



British Caving Association

Draft Minutes of the National Co-ordinating Panel meeting held on
5th September 2014 at Staffordshire Council Staff Club, Stafford

1. Present

Nigel Ball	(NB)	Training Officer
Dena Proctor	(DP)	ALO North Wales Panel
Dave Baines	(DB)	ALO Derbyshire Panel
Mary Wilde	(MW)	Training Administrator
Vaisey Bramley	(VB)	ALO South Wales Panel
Pete Knight	(PK)	ACI Rep

Abbreviations

T/A Trainer Assessor
T/Adv Technical Advisor
NCP National Caving Panel
TC Training Committee

Meeting commenced at 10.03 am.

Apologies for Absence

Lee Paskin	(LP)	ALO Northern Panel
Gill Jordan	(GJ)	Administrative assistant
Stephan Natynczuk	(SN)	ALO Southern Panel

2. Minutes of the Last Meeting

DB proposed, seconded by DP, that the minutes of the last meeting be accepted as a true record.

3. Action Register and Matters Arising.

No	Action	Who	By	Done
29/04/2013				
088	ALOs to ensure revalidation and T/A workshop dates are emailed direct to MW rather than notified via panel minutes. Update 03/02/2015 – Some improvement but DB still can't use the form. MW to send another copy to him.	MW	ASAP	
07/10/2013				
094	MW to request permission from the secretary to add the mines terms document to the training downloads area of the website Update 03/02/2015 Completed	MW	Next meeting	Discharged
03/02/2014				
100	MW to email whom it may concern that the technical advisor (T/Adv) guidelines be reverted to draft form. Update 03/02/2015 additional input received from Council and DP is incorporating this into the next draft.	MW	ASAP	Ongoing
101	MW To share information she has on deferments and fails to T/A workshops (with anonymity) for discussion and moderation purposes. MW to email relevant information to T/A workshops	MW	ASAP	Ongoing



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	and NCP. Review in 12 months' time. Update 03/02/2015 Some feedback generated but some panels yet to discuss. MW to collate feedback and circulate.			
	05/09/14			
102	NB to ensure that SUI revalidation issue to be included on the agenda for the next NCP meeting. Update 03/02/2015 Done	NB	Next meeting	Discharged
103	NB To produce a paper re the process of applications for new TAs and distribute BEFORE the next meeting. Update 03/02/2015 Ongoing	NB	ASAP	Ongoing
104	To ensure that the T/A issue be on the agenda for the next NCP meeting. (see agenda item 5) Update 03/02/2015 Done	NB	Next meeting	Discharged
105	To include discussion about agenda item 13 (Number of Clients on a Module 4 Assessment) at T/A workshops Update 03/02/2015 See Matters Arising below	NB	Next TA workshops	Discharged.
	03/02/15			
106	The NCP propose that the LCMLA Handbook be rewritten as a slimmer version and this will be their recommendation to the next TC	DB	Next TC	
107	NB to discuss the rewrite of the LCMLA Handbook with AE	NB	ASAP	
108	NB to send draft moderators check list to ALO's	NB	ASAP	
109	NB to discuss payment of expenses with the treasurer	NB	ASAPAS AP	



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4. Matters Arising

4.1 Re action 105 Number of clients required for Mod 4 Assessment. After some discussion it was agreed that the number should not be prescriptive. Instead it should be viewed as part of the candidate's assessment. Variations would depend on site used and the candidate's additional qualifications. The site chosen should match the level of the hardest site on the candidate's list, with an appropriate number of people in the group

4.2 **DP** corrected a point from the last meeting 'Concern was expressed about the decision making process, in that decisions made by NCP are overturned at TC'. This should read 'Concern was expressed about the decision making process, in that **some** decisions made by NCP are overturned at TC'

4.3 **VB** asked if there was progress on caving award for children which **SN** was looking at. **NB** said it was ongoing.

5. Training Committee Report (NB)

5.1 **NB** said this item should consist of issues arising rather than a full report as the minutes of the previous meeting will have been circulated to everyone.

5.2 A suggestion that scouts training should automatically provide exemption from BCA training was rejected. Such candidates can apply for exemption via the existing route if they believe they have sufficient experience.

5.3 **NB's** proposed meeting restructure was rejected.

6. New TAs

There have been two suspensions for non-attendance of a T/A workshop within three years.

One further TA has stood down and another has a voluntary suspension due to being out of the country for some time.

DP noted that no T/A workshops were scheduled until later this year and agreed to bring the NW one forward so that if the **TC** decide that suspended T/As need to attend one to regain their status they may not have to wait too long. **MW** added that both Derbyshire and Southern England are also due to run one this year.

7. Exemption Ratifications

None.

8. Hot topics from Trainer/Assessor workshops

VB suggested that the action plan format be discussed where candidates have failed or been deferred. This would not be held in central records. Any comments on the S4B should be constructive. T/As should get training on how to complete S4B comments.



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VB suggested that best practise for passing deep and /or swift water be documented.

NB suggested that discussion take place on reintroducing a cave leader cert for multi area cavers rather than having a list of specific sites. This would be at Level 2 and be a step towards CIC.

9. Regional Panel Matters Arising

VB South Wales:

9.1 LCMLA Handbook. The SW panel have someone willing to complete a rewrite but NB said that Council will not authorise payment for this to be done. MW said that she had an action from the last TC meeting to scope out the effort required to simply bring the existing document up to date and had concluded that even this would take much effort as so much has changed since the last edition. DP felt that a new slimmer version was required and it was agreed that the MCP would make this a recommendation at the next TC. NB also agreed to discuss this again with Andy Eavis.

9.2 What geological knowledge is needed at Level 1 and 2? DB said that no extra geological knowledge was needed at L2 as this was a technical upgrade.

9.3 Ongoing Access Issue. NB said that Permits were no longer required for Fountains Fell. The CNCC were issuing permits for the Ingleborough estate to CNCC and BCA DIM members.
(Post-Meeting note: It seems this is not quite accurate. For all current access procedures see www.cncc.org.uk)

9.4 The trade-off between fight for access rights and BCA membership for all was again discussed.

DP North Wales:

9.5 DP reported that via GMACG an access agreement will soon be signed for four sites.

9.6 . Radon measurements are being carried out again.

9.7 Bolt testing has been carried out in a BCA funded exercise.

DB Derbyshire:

9.8 SN has asked for help from Derbyshire on the caving award for children project.

9.9 The panel had discussed the length of validity for L1 and L2 awards.

9.10 Derbyshire's Revalidation workshops are nearly always full so they propose to put on more than the usual three this year

10. Centralised TA appointment process

DB asked for an update. NB said that the new process had not been documented yet. .

11. Update on Moderation



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DB asked for an update. NB handed out a draft checklist for moderators. NB will send this to all ALO's. MW asked that it be marked as DRAFT.

DB proposed that panels discuss the draft and provide feedback to the NCP.

NB said that one training course and one assessment have been moderated but no more scheduled at present. These were in North Wales and Derbyshire. When one moderation has been carried out for each type of course/assessment, ALOs will need to get together to discuss feedback. So far he had been pleased with what he saw. DB who had been one of the T/As to have a day moderated found it a positive experience. DP stated that clarity for the whole process is important.

12. Proposed T/A Code Of Conduct (DB)

DB asked for an update of the proposed T/A code of conduct. As it is covered by the Guidelines To T/As document no further action is required.

13. Revalidation in Devon (NB)

Two people have requested revalidation in Devon. This needs to be discussed with SN. Scotland was also discussed regarding the remoteness & difficulty of getting to revalidations. Should there be a "Scottish Rep" to do revalidations in Scotland?

14. Assessment criteria compared to syllabus content (NB)

NB said that little is done during training courses on leadership skills and he feels there is a mismatch between the syllabus content and assessment criteria in this area. A discussion took place which again came back to the need for a scheme rewrite.

15. Protection of BCA providers by BCA (NB)

An issue has arisen regarding non-payment by a client to a T/A. NB asked whether 'pay before the day' was applied in general by T/As. This is a relationship issue between T/As and clients rather than BCA. We were unsure of the legality of telling others and needed clarity on this. It was agreed to highlight the general issue with panels

16. Members of the BCA training scheme to be members of BCA (NB)

NB said that in order to gain a CNCC permit you must be insured individually or via a caving club. He felt that although this issue had been explored before, membership for all should be looked at again.

17. TA Fee expenses reminder. Notice 0016 (NB)

Although the TA notice above states that all expenses must be paid for by the T/A and the amount claimed back with receipts it is not always being followed where T/A works for a centre. MW is unsure whether to 'bounce' claims that do not comply. NB will discuss with the treasurer.



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18. SUI Revalidation (NB)

Now there is a reciprocal agreement with the SUI regarding LCMLA certificates we need to agree how they will be revalidated. After discussion it was agreed that a remote 'renewal of parity' would be carried out using the SUI log book and updates on experience. The Training Officer will perform this. It is anticipated that the number involved will be very small.

19 .AOB

A rep from the NCP is required for the next TC. DB volunteered and DP said she might be able to do May.

12. Items for the next BCA Newsletter (MW)

None.

13. Dates of next meetings

28th April 2015

28th September 2015

The meeting closed at 14.15

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