



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 24th September 2018 at the British Caving Library

1. Present

Gethin Thomas	(GT)	ALO North Wales Panel
Rich Hill	(RH)	ALO South Wales Panel and CIC chair
David Hollingham	(DH)	AHOEC
Mary Wilde	(MW)	Training Administrator
Stephan Natynczuk	(SN)	ALO Southern Panel
Phil Baker	(PB)	CIC Chairman
Dave Baines	(DB)	ALO Derbyshire Panel
Juliet Parker-Smith	(J P-S)	CIC Panel Rep
Nigel Atkins	(NA)	BCA Training Officer
Nick Williams	(NW)	BCA Secretary
Graham Derbyshire	(GD)	ALO Northern England Panel
Phil Rowsell	(PR)	BCA Council Rep

Apologies

Tony Radmall	(TR)	ASCT
Kev West	(KW)	TC Rep

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.

1. Minutes of the Last Meeting

The minutes of the last meeting were accepted as a true record. Proposed by RH and seconded by J P-S

2. Action Register and Matters Arising.

Action Register

No	Action	Who	By	Done
	23/09/2016			
131	DB to work with JC and CJ on Cornwall mines training. Update 24/11/2016 NW has contacts in Cornwall and will work with DB Update 24/09/2018. A training course has taken place. A 'flying squad' DB, John Crowsley and Chris Jowett will take	DB / NW		Discharged.



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 24th September 2018 at the British Caving Library

	this forward.			
12/06/2017				
165	GT is to draft a candidate feedback form. Update 24/09/2018. Issued	MW	Next meeting	Discharged.
25/09/2017				
168	MW will work with PB to agree wording regarding weaknesses for Section 5 and CIC certificates. Update 24/09/2018. Passed at QMC. MW to issue	MW	Before next meeting	Active
26/02/2018				
174	MW to ensure Council meeting minutes are sent to all QMC Update 24/09/2018 Not yet produced but will be done.	MW	Next Meeting	Discharged
176	MW to add discipline document to next QMC agenda Update 24/09/2018 Complete	MW	Next Meeting	Discharged
186	MW to create and issue updated S4Bs Update 24/09/2018. Passed at QMC. MW to issue.	MW	ASAP	Active
21/05/2018				
187	MW to update and issue the feedback form and process Update 24/09/2018 Complete	MW	ASAP	Discharged
188	MW to issue paperwork for new T/A Update 24/09/2018 Complete	MW	ASAP	Discharged
189	MW to email T/As regarding QMC role applications Update 24/09/2018 Complete	MW	After AGM	Discharged
190	Provide feedback to Level One Basic doc once circulated. MW to circulate JPS/DB document? Update 24/09/2018 Complete	ALL	Before next QMC	Discharged
191	MW set up process for L2 Training updating L1 if normal prerequisites fulfilled Update 24/09/2018 Complete. MW to issue change notice.	MW	ASAP	Active
192	NW set up WebEx Meeting to discuss T/A membership club Update 24/09/2018. MW discussed with Wendy W. Process established for membership payment either via MW or Wendy W. Just need final decision on which way it will be done this year.	NW	ASAP	Discharged
193	Draft a statement on TA observations for cave and mine Update 24/09/2018 – RH issued draft proposal which was accepted. MW to update documentation and issue	MW	ASAP	Active
194	Issue a note on L1 T/As running L2 Updates Update 24/09/2018 Complete	MW	ASAP	Discharged
195	Ensure regional reports on standing agenda Update 24/09/2018 Complete	MW	By next QMC	Discharged
24/09/2018				



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 24th September 2018 at the British Caving Library

196	Create an email for T/As regarding training above level	PB	By Next Meeting	Active
197	MW to send out the paperwork for the TA changes and extensions granted.	MW	ASAP	Active
198	MW to feed back to two CIC and LCMLA candidates regarding exemption/ extensions	MW	ASAP	Active

The agenda item order was altered as NW had to leave the meeting early.

3. Matters Arising.

CNCC and Access. DH said that a positive meeting had taken place with CNCC and the online booking system is being trialled. TAs will be able to use this to get permits when complete.

Access agreements are to be reviewed to incorporate this system.

4. Expense Form and Accounts

The expenses form was circulated.

Robin Weare had submitted a report in advance (attached to these minutes).

Last year there was a surplus £2001 and there is a projected loss this year of £1300. He suggested that this is due decline in registrations. However Mary thinks that these increase towards the year end. Robin has suggested an increase in fees. The meeting decided against this due to it being so close to last large rise, the fact that registration numbers increase from September onwards and that we have a surplus from last year which will act as a buffer.

5. Report from any BCA Council meetings

NW reported that terms of reference for the QMC and TC need to be documented. Robin Weare still believes that Tahdah is not financially stable.

NA had nothing to report from the TC

6. LCMLA/CIC stats

The finances had already been covered. MW said that there were no significant trends in the stats - assuming the number of registrations goes up by the end of the year as per usual

7. CIC panel report

RH said the panel had considered deep water in the CIC scheme and how it is dealt with in canyoning. RH/ NA went underground to consider some practical aspects following the talk on geology by Mel Sugden at the last QMC meeting. NW said that although 12 SRT kits were



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 24th September 2018 at the British Caving Library

purchased out of the TC budget they could be used BCA training courses where relevant – such as for the CIC coaching module. NA was happy that this arrangement had been clarified.

8. Regional Reports

South Wales RH – footwear, harnesses and access had been discussed.

Derbyshire DB - Comparing standards via TA workshops, moderations, and peer to peer had been covered. It was suggested that peer to peer could include voluntary unpaid attendance at update workshops (See also the peer to peer agenda item)

A probationary TA who hoped to join the panel had highlighted differences between what was taught in Derbyshire and N England. A discussion took place at QMC on this – including rescue on fixed lines. GD said that some TAs train 'above level'. It was agreed that PB would send an email to all TAs about this.

Northern England GD - the QMC mins had been reviewed. The length of time it takes for documents to be approved was flagged as an issue. It was suggested that docs could be released with due diligence without a BCA rubber stamp. This was rejected by the QMC

Southern England SN - nothing to report.

North Wales GT – The panel asked if an L2 trained person do another L2 training instead of update – this was rejected by the QMC.

Feedback forms should be standing agenda on all panel meetings.

Core skills assessments must include practical work in both C and M where the candidate is aiming for both on the award.

PB thanked NA for all his work his work on supplying permits in Yorkshire.

Access & Conservation document and checklist 4th draft (Dave Baines)

NW and DB reviewed this document. Andrew Hinde CNCC highlighted some errors. The section on BCA access under CROW needs to be refined. It also needs to be reviewed by CCC. JP-S thanked them for the works done of this. There was a suggestion to need to reduce the format size - or create a summary document. It was also felt that there should be a section for local information. NW suggested it might be split into two documents with the conservation part linking overall BCA conservation document.



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 24th September 2018 at the British Caving Library

It was agreed that each panel would feed in their local information and that they should review the main BCA document and provide upwards feedback.

9. T/As New, Resigned, Applied, Suspended

One probationary TA has exceeded the time limit on completing observations. The meeting agreed to allow until 31/12/2018 but that this will be the final extension.

One new TA had been approved as a full T/A in NE. . .

One person has requested an extension to the deadline for completion of module 2 due to injury. This was granted.

One person has applied for exemption from LCMLA and to progress direct to CIC Training. This was granted.

10. Discipline Document

PB offered to review the Discipline Document after he hands over the role of QMC chair and it was agreed he should involve Graham Mollard.

11. Level two and CIC exemptions/queries

One person who had been given a conditional LCMLA exemption which required completion of the equivalent of L2 assessment, had asked if he would receive an LCMLA L2 certificate. The meeting agreed to this to this if he registered with the LCMLA scheme.

12. New Chair/Deputy handover

Should be interviewed/in place by 01/11/2018.

13. LCMLA mines plus non inspected sites

Two T/As require updated LCMLA mines certificates and will be asked to complete an experience document. MW will arrange this and issue the certificates.

A request to have non approved mines on an LCMLA certificate was denied.

14. GDPR

Some issues have been flagged regarding the use and circulation of forms in relation to GDPR (General Data Protection Regulation). MW had discussed this with David Cooke and eventually all forms will need to refer to the BCA privacy document. The Core Skills Reassessment form will be updated in the mean time to make it clear that it would be circulated to QMC members.



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 24th September 2018 at the British Caving Library

The use of email blind copies was discussed. Some T/As had requested this be done to avoid 'reply all' but others had objected. MW was directed by QMC not to use blind carbon copy for TAs - but will do for external bulk emails if appropriate.

15. Non payers

MW asked for clarification regarding the management of 'non payers'. It was agreed that she should notify the treasurer if three months has elapsed.

16. Level One – basic/advanced

3rd draft is now out. DH said that AHOEC aims to encourage people to reach L1 level and the concern was about updates prerequisites. An involved discussion took place. The proposal that only simple sites should appear on L1 Basic certificates was questioned single site leaders may require a more complex site such as Long Churn. J P-S had very strong objections to the whole concept and felt that as it is a professional qualification and that leaders should aim for high standards. GT and DB are to document the latest idea on this and circulate to QMC.

Peer to Peer process/review P2P

A discussion took place regarding TA Workshops/peer to peer reviews and moderation. It was suggested that TA workshop leaders must produce a report for QMC before being paid, to share the findings of the workshops.

SN suggested that have both routes open would be a solution. Each TA to do either a workshop or a P2P every three years and must provide feedback - their choice and MW can administer in same way as workshop.

This proposal is to be put to the panels. For now MW will include both options in the TA agreement for November.

17. Admin Database

GT and MW have looked into alternative solutions to Tahdah as this is still considered as a financially unstable company. The only other viable option identified is Go Membership but this package does not currently include a log book. It was agreed to feed this back to BCA Council and request that it be considered.

18. TA Fees and Renewals.



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 24th September 2018 at the British Caving Library

MW wanted to clarify how this would be managed this year. Having discussed it with Dave Cooke and Wendy Williams at HE a process has been established - although a decision still needs to be made as to whether T/A memberships will go via MW or not. It is anticipated that they will for this year at least.

19. LCMLA HANDBOOK

MW said that the out of date LCMLA handbook is causing much confusion. She suggested that an interim simply update might be worth doing and that she could look at this at less busy times.

20. Under Age registration and training

A request from a T/A had been received to carry out training for an under age candidate. After some discussion the request was denied. Better to have a line in the sand and stick to it for a range of liability/AALA issues.

L1 Ropework

An updated version was issued which incorporated new drawings with copyright. One sticking point is assisted handlines. J P-S said that the document would be a resource rather than a prescriptive document and GT added that it should set the standard. The use of an alpine butterfly as an end knot was also discussed. The conclusion was that alternative methods could be used as long as safety is maintained. Body belay from spikes will be removed. This document will feed into the handbook check lists when MW updates the handbook.

It was agreed that the document would be presented to BCA council by GT.

PB thanked RH and GT for the excellent work on this document.

21. CSR Process – Any restriction on number of times on person can do a CSR.

A question had arisen as to whether an individual could do more than one consecutive CSR. It was felt that updating this way missed out on hot topics covered via update workshops. It is also a more expensive route to update. It was decided to assess these on an individual basis and noted that it happens very rarely.

22. Radon

Following from the last meeting's agreement that a working party should look into the new regulations, a response from Tracey (Gooding?) had been received and will be circulated.



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 24th September 2018 at the British Caving Library

It is proposed that £500 from AHOEC would be used for initial work on identifying appropriate guidelines for our needs. A further £1000 is available for follow up work including taking readings. Each panel will be consulted of how to co-ordinate spending on the follow up practical work.

23. Petzl Stops

The Petzl rep has stated that half threaded cams used as belays can cut rope. However both GT and NA had carried out tests and not encountered this issue. NA wants to set up a workshop to involve a technical Petzl rep rather than a sales rep. Agreed at meeting that QMC and E&T should be also be involved.

The date of the next meeting is 14/01/2019

The meeting closed at 15:05.

DRAFT