

PART 4

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4.1 ACHIEVING CIC TRAINER / ASSESSOR STATUS

4.1.1 OVERVIEW

4.1.1.1 Invitation to become a CIC Trainer / Assessor

The uptake of the Cave Instructor Certificate (CIC) Scheme is not yet at a level to justify unlimited access to CIC trainer / assessor status. The CIC Panel reviews the demands on the CIC Scheme and decides when an invitation should be issued by the Training Officer to potential candidates for the role of CIC trainer / assessor. Invitations are issued to all CIC holders whose awards are in date at the time of the decision, declaring the number of new CIC trainer / assessors required. It is a fundamental requirement that potential candidates hold a valid certificate, which is within the "valid from" and "valid until" dates.

4.1.1.2 Prior Qualification

a) The CIC trainer / assessor should hold a high level of personal and technical expertise in caving in order to assess candidates for the CIC Scheme from a basis of authoritative experience and background knowledge.

b) These credentials are required to achieve two things:

- (i) To provide fair and expert assessments of candidates' skills in all areas of the syllabus.
- (ii) To uphold the status of the CIC Scheme in the eyes of the caving community.

If the trainer / assessors are not respected as experienced and competent cavers, then other cavers will not look positively upon CIC holders and those participating in the Scheme.

c) In addition trainer / assessors should be skilled in the arts of training and assessing adult cavers in a sensitive and constructive fashion. Good communication skills and a professional approach are required in all aspects of this work ranging from advice and guidance to attention to administrative detail.

d) It is desirable that the CIC trainer / assessor has contributed to the caving community by having a special involvement in some aspect of caving, e.g. research, surveying, publications, lectures, cave rescue, original exploration.

e) The CIC Panel has decided that the following criteria should be used in the first selection of applicants:

- To have a minimum of 5 years experience as a CIC holder. The CIC should be current (i.e. revalidated).
- To have a wide range of relevant cave instructing experience as a CIC holder. This should show significant involvement in training adult cavers as well as working with introductory and novice groups (including under 18 year olds).
- To have extensive personal caving experience in most caving regions of the British Isles and some experience of caving outside this area.
- To have experience (normally a minimum of 20 days) of accreditation / leadership training and assessment (preferably in the Local Cave & Mine Leader Assessment Scheme). At least 5 of these days should be as an assessor for accreditation schemes.

4.1.1.3 CIC Trainer / Assessor

Full CIC trainer / assessors may run CIC training courses, undertake assessments of CIC Modules 1 to 4 and run Revalidation Workshops.

4.1.1.4 Probationary CIC Trainer / Assessor

Probationary CIC trainer / assessors can assist a fully qualified trainer / assessor at the level of the full status trainer / assessor but cannot work unsupervised or sign logbook Section 4 record pages.

4.1.2 APPLICATION TO BECOME A CIC TRAINER / ASSESSOR

Interested CIC holders should respond to the invitation by supplying the following information to the Training Officer:

- (i) Length of experience as a CIC holder.
- (ii) Range of relevant cave instructing experience as a CIC holder.
- (iii) Personal caving experience.
- (iv) Experience (normally a minimum of 20 days) of accreditation / leadership training and assessment (preferably in the LCMLA Scheme). At least 5 of these days should be as an assessor for accreditation schemes.
- (v) A copy of Sections 2 and 3 of his / her logbook.
- (vi) Names of two referees who should be CIC holders who can substantiate the evidence presented.

Other relevant information may be submitted along with the above, e.g. coaching, accreditation or leadership experience in other sports, activities and education. Applications which fail to provide the information specified in items (i) to (vi) above will be rejected.

4.1.3 SELECTION OF CANDIDATES

a) The CIC Panel will appoint a group of persons to carry out the selection process. This selection group will include a person who is independent of the CIC and LCMLA Schemes.

b) The selection group will select the candidates on the basis of ranking the responses to items (i) to (iv) above. Applicants' referees may be used to confirm information supplied as part of the selection process. Each item is assessed by each member of the group independently and given a score based on the evidence submitted where

- 0 = fails to meet the criterion
- 1 = just passes the criterion
- 2 = reasonably exceeds the criterion
- 3 = well exceeds the criterion.

If any item receives a score of zero, then the application is rejected. The scores are weighted to reflect the degree of significance of each criterion using the following table:

Item	Weighting		Score		Result
(i)	1	X		=	
(ii)	3	X		=	
(iii)	2	X		=	
(iv)	3	X		=	
Total					

The independent person on the selection group is responsible for collating the totals for each applicant from the rest of the selection group and ranking the applicants in order according to their totals.

c) The selection group shall then decide on where the cut-off point is in the ranked order. If the cut off point provides sufficient candidates to meet the CIC Panel's requirements, then the selection group shall report to the Training Officer the results and their recommendation.

d) If the cut off point provides more than sufficient candidates, then the selection group shall organise interviews with all of the selected candidates. Interviewees should be given a reasonable period of notice of the date and time of the interview. Travelling expenses shall be payable to all interviewees. The interviews shall be conducted by asking the same set of questions to each candidate. Each member of the group shall score the responses. (Follow up questions to explore ambiguities in answers shall be permitted). The independent person on the group shall chair the interview. The total of the scores shall then provide the final ranking of the applicants. The group shall report to the Training Officer the results of the first selection and the interviews and its recommendation.

e) The selection group is under no obligation to recommend sufficient persons to fill all of the identified vacancies, either from the first selection process or the interviews.

- f) All information associated with the applications shall be treated as confidential and no information on any part of the process shall be divulged to any one else. The independent person on the group should keep the records made by the group for a period of 3 months in case of any appeals.
- g) The Training Officer shall consult with the Executive of the British Caving Association to confirm the recommendation of the group. If the recommendation is confirmed, then the Training Officer shall individually advise all applicants of the result of their application. The Training Officer shall also inform the CIC Panel, the Technical Training Advice Service Provider and the Training Administration Service Provider.
- h) The Training Administration Service Provider will invoice the successful applicants for the annual probationary trainer / assessor fee (see Part 7). The annual probationary fee will become due every January 1st, irrespective of when the first payment is made.
- i) On receipt of this fee, the Training Administration Service Provider will send a "Record of apprentice observations and assessments" form, a copy of the Trainer / Assessor Agreement and blank logbook Section 4A Training Records and enter the candidate on the database as a "Probationary Trainer / Assessor".
- j) Applicants may appeal direct to the Training Officer if they feel that they have been unfairly treated. (See Part 4.5.)

4.1.4 PROBATION

- a) The probationary trainer / assessor shall spend a minimum of 6 days working by arrangement alongside a minimum of 2 different CIC trainer / assessors on CIC training or assessment modules or CIC revalidation workshops. This apprenticeship process is to offer support and guidance in establishing the standards required for the CIC Scheme. The last 2 of these days should see the probationary trainer / assessor running assessment modules under observation by a trainer / assessor. A section of the "Record of apprentice observations and assessments" form should be completed and signed and dated by the CIC trainer / assessor after each day that has been successfully completed.
- b) In all cases Section 4B Assessment Record pages for the CIC candidate's logbook must be signed by an approved trainer / assessor.
- c) If necessary, the approved trainer / assessor will step in to ensure that the CIC candidate is subject to a fair assessment to the appropriate standard.
- d) The probationary trainer / assessor is expected to take an active part in an assessment even when primarily observing.
- e) The approved trainer / assessor will have to assess the CIC candidate and also the probationary CIC trainer / assessor during an assessment. For these reasons, the probationary trainer / assessor is not included in the trainer / assessor to candidate ratio.
- f) The payment of fees by the CIC candidate for assessment and by the probationary trainer / assessor is a matter between the three parties. The resolution of the payment of fees is not a matter for BCA.
- g) On successful completion of the 6 days of apprenticeship the probationary trainer / assessor should send the completed "Record of apprentice observations and assessments" form, to the CIC Panel chairperson. The CIC Panel will review progress and decide if any further experience or training is required. If the CIC Panel recommend approved trainer / assessor status the chairperson will inform the Training Officer. The "Record of apprentice observations and assessments" form should be signed and dated by the CIC Panel chairperson and by the Training Officer. The Training Officer will take the matter to the Training Committee for ratification.
- h) The Training Officer will then advise the probationary trainer / assessor and the Training Administration Service Provider of the outcome. The CIC Panel chairperson shall send the signed "Record of apprentice observations and assessments" form to the Training Administration Service Provider.
- i) The probationary trainer / assessor may not operate as a trainer / assessor until the Training Officer has informed the applicant in writing of his / her approved status.

4.2 MAINTAINING CIC TRAINER / ASSESSOR STATUS

4.2.1 MAINTAINING COMPETENCE

All trainer / assessors are required to maintain competence by:

- Maintaining a valid Cave Instructor Certificate.
- Taking an active role in the work of the CIC Panel.
- Taking an active role as a trainer / assessor.
- Abiding by the BCA trainer / assessor agreement.
- Maintaining appropriate public liability and professional indemnity insurance cover.
- Abiding by any policies adopted by BCA.
- Paying the annual CIC trainer / assessor registration fee to BCA.

4.2.2 CIC TRAINER / ASSESSOR AGREEMENT

a) The trainer / assessor agreement is sent to all probationary trainer / assessors when this status has been agreed. The agreement is normally updated annually and sent out with the request for fees. Whilst it is NOT a contract of employment between BCA and the trainer / assessor, it is a statement of the expectations that BCA has of all trainer / assessors.

b) A copy of the current BCA Trainer / Assessor Agreement is in Part 6.

4.2.3 REMOVAL OF CIC TRAINER / ASSESSOR STATUS

a) An approved or probationary trainer / assessor may resign by advising the Training Administration Service Provider in writing.

b) Any trainer / assessor unable to comply with 4.2.1 should write to the CIC Panel via the Technical Training Advice Service Provider stating the reasons and giving an action plan of how he / she intends to rectify the situation. The CIC Panel may accept the plan and may allow the trainer / assessor to continue to operate.

c) BCA may remove the "approved" or probationary status if the person fails to comply with the requirements of 4.2.1. In such cases, the CIC Panel will review the information available and make a proposal to withdraw this status to the BCA Training Committee. The person shall be informed at the same time and be able to make representations to BCA Training Committee, either in person or in writing. The person has a right of appeal against the decision made. (See Part 4.5.)

d) Trainer / assessors should not undertake any CIC training or assessment if they do not fulfil the above requirements. Any training or assessment carried out with candidates after removal of the status will not be accepted by BCA as evidence of the candidate's achievement.

4.3 OPERATING AS A CIC TRAINER / ASSESSOR

4.3.1 NOTIFICATION OF COURSES

Trainer / assessors should inform the Training Administration Service Provider of all forth-coming courses including training and revalidations. The Training Administration Service Provider uses this information in responding to candidates' enquiries and to post on the BCA's web site. This information is also required for monitoring purposes.

4.3.2 ADMINISTRATION

a) The trainer / assessor is responsible for ensuring that the course runs properly and according to the criteria set out.

b) The trainer / assessor will be responsible for completion of administration relating to the course; i.e. sending out information about the course, e.g. venue, times, costs, equipment to be brought; liaising with the venue manager and ensuring records are written for each candidate's logbook.

- c) Section 4A Training Record pages will only be issued to candidates attending for the minimum period required for a training course and where the syllabus has been covered.
- d) The Course Director will also send a training course log sheet to the Training Administration Service Provider.

4.3.3 PROVIDING A CIC TRAINING COURSE

Trainer / assessors should read Part 3.2 in conjunction with the following:

4.3.3.1 Location

Training courses can be run by any trainer / assessor at any appropriate location.

4.3.3.2 Registration

Candidates should register prior to attending a training course. In exceptional circumstances registration will be accepted up to thirty days after the training course. The trainer / assessor **MUST NOT** issue a training record until the trainer / assessor has been advised of the candidate's registration number by the Training Administration Service Provider.

4.3.3.3 Ratios

a) Size of Course

There are no minimum or maximum numbers for CIC training courses. Trainer / assessors will however consider the benefits of discussion possible in larger groups and the difficulties that may be encountered finding suitable underground venues for larger groups.

b) Ratios of Candidates to trainer / assessors

A maximum ratio of 3 candidates to each trainer / assessor is permitted, though it may be desirable to work in smaller groups. Courses run which exceed the above ratio will not be recognised by BCA.

c) The course must have an approved trainer / assessor present at all times. CIC holders can work on the course as well, provided the ratio of one approved CIC trainer / assessor per 3 candidates is maintained. Other appropriate speakers can be used but similarly cannot be included in the ratio. Failure to adhere to these ratios will result in BCA rejecting the course.

4.3.4 PROVIDING CIC ASSESSMENT

a) The trainer / assessor should discuss the candidate's objectives within the scheme, ascertaining the "Big Picture" so as to be able to advise the candidate on how and where to get assessed.

b) The syllabus states what is to be assessed. The appropriate assessment checklist in Part 6 gives a quick reference to this. Part 3.4 states how the assessment should be conducted. Trainer / assessors should direct candidates to read all the relevant information.

c) During the assessment the trainer / assessor should be as fair and objective as possible. The following will help the trainer / assessor achieve this:

- Use the trainer / assessor's checklist and read the syllabus carefully to understand the scope of each point on the list.
- All areas of the syllabus must be assessed but the trainer / assessor may check competence in some cases by sampling. Other qualifications may be taken as evidence of competence for some areas.
- Assessments should be to the standards agreed by the CIC Panel, not any personal standards of the trainer / assessor.
- The assessment should be as practical as possible.
- It should be made clear to the candidate what aspect of the syllabus is being assessed.
- If using role-play it should be made clear what role everyone is playing at all times.

- At the end of the assessment the candidate should receive clear verbal feedback and be allowed to challenge the trainer / assessor's observations.
- After each assessment there should be some method of assessing the candidate's satisfaction with the way the assessment was handled. The results of these evaluations should be used to review the way future assessments are run.

d) On satisfactory completion of Module 4 the trainer / assessor should advise the candidate that he / she does not hold the award until the Cave Instructor Certificate has been issued to the candidate.

e) No trainer / assessor may assess more than 2 modules in total. Candidates may be assessed by the trainer / assessors who provided their training.

f) Trainer / assessors should consider observing assessments by other trainer / assessors from time to time even after completing probation to help maintain uniform stands.

4.3.5 ASSESSMENT PAPERWORK

a) On completion of an assessment module the trainer / assessor will:

- Give detailed and constructive feedback to the candidate
- Advise on any areas of weakness
- Suggest further training and experience for those deferred or failed

b) The trainer / assessor must complete logbook Section 4B Assessment Record pages promptly. The trainer / assessor should send a signed and dated copy to the candidate, send a photocopy of both sides to the Training Administration Service Provider and retain a copy for his / her records.

c) Trainer / assessors are reminded that the Training Administration Service Provider cannot arrange issue of a Certificate until the Training Administration Service Provider has received copies of the Assessment Records. Candidates are not required to send copies of their records to the Training Administration Service Provider; it is the responsibility of the trainer / assessor. Failure to send copies of the Assessment Records to the Training Administration Service Provider promptly may be construed as being a breach of contract between the trainer / assessor and the candidate.

4.3.6 PROVIDING REVALIDATION

a) The Training Administration Service Provider should provide the CIC Panel with a list of CIC holders who will be due to revalidate their awards during the next year together with a list of those CIC holders who were due but failed to attend a revalidation workshop during the previous year.

b) The CIC Panel should agree a programme of revalidations. This should include an outline of the content of the 2-day Revalidation Workshop. Trainer / assessors shall be allocated to the post of Workshop Director in turn. The CIC Panel shall propose a fee for running the course along with a workshop cost to include the current BCA administration fee. These fees and costs are subject to agreement by the Training Officer. A deputy Workshop Director should also be identified.

c) The assigned Workshop Director should organise the course, including its advertisement.

d) The Workshop Director should ensure that candidates have the appropriate experience before confirming their places on the course.

e) The Workshop Director should ensure that the course fees are taken in and passed over to the Training Administration Service Provider or provide a note explaining why some are omitted.

f) The Workshop Director should promptly send the original logbook Section 4C Revalidation Records to the Training Administration Service Provider or provide a note explaining why some are omitted.

g) The Workshop Director and if appointed, the deputy Workshop Director should invoice the Training Officer for their fees. The Workshop Director may either seek to have other bills incurred in running the course paid directly by BCA or else reclaim the costs as part of their expenses.

h) The Workshop Director and if appointed, the deputy Workshop Director, may revalidate their own CIC awards by directing the revalidation workshop and paying BCA the relevant administration fee (see Part 7). In this case, the logbook Section 4C Revalidation Record will be signed by the BCA Training Advice Service Provider and a copy sent to the Training Administration Service Provider.

4.4 ANOMALIES

There may be valid reasons for doing things differently to the way they are laid down in this handbook. However, they must not differ from the requirements of the syllabus. This is essential if a consistent standard is to be maintained. BCA may consider any training course or assessment that is not run to standard procedures or accompanied by written authorisation to vary them as invalid.

If a trainer / assessor runs a training course or assessment that is invalid, the candidate may well have cause to complain. The BCA will not get involved in the contract between CIC candidate and trainer / assessor. The BCA would however expect the trainer / assessor to take reasonable measures to address the problem and be fair to the candidate. If such matters were not sorted reasonably, the BCA may have reason to question the continued status of the trainer / assessor.

4.5 APPEALS

All trainer / assessors have the right of appeal. If a trainer / assessor feels that they have been treated unfairly, he / she should contact the Training Officer direct, or if the Training Officer is involved, a member of the Executive of BCA.

4.6 BCA NEWSLETTER

This publication is a suitable place for trainer / assessors to advertise their courses free of charge. Details should be sent to both the Training Administration Service Provider and the Editor of the BCA Newsletter.

PART 5

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5.1 GENERAL

5.1.1 WEB SITE

The British Caving Association (BCA) web site is www.british-caving.org.uk. It will display general information for cavers in general and details of the Local Cave and Mine Leaders Assessment (LCMLA) and Cave Instructor Certificate (CIC) Schemes. Under the heading of "Training" the following information will be included:

- The LCMLA Handbook as a PDF file
- LCMLA Scheme Registration Form
- The CIC Handbook as a PDF file
- CIC Scheme Registration Form
- A list of forthcoming CIC and LCMLA training courses, and revalidation workshops
- Contact details of all CIC and LCMLA trainers / assessors
- Logbook pages for Section 3

For security purposes the following information from the logbook must NOT be included

- Section 4 Training and Assessment Record forms
- Section 5 Cave Instructor Certificate

The web site should be updated regularly.

5.1.2 DEALING WITH ENQUIRIES

The Training Administration Service Provider is the focal point for all initial enquires from candidates. The majority of enquiries should be answerable from this handbook. If not, the candidate should be put in contact with the Technical Training Advice Service Provider or a trainer / assessor, whoever is most appropriate (see Part 7).

5.2 ADMINISTRATION OF CIC SCHEME

5.2.1 APPLICATION TO REGISTER AS A CIC CANDIDATE

The candidate may either download the registration form from the web site or ask the Training Administration Service Provider to email, fax or post a copy.

Upon return of the form with appropriate fee, the Training Administration Service Provider should:

- (a) Enter details on database, allocate a CIC registration number and enter details in the "CIC Registration Book", as a hard copy in case of total electronic failure.
- (b) Complete CIC Enrolment page of logbook.
- (c) File registration form having completed payment details.
- (d) Bank the payment.
- (e) Send to the candidate the following:

A completed Section 1B Enrolment page including CIC registration number and blank Sections 2 and 3 pages (plus logbook if the candidate has not enrolled in the LCMLA Scheme)

A CIC Scheme Handbook

List of CIC training courses

A copy of the BCA Newsletter if available

Free leaflets as available:

Weil's Disease

Cave Conservation Policy Summary

Protect Our Caves

So You Want to Go Caving

(f) Other publications as indicated on the form if ordered and paid for:

Radon Underground

Cave Conservation

Underground Britain - Legal and Insurance Issues

5.2.2 TRAINING

Approved CIC trainer / assessors will submit the names and addresses of candidates successfully completing a CIC training course on a CIC Training Log sheet and the Training Administration Service Provider will update the candidates' records in the database

5.2.3 EXEMPTIONS

Any candidate wishing to gain exemption from any part of the CIC training or assessment requirements should be issued with a CIC Exemption Form. When the Training Administration Service Provider receives the form, the accompanying non-refundable cheque should be banked. The form should be photocopied for the candidate's record then passed to the Training Advice Service Provider.

The Training Advice Service Provider will arrange for a Section 4A log page to be issued detailing the exemption agreed by the CIC Panel. The Training Administration Service Provider will update the candidate's record in the database accordingly.

5.2.4 ISSUING THE CAVE INSTRUCTOR CERTIFICATE

5.2.4.1 Overview

Details of the Cave Instructor Certificate must be entered on the database and a hard copy must be filed with photocopies of the Assessment Records attached. The Certificate should be signed and dated by the Training Officer.

There is no charge for issuing the first Certificate as the cost is included in registration.

If an enquiry is made into the status of a CIC holder, he / she will be deemed to have been a holder of the award from the "valid from" date until the "valid until" date on the latest issued Certificate.

5.2.4.2 Issuing the Certificate

a) The Training Administration Service Provider should check that all of the following have been completed before issuing a Cave Instructor Certificate:

- Registration on the CIC scheme.
- Candidate is over 18 when undertaking training and assessment.
- Attendance on a mandatory 3-day training course (run by a CIC trainer / assessor) or proof of exemption on a logbook Section 4A Training Record page issued by the Technical Training Advice Service Provider.
- Evidence of the successful completion of LCMLA Level 2 award or proof of exemption on a logbook Section 4A Training Record page issued by the Technical Training Advice Service Provider.
- Evidence of successful completion of CIC assessment Modules 1 to 4 in numerical order or proof of exemption of any module on a logbook Section 4A Training Record page issued by the Technical Training Advice Service Provider.
- The four modules successfully completed within one year.
- All training and assessment records signed and dated by an approved CIC trainer / assessor.
- Acceptable proof of training is a listing on a CIC training log sheet from an approved CIC trainer / assessor.
- Acceptable proof of assessment is a logbook Section 4B Assessment Record as either an original or photocopy providing it has been signed and dated by an approved CIC trainer / assessor.

b) If the Training Administration Service Provider holds no details of training or assessment records, then the candidate must be asked to supply proof of training or assessment which must include the name of the trainer / assessor. If the evidence does not contain a signature of an approved trainer / assessor, then the Training Administration Service Provider should contact the named trainer / assessor to confirm that the relevant training or assessment was satisfactorily completed.

c) If the Training Administration Service Provider is unable to confirm the above checks, then he / she should follow the procedure laid in down in Part 5.4.1.

5.2.4.3 Details to be entered on Cave Instructor Certificate:

Details on the Certificate include:

The "valid from" date (being calculated on the basis of 3.4.6 c) or e) and 3.6.4

The "valid until" date being 3 years after the relevant "valid from" date

The BCA Stamp (Logo and "BCA REGISTERED") in red ink

The Training Administration Service Provider should then update the database and send the Certificate to the Training Officer who will date and sign it before sending it on to the candidate.

5.2.5 Mines Module (Module 5)

a) The approved CIC Mines Assessor will issue a Section 4D Mines Extension Record page and send it to the Training Administration Service Provider.

b) On receipt of the Section 4D Mines Extension Record the Training Administration Service Provider shall re-issue the Cave Instructor Certificate with the same "valid from" and "valid to" dates. The date by the signature of the approved CIC Mines Assessor confirming the achievement of the module shall be the "valid from" date of the Mines Module.

c) The Training Administration Service Provider should update the database and file a photocopy of the Section 4D then send it to the BCA Training Officer with a new CIC certificate endorsed with the Mines Module. The Training Officer will date and sign the certificate before sending the log pages on to the candidate.

5.2.6 REVALIDATION

5.2.6.1 Prior Actions

a) The Training Administration Service Provider shall advise CIC holders when their revalidation is due and how to revalidate, preferably towards the end of the year prior to their revalidation being due and when advised by the CIC Panel and / or the Technical Training Advice Service Provider. The reminder letter should be accompanied by a copy of the CIC revalidation criteria (See Part 6), dates of revalidation workshops, the contact details of the Workshop Directors, the procedure for application to attend a Revalidation Workshop and the application form for this.

b) The Training Administration Service Provider should provide each CIC Panel meeting with a list of CIC holders who will be due to revalidate within the year following the meeting, together with a list of those CIC holders who were due to but failed to attend a revalidation course during the previous year.

5.2.6.2 Applications for revalidation from CIC holders.

The Training Administration Service Provider will receive completed application forms and fees from CIC holders. The fees will be banked and the application forms forwarded to the appropriate Revalidation Workshop Course Director.

(If a candidate is subsequently not offered a place on the Revalidation Workshop, the fee will be refunded)

(Accommodation or catering costs must be paid by candidates separately through the Workshop Director if applicable.)

5.2.6.3 Issue of a Revalidated Cave Instructor Certificate

- a) On completion of revalidation, the Training Administration Service Provider will receive the Section 4C Revalidation Record pages from the appropriate Revalidation Workshop Course Director.
- b) The Training Administration Service Provider should check the trainer / assessor status.
- c) The Training Administration Service Provider should prepare revalidated Certificates and forward them to the Training Officer for signing and forwarding to the CIC holder.
- d) Dates to be entered on revalidated Certificate ("Valid From" and "Valid Until" dates)

The Training Administration Service Provider shall calculate the "valid from" date on the basis of the latest date against the signature of the assessment of Module 4. The "valid until" date is then 3 years after the "valid from" date.

The Cave Instructor Certificate is valid for a period of 3 years. Holders may revalidate it early without any time penalty. In such cases the "valid from" date will be taken as the date of the existing certificate lapsing and then run for a further 3 years or 4 years from the date of the workshop whichever is the earlier. A lapsed certificate may be revalidated as follows:

- e) Certificate lapsed for less than 1 year.

The person may take a revalidation workshop within 1 year of the date of the certificate lapsing, then the new certificate shall be revalidated with a "valid from" date being the expiry date of the previous certificate and the "valid until" date being 3 years on from the date the previous certificate lapsed.

- f) Certificate lapsed for over 1 year but less than 3 years

The person shall apply to the Technical Training Advice Service Provider to determine the nature of a reassessment which can then be undertaken by any CIC trainer / assessor and in which case the certificate shall be reset with a "valid from" date being the date of the reassessment and the "valid until" date being 3 years after the "valid from" date.

- g) Certificate lapsed for over 3 years

- i) The certificate is defunct and the person should apply to the CIC Panel for a decision on the means of revalidation.

- ii) Where the "valid until" date is unclear, then the CIC holder should apply to the Training Administration Service Provider for clarification. The Training Administration Service Provider shall compute the date as follows:

- iii) If a "valid until date" has been set, then use that date.

- iv) If there is a record of the holder having taken a revalidation workshop, then compute the "valid until" date on the basis of three years (or multiples of three years) after that workshop.

- v) If there is no record of the holder having taken a revalidation workshop, then compute the "valid until" date on the basis of three years (or multiples of three years) after the date that the holder gained the certificate.

- vi) If there is no record of when the holder gained the certificate, then the Training Administration Service Provider should seek a copy of the certificate and evidence of when it was gained, then compute the "valid until" date on the basis of three years (or multiples of three years) after the date that the holder is taken to have gained the certificate.

- vii) If the case does not fit the above rules, then the Training Administration Service Provider should pass details to the Technical Training Advice Service Provider who shall compute a date, if appropriate, and seek confirmation from the Training Officer before advising the holder.

5.2.6.4 Revalidation of Mines Module (Module 5)

a) Module 5 is revalidated every 3 years at the same time as the CIC. (This may mean that the first revalidation will not be 3 years from issue.) The revalidation of Module 5 is done by contacting an approved CIC Mines Assessor. On completion of the revalidation, the approved CIC Mines Assessor will issue a Section 4D Mines Extension Record page, sign and date it and send it to the Training Administration Service Provider who will issue a new CIC certificate endorsed with the Mines Module.

b) The Training Administration Service Provider will update the CIC holder's BCA record and endorse the Certificate before sending it to the Training Officer to be signed.

5.2.7 REPLACEMENT LOGBOOKS

There are three possibilities and this list corresponds to the fees shown in Part 7.

(a) Logbook only

This would be the case for someone who has recently registered. They will require the logbook as it is sent out at registration. The Training Administration Service Provider will need to ask the candidate for the appropriate fee plus the information they need to locate candidate's details on the database.

Provided the Training Administration Service Provider can locate the candidate's details, ensuring that they have registered, the payment can be banked and Section 1 completed, before sending out the logbook.

(b) Completed Records only

This would be for a candidate who has retained most of his / her logbook but lost the Assessment Records and his / her Certificate.

The Training Administration Service Provider will need to ask the candidate for the appropriate fee plus the information they need to locate the candidate on the database. Providing the Training Administration Service Provider can locate the candidate's details and confirm that the candidate has the qualifications claimed, the payment can be banked and copy records prepared as required. The copies should be sent to the Training Officer for signing and dating before being issued to the candidate.

(c) Logbook and completed Records

This would be the case for someone who has lost everything. The Training Administration Service Provider will need to complete both of the above stages, charging the combined fee indicated.

If the applicant cannot be traced in the records, then the Training Administration Service provider should not bank the applicant's cheque but seek further details from the applicant. If no trace can be found, then the cheque and details should be forwarded to the Training Officer to reply to the applicant.

5.3 CIC TRAINER / ASSESSOR ADMINISTRATION

5.3.1 APPLICATION TO BECOME A CIC TRAINER / ASSESSOR

The process for applying and selecting candidates is described in Part 4.1.

When the BCA Executive has confirmed the recommendation for new probationary trainer / assessors the Training Officer will inform the Training Administration Service Provider.

5.3.2 REGISTERING PROBATIONARY TRAINER / ASSESSORS

The Training Administration Service Provider shall invoice the probationary trainer / assessor for the annual trainer / assessor fee. (See Part 7.) This annual fee will become due again every January 1st, irrespective of when the first payment is made.

On receipt of this fee, the Training Administration Service Provider will send the probationary trainer / assessor:

- A CIC Handbook
- "Record of apprentice observations and assessments" form
- The Trainer / Assessor Agreement
- Section 4A Training Records
- Section 4B Assessment Records
- CIC Training Log sheets
- Enter the candidate on the database as a "Probationary trainer / assessor"

5.3.3 REGISTERING APPROVED TRAINER / ASSESSORS

The Training Officer will advise the Training Administration Service Provider when a probationary trainer / assessor has achieved approved status. The Training Officer will confirm this with the trainer / assessor by letter. The Training Administration Service Provider will amend the trainer / assessor's BCA record and add the person to the approved CIC trainer / assessor list on the web site etc.

5.3.4 MAINTAINING TRAINER / ASSESSOR STATUS

a) The Training Administration Service Provider will send out a letter to all trainer / assessors at the beginning of December each year inviting renewal of trainer / assessor status for the following year and requesting the Annual Fee.

The letter should be accompanied by the following:

- A trainer / assessor annual registration and personal details form
- A copy of the BCA Approved CIC Trainer / Assessor Agreement
- A list of any new policies that have been adopted over the last year

b) The Training Administration Service Provider should seek confirmation from the CIC Panel chairperson or the Technical Training Advice Service Provider whether each trainer / assessor meets the criteria in 4.2.1. (Except whether the Certificate is current and the annual fee has been paid which the Training Administration Service Provider can check.)

c) Trainer / assessors who are unable to meet the criteria to maintain CIC trainer / assessor status.

Any trainer / assessor not able to conform to the requirements to maintain trainer / assessor status should be advised to contact the Technical Training Advice Service Provider as in the procedures explained in Part 4.2. The Technical Training Advice Service Provider should agree a plan with the trainer / assessor and send a copy to the Training Officer and the Training Administration Service Provider for information. When the plan has been completed the trainer / assessor should liaise with the Technical Training Advice Service Provider to inform the Training Administration Service Provider of this. (It is not the duty of the Training Administration Service Provider to chase proof as the onus is on the trainer / assessor to be proactive in preserving their status.)

If the plan is not implemented or completed, then the trainer / assessor will lose his / her status.

If the trainer / assessor has not contacted the Technical Training Advice Service Provider as required in c) above within one month then the Training Officer should send a final letter by recorded delivery, stating that they no longer are considered to be a valid trainer / assessor. 7 days after the Training Officer has sent the final letter, the Training Administration Service Provider shall delete his / her name from the Directory (Part 7), the web site and the editor of the BCA Newsletter should be advised not to publish details of their CIC courses.

d) Non-payment of annual fee.

The Training Administration Service Provider should send a letter to any trainer / assessor who has not paid the appropriate fee by 31st January stating that unless this is paid within one month of the letter he / she will be removed as a CIC trainer / assessor at that time. A copy of the letter should be sent to the Training Officer and the Technical Training Advice Service Provider.

At the end of this month the Training Administration Service Provider should inform the Training Officer who has still not paid.

The Training Officer should send a final letter by recorded delivery, stating that they no longer are considered to be a valid trainer / assessor. 7 days after the Training Officer has sent the final letter, the Training Administration Service Provider shall delete his / her name from the Directory (Part 7), the web site and the editor of the BCA Newsletter should be advised not to publish details of their CIC courses.

e) The Training Administration Service Provider should forward any Training or Assessment Records that are signed after the date of sending the registered letters in c) and d) above, to the Technical Training Advice Service Provider. The Technical Training Advice Service Provider will make a decision on whether the records should be accepted, taking into account the credibility of the scheme. The Technical Training Advice Service Provider should report to the Training Officer and the next CIC Panel meeting his / her actions. The CIC Panel should decide whether to adopt the precedent as policy.

5.3.5 NOTIFICATION OF TRAINING COURSES AND REVALIDATION WORKSHOPS

- a) Trainer / assessors are requested to advise the Training Administration Service Provider as soon as possible before they run CIC training courses or revalidation workshops. They should state the venue and other relevant details.
- b) On receipt of the above information, the Training Administration Service Provider will include the training courses or workshops on the list of information for candidates, place the details on the website and advise the editor of the BCA Newsletter for inclusion if appropriately timed. The Training Administration Service Provider will advise the Technical Training Advice Service Provider of all courses for monitoring purposes.

5.4 PROBLEM SOLVING

5.4.1 ANOMALIES

- a) If an anomaly is identified when undertaking checks, then the Training Administration Service Provider should seek clarification from the candidate and / or the trainer / assessor. If it is still not clear that particular criteria have been met, then the candidate should be asked to resolve the matter with either the trainer / assessor or if appropriate, the Technical Training Advice Service Provider.
- b) If the issue of a Training Record should have covered the anomaly, then the candidate should be asked for a copy of the Training Record. If no Training Record exists, then the candidate should be advised to discuss the problem with the Technical Training Advice Service Provider.
- c) The Training Administration Service Provider shall advise the candidate that no Certificate will be issued until the anomaly has been resolved.

5.4.2 WHEN PROCEDURES ARE NOT ADHERED TO

If any trainer / assessor makes the job of the Training Administration Service Provider difficult due to poor or delayed paperwork or he / she is not running the scheme according to the rules, then the time spent chasing paperwork will increase the cost of the scheme. The Training Administration Service Provider should contact the trainer / assessor concerned and explain the problems the Training Administration Service Provider is having and find out if there is a way to resolve the problem. If the problem persists, the Training Administration Service Provider should make a log of the problem and contact the Technical Training Advice Service Provider who will deal with the matter or raise it with the Training Officer.

5.4.3 HANDLING COMPLAINTS AND ALLEGATIONS

If the Training Administration Service Provider receives a complaint that implicates any member of the CIC Scheme in any matter, then the Training Administration Service Provider must take the following action:

If possible, contact both the Training Officer and Technical Training Advice Service Provider immediately by phone.

As long as it has been possible to contact at least one of them, send a written record of the complaint immediately by first class post to both asking for an acknowledgement of receipt by return.

If neither the Training Officer nor the Technical Training Advice Service Provider can be contacted, then the Training Administration Service Provider should contact a member of the BCA Executive.

Anyone who is implicated must not be contacted. If they are part of the above chain then the next link should be contacted.

IT MUST BE STRESSED THIS WOULD BE AN UNSUBSTANTIATED ALLEGATION AND SHOULD BE TREATED BY ALL PARTIES WITH THE STRICTEST CONFIDENCE.

If the Training Administration Service Provider receives a complaint of a less serious nature it is preferable to ask for the complaint to be put in writing. The Training Administration Service Provider should then discuss the complaint with the Training Officer, or in his or her absence, the Technical Training Advice Service Provider. The Training Officer will advise on a means of dealing with the complaint.

5.4.4 HANDLING APPEALS

Any appeals against any decisions should be directed to the Training Officer.

5.4.5 ABSENCE OF OFFICE HOLDERS

If the Technical Training Advice Service Provider post is not filled or the person is not available, then the Training Administration Service Provider should seek advice from the Training Officer. If the Training Officer post is not filled or the person is not available, then the Training Administration Service Provider should seek advice from a member of BCA Executive.