

Minutes of the CIC Panel Meeting held at at Ingleborough Hall, Clapham.

27th Feb 2003 7.30 pm

Present: Nigel Ball [NB], Geoff Barber[GB], Dave Edwards[D.Ed], Dave Elliot[DE], Paul Ramsden

[PR], [all CIC assessors], Nigel Atkins[NA]-NCA Training committee rep, Tom Redfern[TR]-ACI

Observer, Tony Flanagan [TF] late arrival & Paul Rafferty[CR][both trainee assessors]

1 Apologies for Absence: Idris Williams[IW], Bob Mehew[BM], Juliet Parker Smith[JPS], John Cliffe[JC].

JC asked if IW felt he needed JC to continue to liase with NCA TC.

Action: IW

2 Minutes of the last CIC panel meeting -held on 07/07/02

These were accepted as a true record.

3 Matters arising: The following [6.4 &11.3] were overlooked at NCA TC

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: Training Committee

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

4 Matters arising from Training committee minutes -reviewed, but covered elsewhere.

5 Implementation of formalisation

IW is working with BM for final edit prior to printing, delay because of work pressure.

However it was important that this be produced ASAP.

6 Mine extension module: A 5 page document covering the optional module 5 with comments

was discussed. CIC holders are already allowed to work in mines without the training or

assessment of LCMLA holders. If there were litigation it would obviously be better if training

& assessment had taken place. This would also cover LCMLA mines assessors, as well as

numerous sites in areas such as Derbyshire, where many or most caves are part mine and

could be argued are mines. It was agreed that it should include a minimum of 40 days in 2

contrasting areas/types of mines. The mines module will be reviewed after 3 years to ensure

that it covers existing requirements. ACI offered to organise training to suit members if

required.

7 CIC training courses:-how long, who can run them? These should be of a diagnostic nature, a minimum of 3 days - this would be reviewed in future. It was understood that DCA minutes said that NA was putting some level 2 Cave Leaders through the CIC scheme. It was confirmed that only CIC trainer / assessors will be able to run these courses. If CIC courses are advertised they should be in the names of the CIC trainer / assessors.

8 Progress of prospective trainer-assessors: TF, CR & JPS were approved as CIC trainers, but need to complete observation assessments before they becoming assessors. Please let the above know if you are assessing, so that the observations can take place.  
Action: assessors

9 Revalidation workshops: -report of Sept & Feb workshops  
Sept - Derbyshire 12 people with NB - included Resin anchors with Les Sykes and scaling techniques. Feb'02 - 4 people with D.Ed. included Resin anchors with Les Sykes and underground rescue. It was felt important that those attending were prompted to suggest agenda items before the course.  
Forthcoming workshop dates: DE in summer, then GB on 6/7 Sept then PR all after liaising with Training Admin provider to check revalidation numbers /dates etc.- as people can revalidate up one year early. Action: D Ed, Assessor & Training Admin provider  
At a future date it may be appropriate to have approved 'Continuing Professional Development' as an alternative to revalidation. E.g. attendance at ACI workshops

10 Procedure for lapsed awards: [See also item 16] CIC holders would be notified of their expiry date and explain that without revalidation the award ceases to be valid. NCA cannot give an opinion as to the competence of someone whose award has expired. The onus will be on those holding expired awards to appeal. Appeals will be dealt with on an individual basis.  
Action D.Ed and Training Admin provider  
An email of various options for similar to LCMLA 3.6 & 5.2.4.2 was not discussed in detail through lack of time. These will be circulated with the minutes for comment  
Action: all CIC panel

11 Check of lapsed awards from last year. It was confirmed that no letter was sent by the previous Training Officer as requested in minutes of 12/03/02 & 07/07/02. This was to inform Robin Sermon, Paul Charlton, Robbie Warke and Rob Gregory that they had not met the revalidation criteria and that they will be deleted from the list of CIC holders.

12 Recent CIC awards: Since Aug '02 Graham Jones & Simon Mullens have completed CIC and 22 people have registered for CIC

13 Which parts of syllabus to be available to candidates - any confidential parts? Despite NCA TC comment it was agreed that the following not to be sent to candidates. These items were deemed unnecessary for candidates, rather than strictly confidential. It was argued that ideally candidates should know the answers to all the questions, but to save time drawing up new questions, the current ones would not be circulated. A good set of sample questions would be produced for the website. Action: Next meeting

Section D: CIC scheme operation manual for Administrators & Trainer/Assessors, Appendix

8:- Sample Home Theory Papers, Appendix 9:- Revalidation Course Director & Assistant

Course Director Contracts, Appendix 10:- Invitations to Prospective Trainee CIC Trainer/Assessors and ranking criteria, Appendix 11:- Mine Extension Log Book Page and

appendix 12:- Agreement with Trainer/Assessors.

At this point NA enquired as to the steps he'd now need to undertake to become a CIC trainer

and assessor. He made it clear that both he and his colleagues in Derbyshire were frustrated

that he had not already been selected given his long standing work in setting up CIC courses.

Nigel was reminded that to be meticulously fair the new system was that if the CIC panel

identified a need for more trainee trainer/assessors this would be advertised and an open

system of application would be used and candidates selected on their individual merits

according to clearly identified criteria as in Appendix 10.

14 Holding LCMLA L2- pre-requisite for CIC Assessment? : It was confirmed that holding

LCMLA L2 is a pre-requisite for CIC now (unless exemption gained on the grounds of clear

equivalence) also that people register BEFORE attending a training course. It was suggested

that candidates had 3 months to register otherwise their training course will be deemed null

and void. Gary Evans was exempted from level 2 and could now start his CIC. DEd would

write to him confirming this with a copy to NCA Training Admin for Gary's record.

Action: D.Ed

15 Admin implications and costs for above. Current fees:[A] Reg for LCMLA-£35, [B]

LCMLA upgrade to CIC-£20, [C] Reg for both LCMLA & CIC-£45. An increase may be necessary in future

Action: NCA TC

16 Revalidation / Valid until: It was noted that the valid until date for revalidations in 2001 & 02 had been done on an inconsistent basis. Discussion followed, but rather than trying to deal with individual cases course, the Training Admin provider would check records and write to people advising them of the 'valid until' dates held for them and allowing them to contest this if they had evidence. Action: Training Admin provider

17 AOB: Specimen CIC logbook pages were distributed for information

18 Next meeting:- Friday evening in Sept/Oct at Ingleborough Hall, Clapham, unless an earlier meeting necessary, also meeting location would be discussed Action D.Ed & PR