



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on
20th May 2016 at the British Caving Library

1. Present

Graham Mollard	(GM)	ALO Northern England and Chair QMC
Gethin Thomas	(GT)	ALO North Wales Panel
Dave Baines	(DB)	ALO Derbyshire Panel
Rich Hill	(RH)	ALO South Wales
Stephan Natynczuk	(SN)	ALO Southern Panel
Nick Williams	(NW)	E&T Council Rep
Mary Wilde	(MW)	Training Administrator

Apologies

Nigel Ball (NB) Training Officer
(Andrew Hine (AALS) was invited but was unable to attend.)

Abbreviations *T/A Trainer Assessor*
 T/Adv Technical Advisor
 TC Training Committee
 QMC British Caving Association Qualification
 Management Committee (previously NCP)

Meeting commenced at 10:30 am.

GM thanked NW for attending the meeting.

Minutes of the Last Meeting

After a discussion an amendment to 2.2 was agreed and the minutes will be reissued for approval.

Action Register and Matters Arising.

No	Action	Who	By	Done
101	MW To share information she has on deferments and fails to T/A workshops (with anonymity) for discussion and moderation purposes. Update 03/03/2016 See Matters Arising. MW to raise a change notice. Update 20/05/2016 Done	MW	ASAP	Discharged



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	03/02/15			
106	<p>The NCP propose that the LCMLA Handbook be rewritten as a slimmer version and this will be their recommendation to the next TC</p> <p>Update 28/04/15 NB: This has been discussed at TC. Gary Evans has access to funding and he may be willing to write it.</p> <p>Update 15/12/2015 it was agreed to take a modular approach to the rewrite.</p> <p>Update 03/03/2016 No progress</p> <p>Update 20/05/2016 Ongoing</p>	DB	Next TC	Ongoing
	28/04/15			
111	<p>NB to summarize the reorganisation of T/A workshops in a document and send it out to members for discussion at the next TC meeting.</p> <p>Update 15/12/2015 New process agreed. MW to implement</p> <p>Update 03/03/2016 NB to run first workshop in the North unpaid. MW to offer first workshop in the South to first person on the rota.</p> <p>Update 20/05/2016 Complete</p>	MW	ASAP	Discharged
113	<p>Produce Caving Award for Children document.</p> <p>Update 03/03/2016 No progress SN not present.</p> <p>Update 20/05/2016 SN still working on this.</p>	SN	June 2015	
114	<p>Discussion re revalidation candidates and their ability to gain points from attendance at events, workshops, rescue organisations etc....</p> <p>Update 15/12/2015 to be discussed the T/A workshops in 2016</p>	DP	Next T/A workshop	Ongoing
115	<p>NCP to rewrite the LCLMA syllabus to include tyroleans.</p> <p>Update 15/12/2015 Discussed but no conclusion drawn</p> <p>Update 20/05/2016 Ongoing</p>	MW	ASAP	Ongoing
116	<p>Modularisation of LCML syllabus.</p> <p>Update 20/05/2016 Ongoing</p>	DP	ASAP	Ongoing
	15/12/2015			
118	<p>MW to formulate a statement re Bear Grylls programme response</p> <p>Update 03/03/2016 MW to send statement to Council</p>	MW	ASAP	Discharged
120	<p>MW to review and update the T/A appointment paperwork</p> <p>Update 03/03/2016 Done but further changes made to the paperwork at the meeting. MW to implement</p> <p>Update 20/05/2016. MW clarified some points about the process and will now implement</p>	MW	ASAP	Ongoing



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03/03/2016				
122	MW to raise a change notice regarding Mod 2 and 4 Defers and Fails Update 20/05/2016 Completed	MW	ASAP	Discharged
123	MW to raise a change notice regarding OOA sites authorisation , and also to implement by 01/07/2016 Update 20/05/2016 Change raised and issued	MW	ASAP	Discharged
124	MW to implement new T/A fee regime from December 2016	MW	Dec 2016	Ongoing
125	Panel meeting attendance to be added back into the T/A Agreement for 01/01/2017.	GM/MW	November 2016	Ongoing
126	NB to notify MW of the T/A workshop date urgently Update 20/05/2016 completed	NB	ASAP	Discharged
127	MW to offer the T/A workshop in October to the first person on the southern rota Update 20/05/2016 No response from first person, offer to 2nd	MW	ASAP	Ongoing
128	MW to write to two T/As who need a March workshop Update 20/05/2016 completed	MW	ASAP	Discharged
129	MW to write to a T/A who has not paid this year's fee Update 20/05/2016 completed	MW	ASAP	Discharged
1130	MW to set up the new T/A probationary period regime and also to provide a list of current probationary T/As. Update 20/05/2016 Change notice raised 0 awaiting sign off	MW	ASAP	

2. Minutes Of The Last Meeting

Regarding action 118 Bear Grylls.

The previous meeting minutes had been withheld due to an issue regarding one statement. It was agreed to amend the wording to:-

"The view of the committee was that had a fatality occurred the HSE might have had a case for corporate manslaughter".

3. Matters Arising

3.1 The Northern Panel suggested that a mandatory T/A workshop in the north and south covering L1 rope work would be a good idea.



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3.2 Regarding action 113 SN wishes to continue with this and asked for clarification about age range. This would be primary upwards. GM is to contact NICAS to obtain details of their children's award for SN.

3.3 Regarding Action 115. A discussion took place on the use of halos, halos being cable belays constructed and left in place at anchors. The conclusion was that as metal ropes are beyond our remit halos will not be included. GM asked GT to produce some guidelines on rigging tyroleans for discussion at the next meeting. Also MW pointed out that another run of LCMLA Handbook CDs would be needed soon. A discussion took place regarding the cost and that fact that many people use mobile devices and CD drives are used less and less. NW suggested using a pen drive instead. However the committee concluded that we should stop sending out the handbook at all and simply rely on the website download. MW will implement this once the current batch of CDs has gone.

3.4 Regarding Action 119. It should now be noted that the NCP has officially change its name to the QMC.

4. Structure Changes and Response From Council

GM thanked NW for his support in presenting the document to Council. After discussion Council accepted the idea of split between recreational and professional caving but said further work must be done on the detail. There were positive comments from CNCC and CSCC provided much useful input.

DB asked what did not get accepted and GM replied that there simply needs to be more work done of the proposal and this would result in delay. GM hopes to implement within 12 months. A meeting is to be set up with CSCC to discuss their input. Some debate needs to take place regarding where the voluntary sector will sit within the new structure.

The council meeting was seen was very positive from the training point of view.

Some work needs to be done to fully understand the training account figures. NW noted that this needs to be divorced from the work on the new structure.

5. L1 Rope Work

RH has made some amendments to the document. A long discussion took place about protection for leaders in non-vertical situations. Examples were given on a regional basis but GM stated that best practice should be documented as this is a national qualification. Safety is paramount. NW added that in a work situation you would have to protect a leader in such situations – this needs to



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be balanced against bolt proliferation. GM said that leaders must be protected as they are responsible for their clients.

6. QMC right to discuss anything relating to qualifications.

GM posed the question of whether the QMC should have the right to discuss anything that relates to qualifications. SN said that they should be able to discuss anything and gain learning points but could not 'police' situations. Everyone at the meeting was in agreement with this.

7. Training Committee Report

Regional topics had been covered in the main with less emphasis on the QMC at the end. NW said the BCA do need to understand where the restructure leaves recreational training, and in relation to insurance in particular. The meeting was conducted using WEBEX.

8. T/As New /Changed/Resigned

Two probationary T/As had submitted their observations and apprenticeship assessments. Both were accepted. MW will complete the paperwork.

One existing T/A has applied to join the Northern Panel and was accepted.

9 Hot Topics for T/A Workshops

A suggestion was made to have a regular symposium on best practice. RH asked if a report from the March T/A workshop had been produced (which it has not).

Discussion took place about how standards could be agreed. Should the QMC be responsible for them or should panels be consulted each time. This moved on to how updates should be managed. It was agreed that MW should send out a request for feedback on L1 rope work with a deadline for responses by the end of June.

SN was asked to produce a schedule for future updates and deadlines. This would be a regular review cycle.

This would mean that the online handbook would become dynamic rather than static. MW said that as long of this is change managed well it should work.

10. Regional Panel Matters Arising.

10.1 South Wales RH



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Access is still an issue but progress is being made. An 'in principal' agreement has been made with regard to Ogof Draenen. A meeting is to take place to discuss OFD access.

10.2 North Wales GT

A few sites have been added to the NW site following mines inspections. The process is working well. Category 2 venues may need inspections to assess whether they should continue to be used. There are issues with regard to users of some Category 2 sites only keeping themselves up to date about inspections.

Some radon tests are to be carried out over summer. NW advised that unweighted readings should be requested.

One LCMLA leader had been refused an extension to complete Module 4.

Revalidation dates will be sent to MW ASAP.

10.3 Southern England SN

Access is still a contentious issue.

10.4 Derbyshire DB

The panel meeting was abandoned as only two members were present.

10.5 Northern Panel GM

There has been another collapse in Runscar but it is now stable. The 'little crawl' is blocked.

There has been a lot of movement in Goyden but it is now settling.....

The last panel meeting was 'lively'

11. AOB

11.2 Code of Conduct.

This was discussed out of order as NW was to leave before the meeting had ended.

NW suggested that we get a model contract set up and GM will follow up this idea.

GT was concerned about a blanket ban on the use of social media. SN is to send a copy of his social media policy to GM. The points from the code of conduct will need to be incorporated into the new T/A agreement due to be issued at the end of 2016.

11.1 Level 0 Award.

The BCA was not consulted about the proposed Level 0 award put forward via AALS. An apology has been received. The characteristics of such sites were discussed (such as no vertical and no flooding). GM would prefer the BCA to provide such an award. SN felt that all we should do is advise AALS with a list of sites drawn up by the panels. Access and conservation must be covered and spotting allowed up to 2 meters. Only CIC technical advisors would be able to nominate appropriate



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members of staff to carry out assessments. It was agreed that GM would write to AALS to this effect.

11.3 Cornwall Mines

Some time ago there was an enquiry about providing some mines training in Cornwall. The Southern Panel are happy for DB and Chris Jowett to liaise with John Crowsley regarding this.

11.4 Discipline Procedure

Following updates to the document it was suggested that some scenarios should be considered. For instance, it may be necessary to show someone a potential hazard in order to ensure they could recognise it in the future. GM will look into that as part of the model contract discussed previously.

The meeting ended at 15:15

The Next meeting will be on 23/09/2016 at the Caving Library.

DRAFT