

BCA Training Officer Report June 2019

BCA Training Officer

The BCA Training Officers terms of reference and duties have been looked at and are presented below.

BCA Training Committee

This is looking very healthy and we have no problems to report at all. The membership is strong and we have a team of very experienced and dedicated volunteers.

Access for BCA Trainers and assessors

As BCA Training Officer I have applied for cave permits for use in the CIC scheme and I have obtained them for LC/MLA training and assessment too. All good.

BCA Training Grants and how they are awarded

TC members expressed concerns about giving out grants after events had taken place. There were also concerns raised about funding first aid training. I had put an idea together about running first aid workshops for cavers that did not require any BCA grants. These would also have a follow up day so that those interested could complete the full 16-hour first aid qualification.

It was agreed that all training grant applications be sent to the regional training officers who would look after training events in their regions. Any clubs and organisations falling outside regions with a training officer could apply directly to the BCA training officer.

The training committee was concerned that if training events had a small uptake at the beginning, cancelling them due to low numbers is never a good thing. Dave Baines and myself came up with a framework for approved personnel to run events so that they do not need to be cancelled. This is based on training committee members who are willing to run events for 1 person upwards for a low fee. Any event that needs someone outside training committee to run will be offered the same conditions. The costing ideas were looked at, discussed and adjusted slightly to fit with a good compromise. Ratios were also agreed at 1 to 4 for technical training and 1 to 6 for workshop type events. Other ratios will be agreed on new topics coming in.

This new system came into place on June 1st 2019.

BCA Coaching Guidelines

Over the last 12 months as BCA training officer, I have shared the DCA scheme with caving clubs in other areas with a view of moving this forward nationally. There has been positive feedback. It is a coaching scheme for cavers and concentrates on training the trainers as well as club members through workshops and training courses run by club members themselves assisted and mentored by a BCA trainer and assessor. What we do in TC is support BCA members and up date them on current training practices. Any developments in this scheme are direct results from feedback by BCA members using it. We will run workshops later this year to start opening the doors nationally to cavers who wish to train other cavers.

BCA TRAINING OFFICER

Terms of Reference

BCA Training Officers Duties 2017:

The post is a voluntary position and is filled by election every three years.

The Training Officer sits on BCA Council, the QMC and reports the work of the Training Committee to Council.

Normally LCMLA and CIC candidates have little reason to contact the Training Officer other than to lodge an appeal. *The training officer is a member of QMC and is a good source of experience in this area, however appeals should be sent directly to QMC.*

To deal with applications for exemptions from formal assessment, to arbitrate and make decisions regarding reassessments, technical and procedural queries and to resolve disputes relating to individual candidates. *Again, the training officer is a member of QMC and is a good source of experience in this area, however disputes regarding the awards should be sent directly to QMC.*

To oversee the disciplinary process but play no part in the investigation stage. *QMC now handles this process where the training officer is able to assist and offer experience.*

The Training Officer is responsible for ensuring the training schemes are maintained and generally promote the development of training in all areas of caving in the BCA. QMC now handles everything to do with the award schemes. *The training officer will continue to promote the development of training in all areas of caving in the BCA.*

The training officer is the contact for all training activities of the BCA. For any enquiries relating to specific topics, the BCA training officer will direct these to the appropriate contacts. *This will take some time and many*

cavers don't even know what QMC is at the moment. The web site has now been changed to show the contact details for all officers.

To authorise all award certificates and sign all Cave Instructor Certificates before they are issued. QMC now handles this.

To operate as Line Manager for the Training Administrator. BCA is the line manager for the Training Administrator.

To liaise and build relationships with the recreational side of caver training and support the work of the BCA training committee.

NOTE: If BCA wish to have the training officer involved in QMC, I suggest the Training Officer works closely with BCA Executive and the Convenor of QMC to agree together what they can and would like to take on.

BCA TRAINING OFFICER

Terms of Reference

BCA Training Officers Duties June 2019:

The post is a voluntary position and is filled by election every three years.

The Training Officer sits on BCA Council, the QMC and reports the work of the Training Committee to Council.

The Training Officer as a member of the QMC reports the work of the Training Committee to the QMC and reports the work of the QMC to the Training Committee.

The training officer is the contact for all training activities of the BCA. For any enquiries relating to specific topics, such as Equipment, Insurance, QMC etc - the BCA training officer will direct these to the appropriate contacts.

To liaise and build relationships with caver training nationally and support the work of the BCA training committee.

BCA Training set up as at April 1st 2019

