

Minutes of the National Co-ordinating Panel Meeting
Friday 9th February 2007
Stafford

1. PRESENT: Dave Baines, Pat Ramsden, Dena Proctor, Karen Slatcher, Tom Peacock, Graham Mollard (Chair), Tony Boyle

2. APOLOGIES: Tony Smith

3. PREVIOUS MINUTES:

3.1 The minutes of the last meeting were read and approved.

4. MATTERS ARISING:

4.7. Forest of Dean Panel.

GM asked if there is still a need for this panel? Their training and assessments are being done by members of the Mendip panel. If they are not holding meetings the relevant information isn't being passed on.

DB suggested they be given some more time.

GM suggested the Forest Panel combines with that of S Wales but the Forest assessors retain their T/A status. The advisors could be kept on in the same way as some technical advisors are attached to the N Wales panel without paying subs. They could also retain their apprentice status provided they continue to make progress with their development. Requested the S Wales panel look at potential problems if they want this responsibility and how they will deal with the two advisors (J Elliot, Steve Thomalin.) If S Wales turn it down offer it to the Mendip Panel.

6. MLTE

GM informed panel of invitation from Steve Long of MLTE to TC for the BCA to put a rep on their executive (MLT panel). This has been accepted, whilst IW is still training officer Tom Redfern will represent the BCA. Although the new training officer may wish to take on this role at which point TR will be required to step down, this post should go to an executive officer not a rep. of the ACI. It was also agreed at TC to invite a rep. From MLTUK to attend TC meetings.

5. REVALIDATIONS- THE FORMAT- BOOKINGS- FORWARD PLANNING- THE COST-FEEDBACK FROM PANELS.

5.1 TP S Wales no problems with set fees, some confusion with ratios.

GM ratios are there due to training component of revalidation especially at level 1. Proposed ratios are

1 T/A per 3 to 6 candidates at level 1,

1 T/A per 2 to 4 candidates at level 2.

These figures are minimum/maximum. There is no room for a one to one revalidation workshop except in exceptional circumstances where agreement of TO should be sought two weeks in advance.

It is possible to run revalidation workshops out of panel areas this may allow panels other than N England to run more level 2 workshops.

TP Does attending level 2 training reset clock for revalidation.

GM no it doesn't there are only three ways to do this:

i) complete and pass L2 assessment

ii) Module 2 or 3 of CIC assessment

iii) Attend 5 year revalidation workshop.

PR gave revalidation statistics, and forecast of expected numbers in 2008. 91 standard revalidations in 2005, 44 LDR in 2005, plus late and early candidates, fall out gives approximate number of 140.

TP asked about use of database of candidates to inform panels of candidates requiring revalidation.

PR is still waiting for clarification about data protection and whether this can be passed on. Currently it just prompts reminder letter for candidates. It really needs re-working to be more useful in providing information. Would also be useful to send a list of revalidation dates with this letter, with as much as a years notice.

GM would like panels to set workshop dates a year ahead, keep a rolling programme with the next three dates. Send these to GM and KS. KS will post them on the website. This provides area, dates, T/A contact info and cuts out the ALO 'middleman' allowing candidates to go straight to T/A running workshop.

GM expecting L2 revalidations to be one fifth number of L1 revalidations. All workshop enquiries to workshop director. Content of workshops is in part three of handbook. There may be some financial problems at the start. Initially recommend a charge for workshops of £65 (£50 per person for the T/A and £15 BCA fee).

PR would like ALO's to remind panels they can help KS by stating on the section 4b revalidation forms how it was done, ie, workshop or not. Workshops currently give a 5 year date whilst non workshops revalidations give a 3 year date.

In new handbook page 32, section 3.6.3.2. Revalidation workshops should include an update of developments. Revalidation should be a development, could be geological skills, hydrology, technical skills etc. but needs to be practical. Also needs to include equipment, legal and BCA policy developments. Normally last 8 hours.

TP T/A's should request copies of logbook pages 14 days in advance of workshop to prevent candidates arriving without necessary experience.

GM handbook could say photocopies of log pages must be presented to T/A with workshop booking.

DB suggested a standard booking form for workshops in handbook.

DP suggested form on website to download and send to T/A.

GM checklist on bottom of form and experience to be sent accompanying it.

Revalidations are panel based, may be some room for in-house (centre based) revalidations, but individual candidates from 'outside' should still go through panels. Could also contact ALO and request ad hoc set up of workshop.

TP queried BCA insurance covers for T/A running workshops.

GM cannot give any info yet, currently no, but will have more information in June 2007.

6. THE HANDBOOK.

6.1 GM and PR have already looked at handbook. The main changes are:

Leadership development and 3 year revalidations are now erased. Now attend a revalidation workshop.

Section 5 changed from 3 to 5 years.

Trainer Assessor agreement says insurance responsibility lies with T/A this is not checked.

Must attend assessor workshop every three years.

Technical skills for non vertical systems now says demonstrate a lifeline method including use of rope alone, no mention of emergency.

Now mentions use of suitable belt, karabiner and cowstail, no longer belay belt.

A leader is responsible for selecting suitable assistant leaders if deemed necessary both L1 and L2.

Changes to bibliography.

Notes for candidates - Cave and mine training courses. LCMLA cave holder needs to attend a mines training course before mine assessment. Could train and assess at the same time. A mine leader should contact TO or attend cave training course before cave assessment.

DB disagreed the mines syllabus is different to cave, little mention of flooding.

DP little mention of cave development either.

GM will consult with IW see if the transfer should be the same each way.

Now no mention of technical service officer, this post no longer exists.

Everything goes through training officer.

Revalidations as section 5 above. Can take it 12 months in advance but valid until date runs from expiry date. Late revalidation - outside 12 months required to take one day core skills reassessment.

New section listing responsibilities of TO.

It is a pre requisite that ALO's make an effort to attend NCP meetings. Could nominate proxy.

Checklist of technical skills - selection and use of belay points, including bolts. Bolts deleted from use of fixed aids. Lifelining rope only added, Use of assistant leader if appropriate added.

6.2 GM requested info about J Lister/J Harvey looking to recruit another mines inspector.

6.3 DP/DB raised concern over Section 4.1.1, Prior qualifications for mine assessments. Requested it now reads they should hold the CIC mines extension module as well as having knowledge of local mines.

GM CIC mines module is only a paper exercise, and may not even hold the value of a LCMLA mine module.

DB Need to improve the standard of CIC mines module. NCP should request this.

GM Will do this, but it may not be accepted. Quite happy to accept CIC Mine module as addition to what is already there, LCMLA or CIC mine module. Will request TC look at CIC mines module and see if it can be made more rigorous.

Long term development, but in short term keep it as either/or option.

6.4 DB In section 4.1.3 it states a probationary T/A for level 1 should attend two training courses and takes a significant role in the second course. Would like it to say "and take a significant teaching role in the second course"

In section 4.1.3c it says probationers should work with two different T/A's. Now proposes that it should say three T/A's. One of whom could be from a different panel area.

GM will put it in and talk to IW about it.

7. HOME PAPERS- GEOLOGY. STANDARDISATION.

GM Need some basic guidelines. Some T/A have complained of lack of knowledge demonstrated by some candidates. How much do we cover at training, what is the bottom line. Do we need to produce a handout for candidates. Please think about this and bring ideas back to NCP meeting in June.

8. TRY CAVING - NATIONAL OUTDOOR SHOW.

8.1 The BCA has appointed a person to try to involve more young people in caving - Chris Jewel. Has no ties with professional cavers, the idea is to get as many people into clubs as possible.

GM feels many people are introduced to caving by professional cavers or bodies.

The BCA have a stand and artificial cave at the National Outdoor Show at the NEC. Manned by NB and GM over three days. GM would like some offers to give

interested people a free caving experience. AALA is not involved there is no

payment. Insurance is through the BCA scheme. Offers from all areas would be

desirable. Dates of 24/25 March, 31/1 April, 7/8 April, 14/15 April and 21/22

April. This is an effort to bring the two halves together, professionals willing

to do something for the sport.

9. AOB

9.1 DB problems with N Pennines mine leader scheme. Lack of assessors in N

England, but still candidates trying to get through. There are plenty of mines

assessors on Derbyshire Panel, some of whom have local knowledge of N England

area. Scheme is embarrassed by lack of assessors in this area.

GM No reason why Derbyshire Panel assessors can't assess personal skills day in N England, but can't assess group day because they are out of area. Need to approach the ALO of N England panel to take this issue to a N England panel meeting.

9.2 DB Under handbook revisions what was the decision on criteria for days experience required for revalidation.

GM Yes ten days all in new notes.

9.3 DB requested more information on insurance developments.

GM Company involved looking favourably on it. If it comes through it will be insurance for BCA work only not general caving.

9.4 DB would like to make token payment to Barry's Bunkhouse for use as venue for N Wales workshop.

GM Put claim in to BCA for hire of classroom, via GM for reimbursement.

9.5 DP N Wales panel is in a fragile condition due to insurance issues no other trainer assessors currently hold insurance can it be sorted asap.

10. DATES OF NEXT MEETINGS

Further meetings were planned for
15th June 2007,
8th October 2007 and
5th February 2008.