



# British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 23<sup>rd</sup> September 2019 at the British Caving Library

## Present

Dave Baines	(DB)	ALO Derbyshire Panel
Gethin Thomas	(GT)	ALO North Wales Panel
Graham Derbyshire	(GD)	ALO Northern England Panel
Rich Hill	(RH)	ALO South Wales Panel and
Stephan Natynczuk	(SN)	ALO Southern Panel
Nigel Atkins	(NA)	BCA Training Officer
Chris Boardman	(CB)	Council Rep
Phil Rowsell	(PR)	Council Rep
Juliet Parker-Smith	(J P-S)	QMC Chair
Mary Wilde	(MW)	Training Administrator

## Apologies

Phil Baker	(PB)	CIC Panel Rep
David Hollingham	(DH)	AHOEC
Tony Radmall	(TR)	ASCT

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

## **Committee**

Meeting commenced at 10:30 am.

### **1. Minutes of the Last Meeting**

The heading for item 12 should have read Resources.

The minutes of the last meeting were accepted as a true record. Proposed by RH and seconded by NA

### **2. Action Register**

No	Action	Who	By	Done
<b>25/09/2017</b>				
<b>168</b>	MW will work with PB to agree wording regarding weaknesses for Section 5 and CIC certificates. <b>Update 23/09/2019 Completed</b>	<b>MW</b>	Before next meeting	Discharged
<b>14/01/2019</b>				
<b>199</b>	<i>MW to publish the new 'simple sites' document.</i> Update 20/05/2019 document still under review	<b>MW</b>	ASAP	Discharged



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	<b>Update 23/09/2019 Completed</b>			
200	<p>GT to document some bullet point about P2P guidelines</p> <p><b>Update 23/09/2019.</b></p> <ul style="list-style-type: none"> <li>• Document reviewed - GT to update</li> <li>• P2P to alternate with TA workshop</li> <li>• P2P must be with different TA each time and out of area</li> <li>• P2P feedback to MW then to QMC as standing agenda item.</li> <li>• MW to update TA Agreement for 2020.</li> </ul>	GT MW	Next Meeting	Active
204	<p>All to provide MW with ideas for a scheme presence at Hidden Earth</p> <p><b>Update 20/05/2019 MW to try and get a banner produced and book a table</b></p> <p><b>Update 23/09/2019 Completed</b></p>	ALL	Next Meeting	Discharged
205	<p>ALOs to provide MW with up to date site lists</p> <p>Update 20/05/2019 Only list received was for Cornwall.</p> <p>ALOs to send current list to MW and also any exclusions lists.</p> <p><b>Update 23/09/2019 Cornwall and S Wales received</b></p>	ALOs	ASAP	Active
<b>20/05/2019</b>				
207	<p>DB to raise the issue of membership cards direct with the BCA</p> <p><b>Update 23/09/2019 Ongoing</b></p>	DB	ASAP	Active
208	<p>GT to issue an updated simple sites document for panels to review and provide feedback for the next meeting.</p> <p><b>Update 23/09/2019 Complete</b></p>	DB	ASAP	Discharged
209	<p>GD to prepare a draft terms of reference doc for panels.</p> <p><b>Update 23/09/2019</b></p> <ul style="list-style-type: none"> <li>• Document reviewed</li> <li>• No compulsory time as CIC to become TA – will be based on experience, skills , knowledge</li> <li>• GD to update and circulate to panels via MW for feedback.</li> </ul>	GD	By Next Meeting	Active
210	<p>DB to split access and conservation document and add etiquette to the access section.</p> <p><b>Update 23/09/2019 On agenda</b></p>	DB	By Next Meeting	Active
211	<p>RH to draft a document on pull throughs</p> <p><b>Update 23/09/2019</b></p> <ul style="list-style-type: none"> <li>• Back to panels to list appropriate L2 sites</li> <li>• Should be covered on Mod 3 5 or not at all?</li> <li>• Include use of retrievable traverse lines</li> </ul>	RH	By next meeting	Active
212	<p>MW to update all documentation on voluntary grants</p> <p><b>Update 23/09/2019 Complete</b></p>	MW	ASAP	Discharged



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213	ALOs to identify sites for radon testing trial <b>Update 23/09/2019 See Matters Arising</b>	ALOs	ASAP	Active
214	GT to draft an updated form with regarding to the Prof Standards Doc <b>Update 23/09/2019 SN to progress</b>	SN	Before Next Meeting	Active
<b>23/09/2019</b>				
215	PR to progress funding to next radon monitor round	PR	ASAP	Active
216	MW to update QMC members list on website	MW	Before Next Meeting	Active
217	CB to issue statement to J P-S re CBS checks	CB	Before Next Meeting	Active
218	MW to update CIC workshop for and S4B to reflect mines module and LMLA	MW	Before Next Meeting	Active
219	MW to send list of CIC Mines Module holders to DB	MW	Before Next Meeting	Active
220	RH to produce bullet point version of Access doc and return to DB	RH	ASAP	Active
221	PR to review mines document	PR	Before Next Meeting	Active
222	MW to send SUI documents to J P-s	MW	Before Next Meeting	Active

### 3 Matters Arising

#### 3.1 GoMembership GT

- GT gave demo of the proposed new system.
- Beginning to look feasible following much work.
- Still much to do before a 'dry run' could be carried out – potentially in December.
- If implemented much effort needed for rollout
- Thanks to GT for heroic efforts.

#### 3.2 Technical Rope Work GT.

- Little feedback from equipment and techniques group.
- Doc still to be updated re stop.

#### 3.3 Radon. GT

- Results coming in.
- Tests need to be done each quarter to get annual results - second round imminent.
- Discussion.



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- SN – thanks to volunteers for placing and recovering monitors
- CB – do we have advice on 'bad air' - DCRO have a document that may be useful
- PR - to progress funding for further radon testing rounds
- JPS – thanks GT for a big job well done.

## 3.4 Military J P-S

- J P-S covered background
- New arrangements explained
- Military awards now only provide LCMLA training not assessment.
- Trial run done.
- Military leaders register and complete qualification transfer form - MW issues S4B

## 4. Expense Form

Printed and circulated.

## 5. Report from BCA Council meetings

- AGM heated
- Matt Ewles is secretary
- Gary Douthwaite is webmaster
- Cookie continuing with other IT work.
- Jane Allen is leading publications and information
- New logo introduced
- CB voted back in as council rep for QMC
- PR is the 2<sup>nd</sup> council rep for QMC
- MW to update QMC members list on website
- Thanks to CB and PR for getting involved. .
- Key decision was taken to remove CIM membership. All members will be DIMs
- CB is able to do CBS checks. Will write notification for J-P-S to issue

## 6. Finance

- MW – issuing refunds by cheque not bank transfer will now incur £4.00 charge

## 7. LCMLA/CIC Stats

- Report issue in advance and attached. No issues

## 8. CIC Report RH

- Water safety document complete and will be used in CIC training, Gary Evans set up a draft LMCLA version
- MW to update CIC update workshop form and S4B to prompt for mines module and LMLA updates.
- MW to send DB list of CIC mines module holders and who assessed them.



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- Non TA CICs want more info about the scheme. Proposal to issue hem with TA change notices rejected.
- Geology doc – PR asked if it is available to recreational cavers. MW to make sure relevant publications are on the services area of the website.
- Tyrolean document is a resource not a BCA document.

## 9. Regional Reports

### 9.1 RH South Wales

- Deep water document to be merged with PYO document. Needs to be in point form.

### 9.2 GD Northern England

- Nothing to report

### 9.3 SN Southern England

- Next meeting is in November.
- Three potential TAs people visiting the panel

### 9.4 GT North Wales

- No meeting taken place
- Joining the panel is a hot topic. Discussion at QMC took place. J P-S three years as CIC minimum to be TA - was never implemented.
- Panel pool resources during a set week for courses and panel meeting takes place within that week too.

### 9.5 DB Derbyshire

- Discussed use of cows tails L1 Mod 1
- J PS – L1 should not use a harness - belt should be lent if candidate turns up in a harness. How should out of area sites be validated? If candidate not known short one to one assessment appropriate.

## 10. TC Report (NA)

- National training workshops being set up
- NA thanked QMC for brilliant work

## 11. T/As New, Resigned, Applied.

- One probationary TA application is pending panel meeting

## 12. Exemptions /Extensions

- LCMLA exemption request from received – will be sent to J P-S, GT and RH.
- DB still waiting for one leader to agree a CSR date with him
- Query from mines leader about joining CIC scheme – J P-S in contact

## 13. S4Bs (MW)

- New S4B does not work well on non Microsoft platforms. Not a major problem. Simon Mullens creating his own ODT version. Othes can use old S4B for now.



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## **14. Insurance (J P-S)**

- Hiscocks offer is expensive. Due to number of potential takers rather than caving risks
- Need to find out who might buy into this at £750

## **15. TA Workshop P2P (some feedback received)**

- Feedback from P2P and courses to go to J P-s GT and RH - will feed up to QMC if appropriate

## **16. Resources**

### **16.1 Access & Conservation Draft 3 (DB)**

- Great start but needs to be less wordy. RH produce a bullet point version and return to DB

### **16.2 Mines**

- PR offered to review the document.

### **16.3 L2 Ropework**

- Update to photos planned. Document will then go back to GT for format

## **17. TA Fees for 2020 (MW)**

- No changes. MW to issue invoices in November as usual.

## **18. Nigel Ball /Dave Elliot Bursary(MW)**

- Some ideas were discussed and J P-S will progress.

## **19. CSR process – allowing joint bookings (MW)**

- Request received for CSR to be carried out alongside a Mod 1 assessment.
- Rarely requested but will be allowed on an individual basis.

## **20. SUI scheme (MW)**

- MW to send existing documents to J P-S to review.

## **21. Date of Next Meetings**

- 13/01/2020
- 11/05/2020