



IMPORTANT CHANGES TO THE CIC HANDBOOK

1. 01/03/2016. Changes to the CIC Assessment Process

Once the candidate has received authorisation they may apply directly to **any** CIC trainer / assessor to be their **lead assessor**, except those who provided two or more days' CIC training. Their **second assessor** will be allocated on a rota basis via the Training Administrator.

2. 07/03/2017 Attaining a score of 10 after the undertaking Modules One to Three at assessment

To pass a CIC assessment a candidate must score 11 overall. They must score 3 in a module to move on to the next. They must score at least 7 in module one and two to move to module three. However they may score 7 in the first two modules and then 3 in module three which is a total of 10 and therefore not a pass. If this occurs then the lead assessor must write an action plan and the candidate will undertake a further assessment to improve the identified weaker area(s). If the candidate fails this they get one more chance before having to start the assessment process again

3. 07/03/2017 Expired Awards – Core Skills Reassessment

If an award holder fails to update their award before its expiry date they should contact the Training Officer who may decide that they need to complete a CIC Core Skills Reassessment (CSR). The content of the CSR is decided by the Training Officer and CIC chair following a review of the CIC holders logbook and communicated by the TO. If the lapsed CIC fails the CSR they will be given an action plan and then another opportunity to do a CSR. If they fail this they will be given another action plan and will be required to redo the whole assessment process. No training has to be undertaken but it would be encouraged.

4. 07/03/17 CIC Revalidation Workshops - Name Change

Technically these are not revalidations as it is the CICs responsibility to maintain a current and valid logbook and ensure they are operating at the required standard for their work. The workshops cannot contain any element of assessment due to time and ratio restraints. As from 01/04/2017 these will be renamed Update Workshops as they aim to update CICs in a range of areas through the provider and through networking with the CICs present. Any areas of concern noticed by the CIC T/A running the workshop will be noted on the S4B report with a recommended action plan to remedy, and it becomes the CIC holder's responsibility to address these.

