

Minutes of the NCA CIC Panel Meeting
held on 12th March 2002 at Ingleborough Hall, Clapham at 7.30 pm

Present: Dave Edwards [DEd], Dave Elliot (DEl), Paul Ramsden [PRam] (all CIC Trainer/Assessors), Tony Flanagan [TF], Juliet Parker Smith (JPS), Paul (Chips) Rafferty (PR) (all prospective Trainer/ Assessors), Bob Mehew [BM] (NCA Ex-pro tem Training Officer).

1 Apologies for Absence: Nigel Ball [NB], Geoff Barber (both CIC Trainer/Assessors), John Cliffe (will no longer attend)

2 Minutes of the last meeting -held on 6th December '01
These were accepted as a true record.

3 Matters arising

Under item 5: Recruitment of new CIC Trainer/Assessors: Tony Flanagan, Juliet Parker Smith and Chips Rafferty had been appointed as trainee CIC Trainer/Assessors

Under item 6: The new NCA Training Officer will be Alan Butcher. Paul Ramsden had offered to convene the CIC Panel.

4 CIC formalisation detailed editing adjustments were made.

The CIC document will be in two parts: Part1 Handbook for candidates/trainers/assessors.

Part 2 Manual for administrators & trainer/Assessors.)

Key features of implementation are:

4.1) Agreement by CIC panel: The Panel formally accepted the draft with amendments.

4.2) Endorsement by Training Committee. Date of next meeting 6/04/02

4.3) Training of CIC Trainer / assessors. An induction / CIC Trainer/Assessors workshop would be held ASAP covering the training & assessment modules and assessment scoring system. (Subsequently arranged for 27/28th April)

4.4) Advice to CIC candidates in progress: All existing candidates who have undertaken a pre-assessment or assessment Module will complete their assessment in the old style (1995) format. Candidates for the CIC scheme who already hold LCMLA L2 award, may, if they wish, complete the new Module 4 instead of original Modules 5 & 6.

4.5) Implementation: As soon as approved by Training Committee and workshop in 3 above.

5 Induction Programme for new CIC assessors

This is covered in section D2 - CIC Trainer/Assessor Apprenticeship

6 Forthcoming Revalidation workshops.

6.1 25 & 26th May with P Ramsden & 21 & 22 Sept with N. Ball. Trainee assessors will be involved if over 6 attending. If more than 6 people attend, but the Course Director will sign the revalidation report (7I).

6.2 It was emphasised that revalidation workshops must be arranged through the CIC Panel

7 CIC Trainer/Assessors workshop. See 4.3

8 Participation in the CIC Scheme

8.1 Barry Albutt & Iain Rennie had completed their CIC. 9 candidates had registered Oct - March

8.2 The CIC panel recommended that the Training Officer write to the following, informing that they will be deleted from the list of CIC holders:

Rob Gregory as he has not met the revalidation criteria of submitting his logbook to Geoff Barber despite several requests.

Robin Sermon as he has not met the re-validation criteria

Paul Charlton as he has not met the re-validation criteria, unless he intends to attend a revalidation workshop this year.

Geoff Barber to be deleted from the list of CIC Trainer Assessors, as he has not paid his yearly fee (he has subsequently paid).

9 CIC Panel meeting locations - to be arranged

10 Links to ACI: This can only follow formal recognition by NCA

11 Any other business: None

Date of next meeting: to be arranged