mine regions visited:**

**Personal Exploration Summary:**

### Leadership Experience Summary

Venues Used	Number of Trips	Group Type (e.g. adult/school group)	Type of trip (e.g. vertical/advanced)

### Quality Trips

Please use the table above (page 2) to define 5 trips within the last 5 years that qualify as a quality trip

No	Venue	Criteria No.	Criteria No.	Criteria No.	Criteria No.
1					
2					
3					
4					
5					

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**Any other supporting evidence (e.g. involvement in Cave Rescue, Cave Research)**

**Please describe any aspirations you have within the scheme (e.g. moving on to Vertical Leader)**

**Please describe any special topics that you wish to be included in the workshop to update/ extend your skills or knowledge:**

**Please give details of any relevant disabilities or medical conditions:**

**Any other information you feel appropriate to pass onto your Trainer/Assessor:**

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