

Minutes of the CIC Panel Meeting held at Ingleborough Hall, Clapham.
24th Oct 2003 7.30 pm

Present: Dave Edwards[D.Ed], Dave Elliot[DE], Paul Ramsden [PR], [all CIC assessors], , Tom Redfern[TR]-ACI Observer, Tony Flanagan [TF], Paul Rafferty[CR], Juliet Parker Smith[JPS]

1 Apologies for Absence: Idris Williams[IW], Nigel Atkins[NA]-NCA Training committee rep John Cliffe[JC].

2 Minutes of the last CIC panel meeting -held on 27.02.03
These were accepted as a true record.

3 Matters arising:

Under 11.3 P. Rafferty asked that an 'expert' be asked to write a publication on 'Weather for Cavers' and 'Rigging for Cavers'. Bob Mehew had said previously "I am prepared to consider the proposal if some one can get a scope specification and a quote for the work (which should cover cost of writing, cost of producing the printed format and cost of printing. I sense finding an expert for weather might be difficult, but it depends on what size was thought to be appropriate. As for rigging, how big do you want it to be? Hence the request for a scope/spec". G.Jones said "read Marbach". NCA TC 27/09/03 asked "what happened to 'Des Marshall' book and whether an individual might take over to bring to print stage". It was suggested that Training Committee ask for tenders to produce these. Action: P

Rafferty/NCA Training Committee

Under 6 Mine extension module: A sample report page was circulated with valid from & to dates. It was proposed that this would be issued at revalidation, providing evidence of continued experience was demonstrated to Tech Advice provider/ DEd.

Under 13 Confidential parts of the syllabus. Sample questions to indicate the depth of knowledge required, to be produced from each section for the website.
Action: D Edwards

4 Progress of prospective trainer-assessors: TF, CR & JPS had completed apprenticeship of observed assessments and supervised assessments with reports circulated. All were approved as CIC trainer/assessors subject to NCA TC ratification 20.12.03.

Action: Training Committee

5 Implementation of formalisation. Doc had been worked on by Bob Mehew and NCA Admin to standardise as LCMLA handbook [i.e.syllabus/handbook for candidates /Assessors/admin], but Bob Mehew had no further time, so passed to Training Officer [IW]. J Cliffe[JC] had offered to deal with this on behalf of I W. within last week. D Ed suggested that he [+sec help] could finish it off in 2-3 days. It was suggested that the syllabus at least, which had little change, should be put on the website ASAP. Registrations in 2003 [see later] had only a promise that the syllabus would be sent when available. Also it is embarrassing in discussions on Work at Height and with Insurers to say there is a draft doc.

Action: PR to liase with JC & Training Officer

6 Revalidation workshop reports: No report from G Barber who had run a workshop in Sept with a large number of last minute bookings. This should produce a large net profit to offset any losses made by future revalidations. See below improved admin procedure necessary.

7 Standard info pack for revalidation workshops for participants incl. cost
This to include booking form/advance payment. Booking to include a summary of recent logbook experience.

Action: D Edwards liase with Admin provider

8 Dates & frequency of revalidation workshops to avoid expired certs. A print-out of all CIC holders due to revalidate before Dec 2004 was studied. CICs can revalidate up to 12 months before valid until date. Courses must run even if non-viable to avoid expired Certs. Assessors to liase with Admin provider on actual dates which will be advertised on website & Speleoscene . DE-Nov 2003, PR-Feb, CR-May, JPS-Sept, TF-Nov. [Note: Admin provider notifies those with revalidation date in next year of forthcoming workshop dates].

Action DE, PR, CR, JPS, TF

9 Procedure for lapsed awards A long discussion was held. Obviously people should be encouraged to revalidate early. Comparison was made with LCMLA which only requires a 3 yearly check of continued experience. [See base of minutes for details not discussed]. D Ed to liase with Admin provider on letter sent out for lapsed awards. Various wording discussed depending on period overdue eg. NCA cannot give an opinion as to the competence of someone whose award has expired /no longer meet requirements of CIC without some form of re-assessment followed by revalidation/name deleted from list of CIC holders etc. The onus will be on those holding expired awards to appeal. Appeals will be dealt with on an individual basis and (s)he should supply evidence of continued experience in the interim period. This topic to be revisited after formalisation by D Ed.

Action: D Edwards liase with Admin provider

Lapsed awards from last year. Final letters have been sent to long expired CICs

10 Recent CIC awards: In 2003 - Adam Evans, Gary Evans & Martin Barry.

11 CIC Registrations to date in 2003: 23 - mostly at same time as registering for LCMLA, 5 upgrades from LCMLA

12 Training course frequency: Suggested discuss dates to avoid non-viable courses

13 Assessments ongoing Discussed

14 NCA TTASP business: None

15 Procedure to convert Joint Services (JS) CIC To NCA CIC: The wording and requirements in JS CIC were almost identical in many cases as had incorporated text from NCA CIC. These people had already been trained and assessed in JS system. Normally (s)he would complete 2 or 3 CIC assessment days according to individual circumstances. Docs from JS CIC were to be circulated to Bob M & I W before incorporating in CIC handbook.

Action: D Edwards

16 Advice on experience for CIC: Wording more clearly defined Action:
D Edwards

17 CIC workshop/ Professional development: Possibly workshop NCA TC/ACI? organised, could be LCMLA, CIC and /or Assessors on assessing procedures

/techniques as assessing is not part of normal syllabus, yet CICs may act as Technical Advisers etc.
Action: D Edwards & NCA TC

18 Date & venue next meeting: Fri 27 Feb 2004 in Yorkshire Dales

19 AOB: Agenda item for next meeting 'Technical skills' for new Formalisation