

Minutes of the CIC Panel Meeting held at 11am on 7th July at Ade House, Taddington, Derbyshire.

Present: Geoff Barber, Dave Edwards, Paul Ramsden (all CIC Trainer/Assessors), Tony Flanagan (TF), Juliet Parker Smith (JPS), (both prospective Trainer/Assessors)

1 Apologies for Absence: Nigel Ball [NB], Dave Elliot and Paul Rafferty
2 Minutes of the last meeting -held on 12/03/02
These were accepted as a true record.

3 Matters arising: None not covered else where

4 CIC formalisation

4.1 The CIC document will be in two parts: Part 1 will now be called 'The Syllabus & Handbook' for candidates/trainers/assessors.
Action D.Ed

4.2 The new CIC syllabus should be implemented and available on the NCA website/ or hardcopy for a fee ASAP, subject to minor proof reading editing. There would be a glossary included. Action D.Ed

5 Induction Programme for new CIC assessors

5.1 This is covered in section D2 of the 'Manual'. It is formally recognised that this 2-day workshop will count as part of the 6-day apprenticeship required.

5.2 All CIC assessors are requested to contact prospective CIC assessors if they are running an assessment module Action all assessors

6 Forthcoming Revalidation workshops

6.1 21& 22 Sept with N. Ball. Future dates - February (with D.Edwards) & November 2003 (with D. Elliot), exact dates to be arranged by course director/details to D.Ed. The above will be course directors unless prospective assessors have completed their requirements.
Action D.Ed/ D Elliot

A subsequent discussion between D.Ed & PR looked at actual dates when CICs needed revalidation and making a user-friendly system. CICs need to be encouraged to revalidate early rather than being out of date, otherwise 'valid until' doesn't mean any thing. A suggestion that it might be better to let people revalidate 9 or 12 months early (which would require a syllabus change), which would allow them to book one date and still have a fallback if it were impossible to attend. Similarly after this next year, it should be made it clear that the consequences of passing the 'valid until date' may involve a reassessment day before they can revalidate. (Ref: syllabus page 34, revalidation after the 'valid until 'date) D.Ed to contact Training Officer about syllabus change & to liase with Admin Provider on exact 'valid until dates' in order to decide whether 2 or 3 revalidation workshops per year are required and optimum dates. Action D.Ed & Admin Provider

6.2 Revalidation: to make the report more professional, it was suggested that the Training Officer issue a new printed CIC cert. with the original Cert. No. with a new 'valid until' date, on receipt of section 7I (revalidation report)
Action A Butcher / Admin Provider

6.3 There was discussion on whether the revalidation should be one or two days. The consensus was that there was no need to change the two-day requirement, but that there should be a strong emphasis on interaction between course director & course members to ensure members' needs are met. This should include asking members about topics for discussion, venues to be visited and information update. It is likely that rescue practice would be a standard topic.
Action Course Directors

6.4 Revalidation Fee: It was suggested that the rate be £120 per day for course director & assistant, provided that the Training Committee accept this and that this is reflected in the course fee to ensure that courses are self-financing
Action PR & Training Committee

7 CIC Trainer/Assessors workshop: 6th & 7th July - This was invaluable.

8 Participation in the CIC Scheme

8.1 Simon McCabe & Phil Baker had completed their CIC. 11 candidates had registered March to July. 7 candidates had attended CIC training in May & another 5 expected in November.

8.2 The CIC panel recommended that the Training Officer write to Robbie Warke - as he has not met the revalidation criteria (valid until 14/10/97), informing him that he will be deleted from the list of CIC holders. The deletion is to be done once the Training Officer confirms to the Admin Provider that the letter has been sent.
Action A Butcher / Admin Provider

8.3 Other cases discussed

8.3.1 John Geeson (Valid to 27/04/02) had not attended the May workshop because of injury. His award is out of date, and he has been asked to attend the next workshop.

8.3.2 Andy Hunter had attended a one day reassessment as his award was out of date

8.3.3 Rob Gregory was to be asked to attend a one day reassessment as his award was well out of date before revalidation
Action G Barber

8.3.4 Frank Dawson & Trevor Bailey had asked to down grade from CIC to LCMLA award

9 CIC Panel meeting locations - Friday evenings suggested, venue to be arranged

10 Links to ACI: It was suggested that Course Directors ask for revalidation dates or CIC training courses be include in the ACI newsletter
Action Course Directors

11 Any other business:

11.1 G Barber asked if 'Caves in Northern England' could be monitored for English Nature as part of the CIC scheme.

11.2 Holders of Joint Services CIC applying for CIC exemptions be asked to include the Module 2 'extended caving day' to ensure all round caver knowledge.

11.3 P. Rafferty asked that an 'expert' be asked to write a publication on 'Weather for Cavers' and 'Rigging for Cavers' (for a fee), as these were not covered well at present. Action NCA TC

11.3 PR discussed details of the May revalidation workshop and would circulate the programme and other useful information to the next workshop director and other assessors for reference
Action PR

12 Date of next meeting: Linked to CIC formalisation, D.Ed & PR to liase.
Provisionally Oct or Nov Action D. Ed & PR