

**CAVE INSTRUCTOR  
CERTIFICATE**

**HANDBOOK**

**2<sup>nd</sup> Edition June 2012**

**British  
Caving Association**



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## **Acknowledgements**

The Cave Instructor Certificate Scheme was set up many years ago. This handbook has been written to bring together the wide range of information that has been created in running the scheme for the benefit of applicants, trainer / assessors and administration. Acknowledgement is given to the many unnamed persons who have contributed to the running of the scheme over these years.

The CIC Panel brought the text of this handbook together with help from many other contributors too numerous to list, whose work and significant contributions are acknowledged.

Inevitably, there will be mistakes, omissions and errors in this handbook. Those identifying them are requested to advise the Training Officer or the Training Administrator so they can be rectified for the next edition.

Nigel Ball

Training Officer

June 2012

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# PART 1

## INTRODUCTION

### 1 PURPOSE OF SCHEME

The Cave Instructor Certificate (CIC) Scheme is the highest instructing award designed for those involved in introducing others to caving, passing technical skills on to others and coaching in a variety of caves at different technical levels. The CIC Scheme is managed by the British Caving Association (BCA). Persons requiring formal training and a check of competence at a more basic level should turn their attention to the Local Cave and Mine Leader Assessment (LCMLA) Scheme. Details of the LCMLA Scheme are available from the Training Administrator and on the BCA web site.

The primary source of information about the CIC scheme is the syllabus in [Part 2](#), which should be read first.

The scheme has four stages - enrolment, training, assessment and the awarding of the qualification. Prior to entering the scheme, prospective candidates should have progressed through the Local Cave and Mine Leader Award (LCMLA) and hold the LCMLA Level 1 and 2 Awards (with SRT for leader). The prospective candidate should then enrol in the scheme (if they did not make a dual enrolment when they initially enrolled for the LCMLA) and receive a logbook in which progress is recorded. The logbook, which contains a preface and five sections, provides in a single place, a record of progress through the scheme, continuing experience in the exploration of caves and mines and the maintenance of a valid award. The logbook provides a useful document to demonstrate the experience and competence of an award holder to a prospective employer.

After qualifying at LCMLA Level 2 (with SRT for leader) a candidate should achieve substantially more experience before undertaking a training course. After this the candidate may then go forward to be assessed through a set of modules. On successful completion of these modules, the candidate shall be awarded the CIC. The qualification is valid for a period of three years and is subject to conditions of maintaining a level of activity and holding a valid First Aid certificate. A CIC holder can revalidate the award for further three year periods, every three years, by undergoing a revalidation process.

This handbook consists of a syllabus and a supplementary set of notes for candidates, trainer / assessors and administration together with a glossary, appendices, checklists and a communications directory.

The syllabus is the prime authority, subject to interpretation by the Training Committee. The Training Officer who is an elected official of BCA chairs the Training Committee. Communications on matters related to this handbook can be directed to the Training Officer, or to other BCA approved persons as mentioned in the text of this handbook.

The attention of Candidates, Award Holders, and Trainer / Assessors and other users of this document are drawn to the British Caving Association's policies in respect of the following: -

- Child Protection
- Racial Equality
- Cave Conservation

Up-to-date copies of these policies can be obtained from the BCA at the address listed in [Part 7](#) or from the BCA website.

# **PART 2**

## **SYLLABUS**

### **of the**

## **CAVE INSTRUCTOR CERTIFICATE SCHEME**

### **2.1 PREFACE**

#### **2.1.1 FOREWORD**

The Training Committee of the British Caving Association (BCA) exists to improve the recreational caver's awareness of all aspects of the underground environment and in particular, the technical skills and knowledge necessary to explore caves and abandoned mines with optimum safety and comfort. The Committee also endeavours to promote high standards of leadership, judgement and competence in those leading or training others underground. The BCA, through its schemes, offers awards based on the independent assessment of such persons needing formal accreditation.

The past decades have seen a tremendous increase in the use of the underground environment as a recreational medium by different groups and organisations. Insensitive, excessive and unskilled use of this fragile but hostile environment has led to a dramatic increase in conservation and access problems throughout Britain. There have also been occasional tragic incidents and near misses involving novice parties taken underground by inexperienced "leaders", as well as in other outdoor pursuits. Cave Instructor Certificate (CIC) holders have a special responsibility for the care and appropriate use of Britain's caves and abandoned mines.

Formal leadership systems are seen by the BCA as undesirable in recreational caving, which should have as its essence individual competence and the companionship of friends unfettered by unnecessary rules and regulations. Aspects of the CIC Scheme are of value to the club caver who wishes to pass on technical skills to fellow cavers. Certain areas of training for the CIC Scheme give an ideal repertoire of skills and knowledge for those involved with training club cavers. These areas of the syllabus can be delivered by CIC trainer / assessors in a bespoke course.

Formal accreditation is clearly relevant when individuals are employed to instruct or advise in caving activities. Completion of the CIC Scheme is seen as being particularly appropriate for those wishing to work professionally in instructed caving and needing a formal check on their all-round competence. It is also the relevant qualification for those offering technical caving advice to organisations (e.g. to Outdoor Activity Centres). CIC holders should be able to work with novice and more experienced groups alike, in a safe, competent and professional manner with due regard for environmental care. A high degree of fluency and proficiency in the use of modern techniques enables the CIC holder to coach these effectively to interested cavers.

The CIC itself is also a pre-requisite rather than a formal qualification for cavers wishing to become assessors for the Local Cave and Mine Leader Assessment (LCMLA) Scheme. Those wishing to be involved in this type of work should contact the relevant LCMLA Area Panel once the CIC has been gained.

This syllabus gives details of the CIC Scheme. Before getting down to details it is necessary to outline the views of the BCA on leadership in the exploration of caves and abandoned mines.

N.B.

The term "caving" is used throughout this document to cover the phrase "the exploration of caves and abandoned mines".

Where the term "mine" is used alone it means "abandoned mines".



## **2.1.2 THE PHILOSOPHY OF CAVING**

Caving is the exploration of natural and or mined underground systems and a primary motive should be the desire to learn about such places. The science of karst (Speleology) is as much about the intellectual experience as the physical activity. A vital element in caving is the satisfaction and pleasure obtained from personal discovery and merely overcoming a natural obstacle or competing against other persons.

Caving is a group activity - but the group should be small, both for mobility underground and so that each person is an integral member of the group. As far as possible each member of the party should be self-reliant at the level of difficulty attempted. It is a mistake to treat caving as a competitive activity; co-operation is an essential spirit when caving.

Before being introduced to caving, young people should have some experience of other activities making similar physical demands. Caves and mines are not a suitable environment in which to introduce people to strenuous activity and hostile conditions, which could result in exhaustion or exposure.

It follows that anybody, young or old, should only be caving from a personal desire to do so and no pressure should be used in encouraging people to go caving.

## **2.2 THE CAVE INSTRUCTOR CERTIFICATE SCHEME**

### **2.2.1 PURPOSE**

The CIC Scheme provides an award based on an independent assessment of the competence of those who wish to lead parties, coach persons and advise organisations about caving across a wide range of venues in Britain. The candidate's consideration for the conservation of the fragile cave environment is also paramount.

### **2.2.2 OUTLINE OF SCHEME**

The qualification is valid for a period of 3 years and is conditional on the CIC holder also holding a valid First Aid certificate and maintaining a level of caving activity. Lack of regular caving experience for a period of 18 months or more should be taken as invalidating the qualification.

To maintain the qualification it must be revalidated every 3 years.

## **2.3 SYLLABUS**

### **2.3.1 INTRODUCTORY NOTE**

This syllabus is couched in fairly general terms. This is intentional in recognition that the scheme is not designed to produce standardised 'cardboard cut-out' instructors. However a high level of competence is required in every section. Many syllabus areas are shared with the LCMLA scheme but a much deeper level of understanding and greater range of skills is required of a CIC holder. The bibliography (See [Part 6.2](#)) indicates sources of information relevant to most syllabus areas. Checklists of skills and knowledge required of candidates for use in both training courses and assessment modules are also included in [Part 6](#).

### **2.3.2 LEADERSHIP, JUDGEMENT AND RESPONSIBILITIES**

The candidate must satisfy the BCA Training Committee of their ability to make wise decisions with regard to the safety of parties. The candidate must also be capable of coaching technical and leadership skills on to others and when doing so also convey the need for a sensitive and responsible approach to the underground environment. A CIC holder acts as an ambassador for caving when dealing with educational and other organisations and should be capable of representing cavers' interests as well as looking after parties in a professional and responsible manner.

Particularly astute judgement is required from a candidate as to when it is appropriate to introduce technical skills to less experienced cavers or novices. With the emphasis on independent movement and self-reliance in vertical caving techniques the competence of the candidate in appropriate coaching is paramount.

### **2.3.3 RISK ASSESSMENT AND KNOWLEDGE OF CAVE HAZARDS**

This refers to tangible environmental hazards (e.g. flooding, rock falls, deep water) and those more arbitrary risks arising from the type of party, its equipment and ability to follow instructions and guidance. A candidate should have a first-rate knowledge and understanding of the risks present in caving and a good repertoire of strategies to minimise or manage these risks. A candidate must demonstrate an ability to carry out more formal risk assessments as would be required to be produced by a CIC holder acting in a technical advisory role to an outdoor activity organisation.

Environmental health hazards such as risks of infection, Weil's disease, carbon dioxide and radon gas underground should be understood. Given the relatively high concentrations of radon gas in some caves and mines, particularly in the summer months, leaders are expected to have some background knowledge of this problem and its potential health implications as well as legal implications. Candidates must also be aware of any policies or practices concerning exposure to radon that have been adopted by their employers or by the organisation on whose behalf they are leading parties.

### **2.3.4 CAVE FORMATION**

Candidates should have a good working knowledge of the three classifications of rock type; igneous, metamorphic and sedimentary. The candidate should be able to discuss intelligently both to cavers and non-cavers:

- How the three classifications of rocks, sedimentary, metamorphic and igneous, have been formed.
- The features found within the rocks e.g. beds, bedding planes, joints, faults, mineral veins.
- How the features within the rocks have played a part in the influencing the development of the cave.

### **2.3.5 CAVE ACCESS**

In view of the sensitive nature of access problems in many areas it is essential that candidates are able to locate up-to-date information on access arrangements for caves and understand the reasons for the necessary procedures. This will include an understanding of the role of regional caving councils in maintaining access. Candidates should also be sensitive towards the interests of other cavers, particularly when planning novice caving trips at weekends or other busy times.

### **2.3.6 CONSERVATION OF THE UNDERGROUND ENVIRONMENT**

Respect for the caves visited should be a keynote of all candidates' activities (including good judgement of when sites should not be visited for reasons of conservation). Candidates should be able to set exemplary standards in all aspects of cave conservation during their activities underground and be able to put a totally convincing case to their clients and groups on the need for a sensitive approach to the underground environment. Candidates should be aware of the conservation problems that visits inevitably pose and take care to use appropriate venues for their groups. Candidates should be conversant with the BCA's policies on cave conservation. An awareness of the implications of protective legislation such as that afforded to Sites of Special Scientific Interest (SSSI) and Regionally Important Geological Sites (RIGS) is required.

### **2.3.7 KNOWLEDGE OF CAVE GUIDE BOOKS AND SURVEYS**

A candidate should be able to interpret and use cave guidebooks, rigging "topos" and cave surveys effectively. Knowledge of cave surveying techniques and of the signs and symbols currently in use is expected. Some experience in practical caving surveying is most desirable.

### **2.3.8 SURFACE NAVIGATION**

A candidate should be competent in the use of Ordnance Survey maps (1:50,000 and 1:25,000 scales) and compass, to navigate to and from caves without difficulty, including in darkness or bad visibility. (Note: Candidates who hold the Walking Group Leader Award, Mountain Leader Award, Winter Mountain Leader Award, Mountain Instructor Award, Mountain Instructor Certificate or British Mountain Guides Carnet will not be reassessed in these skills but will still be expected to find their way competently to and from cave entrances.)

### **2.3.9 CLOTHING AND PERSONAL EQUIPMENT**

A candidate must be familiar with the clothing and equipment commonly in use in caving to provide well-informed advice to the novice or fellow caver on individual items. The candidate must have an up-to-date knowledge of the main types of clothing, lighting and personal equipment currently used underground, including a detailed understanding of the merits and demerits of commonly used items. The principles of different clothing systems should be understood. Knowledge of spare lighting options and emergency equipment suitable for personal or group caving trips is required.

### **2.3.10 VERTICAL CAVING EQUIPMENT**

A candidate should have an up-to-date knowledge of personal and group vertical caving equipment (e.g. harnesses, descenders, ascenders, ropes, ladders, rigging and belaying gear) sufficient to be able to choose, use and care for equipment in an exemplary fashion. The candidate should have a clear understanding of technical terms like breaking loads, fall factors and impact forces, and the technical specifications and limitations of commonly used items like ropes, karabiners and artificial anchors such as 8mm self drilling and resin type, sufficient to ensure their correct application.

### **2.3.11 VERTICAL CAVING TECHNIQUES**

A candidate must be skilled and fluent in Single Rope Technique (SRT) and pull-through abseiling and be competent to use and coach all these techniques in a safe and effective fashion to others. A candidate must also be competent in the use and coaching of self-lining and knowledgeable about commonly used techniques and their limitations. The skills required include the ability to rig pitches, traverses and climbs to best and safe advantage. Above all the candidate should have clear judgement on the appropriateness of different vertical caving techniques to suit the skills, nature and size of his / her groups.

The candidate is expected to be able to deal with emergencies that may arise in vertical caving situations in a prompt and efficient manner. A clear understanding of "suspension trauma" and an ability to act accordingly is required. For this reason candidates should be able to carry out mid-rope or pitch-head rescues of someone incapacitated on a rope and should have a good repertoire of improvised and self-rescue techniques suitable for all vertical caving techniques.

Candidates are expected to be fully conversant with the "Frog" or "Sit-Stand" prusiking system. In addition they should be able to explain the "pros" and "cons" of "Rope Walking" and other ascending systems.

### **2.3.12 THE ORGANISATION AND CONDUCT OF CAVING PARTIES**

Candidates must be sensitive to the fears and physical limitations of their charges and yet be able to convey something of the spirit of caving to them. They must be capable of assessing their party and choosing a suitable underground venue for the prevailing conditions with regard to safety and achieving the best possible standards of environmental care. The candidate must be able to handle any difficulties posed by or to the party. They must be capable of exercising sufficient control over the group to prevent either damage to the underground environment or dangerous situations arising.

A range of leadership styles and coaching approaches is required for work with both young people and adult groups. The candidate must be able to choose venues and routes that are appropriate to the physical capabilities, skills and attitudes of the party, as well as the available personal or group equipment. Coaches are responsible for ensuring that assistant leaders or the group themselves would be capable of safely evacuating the cave or taking appropriate action in the event of an emergency.

### **2.3.13 WHAT TO DO IN THE EVENT OF AN ACCIDENT UNDERGROUND**

Candidates should be clear about their responsibilities and priorities in dealing with both casualties and the rest of a party. They should be able to decide when self-help is appropriate and be able to organise this, including methods of aiding a partially incapacitated person along straightforward passages, traverses and short pitches. Candidates should be fully conversant with the function of Cave Rescue Teams and are encouraged to become members of a local team if at all possible. They must know how to call out a rescue team in the event of an accident.

### **2.3.14 UNDERGROUND FIRST AID**

Candidates must hold an appropriate First Aid certificate (16 hours). During assessment, candidates may be required to explain or demonstrate the practical use of First Aid procedures in the cave environment.

### **2.3.15 HYPOTHERMIA (EXHAUSTION EXPOSURE)**

A candidate must have a good understanding of the causes and effects of hypothermia, its signs, symptoms and treatment plus knowledge of the effects of sudden immersion in cold water. This knowledge should primarily be used to prevent hypothermia occurring in the first place by paying close regard to both personal clothing and group management. Candidates should be able to demonstrate that if it does occur, they will be able to make appropriate decisions and take effective action.

### **2.3.16 WEATHER AND FLOODING**

Candidates should be able to obtain suitable weather forecasts and interpret them as they apply to the hill regions in which most caves occur. A good knowledge of weather systems that could affect stream levels is expected (e.g. depressions, frontal systems, high-pressure systems and thunderstorms).

Candidates should be aware of the effects of precipitation, including variables such as duration, intensity, thaw of lying snow and the other factors affecting run-off i.e. size and shape of catchment areas. Characteristics of floodwater flow, especially flood pulses in different passages, should be understood. Candidates should have knowledge of the way in which varying underground drainage systems operate (e.g. percolation fed (autogenic) systems compared to active stream sink / swallet caves (allogenic)) and be able to anticipate when flooding might occur. The ability to access local knowledge may be crucial with regard to flooding in some cave systems.

In view of the large number of flooding-related cave rescues, the candidate is expected to cultivate an awareness and healthy respect for the weather and potential flooding in those that are being coached. Background knowledge of other aspects of cave weather (e.g. temperatures and draughting) is also required. Two documents relating to weather and flooding are available from the Training Administrator on CD for a small charge and candidates are advised to obtain and read both. These are: -

- Weather and its Effects on Caves
- The Hydrology of Goyden Pot and Manchester Hole

### **2.3.17 PROFESSIONAL RESPONSIBILITIES**

CIC holders may work in a formal or voluntary capacity for a number of different organisations or groups and should have a good understanding of the professional responsibilities relevant to themselves, their employer and clients or groups. Candidates should be able to organise information for parents / clients with regard to the nature of activities and their associated risks as well as obtaining health information from clients and if necessary parental consent. The relevance of employer's public liability and professional indemnity insurance as well as possible personal accident insurance for clients should be understood. The candidate should also be aware of relevant legislation (e.g. Health & Safety, Adventure Activity Licensing Regulations, Child Protection, Ionising Radiation Regulations, Mines and Quarries Act) that may apply to his / her work.

## **2.4 TRAINING**

### **2.4.1 TRAINING COURSES**

The 35 hour CIC training course (minimum duration) is designed to provide intensive training in a wide range of techniques for working with coached groups in horizontal and vertical cave systems. Some club cavers may wish to be trained in some of the technical skills covered within the CIC training course but this would have to be done during a bespoke training course, not marketed as a CIC training course.

The minimum age for attending the training course is 18 years. After qualifying at LCMLA Level 2 (with SRT for leader) a candidate should achieve substantially more experience before undertaking a training course. After this the candidate may then go forward to be assessed through a set of modules.

The CIC training course provides a practical and relatively informal opportunity for course members to consider their readiness for assessment and indicates standards of skills and proficiency required in the CIC Scheme. The training course cannot however provide comprehensive training or analysis of candidates' skills in all syllabus areas; indeed further training may be recommended for candidates.

## 2.4.2 POST TRAINING EXPERIENCE

It is anticipated that there will be a minimum period of 6 months after the training course and before assessment. During this time the candidate is expected to consolidate, extend and develop his / her skills, knowledge and experience through further training, personal caving and the coaching of others.

## 2.4.3 EXEMPTION FROM ATTENDANCE ON A TRAINING COURSE

Candidates who already have exceptional experience of personal caving and the coaching of groups on caving trips may seek exemption from attendance on a CIC training course. Details of how this may be done are given in section [3.2.4](#). However before applying for exemption, candidates should consider that the training course is not a basic caving course but rather introduces candidates to the skills necessary for CIC holders. It will include material that might be unfamiliar even to experienced cavers.

## 2.5 ASSESSMENT

### 2.5.1 ASSESSMENT PROCEDURES

When an individual thinks that they are ready to start the assessment process, which would normally be a minimum of six months after attending a training course, they must contact the Training Administrator for a 'Request to Start Assessment' form. This form must be completed and returned to the Training Administrator.

b) The request will be considered and the candidate will be notified of the outcome.

c) If successful, the candidate will receive a Section 4A Special Record (S4A) for their logbook.  
**Assessment cannot start until the candidate has received this document.**

d) Once the candidate has received authorisation they may apply directly to **any** CIC trainer / assessor for assessment except those who provided two or more days' CIC training. A contact list of approved trainer / assessors will be sent to the candidate with the authorisation document, but this can also be found in Part 7 of this handbook and on the BCA web site.

e) The assessor who assesses the candidate for the first and third modules becomes the Lead Assessor and all assessment paperwork will be co-ordinated through them. Each candidate will be assessed by a total of two assessors.

f) The candidate will have to show the Lead Assessor the S4A record that records authorisation to start assessment. If any module is attempted without prior authorisation to be assessed, the outcome of the assessment will be null and void.

g) The contract for each assessment is between the candidate and the trainer / assessor. BCA offers no warranty over such contracts and will not enter into any disputes that might arise.

The assessor who assesses the candidate for the first and third modules becomes the Lead Assessor and all assessment paperwork will be co-ordinated through them. Each candidate will be assessed by a total of two assessors.

Candidates must be familiar with all aspects of the syllabus before the assessment process begins. The assessment process takes place over three modules. At the end of the assessment (Module 3) the Lead Assessor will feedback the result of the assessment in one of three ways:

**PASS:** awarded where the candidate has demonstrated an appropriate knowledge and application of the course syllabus and has shown the necessary experience for and application of caver coaching.

**DEFERRED:** awarded where the candidate has generally performed at the required standard and shown most of the necessary experience and attributes, but where complete proficiency has not been

attained. A detailed action plan giving succinct recommendations for further experience will be given, along with details of the proposed reassessment.

A **FAIL** can be awarded where the candidate's performance has been sufficiently weak on any one module or the necessary experience and attributes have not been shown.

Both Lead Assessor and the second assessor will be involved in deciding each candidate's result. Three modules need to be completed to gain the Cave Instructor's Certificate:

| Module Number | Module Title           | Duration |
|---------------|------------------------|----------|
| 1             | Extended caving day    | 1 day    |
| 2             | Vertical caving skills | 2 days   |
| 3             | Caver coaching         | 2 days   |

Any one Module needs to be completed within one month of completing the previous one.

All modules need to be completed in Module number order. After completing Module 1 the candidate will progress to Module 2. If Module 1 is not completed, i.e. failed, it must be repeated and completed with the same assessor before progressing to Module 2. If Module 2 is completed, then the candidate will progress to Module 3. If either Module 1 or Module 2 is not completed, the candidate will be given an action plan, which will be time specific, to complete before progressing to Module 3. If Module 3 is not completed it will have to be retaken with the same assessor, but the one-month time limit may not apply depending on the action plan set after the first attempt at Module 3.

If any one Module is not successfully completed twice, the assessment process will stop and a detailed action plan will be given by the assessor to the candidate, highlighting areas for development, which may well include further training. Any repeated Module assessments must be retaken with the same assessor.

## **2.5.2 MODULE 4 (MINES) - OPTIONAL**

After completion of the assessment, CIC holders may apply to have a further module assessed, that being the Mines Module.

The requirements are detailed in Section [3.4.4.4](#)

## **2.5.3 ASSESSMENT LIMITATIONS**

a) Assessment (Modules 1 to 3) must be completed in their numerical order. Any one module must be completed within one calendar month of the previous one. (Excluding the mines module, which can be completed at any time after the first three modules.)

b) No trainer / assessor may assess a candidate for more than 2 modules in total, excluding any reassessments.

## **2.6 ASSESSMENT REPORTS AND CIC QUALIFICATION**

### **2.6.1 VERBAL REPORT**

At the end of a training session or an assessment of a module, the candidate should be given a verbal report by the trainer / assessor. This will be followed by a written report.

### **2.6.2 WRITTEN REPORT - SECTION 4B ASSESSMENT RECORD PAGES IN LOGBOOK**

A written report will be issued in such a form that it can be kept as an integral part of the candidate's logbook.

The record will outline the nature of the assessment undertaken by the candidate, a break down of the techniques and knowledge assessed, a summative statement for each individual section and any observations of the trainer / assessor thought to be appropriate.

### **2.6.3 AWARD**

The Cave Instructor Certificate will be issued on the basis of a final summative report from the Lead Assessor. The award has no validity unless read within the context of a complete logbook record, a current first aid award (minimum 16 hours) and it is within its expiry date.

#### **2.6.4 MINES MODULE**

Candidates who have completed the requirements of this module will be issued with a report from the assessor, a copy of which will be sent to the Training Administrator. The Training Administrator will then issue a new Cave Instructor Certificate which includes the Mines Module.

#### **2.6.5 CONDITIONS OF AWARD**

The award will state that the holder must have a valid First Aid Certificate and maintain a level of caving activity. Lack of regular caving experience for a period of 18 months or more should be taken as invalidating the award.

#### **2.6.6 CERTIFICATE TIME LIMIT**

The Certificate is valid for a 3-year period providing the holder remains active and shows continued logged experience. The Certificate may be revalidated for a further period by attending a CIC Revalidation Workshop.

#### **2.6.7 WITHDRAWAL OF CERTIFICATE**

If the BCA Training Committee has any reason to rescind the award it may do so, subject to right of appeal.



# PART 3

## NOTES FOR CANDIDATES

### 3.1 REGISTRATION

#### 3.1.1 REGISTRATION AND LOGBOOKS

An application form for the Cave Instructor Certificate (CIC) Scheme can be obtained by contacting the Training Administrator or downloaded from the British Caving Association (BCA) website. (See Part 7.1.7) The completed application form should be sent with the current registration fee to the Training Administrator. (See Part 7.1.4 for address). The registration fee covers the administration costs of the scheme. It does not cover the cost of trainer / assessors' services.

There is no lower age limit for registration or gaining prior experience. There is, however, an age limit on progressing through the scheme, see Part 2.4.1 and Part 3.2.2.2.

#### 3.1.2 LOGBOOK

a) Normally an applicant will already have a logbook for their LCMLA award (which is also used for CIC) and thus only the relevant new pages will be issued.

b) On registration the applicant will be given a registration number, which should be referred to in all correspondence. (Note: The CIC Scheme registration number is different from the Local Cave and Mine Leader Assessment (LCMLA) Scheme registration number).

A complete CIC logbook contains the following sections:

|            |   |                         |
|------------|---|-------------------------|
| Contents   |   | (Printed on white card) |
| Preface    |   | (Printed on white card) |
| Section IB | CIC Enrolment                           | (Printed on pink card)  |
| Section 2  | Related Qualifications and Experience   | (Printed on white card) |
| Section 3A | Experience Record                       | (Printed on white card) |
| Section 3B | New Caves                               | (Printed on white card) |
| Section 4A | Special Record                          | (Printed on pink card)  |
| Section 4B | Training/Assessment/Revalidation Record | (Electronic)            |
| Section 5  | Cave Instructor Certificate             | (Printed on white card) |

Section IB should have been completed at issue. Sections 2 and 3 are common to both schemes and thus there should not be any need to re-enter data. Section 4A Special Records are issued by the Training Administrator for reasons such as extensions for medical reasons. On completion of a training module, assessment module or revalidation the assessor will issue an S4B report sheet either as a hard copy or an electronic PDF file. This should be printed if necessary and placed in the log book. On successful completion of the CIC Scheme, the Training Officer will issue a Certificate (Section 5).

c) Candidates with considerable experience, perhaps going back over many years, may find it difficult to give exact details. Candidates should attempt to demonstrate their breadth and depth of experience with the more historic experience summarised. Multiple entries of trips to the same cave or mine with similar groups may also be summarised. Only the most recent experience needs to be included with more detail.

d) Additional Section 3 Experience Record pages may be obtained from the Training Administrator, photocopied or downloaded from the BCA web site.

### **3.1.3 SYLLABUS**

On registration, the applicant will be given one copy of the CIC Handbook. A copy of this Handbook, which includes the CIC syllabus in Part 2, can be downloaded from the BCA web site. Further copies may also be obtained from the Training Administrator on payment of a charge to cover printing costs and postage.

### **3.1.4 LEAFLETS AND DOCUMENTS**

Various leaflets and documents are sent out with registration packs as available, as well a list of publications available to purchase.

### **3.1.5 BCA NEWSLETTER**

A copy of the BCA Newsletter, if available, is sent out with the logbook. The BCA Newsletter is a source of up-to-date information about the scheme, access changes etc. It is supplied to BCA members and member organisations as part of the membership package. All candidates are encouraged to obtain the publication regularly.

## **3.2 TRAINING**

### **3.2.1 INTRODUCTION**

The CIC training course provides a practical and relatively informal opportunity for course members to consider his / her readiness for assessment and indicates standards and proficiency required in the CIC Scheme. The training course cannot however provide comprehensive training or analysis of candidates' skills in all syllabus areas; indeed further training may be recommended for candidates.

### **3.2.2 PREREQUISITES**

#### **3.2.2.1 Registration**

The candidate must be registered with the CIC Scheme and have obtained a current syllabus.

#### **3.2.2.2 Minimum Age**

Candidates must be over 18 years old to undertake a CIC training course.

#### **3.2.2.3 Prior Experience**

##### **a) Underground Experience**

To make effective use of the course, participants should be experienced cavers who are comfortable rigging and leading in grade IV vertical cave systems. Two years' active involvement in caving in a variety of systems and in different areas is highly desirable as a minimum, prior to attending a CIC training course.

##### **b) In addition candidates should have:**

- Some experience of working with novices underground
- Experience / training in SRT self-rescue techniques
- Have passed an LCMLA Level 2 assessment with SRT for leader

#### **3.2.2.4 Medical Conditions**

Caving is a strenuous activity and emergency situations (e.g. carrying out a hoist on a climb or pitch) can be both physically and mentally exhausting. It is the responsibility of a CIC candidate to ensure that he / she is physically able to carry out any necessary roles in caring for their groups / clients. Medical advice should be sought if a condition or disability may hinder a candidate in performing these roles. During training or assessment it is essential that candidates do not put themselves or others at risk and therefore must notify the trainer / assessor of any condition which may significantly affect their caving activities.

### **3.2.3 ATTENDING A TRAINING COURSE**

#### **3.2.3.1 Finding a Training Course**

- a) The candidate can attend a training course in any suitable area.
- b) The course must be run by a BCA approved CIC trainer / assessor. A list of these is in Part 7 and may also be found on the BCA web site or can be obtained from the Training Administrator. Details of some forthcoming training courses are advertised in the BCA Newsletter, on the BCA web site and elsewhere. In addition, the Training Administrator will be notified of forthcoming training courses.
- c) The candidate should advise the trainer / assessor if he / she has any medical problems that may affect his / her own or other persons' safety.
- d) The candidate should be advised by the trainer / assessor, preferably in writing, of the basic details of the course.
- e) The Training Course Director will check that all course members meet the prerequisites. (See 3.2.2.)
- f) The trainer / assessor shall have the right to refuse attendance on a training course if the candidate has insufficient experience. The candidate shall have a right of appeal to the Training Officer.

#### **3.2.3.2 Duration of Training Course**

The minimum requirement is 35 hours for the course. At least 8 hours is to be spent underground.

#### **3.2.3.3 Content of Training Course**

There are 3 key elements in this course: -

- a) Training in up-to-date skills and techniques for progression through horizontal and vertical cave systems and discussion of leadership techniques, group management and coaching methods.
- b) Clear indication and information on the standards required in the CIC Scheme and the role of the CIC holder. (See 6.4.3).
- c) A Personal Action Plan drawn up in consultation with the Course Director. This will indicate further experience / training required to consolidate the candidate's skills before the candidate is ready for assessment.

For training course checklist and course programme see [Part 6](#).

#### **3.2.3.4 Size of Training Course**

There are no minimum or maximum numbers for CIC training courses. Trainer / assessors will however consider the benefits of discussion possible in larger groups and the difficulties that may be encountered finding suitable underground venues for larger groups.

#### **3.2.3.5 Ratios of Candidates to Trainer / Assessors**

A maximum of 4 candidates to each approved trainer / assessor is permitted. Courses that exceed this ratio will not be recognised by the BCA unless prior arrangements have been made with the Training Officer.

### **3.2.4 EXEMPTION FROM TRAINING**

- a) Candidates with exceptional experience and perhaps holding other high accreditations e.g. Mountain Instructor Award, Mountain Instructor Certificate, British Mountain Guide's Carnet, or Industrial Rope Access Trade Association (IRATA) Level 2 may apply for exemption from parts of CIC training.

The criteria for exemption are that the candidate:

- Should be registered with the CIC Scheme.
- Should be over 18 years of age.
- Has evidence of experience that conspicuously exceeds the required minimum (see 3.2.2.3).

b) The candidate should ask the Training Administrator to send a CIC Exemption Form. The candidate should complete the form and get it countersigned by an approved trainer / assessor or CIC holder to verify the contents, and provide a reference as to the candidate's competence. The form should be returned to the Training Administrator with the appropriate non-refundable fee. (See Part 7.)

c) The application will be assessed by the Training Officer who may seek technical advice from members of the CIC Panel as appropriate. Normally the Training Officer will make a decision and seek post ratification by the CIC Panel

d) In finely balanced cases the Training Officer will involve the CIC Panel in the decision-making process. The candidate will be notified of the outcome. The candidate should not apply for any assessment until he /she has been notified of the outcome. If successful, the candidate will receive a Section 4A Training Record page, which should be kept in the logbook.

### **3.3 CONSOLIDATION AND PRE-ASSESSMENT EXPERIENCE**

#### **3.3.1 CONSOLIDATION**

a) At the end of the training course the Course Director will have agreed a Personal Action Plan with the prospective candidate. This plan may indicate that considerable research might be required on certain syllabus topics (e.g. weather, flooding or technical specifications of equipment) in readiness for assessment. It may also indicate the need to undertake further training.

b) It is anticipated that most candidates will require a minimum of 6 months to complete the actions identified in the Personal Action Plan.

c) During the period between attending a training course and starting assessment, the candidate must continue to extend their personal and coaching experience.

#### **3.3.2 PRE-ASSESSMENT EXPERIENCE**

a) Before proceeding to assessment the candidate should have a minimum of 4 years' logged caving experience. A wide and varied practical caving experience and knowledge is required.

b) Candidates should be familiar with, and aware of, all types of underground terrain; e.g. tight passages, traverses, boulder chokes, streamways, deep water, free-diveable sumps, climbs and pitches.

c) Candidates should have experience of leading and rigging pitches and be accustomed to taking responsibility for leading novices or less-experienced cavers underground. A minimum of 20 days' leadership experience, working in both horizontal and vertical systems is expected. As a rough indication of the level of caving ability required by the CIC Scheme, candidates should be competent and confident when leading and rigging in systems up to and including Grade IV.

d) It is expected that candidates will be familiar with most of the major underground systems of their main caving area, as well as the smaller systems used for initial caving experience. It is expected that they will also have visited at least 10 classic systems in a minimum of two other areas. It is desirable for candidates to have some experience of caving outside of the British Isles.

e) In view of the use of abandoned mines in some regions by cavers and novice groups, some detailed knowledge and experience of mine exploration is encouraged to give a broad understanding of the underground environment. Those requiring a formal recognition of their expertise in mines should study the requirements of the Mines Module 4.

#### **3.3.3 MENTORSHIP**

Candidates may wish to seek mentorship support from established CIC holders.

### **3.3.4 EXEMPTION FROM CONSOLIDATION PERIOD**

a) Candidates for the CIC Scheme with very extensive experience can apply to the Training Officer for exemption from the 6-month consolidation period between training and assessment. Such candidates will have at least 5 years' caving experience and a log of caving activity that conspicuously exceeds the minimum outlined in the pre-assessment experience detailed in 3.3.2.

b) The application will be assessed by the Training Officer who will seek technical advice from members of the CIC Panel as appropriate. Normally the Training Officer will make a decision and seek post ratification by the CIC Panel.

c) In finely balanced cases the Training Officer will involve the CIC Panel in the decision making process. The candidate will be notified of the outcome. The candidate should not apply for any assessment until he / she has been notified of the outcome. If successful, the candidate will receive a Section 4A Training Record page, which should be kept in the logbook.

## **3.4 ASSESSMENT**

### **3.4.1 OVERVIEW**

a) To attain a CIC, the candidate must successfully complete the following modules in this order:

- Module 1 Extended Caving Day
- Module 2 Vertical Caving Skills
- Module 3 Caver Coaching.

Each of these modules is conducted separately and consists of a written paper based on the content of the module followed by a practical assessment.

b) The written paper is completed in the candidate's own time and is unsupervised. If desired, a candidate may opt to cover this work orally, though this will increase the duration of the module's assessment.

c) The second part of the assessment for each module requires a practical assessment at an appropriate location, in most cases underground, chosen by the assessor in consultation with the candidate.

The choice of caving area and venue should meet the following criteria:

- Module 1 - any cave providing a suitable extended, predominantly horizontal trip, preferably in a system not familiar to the candidate.
- Module 2 - any surface venue providing suitable facilities and a significant major vertical system not familiar to the candidate
- Module 3 - any venue offering suitable surface training facilities plus multi-pitch cave venues.

The candidate is expected to provide the equipment required to rig the chosen location.

d) The assessor is normally expected to organise a suitable party for Module 3. The candidate should liaise with the trainer / assessor over the choice of a suitable location for assessment.

e) In areas such as dealing with emergency situations trainer / assessors sometimes use role-play methods. They will not be used extensively to assess leadership skills. Trainer / assessors must ensure that it is made clear to candidates when role-play is to take place.

f) The trainer / assessor has the right to terminate the assessment if the candidate is not up to the required standard in fundamental areas of the syllabus relating to safety or conservation. Should this occur, the candidate will be immediately informed by the assessor of their decision, and the outcome will be recorded as "Fail".

g) Once assessment has been started each module must be completed successfully no later than one month after the previous module.

h) Module 4 the Mines Module, is not included within this time limit and may be taken at any time after CIC assessment.

i) For the assessment of Modules 1,2 and 3, (the standard CIC) a candidate must be seen by only two assessors. Module 4 can be assessed by any Mines assessor as outlined later. Trainers / assessors who delivered the candidate's Training Course may be part of the assessment process.

j) On assessment the ratio of trainer / assessor to candidates is 1:1.

k) Module 4 (Mines) - optional

After completion of the standard CIC assessment, candidates may apply for the assessment of Module 4, the Mines Module

The requirements are detailed in Section [3.4.4.4](#)

### 3.4.2 PREREQUISITES TO ASSESSMENT

Before assessment candidates must have:

- Registered with the BCA Training Committee for the CIC Scheme through the Training Administrator.
- Attended a CIC training course or obtained exemption.
- Completed both the consolidation and pre-assessment experience or obtained exemption.
- Completed the LCMLA Scheme to Level 2, including SRT for leader or have gained exemption.
- Hold a current First Aid Certificate (min. 16 hours).
- Have received a Section 4A Training Record stating that they may commence assessment.

### 3.4.3 INITIATING ASSESSMENT

Before starting the assessment process the candidate must obtain authorisation.

a) The candidate should obtain a 'CIC Request to Start Assessment' form from the training administrator. This form must be completed and returned to the Training Administrator.

b) The request will be considered and the candidate will be notified of the outcome.

c) If successful, the candidate will receive a Section 4A Special Record (S4A) for their logbook. **Assessment cannot start until the candidate has received this document.**

d) Once the candidate has received authorisation they may apply directly to **any** CIC trainer / assessor for assessment except those who provided two or more days' CIC training. A contact list of approved trainer / assessors will be sent to the candidate with the authorisation document, but this can also be found in Part 7 of this handbook and on the BCA web site.

e) The contract for each assessment is between the candidate and the trainer / assessor. BCA offers no warranty over such contracts and will not enter into any disputes that might arise.

### 3.4.4 PROCESS OF ASSESSMENT

a) The candidate must submit to the Chair of the CIC Panel a photocopy of their logbook. The content of the photocopies should include:

- Section 1B CIC Enrolment
- Section 2 Related Qualifications and Experience
- Section 3A Experience Record
- Section 3B New Caves
- Section 4A Special Records (if any)
- Section 4B Training Records.

Plus evidence that all the assessment prerequisites have been met (see 3.4.3 above).

b) Photocopies of relevant logbook pages should be posted but **PLEASE DO NOT SEND THE ORIGINAL.**

c) The Chair of CIC Panel will decide if the pre-assessment criteria have been met. If so, an assessment can be arranged.

d) The candidate should advise the trainer / assessor if he / she has any medical problems that may affect his / her own or other persons' safety.

e) The candidate's skills and knowledge of caving under each assessment module will be assessed and consists of a written paper followed by a practical assessment. Questioning will also be used.

f) Note that in addition to the assessment of knowledge and understanding of weather and flooding in Module 2 this, along with conservation and access and general geology, will be assessed in all Modules involving practical work in caves.

g) Checklists have been prepared to give a clear idea of the skills and knowledge that a trainer / assessor will be assessing in each Module. (See [Part 6](#)). If a candidate is uncertain about what will be assessed in any module he / she should discuss it with a trainer / assessor prior to assessment.

h) The written paper for each module should be returned to the trainer / assessor as soon as possible and not less than 5 days before the practical assessment.

The written paper is completed at home and serves to give the candidate an indication of the overall standard required at assessment, and also the trainer / assessor a chance to identify areas of strength and weakness. As the paper is answered at home, the trainer / assessor will need to verify the depth of understanding of the answers given. Home research paper example questions can be found in section [6.4.9](#)

i) The trainer / assessor may take other relevant qualifications into account in the assessment.

j) The candidate will need to bring the following to all assessments:

- Original logbook,
- Original certificates from other activities being taken as evidence of competence.

k) Candidates must bring with them their personal clothing, equipment and emergency kits that they normally use when instructing.

l) The candidate will also organise the provision of ropes, rigging, vertical caving and group equipment as necessary for each module. What will be required should be clarified with the trainer / assessor before the assessment.

#### **3.4.4.1 Module 1: Extended Caving Day (1 day)**

The written paper will cover:

- Weather, flooding and emergency situations.

The practical assessment will cover:

- Surface navigation techniques.
- Extended caving trip to cover survey interpretation.
- Causes and effects of flooding.
- Geology and cave formation.
- Cave hazards, emergency rope work.
- Check of emergency and survival measures.
- Dealing with incidents.

#### **3.4.4.2 Module 2: Vertical Caving Skills (2 days)**

**Day 1**

The written paper will cover:

- Understanding of technical terms such as fall factors, peak force and impact force. Use and technical specification of ropes, personal and other equipment for SRT, abseiling, self-lining and lowering.



The practical assessment will cover:

- Surface check of personal SRT skills, belaying, knots, improvised techniques, self-rescue skills for SRT, abseiling, self lining and lowering.

## **Day 2**

The written paper will cover:

- Principles of rigging for SRT, abseil and "pull-through" techniques. Choice and use of appropriate vertical caving equipment for these techniques.

The practical assessment will cover:

- Rigging for SRT in a classic vertical system
- SRT self rescue incident

### **3.4.4.3 Module 3: Caver Coaching (2 days)**

The written paper will cover:

- SRT instructing progressions, optimising safety, avoiding and dealing with problems, preparation of appropriate information pack for the course including clothing, personal equipment, practical arrangements and outline programme for the Module.

The practical assessment will consist of:

The candidate designing and running a 2-day vertical skills course for adult vertical cavers. The group (minimum 3 persons, maximum 5) must have some prior caving experience and the candidate is required to extend the group's caving skills as appropriate (e.g. general caving skills, SRT progression, pitch rigging). The following components must be present: surface training or skills check in SRT progression, a minimum of 4 hours spent underground during the 2 days, use of a multi-pitch venue (at least 3 pitches), cave flooding and weather awareness briefing to the group. Information to enhance understanding and care of the cave environment and access briefings are of course essential. The use of an assistant is at the discretion of the candidate.

Candidates will be expected to adjust to the needs of the party, to make appropriate decisions and choose suitable venue(s). (Note that groups are normally provided by the assessor and must be appropriate for this Module. To ensure this the candidate must liaise closely with the trainer / assessor.)

The candidate is expected to be pro-active and lead the trip in a way that is appropriate for the group and / or the objectives highlighted by the candidate's coaching. The trainer / assessor should only need to observe. The trainer / assessor does however have to consider the safety of the whole party and will take any steps necessary to maintain this, even to the point of stopping the assessment. The trainer / assessor may also intervene if the trip is not covering the relevant areas of the syllabus.

### **3.4.4.4 Module 4 Mines (optional)**

The exploration of abandoned mines requires a very specialised knowledge of their hazards, history, geology, conservation and legal aspects (e.g. access, relevant legislation and the need to have them inspected by competent people before leading others into them).

#### **PRE-REQUISITES**

a) Candidates should hold the LMLA for at least two LMLA areas and have experience in stone, slate and metalliferous mines.

b) Candidate needs to have minimum of forty days' mines experience from three different mining areas, ten of which could be classed as an extended trip.

c) Candidate needs to have done trips in major mine systems, (e.g. above and beyond those used for groups), in three areas as a minimum. (See list of areas below).

d) Ideally the candidate will have experience of some technical or specialist area of mine exploring, e.g. accompanying a mine engineer when making the inspections for LMLA user groups, digs or projects in mines, surveying, etc.

e) Candidates should have a depth of understanding of the mines environment at the level of a trainer/ assessor for LMLA.

### **MINE AREAS**

1. North Pennines
2. Derbyshire
3. North Wales
4. Forest of Dean
5. Shropshire
6. Lake District
7. Mid / South Wales
8. Cornwall & Devon
9. Others, e.g. Sussex stone mines, Bath area stone mines, Bolton & Bury area stone mines, etc.

### **ASSESSMENT**

If the candidate holds the two prerequisite LML assessments they should attend a one-day assessment with a CIC mines assessor in one major mining area as directed by the assessor after seeing the candidate's logbook.

If the candidate does not hold the two prerequisite LML assessments, they should present themselves for a two-day assessment covering two different areas.

### **MINES TRAINING**

Prior to assessment, all candidates must have received at least two days mine training (a minimum of one day in each of two contrasting mine types, e.g. slate, metalliferous or stone) from approved BCA mines trainers.

### **3.4.5 ASSESSMENT OUTCOMES**

Each assessment will be scored on a 1 to 5 mark scheme where the following descriptions are applied:

- 1: Inadequate – Fail
- 2: Poor
- 3: Developing
- 4: Good
- 5: Excellent

To have the CIC awarded, i.e. an overall Pass, the candidate must score a total mark from all three modules of 11 or greater, with at least 7 marks being gained as a total for Modules 1 and 2.

If a 1 is scored for a module, then the module is a total fail and must be re-sat some time in the future.

If a 2 is scored, then a Deferment is made and upon the completion of an action plan, a partial re-assessment of the module will be made.

If a 3 or higher is scored, then the candidate will be allowed to progress to the next module.

a) At the end of the assessment of each module the trainer / assessor will advise the candidate whether they have been failed, deferred or allowed to progress to the next Module.

b) The trainer / assessor will give verbal feedback at the end of the assessment on the candidate's performance and help the candidate plan the next stage of their progression through the award.

c) This will be followed up by a written report, part of which will be a detailed action plan. Whether a candidate has failed or been allowed to progress to the next module, a completed Section 4B Assessment Record page for the logbook will be issued as soon as possible. A copy of this, along with a copy of the action plan will also be sent to the lead assessor and the Training Administrator.

d) A candidate can be deferred if the trainer / assessor scores the candidate's achievement as a 2.

e) In the case of deferral, the trainer / assessor will not issue a Section 4B Assessment Record page until he / she is satisfied the candidate is up to standard. The date by the signature will then be taken as the date the candidate was up to standard.

f) A candidate who is deferred must be re-assessed for the areas deemed to be below the required standard by the same assessor. The assessment of the module must be completed satisfactorily before proceeding to the next module.

g) A fail indicates that the candidate's performance is significantly below the required standard. The candidate must repeat this module.

### 3.4.6 EXEMPTIONS

#### 3.4.6.1 Introduction

a) Exemption from LCMLA Level 2 assessment

CIC candidates with extensive personal and leading experience and technical skills comparable to LCMLA Level 2 may, if they wish, apply to the Training Officer for exemption from the requirement to hold the LCMLA Level 2. As a guide "extensive personal and leading experience" is:

**Suitable and sufficient recent experience of vertical caving and mine exploration.** This normally means a minimum of 3 years' continuous caving, including at least 100 trips of which at least 50 were sporting trips with peers or self led, covering at least 30 different sites, involving at least 25 pitches in at least three different regions.

**Suitable and sufficient recent experience of leading groups.** This normally means acting as a leader (under supervision) or assistant leader, of novice groups in at least 3 sites covering a minimum of 50 trips. At least 25 of these should involve pitches.

The evidence required in order for the Training Officer to make the decision, will be logbook experience and this will probably need to be supported by a Referee, or Referees, who will sit on either the NCP or CIC Panel, or both.

b) Partial exemption from CIC assessment

Candidates with exceptional experience and perhaps holding other relevant high accreditations e.g. Mountain Instructor Award, Mountain Instructor Certificate, British Mountain Guide's Camet, or Industrial Rope Access Trade Association (IRATA) Level 2 may apply for partial exemption from CIC assessment. Exemption applications must be submitted to the CIC Panel via the BCA Training Officer and must be fully supported by documentary evidence and references as required. Such applications should have evidence of caving experience that conspicuously exceeds the required minimum. In no circumstances will the CIC Panel approve a complete exemption from CIC assessment.

#### 3.4.6.2 Application procedure

a) The candidate should ask the Training Administrator to send a CIC Assessment Exemption Form. The candidate should complete the form and get it countersigned by an approved trainer / assessor or CIC holder to verify the contents and provide a reference as to the candidate's competence. The form should be returned to the Training Administrator with the appropriate non-refundable fee (See Part 7.2).

b) The application will be assessed by the Training Officer who will seek technical advice from members of the CIC Panel as appropriate. Normally the Training Officer will make a decision and seek post ratification by the CIC Panel.

c) In finely balanced cases, the Training Officer will involve the CIC Panel in the decision making process. The candidate will be notified of the outcome. The candidate should not apply for any further assessment until they have been notified of the outcome. If successful, the candidate will receive a Section 4A Training Record, which should be kept in the logbook

#### 3.4.6.3 Equivalence of Joint Service CVI Award.

The CVI Award issued by the Joint Service Mountain Training Wing, offers comparable technical and leadership competence. Holders of this award may be credited with the CIC training module if they are registered with the BCA scheme. Such a credit can only be accepted by the BCA via a Section 4B record submitted by a member of the Joint Service Trainer Assessor panel.

### **3.4.7 APPLYING FOR THE CERTIFICATE**

The candidate will receive a Section 4B Assessment Record for each module after satisfactory assessment. When all of the modules have been completed and trainer / assessors have submitted copies of all these Assessment Records to the Training Administrator, the CIC will be awarded.

Once prepared, the Cave Instructor Certificate will be signed by the Training Officer and sent to the candidate.

Where the candidate holds a Cave Instructor Certificate excluding the Mines Module and subsequently gains that module, he or she will receive a new CIC Certificate reflecting this addition. The "valid to" date will be the same as on the candidate's existing certificate, and that certificate including the mines module must be revalidated before the "valid to date" has been reached.

### **3.4.8 HOLDING AN AWARD**

The Cave Instructor Certificate is only valid if:

- It remains part of the logbook, which should show the entire experience of the holder, including continuing experience after assessment.
- The holder possesses a valid First Aid certificate. (See 3.5.2 below.)

The certificate is valid for three years from the date the last practical assessment was successfully completed. This is the "valid from" date. The certificate will show this "valid from" date and the "valid until" date. The certificate may be revalidated for a further period by attending a CIC revalidation workshop. (See 3.6.)

If the candidate should fail to meet the above criteria, the BCA will consider the certificate to be invalid until the situation is rectified. The BCA will not make any judgement on the competency of anyone who is not a holder of a current certificate.

### **3.4.9 FEES**

The CIC registration fees cover the issue of the Cave Instructor Certificate. This fee is separate from trainer / assessors' charges for assessment, etc.

## **3.5 OPERATING AS AN INSTRUCTOR**

### **3.5.1 MAINTAINING CAVING ACTIVITY**

The CIC holder shall maintain a level of caving activity. They should have, as an absolute minimum, 20 caving / mine exploration days per year. Failure to do so may result in the certificate becoming invalid and / or the holder not being able to revalidate the award. (See Part 3.6.2.)

### **3.5.2 FIRST AID CERTIFICATES**

First Aid courses should take account of the remoteness involved in underground trips. It is therefore recommended that candidates try to attend First Aid courses aimed at outdoor activities, particularly caving, if possible.

The First Aid course should have a minimum of 16 hours' duration and include an element of assessment. The First Aid certificate should have a 3-year duration.

### **3.5.3 CONSERVATION AND ACCESS**

The continued use of caves and mines is dependent upon instructors operating in a considerate and professional manner. BCA Conservation and Access policy statement requires that sites should be assessed to identify the appropriate maximum party size. Access agreements and Cave Conservation Plans may stipulate a minimum and / or a maximum party size. In the absence of such an assessment, the CIC holder must make a judgement on acceptable party size that is appropriate to each group and each site. In addition to the safety of the group and quality of the experience, the CIC

holder, in making the judgement must take into account the attitude and ability of the party, whether an assistant is being used and the presence of sensitive areas within the cave.

CIC holders should also comply with other requirements of any access agreement in force at the cave.

### **3.5.4 INSURANCE**

All CIC holders are strongly recommended to get their own personal liability and professional indemnity insurance or ensure they are covered by their employer's scheme. BCA does not offer such insurance, however the Training Officer has negotiated public liability insurance with Jardine Lloyd Thompson, which is available to all qualified CIC and LCMLAs. CIC holders should quote reference BCA01 when contacting Jardine Lloyd Thompson regarding this insurance.

### **3.5.5 WORKING WITH UNDER 18 YEAR OLDS**

Anyone charging to take under 18 year olds underground will probably need to hold an Adventure Activities Licence or be working for someone who holds such a licence. The Adventure Activities Licensing Service can advise on applying for a licence.

### **3.5.6 EXPLORATION OF ABANDONED MINES**

There is a requirement to have abandoned mines inspected for use by led groups. CIC holders must ensure that any mine visited has had an up-to-date recent inspection and, if in doubt, should consult the relevant Area Liaison Officer of the LCMLA Scheme or the Training Administrator. Where specified, designated routes must be followed.

## **3.6 REVALIDATION**

### **3.6.1 OVERVIEW**

The objectives of revalidation are to:

- ensure that CIC holders remain active, both as leaders and as explorers.
- ensure techniques used by CIC holders remain appropriate and are up to date.
- enable the CIC Panel to gain feedback from CIC holders on the operation of the CIC Scheme.

The CIC is valid for 3 years and this period is recorded on the certificate. The award may be revalidated for further 3-year periods by attending revalidation workshops. This **must** be done before the previous certificate expires. Candidates who for any reason are unable to revalidate before their award expires should contact the Training Administrator as soon as possible.

BCA will not give an opinion on the competence of someone whose certificate has expired; neither will it give an opinion on someone who has not been assessed.

The revalidation date of the Mines Module, if held by the CIC holder, will be coincident with the CIC. This may mean that the first revalidation of the Mines Module may be before three years have passed.

It is recommended that a CIC holder whose certificate is out of date, should consider their position with regard to the expectations of the following:

- the Adventure Activities Licensing Service
- their own or employer's liability insurance
- local authorities, parents, schools, and
- the legal position

### **3.6.2 REVALIDATION CRITERIA**

As guidance, the CIC panel has set out the following minimum criteria that will be applied when reviewing a candidate's logbook prior to attending a revalidation workshop.

As a base line candidates must have, as an absolute minimum, experience of 20 caving / mine exploration days per year (i.e. an aggregate of 60 days over a three year period).

This minimum experience must reflect a healthy mix of:

- Personal caving in a range and diversity of venues
- Novice caving instruction
- A range of more technical caving instruction

A zero score on any of the above three is not acceptable unless exceptional compensating experience / expertise is logged.

Evidence of involvement in wider aspects of caving / mine exploration, e.g. cave / mine related research, Cave Rescue, regional LCMLA training and assessment panels, technical advisor work, involvement with Regional Caving Councils is also desirable.

To meet the criteria above, the experience must be within the three-year period prior to applying to attend a revalidation workshop.

An absence of experience under one of the areas described above is not acceptable unless there is exceptional compensating experience or expertise that has been recorded in Section 3 of the logbook. In such cases, a CIC holder should contact the Training Officer for advice.

The Training Officer will put the case to the CIC Panel for their adjudication. The CIC holder may not attend a revalidation workshop until the CIC Panel has determined whether this is acceptable or not. The CIC Panel shall also, if appropriate, rule on the appropriate date to be used in determining the new "valid from" date. The holder has a right of appeal against the decision of the CIC Panel. (See Part 3.10)

### **3.6.3 REVALIDATION WORKSHOP**

The CIC holder must attend a one-day revalidation workshop which will be run by one or more trainer / assessor, one of whom will be the Workshop Director. Attendance at a revalidation workshop is permitted only if satisfactory experience has been recorded since assessment or a previous revalidation; therefore copies of logbooks must be submitted to the Workshop Director prior to the workshop.

Dates of CIC Revalidation Workshops can be obtained via the Training Administrator. Details are also listed on the BCA web site.

The CIC holder should contact the Training Administrator for a CIC Revalidation Workshop application form. The completed form should be sent to the Training Administrator together with copies of the relevant experience logbook pages and a cheque for the fee. The Training Administrator will bank the fee and send the application form on to the Workshop Director. If the criteria for revalidation are met, the applicant will be invited to attend the workshop or advised about any actions required prior to an invitation being issued. The CIC holder should indicate on the application form whether or not they hold the mines module and wish that to be revalidated too. CIC holders who do not have the mines module but do hold an LCMLA Mines Award will be able to have that revalidated at the CIC Revalidation Workshop, but they should indicate on the application form that this is required.

A fee is charged for attending a revalidation workshop, which covers both the cost of the workshop and the BCA administration fee. Cost of overnight accommodation etc is not included.

### **3.6.4 REVALIDATION AFTER THE "VALID UNTIL" DATE**

#### **3.6.4.1 "Valid Until" Date**

Holders of a certificate without a "valid until" date should approach the Training Administrator for advice on what the "valid until" date for their certificate should be. The date will be calculated in accordance with the process laid down in Part 5.2.6.3.

#### **3.6.4.2 Revalidation after the "valid until" date**

A certificate that has passed its 'valid until' date will be deemed to have expired. Holders of expired awards should apply to the Training Officer who will decide a course of action. The candidate should undertake the recommendations of the Training Officer with any CIC trainer / assessor. Where a new

certificate is awarded the "valid from" date will be the date of the reassessment and the "valid until" date being 3 years after the "valid from" date.

### **3.6.5 REVALIDATION BEFORE THE "VALID UNTIL" DATE**

A holder of a certificate that has not yet reached its 'valid until' date may revalidate up to one year in advance. The 'valid from' date will be the date of the revalidation workshop and the 'valid until' date will be three years from the previous 'valid until' date.

### **3.6.6 EVIDENCE OF REVALIDATION**

On successful completion of revalidation, the trainer / assessor will send the Section 4C Revalidation Record page to the Training Administrator.

The Training Administrator will organise the issue of a new Certificate to the candidate.

### **3.7 DOWN-GRADING QUALIFICATION**

Should a CIC holder feel that his / her level of personal caving and instructing activity no longer meets the requirements of the CIC revalidation process, it is possible to downgrade the CIC award to a LCMLA award. Such applications will be dealt with on an individual basis but the requirements of the LCMLA Scheme will still apply. For example a CIC holder seeking to downgrade at the time of revalidation will still need to meet the requirements of the LCMLA revalidation process. Such applications should in the first instance be made to the BCA Training Officer.

### **3.8 RESCINDING THE CIC AWARD**

Any proposal to remove an individual's Cave Instructor Certificate (e.g. for actions deemed likely to bring the BCA into disrepute) will be considered by the BCA Training Committee in the first instance.

### **3.9 ANOMALIES**

No document can be sufficiently thorough to cover every eventuality. If there are situations not covered by this handbook, the candidate should contact the Training Officer in writing with details.

In finely balanced cases, the Training Officer will involve the CIC Panel in the decision making process. The candidate will be notified of the outcome. The candidate should not apply for any assessment until he / she has been notified of the outcome. If successful, the candidate will receive a Section 4A Special Record page, which should be kept in the logbook.

In the absence of the Training Officer, the candidate should consult with the Chairman of the CIC Panel who will organise alternative arrangements. If the Chairman of the CIC Panel is also absent, then the candidate should approach a member of BCA's Executive who will undertake to resolve the situation.

### **3.10 APPEALS**

Should a candidate feel that the manner or outcome of an assessment module was unfair or inaccurate then he / she should first of all discuss this directly with the trainer / assessor. If this discussion does not resolve the situation satisfactorily then an appeal should be presented to the CIC Panel for consideration.

In special circumstances where candidates have been unable complete all assessment modules within the allotted time (e.g. extended period of illness) the candidate may apply for guidance to the Training Officer.

If the appeal involves the Training Officer, the candidate should contact a member of BCA's Executive.

# PART 4

## NOTES FOR TRAINER / ASSESSORS

### 4.1 ACHIEVING CIC TRAINER / ASSESSOR STATUS

#### 4.1.1 OVERVIEW

##### 4.1.1.1 Invitation to become a CIC Trainer / Assessor

The uptake of the Cave Instructor Certificate (CIC) Scheme is not yet at a level to justify unlimited access to CIC trainer / assessor status. The CIC Panel reviews the demands on the CIC Scheme and decides when an invitation should be issued by the Training Officer to potential candidates for the role of CIC trainer / assessor. Invitations are issued to all CIC holders whose awards are in date at the time of the decision, declaring the number of new CIC trainer / assessors required. It is a fundamental requirement that potential candidates hold a valid certificate, which is within the "valid from" and "valid until" dates.

##### 4.1.1.2 Prior Qualification

a) The CIC trainer / assessor should hold a high level of personal and technical expertise in caving in order to assess candidates for the CIC Scheme from a basis of authoritative experience and background knowledge.

b) These credentials are required to achieve two things:

- (i) To provide fair and expert assessments of candidates' skills in all areas of the syllabus.
- (ii) To uphold the status of the CIC Scheme in the eyes of the caving community.

If the trainer / assessors are not respected as experienced and competent cavers, then other cavers will not look positively upon CIC holders and those participating in the Scheme.

c) In addition, trainer / assessors should be skilled in the arts of coaching and assessing adult cavers in a sensitive and constructive fashion. Good communication skills and a professional approach are required in all aspects of this work ranging from advice and guidance to attention to administrative detail.

d) It is desirable that the CIC trainer / assessor has contributed to the caving community by having a special involvement in some aspect of caving, e.g. research, surveying, publications, lectures, cave rescue, original exploration.

e) The CIC Panel has decided that the following criteria should be used in the first selection of applicants:

- To have a minimum of 5 years' experience as a CIC holder. The CIC should be current (i.e. revalidated).
- To have a wide range of relevant caver-coaching experience as a CIC holder. This should show significant involvement in coaching adult cavers as well as working with introductory and novice groups (including under 18 year olds).
- To have extensive personal caving experience in most caving regions of the British Isles and some experience of caving outside this area.
- To have experience (normally a minimum of 20 days) of accreditation / leadership training and assessment (preferably in the Local Cave & Mine Leader Assessment Scheme). At least 5 of these days should be as an assessor for accreditation schemes.

##### 4.1.1.3 CIC Trainer / Assessor

Full CIC trainer / assessors may run CIC training courses, undertake assessments of CIC Modules 1 to 3 and run Revalidation Workshops. Training and assessment of the optional Mine Module can only be delivered by the recognised assessors. Please see the training section of the BCA website for up-to-date names.



#### 4.1.1.4 Probationary CIC Trainer / Assessor

Probationary CIC trainer / assessors can assist a fully qualified trainer / assessor at the level of the full-status trainer / assessor but cannot work unsupervised or sign logbook Section 4 record pages.

#### 4.1.2 APPLICATION TO BECOME A CIC TRAINER / ASSESSOR

Interested CIC holders should respond to the invitation by supplying the following information to the Training Officer:

- i) Length of experience as a CIC holder.
- ii) Range of relevant cover coaching experience as a CIC holder.
- iii) Personal caving experience.
- iv) Experience (normally a minimum of 20 days) of accreditation / leadership training and assessment (preferably in the LCMLA Scheme). At least 5 of these days should be as an assessor for accreditation schemes.
- v) A copy of Sections 2 and 3 of his / her logbook.
- vi) Names of two referees, who should be CIC holders, who can substantiate the evidence presented.

Other relevant information may be submitted along with the above, e.g. coaching, accreditation or leadership experience in other sports, activities and education. Applications which fail to provide the information specified in items i) to vi) above will be rejected.

#### 4.1.3 SELECTION OF CANDIDATES

a) The CIC Panel will appoint a group of persons to carry out the selection process. This selection group will include a person who is independent of the CIC and LCMLA Schemes.

b) The selection group will select the candidates on the basis of ranking the responses to items i) to iv) above. Applicants' referees may be used to confirm information supplied as part of the selection process. Each item is assessed by each member of the group independently and given a score based on the evidence submitted where

0. = Fails to meet the criterion
1. = Just passes the criterion
2. = Reasonably exceeds the criterion
3. = Well exceeds the criterion.

If any item receives a score of zero, then the application is rejected. The scores are weighted to reflect the degree of significance of each criterion using the following table:

| Item  | Weighting |   | Score |   | Result |
|-------|-----------|---|-------|---|--------|
| i)    | 1         | x |       | = |        |
| ii)   | 3         | x |       | = |        |
| iii)  | 2         | x |       | = |        |
| iv)   | 3         | x |       | = |        |
| Total |           |   |       |   |        |

The independent person on the selection group is responsible for collating the totals for each applicant from the rest of the selection group and ranking the applicants in order according their totals.

c) The selection group shall then decide on where the cut-off point is in the ranked order. If the cut-off point provides sufficient candidates to meet the CIC Panel's requirements, then the selection group shall report to the Training Officer the results and their recommendation.

d) If the cut-off point provides more than sufficient candidates, then the selection group shall organise interviews with all of the selected candidates. Interviewees should be given a reasonable period of notice of the date and time of the interview. Travelling expenses shall be payable to all interviewees. The interviews shall be conducted by asking the same set of questions to each candidate and asking them to deliver a ten-minute presentation, the topic of which will be announced to the candidates prior to the interview day. Each member of the group shall score the responses. (Follow up questions to

explore ambiguities in answers shall be permitted). The independent person on the group shall chair the interview. The total of the scores shall then provide the final ranking of the applicants. The group shall report to the Training Officer the results of the first selection and the interviews and its recommendation.

e) The selection group is under no obligation to recommend sufficient persons to fill all of the identified vacancies, either from the first selection process or the interviews.

f) All information associated with the applications shall be treated as confidential and no information on any part of the process shall be divulged to any one else. The independent person on the group should keep the records made by the group for a period of 3 months in case of any appeals.

g) The Training Officer shall consult with the Executive of the British Caving Association to confirm the recommendation of the group. If the recommendation is confirmed, then the Training Officer shall individually advise all applicants of the result of their application. The Training Officer shall also inform the CIC Panel and the Training Administrator.

h) The Training Administrator will invoice the successful applicants for the annual probationary trainer / assessor fee (see Part 7). The annual probationary fee will become due every January 1st, irrespective of when the first payment is made.

i) On receipt of this fee, the Training Administrator will send a "Record of apprentice observations and assessments" form, a copy of the Trainer / Assessor Agreement and blank logbook Section 4A Training Records and enter the candidate on the database as a "Probationary Trainer / Assessor".

j) Applicants may appeal directly to the Training Officer if they feel that they have been unfairly treated. (See Part 4.5)

#### **4.1.4 PROBATION**

a) The probationary trainer / assessor shall spend a minimum of 7 days working by arrangement alongside a minimum of 2 different CIC trainer / assessors on CIC training or assessment modules. Observation of a CIC revalidation workshop is obligatory. This apprenticeship process is to offer support and guidance in establishing the standards required for the CIC Scheme. The last 2 of these days should see the probationary trainer / assessor running assessment modules under observation by a trainer / assessor. A section of the "Record of apprentice observations and assessments" form should be completed and signed and dated by the CIC trainer / assessor after each day that has been successfully completed.

b) In all cases Section 4B Assessment Record pages for the CIC candidate's logbook must be signed by an approved trainer / assessor.

c) If necessary, the approved trainer / assessor will step in to ensure that the CIC candidate is subject to a fair assessment to the appropriate standard.

d) The probationary trainer / assessor is expected to take an active part in an assessment even when primarily observing.

e) The approved trainer / assessor will have to assess the CIC candidate and also the probationary CIC trainer / assessor during an assessment. For these reasons, the probationary trainer / assessor is not included in the trainer / assessor to candidate ratio.

f) The payment of fees by the CIC candidate for assessment and by the probationary trainer / assessor is a matter between the three parties. The resolution of the payment of fees is not a matter for BCA.

g) On successful completion of the 7 days of apprenticeship, the probationary trainer / assessor should send the completed "Record of apprentice observations and assessments" form to the CIC Panel Chair. The CIC Panel will review progress and decide if any further experience or training is required. If the CIC Panel recommends approved trainer / assessor status the Chair will inform the Training Officer. The "Record of apprentice observations and assessments" form should be signed and dated by the CIC Panel Chair and by the Training Officer. The Training Officer will take the matter to the Training Committee for ratification.

h) The Training Officer will then advise the probationary trainer / assessor and the Training Administrator of the outcome. The CIC Panel Chair shall send the signed "Record of apprentice observations and assessments" form to the Training Administrator.

i) The probationary trainer / assessor may not operate as a trainer / assessor until the Training Officer has informed the applicant in writing of his / her approved status.

## **4.2 MAINTAINING CIC TRAINER / ASSESSOR STATUS**

### **4.2.1 MAINTAINING COMPETENCE**

All trainer / assessors are required to maintain competence by:

- maintaining a valid Cave Instructor Certificate.
- taking an active role in the work of the CIC Panel.
- taking an active role as a trainer / assessor.
- abiding by the BCA trainer / assessor agreement.
- abiding by any policies adopted by BCA.
- paying the annual CIC trainer / assessor registration fee to BCA.

### **4.2.2 CIC TRAINER / ASSESSOR AGREEMENT**

The trainer / assessor agreement is sent to all probationary trainer / assessors when this status has been agreed. The agreement must be signed by the trainer/assessor and lasts for three years. A new one will be sent out by the Training Administrator when the three year deadline is approaching. Whilst it is NOT a contract of employment between BCA and the trainer / assessor, it is a statement of the expectations that BCA has of all trainer / assessors.

b) A copy of the current BCA Trainer / Assessor Agreement is in [Part 6](#).

### **4.2.3 REMOVAL OF CIC TRAINER / ASSESSOR STATUS**

a) An approved or probationary trainer / assessor may resign by advising the Training Officer and CIC Panel Chair in writing.

b) Any trainer / assessor unable to comply with 4.2.1 should write to the CIC Panel via the Training Administrator stating the reasons and giving an action plan of how he / she intends to rectify the situation. The CIC Panel may accept the plan and may allow the trainer / assessor to continue to operate.

c) BCA may remove the "approved" or probationary status if the person fails to comply with the requirements of 4.2.1. In such cases, the CIC Panel will review the information available and make a proposal to withdraw this status to the BCA Training Committee. The person shall be informed at the same time and be able to make representations to BCA Training Committee, either in person or in writing. The person has a right of appeal against the decision made. (See Part 4.5.)

d) Trainer / assessors should not undertake any CIC training or assessment if they do not fulfil the above requirements. Any training or assessment carried out with candidates after removal of the status will not be accepted by BCA as evidence of the candidate's achievement.

## **4.3 OPERATING AS A CIC TRAINER / ASSESSOR**

### **4.3.1 NOTIFICATION OF COURSES**

Trainer / assessors should inform the Training Administrator of all forthcoming courses including training and revalidations. The Training Administrator uses this information in responding to candidates' enquiries and to post on the BCA's web site. This information is also required for monitoring purposes.

### **4.3.2 ADMINISTRATION**

- a) The trainer / assessor is responsible for ensuring that the course runs properly and according to the criteria set out.
- b) The trainer / assessor will be responsible for completion of administration relating to the course; i.e. sending out information about the course, e.g. venue, times, costs, equipment to be brought; liaising with the venue manager and ensuring records are written for each candidate's logbook.
- c) Section 4A Special Record pages will only be issued to candidates attending for the minimum period required for a training course and where the syllabus has been covered.
- d) The Course Director will also send a copy of the Section 4A to the Training Administrator.

### **4.3.3 PROVIDING A CIC TRAINING COURSE**

Trainer / assessors should read Part 3.2 in conjunction with the following:

#### **4.3.3.1 Location**

Training courses can be run by any trainer / assessor at any appropriate location.

#### **4.3.3.2 Registration**

Candidates should register prior to attending a training course. In exceptional circumstances registration will be accepted up to thirty days after the training course. The trainer / assessor **MUST NOT** issue a training record until the trainer / assessor has been advised of the candidate's registration number by the Training Administrator.

#### **4.3.3.3 Ratios**

##### **a) Size of Course**

There are no minimum or maximum numbers for CIC training courses. Trainer / assessors will however consider the benefits of discussion possible in larger groups and the difficulties that may be encountered finding suitable underground venues for larger groups.

##### **b) Ratios of Candidates to trainer / assessors**

A maximum ratio of 4 candidates to each trainer / assessor is permitted, though it may be desirable to work in smaller groups. Courses run which exceed the above ratio will not be recognised by BCA.

c) The course must have an approved trainer / assessor present at all times. CIC holders can work on the course as well, provided the ratio of one approved CIC trainer / assessor per 4 candidates is maintained. Other appropriate speakers can be used but similarly cannot be included in the ratio. Failure to adhere to these ratios will result in BCA rejecting the course.

### **4.3.4 PROVIDING CIC ASSESSMENT**

- a) The trainer / assessor should discuss the candidate's objectives within the scheme, ascertaining the "Big Picture" so as to be able to advise the candidate on how and where to get assessed.
- b) The syllabus states what is to be assessed. The appropriate assessment checklist in Part 6 gives a quick reference to this. Part 3.4 states how the assessment should be conducted. Trainer / assessors should direct candidates to read all the relevant information.
- c) During the assessment the trainer / assessor should be as fair and objective as possible. The following will help the trainer / assessor achieve this:
  - Use the trainer / assessor's checklist and read the syllabus carefully to understand the scope of each point on the list.
  - All areas of the syllabus must be assessed but the trainer / assessor may check competence in some cases by sampling. Other qualifications may be taken as evidence of competence for some areas.

- Assessments should be to the standards agreed by the CIC Panel, not any personal standards of the trainer / assessor.
- The assessment should be as practical as possible.
- It should be made clear to the candidate what aspect of the syllabus is being assessed.
- If using role-play, it should be made clear what role everyone is playing at all times.
- At the end of the assessment the candidate should receive clear verbal feedback and be allowed to question the trainer / assessor's observations.
- After each assessment there should be some method of assessing the candidate's satisfaction with the way the assessment was handled. The results of these evaluations should be used to review the way future assessments are run.

d) On satisfactory completion of Module 3 the trainer / assessor should advise the candidate that he / she does not hold the award until the Cave Instructor Certificate has been issued to the candidate.

e) The Lead Assessor must assess Module 1 and Module 3. The second assessor must assess Module 2. Candidates may be assessed by the trainer / assessors who provided their training.

f) Trainer / assessors should consider observing assessments by other trainer / assessors from time to time even after completing probation to help maintain uniform stands.

#### **4.3.5 ASSESSMENT PAPERWORK**

a) On completion of an assessment module the trainer / assessor will:

- give detailed and constructive feedback to the candidate
- advise on any areas for development
- suggest further training and experience for those deferred or failed, including the planning of an action plan that is content and time specific.

b) The trainer / assessor must complete the Section 4B Assessment Record pages promptly. A signed and dated copy should be sent to the candidate as a hard copy of PDF file. The S4B Assessment record will be sent by email to the Training Administrator, and a copy retained for his / her own records.

c) Trainer / assessors are reminded that the Training Administrator cannot arrange issue of a Certificate until the Training Administrator has received copies of the Assessment Records. Candidates are not required to send copies of their records to the Training Administrator; it is the responsibility of the trainer / assessor. Failure to send copies of the Assessment Records to the Training Administrator promptly may be construed as being a breach of contract between the trainer / assessor and the candidate.

#### **4.3.6 PROVIDING REVALIDATION**

a) The Training Administrator should provide the CIC Panel with a list of CIC holders who will be due to revalidate their awards during the next year together with a list of those CIC holders who were due but failed to attend a revalidation workshop during the previous year.

b) The Training Administrator will identify when Revalidation Workshops are required. Individual Trainer / Assessors will be offered the opportunity to run workshops on a rota basis. The CIC Panel will agree an outline of the content of the one-day Revalidation Workshop including topics to be discussed / covered. The fees and costs are subject to agreement by the Training Officer. A deputy Workshop Director should also be identified.

c) The assigned Workshop Director should organise the course, including its advertisement.

d) The Workshop Director should ensure that candidates have the appropriate experience before confirming their places on the course.

f) The Workshop Director and if appointed, the Deputy Workshop Director should invoice the Training Administrator for their fees. This may include expenses that have been incurred up to the agreed figure at that time.

g) The Workshop Director and if appointed, the Deputy Workshop Director, may revalidate their own CIC awards by directing the revalidation workshop and paying BCA the relevant administration fee (see Part 7). In this case, the logbook Section 4B Revalidation Record will be signed by the BCA Training Officer and a copy sent to the Training Administrator.

#### **4.4 ANOMALIES**

There may be valid reasons for doing things differently to the way they are laid down in this handbook. However, they must not differ from the requirements of the syllabus. This is essential if a consistent standard is to be maintained. BCA may consider any training course or assessment that is not run to standard procedures or accompanied by written authorisation to vary them as invalid.

If a trainer / assessor runs a training course or assessment that is invalid, the candidate may well have cause to complain. The BCA will not get involved in the contract between CIC candidate and trainer / assessor. The BCA would however expect the trainer / assessor to take reasonable measures to address the problem and be fair to the candidate. If such matters were not sorted reasonably, the BCA may have reason to question the continued status of the trainer / assessor.

#### **4.5 APPEALS**

All trainer / assessors have the right of appeal. If a trainer / assessor feels that they have been treated unfairly, he / she should contact the Training Officer direct, or if the Training Officer is involved, a member of the BCA Executive.

#### **4.6 BCA NEWSLETTER**

This publication is a suitable place for trainer / assessors to advertise their courses free of charge. Details should be sent to both the Training Administrator and the Editor of the BCA Newsletter.

# PART 5

## NOTES FOR ADMINISTRATION

### 5.1 GENERAL

#### 5.1.1 WEBSITE

The British Caving Association (BCA) web site is [www.british-caving.org.uk](http://www.british-caving.org.uk). It will display information for cavers in general and details of the Local Cave and Mine Leaders Assessment (LCMLA) and Cave Instructor Certificate (CIC) Schemes. Under the heading of "Training" the following information will be included:

- The LCMLA Handbook as a PDF file
- LCMLA Scheme Registration Form
- The CIC Handbook as a PDF file
- CIC Scheme Registration Form
- A list of forthcoming CIC and LCMLA training courses, and revalidation workshops
- Contact details of all CIC and LCMLA trainers / assessors
- Logbook pages for Section 3

For security purposes the following information from the logbook must NOT be included

- Section 4 Training and Assessment Record forms
- Section 5 Cave Instructor Certificate

The web site should be updated regularly.

#### 5.1.2 DEALING WITH ENQUIRIES

The Training Administrator is the focal point for all initial enquires from candidates. The majority of enquiries should be answerable from this handbook. If not, the candidate should be put in contact with the Training Officer or a trainer / assessor, whoever is most appropriate (see Part 7).

### 5.2 ADMINISTRATION OF CIC SCHEME

#### 5.2.1 APPLICATION TO REGISTER AS A CIC CANDIDATE

The candidate may either download the registration form from the web site or ask the Training Administrator to email, fax or post a copy.

Upon return of the form with appropriate fee, the Training Administrator should:

- a) Enter details on the database and allocate a CIC registration number.
- b) Complete CIC Enrolment page of logbook.
- c) File registration form having completed payment details.
- d) Bank the payment.
- e) Send the following to the candidate:
  - A completed Section IB Enrolment page including CIC registration number and blank Sections 2 and 3 pages.
  - A CIC Scheme Handbook
  - List of CIC training courses
  - A copy of the BCA Newsletter if available
  - Free leaflets as available
  - Any publications ordered and paid for at the time of registration.
  - An order form for available publications.

## **5.2.2 TRAINING**

Approved CIC trainer / assessors will submit the names and addresses of candidates successfully completing a CIC training course on an electronic Section 4B and the Training Administrator will update the candidates' records in the database

## **5.2.3 EXEMPTIONS**

Any candidate wishing to gain exemption from any part of the CIC training or assessment requirements should be issued with a CIC Exemption Form. When the Training Administrator receives the form, the accompanying non-refundable cheque should be banked. The form should be photocopied for the candidate's record, then filed and the original sent to the Training Officer. .

The Training Administrator will arrange for a Section 4A log page to be issued detailing the exemption agreed by the CIC Panel. The Training Administrator will update the candidate's record in the database accordingly.

## **5.2.4 ASSESSMENT**

### **5.2.4.1 Authorisation to be Assessed**

Candidates wishing to start the assessment process shall obtain a CIC 'Request to Start Assessment' form' from the Training Administrator. This will be sent along with a letter to explain the authorisation process.

On receipt of a completed CIC 'Request to Start Assessment' form, the Training Administrator will send copies to the Chair of the CIC Panel and one other CIC Trainer Assessor on a rota basis. All panel members will be notified that the candidate has requested authorisation to be assessed.

The Training Administrator will notify the candidate in writing of the outcome. If successful a Section 4A Special Record will be sent to the candidate for their logbook, which records that authorisation has been granted. A list of CIC Trainer Assessors will also be sent to the candidate.

### **5.2.4.2 Overview**

Details of the Cave Instructor Certificate must be entered on the database and a hard copy filed with copies of the Assessment Records attached. The Certificate should be signed and dated by the Training Officer.

There is no charge for issuing the first Certificate, as the cost is included in registration.

If an enquiry is made into the status of a CIC holder, he / she will be deemed to have been a holder of the award from the "valid from" date until the "valid until" date on the latest issued Certificate.

### **5.2.4.3 Issuing the Certificate**

a) The Training Administrator should check that all of the following have been completed before issuing a Cave Instructor Certificate:

- Registration on the CIC scheme.
- Candidate is over 18 when undertaking training and assessment.
- Attendance on a mandatory 35-hour training course (run by a CIC trainer / assessor) or proof of exemption on a logbook Section 4B Training Record page.
- Evidence of the successful completion of LCMLA Level 2 award (including SRT for leader) or proof of exemption on a logbook Section 4B Training Record page.
- Evidence of successful completion of CIC assessment Modules 1 to 3 in numerical and date order, or proof of exemption of any module on a logbook Section 4A Training Record page.
- The three modules successfully completed within a two-month period or otherwise arranged due to deferrals.
- All training and assessment records signed and dated by an approved CIC trainer / assessor.
- Acceptable proof of training is a CIC Section 4B stating "Training only" from an approved CIC trainer / assessor.



- Acceptable proof of assessment is a logbook Section 4B Assessment Record as either an original or photocopy providing it has been signed and dated by an approved CIC trainer / assessor.
- b) If the Training Administrator holds no details of training or assessment records, then the candidate must be asked to supply proof of training or assessment which must include the name of the trainer / assessor. If the evidence does not contain a signature of an approved trainer / assessor, then the Training Administrator should contact the named trainer / assessor to confirm that the relevant training or assessment was satisfactorily completed.
- c) If the Training Administrator is unable to confirm the above checks, then he / she should follow the procedure laid in down in Part 5.4.1.

#### **5.2.4.4 Details to be entered on Cave Instructor Certificate:**

Details on the Certificate include:

- The "valid from" date (being calculated on the basis of 3.4.6 c) or e) and 3.6.4
- The "valid until" date being 3 years after the relevant "valid from" date
- The BCA Stamp ("BCA REGISTERED") in red ink

The Training Administrator should then update the database and send the Certificate to the Training Officer who will date and sign it before sending it on to the candidate.

#### **5.2.5 MINES MODULE (Module 4)**

a) The approved CIC Mines Assessors will issue a Section 4B stating "Mines module" and send it to the Training Administrator, whilst keeping a copy for their own records.

b) On receipt of the Section 4B Mines Module Assessment the Training Administrator will update the database and file a copy of the Section 4B.

c) The Training Administrator will then issue a new CIC certificate endorsed with the Mines Module and send it to the Training Officer who will date and sign the certificate before sending it onto the candidate.

d) The new certificate will bear the same "valid to date" as the candidate's current certificate.

#### **5.2.6 REVALIDATION**

##### **5.2.6.1 Prior Actions**

a) The Training Administrator shall advise CIC holders when their revalidation is due and how to revalidate, preferably towards the end of the year prior to their revalidation being due. The reminder letter should be accompanied by a copy of the CIC revalidation criteria (See Part 6), dates of revalidation workshops, the contact details of the Workshop Directors, and the procedure for application to attend a Revalidation Workshop and the application form for this.

b) The Training Administrator should provide each CIC Panel meeting with a list of CIC holders who will be due to revalidate within the year following the meeting, together with a list of those CIC holders who were due to but failed to attend a revalidation course during the previous year.

##### **5.2.6.2 Applications for revalidation from CIC holders.**

The Training Administrator will receive completed application forms and fees from CIC holders. The fees will be banked and the application forms forwarded to the appropriate Revalidation Workshop Course Director.

(If a candidate is subsequently not offered a place on the Revalidation Workshop, the fee will be refunded)

(Accommodation or catering costs must be paid by candidates separately through the Workshop Director if applicable.)

##### **5.2.6.3 Issue of a Revalidated Cave Instructor Certificate**

a) On completion of revalidation, the Training Administrator will receive the Section 4B Revalidation Record pages from the appropriate Revalidation Workshop Course Director.

b) The Training Administrator should check the trainer / assessor status.

c) The Training Administrator should prepare revalidated Certificates and forward them to the Training Officer for signing and forwarding to the CIC holder.

d) Dates to be entered on revalidated Certificate ("valid from" and "valid until" dates) The Training Administrator shall calculate the "valid from" date on the basis of the latest date against the signature of the assessment of Module 3. The "valid until" date is then 3 years after the "valid from" date.

The Cave Instructor Certificate is valid for a period of 3 years. A holder of a certificate that has not yet reached its 'valid until' date may revalidate up to one year in advance. The 'valid from' date will be the date of the revalidation workshop and the 'valid until' date will be three years from the previous 'valid until' date.

e) A certificate that has passed its "valid until" date will be deemed to have expired. Holders of expired awards should apply to the Training Officer who will seek Technical Advice from members of the CIC Panel to determine the nature of a reassessment. The candidate should undertake the recommendations of the Training Officer with any CIC trainer / assessor. Where a new certificate is awarded, the "valid from" date will be the date of the reassessment and the "valid until" date 3 years after the "valid from" date.

#### **5.2.6.4 Revalidation of Mines Module (Module 4)**

a) Module 4 is revalidated every 3 years at the same time as the CIC. (This may mean that the first revalidation will not be 3 years from issue.) The revalidation of Module 4 is done by contacting an approved CIC Mines Assessor. Once authorisation from a mines assessor has been obtained, the Trainer Assessor will issue an S4B completed indicating who has authorised the mines revalidation, and send it to the Training Administrator who will issue a new CIC certificate endorsed with the Mines Module.

b) The Training Administrator will update the CIC holder's BCA record and endorse the Certificate before sending it to the Training Officer to be signed.

#### **5.2.7 REPLACEMENT LOGBOOKS**

There are three possibilities and this list corresponds to the fees shown in Part 7.

(a) Logbook only

This would be the case for someone who has recently registered. They will require the logbook as it is sent out at registration. The Training Administrator will need to ask the candidate for the appropriate fee plus the information they need to locate candidate's details on the database.

Provided the Training Administrator can locate the candidate's details, ensuring that they have registered, the payment can be banked and Section 1 completed, before sending out the logbook.

(b) Completed Records only

This would be for a candidate who has retained most of his / her logbook but lost the Assessment Records and his / her Certificate.

The Training Administrator will need to ask the candidate for the appropriate fee plus the information they need to locate the candidate on the database. Providing the Training Administrator can locate the candidate's details and confirm that the candidate has the qualifications claimed, the payment can be banked and copy records prepared as required. The copies should be sent to the Training Officer for signing and dating before being issued to the candidate.

(c) Logbook and completed Records

This would be the case for someone who has lost everything. The Training Administrator will need to complete both of the above stages, charging the combined fee indicated.

If the applicant cannot be traced in the records, then the Training Administrator should not bank the applicant's cheque but seek further details from the applicant. If no trace can be found, then the cheque and details should be forwarded to the Training Officer to reply to the applicant.

### **5.3 CIC TRAINER / ASSESSOR ADMINISTRATION**

#### **5.3.1 APPLICATION TO BECOME A CIC TRAINER / ASSESSOR**

The process for applying and selecting candidates is described in Part 4.1.

When the BCA Executive has confirmed the recommendation for new probationary trainer / assessors the Training Officer will inform the Training Administrator.

### **5.3.2 REGISTERING PROBATIONARY TRAINER / ASSESSORS**

The Training Administrator shall invoice the probationary trainer / assessor for the annual trainer / assessor fee. (See Part 7) This annual fee will become due again every January 1st, irrespective of when the first payment is made.

On receipt of this fee, the Training Administrator will send the probationary trainer / assessor:

- a CIC Handbook
- a "Record of apprentice observations and assessments" form
- the Trainer / Assessor Agreement, which must be signed and returned and runs for three years.
- a personalised e-copy of a Section 4B Training / Assessment /Revalidation Record.

The Training Administrator will then enter the candidate on the database as a "Probationary trainer / assessor"

### **5.3.3 REGISTERING APPROVED TRAINER / ASSESSORS**

The Training Officer will advise the Training Administrator when a probationary trainer / assessor has achieved approved status. The Training Officer will confirm this with the trainer / assessor by letter. The Training Administrator will amend the trainer / assessor's BCA record and add the person to the approved CIC trainer / assessor list on the web site etc.

### **5.3.4 MAINTAINING TRAINER / ASSESSOR STATUS**

a) The Training Administrator will send out a letter to all trainer / assessors at the beginning of December each year inviting renewal of trainer / assessor status for the following year and requesting the Annual Fee.

The letter should be accompanied by the following:

- A trainer / assessor annual registration and personal details form.
- A copy of the BCA Approved CIC Trainer / Assessor Agreement if there is not a current one in the trainer/assessor's records, if it is approaching the three-year expiry date or if changes have been made to the agreement.
- A list of any new policies that have been adopted over the last year.

b) The Training Administrator should seek confirmation from the CIC Panel Chair whether each trainer / assessor meets the criteria in 4.2.1. (Except whether the Certificate is current and the annual fee has been paid, which the Training Administrator can check.)

c) Trainer / assessors who are unable to meet the criteria to maintain CIC trainer / assessor status.

Any trainer / assessor not able to conform to the requirements to maintain trainer / assessor status should be advised to contact the Training Officer as in the procedures explained in Part 4.2. The Training Officer should agree a plan with the trainer / assessor and send a copy to the Training Administrator for information. When the plan has been completed the trainer / assessor should liaise with the Training Officer to inform the Training Administrator of this. (It is not the duty of the Training Administrator to chase proof, as the onus is on the trainer / assessor to be proactive in preserving their status.)

If the plan is not implemented or completed, then the trainer / assessor will lose his / her status.

d) Non-payment of annual fee.

The Training Administrator should send a letter to any trainer / assessor who has not paid the appropriate fee by 31st January stating that unless this is paid within one month of the letter he / she will be removed as a CIC trainer / assessor at that time. A copy of the letter should be sent to the Training Officer.

At the end of this month the Training Administrator should inform the Training Officer of any Trainer/Assessor who has still not paid. The Training Officer will then request that the Training Administrator send a one-year suspension notice to any defaulter.

Any Trainer/Assessor who acts in any way that brings the BCA qualification into disrepute may face suspension.

### **5.3.5 NOTIFICATION OF TRAINING COURSES AND REVALIDATION WORKSHOPS**

a) Trainer / assessors are requested to advise the Training Administrator as soon as possible before they run CIC training courses. They should state the venue and other relevant details.

b) On receipt of the above information, the Training Administrator will include the training courses on the list of information for candidates, place the details on the website and advise the editor of the BCA Newsletter for inclusion, if appropriately timed.

## **5.4 PROBLEM SOLVING**

### **5.4.1 ANOMALIES**

a) If an anomaly is identified when undertaking checks, then the Training Administrator should seek clarification from the candidate and / or the trainer / assessor. If it is still not clear whether or not particular criteria have been met, the matter will be referred to the Training Officer.

b) An S4A Special Record will be issued to the candidate, if directed to do so by the Training Officer. This record will explain any special arrangements or action required in order to resolve the anomaly

c) The Training Administrator shall advise the candidate that no Certificate will be issued until the anomaly has been resolved.

### **5.4.2 WHEN PROCEDURES ARE NOT ADHERED TO**

If any trainer / assessor makes the job of the Training Administrator difficult due to poor or delayed paperwork or he / she is not running the scheme according to the rules, then the time spent chasing paperwork will increase the cost of the scheme. The Training Administrator should contact the trainer / assessor concerned and explain the problems the Training Administrator is having and find out if there is a way to resolve the problem. If the problem persists, the Training Administrator should make a log of the problem and contact the Training Officer.

### **5.4.3 HANDLING COMPLAINTS AND ALLEGATIONS**

If the Training Administrator receives a complaint that implicates any member of the CIC Scheme in any matter, then the Training Administrator must take the following action:

Contact the Training Officer immediately by phone.

Once this has been done, send a written record of the complaint immediately by first class post to the Training Officer asking for an acknowledgement of receipt by return. If the Training Officer cannot be contacted, then the Training Administrator should contact a member of BCA Executive.

Anyone who is implicated must not be contacted. If they are part of the above chain then the next link should be contacted.

**IT MUST BE STRESSED THIS WOULD BE AN UNSUBSTANTIATED ALLEGATION AND SHOULD BE TREATED BY ALL PARTIES WITH THE STRICTEST CONFIDENCE.**

If the Training Administrator receives a complaint of a less serious nature, it is preferable to ask for the complaint to be put in writing. The Training Administrator should then discuss the complaint with the Training Officer. The Training Officer will advise on a means of dealing with the complaint.

### **5.4.4 HANDLING APPEALS**

Any appeals against any decisions should be directed to the Training Officer.

#### **5.4.5 ABSENCE OF OFFICE HOLDERS**

If the Training Officer post is not filled or the person is not available, then the Training Administrator should seek advice from a member of BCA Executive.

# PART 6

## GLOSSARY, APPENDICES AND CHECK LISTS

### 6.1 GLOSSARY OF TERMS

#### GLOSSARY

- Abseil** Technique for a caver to descend a fixed rope by lowering him or herself using a variable friction device.
- Adventure Activity Licensing Authority (AALA)** Agency commissioned by the government to oversee the safety standards of providers who offer adventurous activity activities to under 18 year olds for a fee.
- Area Liaison Officers** LCMLA Trainer / Assessors who chair Area Panels of the LCMLA Scheme in a specific Area.
- Area Panels** Meetings to co-ordinate the activities of approved LCMLA Trainer / Assessors who provide LCMLA training and assessment functions in specific areas, namely Derbyshire, North Wales, Northern (covering Yorkshire, Scotland and other northern areas) South Wales and Southern (including Devon, Cornwall and Mendip).
- Ascender** A mechanical device (rope clamp or jammer) which will move in one direction only on a rope. Can be used for prusiking.
- Assisted handline** Rope technique for short climbs offering a fixed line for cavers to pull on, whilst also providing protection/assistance.
- Autolock descender** Abseil device designed to stop if the abseiler lets go of the device and/or rope.
- BCA** The British Caving Association who, as a national federation of caving groups, supports its members in obtaining access arrangements, support cave conservation, cave science, caver training and caving equipment safety and also to act as a national spokesman and negotiating body on behalf of Members.
- BCRA** The British Cave Research Association whose objective is to promote the study of caves and associated phenomena wherever they may be situated, for the benefit of the public.
- Belay** A natural or artificial anchor point used to attach ropes or wire ladders. Alternatively the action of operating a safety rope for another caver whilst he/she ascends or descends by moving the rope through a friction device.
- Bight** A loop of rope used in tying certain knots.
- Bolt** An artificial anchor point created by drilling a hole into the cave wall and inserting a metal fixing point to which ropes and other equipment may be attached.
- Boulder choke** A section of cave passage partially blocked by boulder collapse - often only negotiable with great care.
- Canal** A section of cave passage with ponded water, sometimes requiring swimming and personal flotation to negotiate safely.
- Carbon Dioxide (CO<sub>2</sub>)** Potentially dangerous accumulations are now more frequently occurring in some British caves and mines. CO<sub>2</sub> build up appears to be related to modern farming practices (e.g. slurry spreading). Bacteria acting on contaminated groundwater generate high CO<sub>2</sub> levels in poorly ventilated passages.
- Cave** A natural passage developed by water action, typically in limestones.
- Child Protection Legislation** Government law designed to ensure the physical and emotional well being of young people whilst in the care of adults. The BCA has a child protection policy, which is relevant to those leading/instructing young people underground.
- CIC Panel** A panel of CIC Trainer / Assessors and BCA representatives who oversee the practical aspects of administering and running the CIC Scheme. The CIC Panel is responsible to the BCA Training Committee for all aspects of the operation of the CIC Scheme such as revisions to the syllabus, approval of CIC Trainer / Assessors, exemption applications, appeals and other related matters.

|  |  |
|--|--|
| <b>CIC Scheme</b>                            | The Cave Instructor Certificate Scheme. A higher accreditation award operated by the BCA Training Committee for those requiring a formal check of their competence to lead others and instruct in any caving region and using a wide range of vertical techniques.   |
| <b>Cows-tail</b>                             | Safety cords attached to the caver's harness used with karabiners to temporarily connect the caver to ropes or anchor points. Used to protect the caver from falling.  |
| <b>Descender</b>                             | (e.g. Figure of 8, Rack, Stop) A friction device used by cavers to abseil (i.e. lower themselves) down a fixed rope.   |
| <b>Deviation</b>                             | A cord and karabiner attached to an anchor point used to deflect a fixed rope away from an abrasion point or water on a shaft.   |
| <b>Duck</b>                                  | A section of cave passage, which is almost flooded to the roof.  |
| <b>Flood Pulse</b>                           | A potentially lethal surge of floodwater down a stream passage. Caused by a combination of precipitation, run-off and hydrological factors.  |
| <b>Frog SRT system</b>                       | A well established prusiking system, typically using jammers in pairs to enable cavers to ascend a fixed rope by repeatedly standing up in a foot loop attached to one jammer and then sitting on a second jammer attached to a sit harness (alternatively called the sit-stand system).   |
| <b>Handline</b>                              | A fixed line installed by cavers as a point of aid on a short climb.   |
| <b>Health &amp; Safety Executive</b>         | The body responsible for enforcing health and safety regulation of both persons in work and the public affected by that work. The principle law is the Health & Safety at Work Act, but others of significance to cavers are the Mines and Quarries Act and the Ionising Radiations Regulations.   |
| <b>Hypothermia</b>                           | Potentially fatal loss of body heat through cold air and water often combined with exhaustion and/ or lack of effective clothing in the cave environment.  |
| <b>Ionising Radiation Regulations (IRRs)</b> | Legislation to protect employees and the public against ionising radiation arising from work activities. This law may be applicable to those in employment as cave leaders or instructors who work in caves known to contain quantities of radon above normal surface concentrations and also to those being taken underground by such leaders.  |
| <b>IRATA</b>                                 | Industrial Rope Access Trade Association. The industry body responsible for setting standards and accreditation of persons employed to use rope access systems in industrial/construction contexts.  |
| <b>Italian Hitch</b>                         | Friction knot used for belaying or as an improvised abseil method.   |
| <b>Jammer</b>                                | A mechanical device (rope clamp or ascender) which will move in one direction only on a rope (used for prusiking).   |
| <b>Karabiner</b>                             | (krab) A metal link or connector used to attach ropes or pieces of vertical caving equipment.  |
| <b>Ladder &amp; lifeline techniques</b>      | Traditional method of descending or ascending drops in caves using flexible wire ladders. Another caver operates a safety rope or lifeline to protect the person climbing.   |
| <b>LCMLA Scheme</b>                          | The Local Cave and Mine Leader Assessment Scheme. An award scheme set up by the BCA for those requiring formal recognition of their competence to lead groups in a limited number of caves or mines (typically in one region). The Level 1 scheme is restricted to predominantly horizontal systems, the Level 2 scheme enables the accreditation of leaders who wish to use ladder and lifeline techniques and lifelined abseiling with groups. |
| <b>Lifelining</b>                            | The operation of a safety rope to protect a caver whilst he/she climbs or descends (alternatively known as belaying).  |
| <b>Lowering</b>                              | The use of rope and an anchored friction device to lower a caver down a shaft or climb.  |
| <b>Maillon Rapide</b>                        | An industrial metal link or connector used to attach or connect ropes or vertical caving equipment.  |
| <b>Mao prusiking system</b>                  | A prusiking system making use of a foot loop running through a pulley (attached to the top jammer) and connected to the harness. Each time the caver stands up he/she lifts up approximately half their own body weight.   |
| <b>Metalliferous mines</b>                   | (see mine) Mines used for the extraction of metal ores e.g. tin, lead, copper.   |



- MIA/MIC Scheme** (The Mountain Instructor Award/Mountain Instructor Certificate.) Higher mountaineering and climbing accreditations operated by the Mountain Leader Training Board.
- Mine** Man-made cavities for the extraction of stone or valuable minerals (e.g. sandstone for building stone or tin/lead. Now covered by Mines and Quarries Legislation even if disused and regardless of the age of the workings.
- Mines and Quarries Act** A law laying down responsibilities on owners of mine for the safety of persons in mines and other duties. The law also lays down a duty on the owner of an abandoned mine to prevent accidental entry to the mine.
- Mines Inspections** Formal inspections of mines carried out by mine engineers to assess the structural stability and suitability of a disused mine for use with groups. Mines inspections are often commissioned by groups of outdoor providers / centres in close consultation with regional caving councils / mine exploration bodies.
- Mountain Leader Award** An accreditation operated by the Mountain Leader Training Boards to approve leaders to lead groups on the British hills.
- NAMHO** The National Association of Mine History Organisations whose aim is to increase the knowledge of mining history in the United Kingdom and Ireland and to promote it in all its aspects.
- National Coordinating Panel (NCP)** A panel of LCMLA Area Liaison Officers and BCA representatives who oversee the practical aspects of administering and running the LCMLA Scheme. The NCP is responsible to the BCA Training Committee for all aspects of the operation of the LCMLA Scheme such as revisions to the syllabus, approval of LCMLA Trainer / Assessors, exemption applications, appeals and other related matters.
- NCA** The former national federation of caving groups whose function has now been taken over by the BCA.
- Percolation fed cave system** An underground drainage system fed predominantly by water, which has percolated through the overlying limestones rather than being fed from a surface stream that has entered the cave at a sink or swallet. Known as autogenic.
- Phreatic Cave** Passages formed mainly by corrosion when completely flooded. Water flow is by hydrostatic pressure rather than gravitational flow.
- Pitch** A vertical section in a cave.
- Pothole** A local term (Yorkshire Dales) for a cave system with a vertical entrance (often with a stream descending).
- Prusiking** Climbing a fixed rope by using mechanical clamps, (alternatively known as ascenders or jammers), or by using short slings made from thinner cord wrapped around the main rope using a variety of prusik-type knots. Jammers are used typically in pairs to enable cavers to progress up a rope by repeatedly standing up in a foot loop attached to one jammer and then sitting on a second jammer attached to a sit harness.
- Pull-through abseil** Means of abseil descent by which ropes are pulled down after the last caver has descended, enabling cavers to exit the cave via a different route.
- Rack descender** Variable friction abseil device.
- Radon** The heaviest naturally occurring gaseous element formed by the radioactive decay of uranium. The quantity of radon in the air above and below ground depends on the amount of uranium present in the surrounding rocks and ventilation. Cellars, buildings, caves and mines can all potentially have significant radon accumulations in air. During radioactive decay when inhaled, radon and its daughters emit ionising radiation that may collide with and damage living cells in the body. Exposure to radon gives rise to a risk of developing cancer. Refer to Radon Underground (NCA1996) for further guidance.
- Rebelay** Anchor point part way down a shaft used to re-attach a fixed rope for Single Rope Techniques.
- Regional Caving Council** 5 constituent members of the BCA responsible for access, conservation and other matters in a specific caving region, namely Devon and Cornwall, Derbyshire, Mendip and other southern areas, Yorkshire and other northern areas and Wales.
- Regionally Important Geological Site (RIGS)** Legislative identification and protection of important geological sites.
- Resin Anchors** Artificial anchor or bolt which is cemented with resin into a hole drilled into the rock.

- Resurgence** Point at which an underground stream returns to the surface.
- Rigging** The installation of vertical caving equipment in the cave by attaching ropes and sometimes wire ladders to secure natural or artificial anchor points.
- Rope clamp** A mechanical device (ascender or jammer), which will move in one direction only on a rope. Can be used for prusiking.
- Rope walking SRT system** A fast method of ascending a fixed rope using a prusiking technique which uses an alternate stepping system rather than a sit-stand system.
- Run-off** The factors that affect the ability of precipitation to increase water flow in underground stream ways (e.g. types of soil/vegetation cover).
- Self-drilling anchors** An artificial anchor made by drilling a hardened toothed anchor sleeve into the rock with hammer action. An expansion cone locks the anchor in place when hammered home into the completed hole.
- Self-lining** Vertical Caving Technique enabling a caver to protect him/herself whilst climbing wire ladders underground by attaching a jammer to the caver's harness and sliding this up a fixed rope whilst climbing.
- Shaft** A vertical drop in a cave or mine.
- Single Rope Techniques (SRT)** Vertical techniques used by cavers for descending a fixed rope (abseiling) and ascending by using prusiking techniques.
- Sit Stand SRT system** A well-established prusiking system, typically using jammers in pairs to enable cavers to ascend a fixed rope by repeatedly standing up in a foot loop attached to one jammer and then sitting on a second jammer attached to a sit harness (alternatively called the Frog system).
- SSSI** Site of Special Scientific Interest. An important designated site for habitat, landforms etc (above or below ground) that has legislative protection from certain potentially damaging operations (e.g. quarrying).
- Stone mines** (see mines) Sites used for the extraction of stone e.g. for building stone rather than for the extraction of minerals/metals.
- Stop descender** Abseil device designed to stop if the abseiler lets go of the device and rope.
- Stream sink** The point where a surface stream enters the limestones.
- Sump** A flooded section of cave passage.
- Sump (free diveable)** A flooded section of cave passage, which is short enough to be passed without breathing apparatus.
- Suspension Trauma** Potentially fatal respiratory and circulatory trauma to a caver caused by being suspended and inactive in a harness.
- Swallet cave** A regional name (Mendips) for a cave fed by a surface stream.
- Topo** A diagram prepared by cavers to enable other cavers to anticipate the quantity of rope and the location of anchors when descending a vertical cave system.
- Training Administrator** This service provides the day-to-day administration of the LCMLA and CIC Schemes. This includes dealing with registrations and the supply of LCMLA & CIC syllabi and associated documentation.
- Training Committee** A committee of BCA with representation from BCA's constituent member groups, which on behalf of the BCA, oversees all aspects of both recreational caver training and cave leader / instructor accreditation.
- Training Officer** An honorary, elected post with responsibility for the coordination of all areas of work of the BCA Training Committee.
- Traverse (Aid & Protection)** Horizontal progression above a shaft or drop. To protect cavers from a fall, traverse ropes to which cavers can attach themselves with cows-tails are anchored along the traverse. An aid traverse requires the caver to suspend him/herself from cows-tails whilst moving sideways.
- Vadose** Cave passages formed by corrosion through down cutting of streams flowing under gravitational control.
- Weil's Disease** A dangerous form of leptospirosis infection caused by contact with rats' urine. A potential problem in caves close to farmyards or contaminated by seepage from domestic drains and sewers.

## 6.2 BIBLIOGRAPHY

### Environment and Conservation

- Cave Conservation Handbook*.....BCA
- Caves & Cave Life* (The New Naturalist Library)....Chapman.....HarperCollins (Available as print on demand from [www.newnaturalists.com](http://www.newnaturalists.com)).
- Bats Underground*- Conservation Code leaflet.....BCA
- Cave Conservation Policy* - Summary leaflet.....BCA
- Protect Our Caves* – leaflet.....BCA
- Sediments in Caves*.....Ford.....BCRA Cave Studies Series
- Lost Caves of Britain* – video.....BCA

### General Information and Technique

- Caving Practice and Equipment*.....Judson.....BCRA/Cordee
- The Complete Caving Manual*.....Sparrow.....Crowood
- Dictionary of Karst and Caves*.....Lowe / Waltham.....BCRA Cave Studies Series

### General Interest / History of Cave Exploration

- Underground Adventure*.....Gemmell / Myers....Dalesman / Blandford Press  
(out of print but available as a facsimile copy from specialist caving shops)

### Legal and Access

- Underground Britain Legal and Insurance Issues*.....Judson.....BCRA Cave Studies Series
- Regional Caving Council handbooks and websites.....RCC contact details and links on BCA website: [www.british-caving.org.uk](http://www.british-caving.org.uk)

### Limestone, Karst and Cave Development

- Geology*.....Wilson.....Yorkshire Dales National Park
- Yorkshire Rock*.....Bell.....British Geological Survey
- British Limestone Karst Environments*.....Gunn.....BCRA Cave Studies Series
- Beneath our Feet*.....Fogg.....Corporate Document Series
- Caves & Limestone Scenery of the North of Ireland Karst and Caves*.....Waltham...Yorkshire Dales National Park / BCRA
- Caves and Karst of the: Yorkshire Dales / Peak District / Brecon Beacons National Park / Mendip Hills*.....BCRA Cave Studies Series
- Cave Geology*.....Arthur Palmer.....Cave Books

### Mine Exploration

- Code of Practice for Mine Exploration*.....NAMHO
- Code of Practice for Removal of Artefacts* (available at [www.namho.org](http://www.namho.org)).....NAMHO
- NAMHO Guidelines* (available at [www.namho.org](http://www.namho.org)).....NAMHO

## Navigation, Weather and Surface Hazards

|                                   |               |         |
|-----------------------------------|---------------|---------|
| <i>Hill Walking</i> .....         | Long.....     | MLTUK   |
| <i>Guide to the Weather</i> ..... | Reynolds..... | Philips |
| <i>The Weather Guide</i> .....    | Forsdyke..... | Hamlyn  |

## Rescue and Underground Hazards

|  |  |
|--|--|
| <i>Mountain and Cave Rescue Handbook</i> .....                   | Mountain Rescue Council                        |
| <i>Race Against Time</i> .....                                   | Eyre / Frankland.....Lyon Books (out of print) |
| <i>Anytime... Anywhere</i> .....                                 | UWFRA.....Dalesman                             |
| <i>Cave and Karst Science Vol 28 No. 3</i>                       |  |
| <i>An Analysis of Cave Rescue Statistics</i> .....               | Forder.....BCRA                                |
| <i>Radon Underground</i> .....                                   | NCA  |
| <i>Weil's Disease information leaflet</i> .....                  | BCA  |
| <i>Caves &amp; Caving No. 91</i>                                 |  |
| <i>Discovering Caves &amp; Floods</i> .....                      | Halliwell.....BCRA                             |
| <i>The Cave Rescuers Manual</i> .....                            | FFDS.....Speleo Secours Francais               |
| <i>Weather and its Effect on Caves: A Guide for Cavers</i> ..... | BCA  |
| <i>The Hydrology of Goyden Pot and Manchester Hole</i> ....      | Graham Mollard.....BCA                         |

## Vertical Technique

|   |                                |                      |
|---|--------------------------------|----------------------|
| <i>Alpine Caving Techniques</i> .....         | Marbach / Tourte.....          | Speleo Projects      |
| <i>Single Rope Techniques</i> .....           | Elliot.....                    | Troll (out of print) |
| <i>Speleo-Vertical (DVD)</i> .....            | Andy Sparrow.....              | Andy Sparrow         |
| <i>Care and Maintenance (Equipment)</i> ..... | British Mountaineering Council |                      |
| <i>Mid Rope Rescue DVD (2010)</i> .....       | Ralph Johnson.....             | Ralph Johnson        |

(NB: 'out of print' books may be found in the British Caving Library [www.caving-library.org.uk](http://www.caving-library.org.uk), club libraries, or through second-hand book shops / internet search)

## **6.3 APPENDICES**

### **6.3.1 STRUCTURE OF LEADERSHIP SCHEMES WITHIN BCA**

#### **THE BRITISH CAVING ASSOCIATION**

The British Caving Association (BCA) is a national federation of caving groups to which all the committees and subsidiary panels ultimately answer. Whilst the Annual General Meeting is the principle meeting, most business is undertaken by BCA Council, which meets 4 times per year.

#### **BCA TRAINING COMMITTEE**

The BCA Training Committee is responsible for all matters relating to caver training. In particular it shall define the Terms of Reference for the National Coordinating Panel (NCP) of the LCMLA Scheme and the CIC Panel which have been set up to administer these schemes. It remains in control of these schemes and shall, from time to time, review the Terms of Reference.

The BCA Training Committee shall appoint trainer / assessors as required for the operation of the LCMLA and CIC Schemes based on recommendations of the NCP and CIC Panel.

The Training Committee shall report, through the Training Officer, to BCA Council at each Council meeting on the operation of the LCMLA and CIC Schemes and other training matters.

The BCA Training Committee shall appoint two members to the CIC panel to provide broad-based experience and advice as necessary.

#### **THE TRAINING OFFICER**

This is the chairperson of the Training Committee. The post is voluntary and is filled by election every three years. The Training Officer sits on BCA Council and reports the work of the Training Committee to Council. Normally LCMLA and CIC candidates have little reason to contact the Training Officer other than to lodge an appeal.

The Training Officer is also responsible for ensuring the training schemes are maintained, manage the related service contracts and generally promote the development of training in all areas of caving and mine exploration, both by individuals, clubs and those persons who wish to undertake the training schemes.

The Training Officer has to sign all Cave Instructor Certificates before they are issued.

#### **CAVE INSTRUCTOR CERTIFICATE PANEL**

A panel shall be set up to deal with the overall operation, organisation and administration of the CIC Scheme, arrangements for trainer / assessors' workshops and the monitoring and periodic review of the syllabus under the Terms of Reference defined by the BCA Training Committee.

Panel membership shall comprise of the BCA Training Officer or his / her delegated representative as Chairman, two BCA Training Committee appointees and CIC Scheme trainer / assessors. All CIC trainer / assessors shall automatically be members of the panel and be invited to attend and shall receive agendas and minutes of meetings. Additional members may be co-opted as required by the BCA Training Committee on recommendation of the panel.

To be quorate, the Training Officer or his / her representative as chairperson and at least two others must be present at each meeting of the panel.

The panel shall regulate its own business within BCA guidelines and practice and shall appoint a secretary from within its members to prepare and distribute minutes and other papers. All minutes and papers shall be circulated to panel members, other trainer / assessors and members of the BCA Training Committee.

To expedite urgent business the Training Administrator may consult the CIC Panel Chair and any other CIC panel member (and possibly the BCA Training Officer) to action any such business.

Decisions will be recorded and brought to the notice of the CIC panel not later than the next panel meeting.

The Terms of Reference for the Cave Instructor Certificate Panel are

- To recommend to the Training Committee on the appointment of trainer / assessors for the CIC Scheme and establish and operate a continuing validation and approval system for trainer / assessors.
- To deal with applications for exemption from formal training or assessment, to arbitrate and make decisions regarding re-assessments, technical or procedural queries and to resolve disputes relating to individual candidates.
- To decide the content of training and assessment modules.
- To liaise with the Training Administrator on the administration of the CIC Scheme, including the issue of logbooks, syllabi and information. (A central record will be kept of assessment modules successfully completed by candidates.)
- To be responsible for the organisation and content of the revalidation procedure and to arbitrate in any cases where post-assessment experience or skills fail to meet the required standards.
- To prepare and operate a budget for the administration and organisation of the CIC Scheme on behalf of the BCA Training Committee and to maintain suitable accounts of all income and expenditure.
- To arrange meetings as necessary to carry out the business of the panel, always ensuring adequate notice of all meetings is circulated to those entitled to receive minutes and to keep clear and adequate recordings of all meetings.
- To ensure that any correspondence which may involve the BCA in any legal, financial or media commitments is cleared and approved by the BCA Training Officer in the first instance prior to issue.
- To provide reports of all meetings and an annual report to the BCA Training Committee for incorporation within its own report.
- To maintain a continuing commitment to ensuring the highest standards of safety, environmental care and best practice by all CIC holders.

### **CIC TRAINER / ASSESSORS**

Trainer / assessors are appointed by the BCA to deliver the training courses and assessments required under the CIC Scheme. The BCA will not recognise Training or Assessment records from persons who are not appointed.

### **TRAINING ADMINISTRATOR**

This service contract is to undertake the day-to-day administration of the CIC Scheme according to Part 5 of this document. Any anomalies are referred to the Training Officer.

### **THE LOCAL CAVE AND MINE LEADER ASSESSMENT SCHEME**

BCA also operates a lower-level award for leaders undertaking limited objectives within one or more regions with a core syllabus and a local knowledge element. A key feature of this scheme is a specific assessment of the candidate with regard to a declared list of named cave and / or mine sites in which the candidate wishes to lead parties.

#### **6.3.2 BCA APPROVED TRAINER / ASSESSOR AGREEMENT**

Prior to the beginning of each year British Caving Association (BCA) approved Trainer / Assessors for the Local Cave and Mine Leader Assessment (LCMLA) and Cave Instructor Certificate (CIC) Schemes will be invited to renew their accreditation for the period 1st January until 31st December. Letters requesting the annual Trainer / Assessor fee will be issued in December with payment required before 31st January.

In paying the annual fee, trainer / assessors agree to fulfil their responsibilities to the following criteria:

- To ensure that all training courses and assessments are conducted strictly in accordance with the criteria set out in the LCMLA or CIC Scheme Syllabus and Handbook.
- To supply to the Training Administrator a Course Report in the form of a Section 4B Training & Assessment Record on any and all courses (training and assessments) operated by themselves or under their direction, as soon as possible after completion of the relevant course or at the latest within 30 days of its completion.
- To ensure the appropriate completion and return of all candidates' logbooks, training and assessment records to the candidate as soon as possible and submit copies as required to the Training Administrator.
- To maintain the 'current' status of the BCA award (CIC or, in special cases, LCMLA) that bestows on them their Trainer/Assessor status by attending a workshop every three years.
- The responsibility for the relevant public liability insurance in respect of their role as a CIC or LCMLA Trainer/Assessor lies with the Trainer/Assessor.
- To actively uphold the ethos of both schemes. Failure to work within the remit of either scheme could lead to a loss of status for the TA.
- The TA Agreement is a 3-year agreement, which is renewable as long as all procedures are adhered to.

In the case of an LCMLA Trainer/Assessor:

- To attend an LCMLA Trainer/Assessor workshop at least once every three years.
- To attend at least one LCMLA Area Panel meeting for each of their local areas each year.

In the case of a CIC Trainer/Assessor:

- To take an active role in the work of the CIC Panel.

## **6.4 CHECK LISTS AND OTHER RELATED MATERIAL**

### **6.4.1 CIC TRAINING COURSE CHECK LIST**

#### **6.4.1.1 General**

Weather forecasts, catchment areas and run-off characteristics. Access arrangements, destination notes, clothing systems and basic heat regulating / conserving principles, footwear, helmets, lighting and personal emergency equipment. Group emergency equipment. Surface navigation. Surface clothing.

#### **6.4.1.2 Ropes**

Rope properties for lifelines, abseiling & SRT. Semi-static and dynamic ropes. Impact forces, Fall Factors. Rope testing.

Coiling, chaining, stowage.

Knots: e.g. fig 8 threaded (2x & 3x) and on bight, overhand (on single and double bight), bowline, bowline on bight, triple bowline, Thompson knot, double fisherman's, Barrel Knot (half double fisherman's slip knot against karabiner), butterfly (cavers' and Alpine), fig 9., tape knot.

#### **6.4.1.3 Personal vertical caving equipment**

Harnesses, centre of gravity / attachment for SRT / lifeline. Specifications. Cowstails, Karabiners, Maillon Rapides.

#### **6.4.1.4 Descenders**

Specifications, use / misuse. (Fig 8, Rack & Stop).

#### **6.4.1.5 Ascenders**

Specifications, use / misuse.

#### **6.4.1.6 Belaying devices/systems**

Italian Hitch, Stop, Pulley Jammer, Self-locking belay devices.

#### **6.4.1.7 Improvised belaying**

Assisted handlines, improvised rope safeguarding systems (direct belaying, rope-only waist belaying, short roping, linked cowstails).

#### **6.4.1.8 Rope anchors / attachments**

Self-drilling anchors, resin fixed anchors, expansion bolts. Properties use & misuse. Slings, deviation cords.

#### **6.4.1.9 Short climbs**

Spotting, handlines, and basic hoists.

#### **6.4.1.10 Rigging principles for climbs, pitches and traverses**

#### **6.4.1.11 SRT rigging to optimum efficiency**

#### **6.4.1.12 SRT Personal equipment**

Adjustment of rig (footloops / cowstails).

#### **6.4.1.13 SRT progression**

Frog and modified Frog / ropewalking systems. Mao system. Pitch head safety & traverses. Abseiling, adjusting friction, locking off with different devices. Prusiking, efficiency and techniques. Deviations, re-belays and knots (pass in ascent / descent). Self-protection systems for pitch rigging (limitations of descenders / ascenders)

#### **6.4.1.14 Safeguarding techniques for SRT**

Abseiling in bight, stopper knots, bottom belaying. Top ropes.

#### **6.4.1.15 Improvised SRT methods**

Abseil methods, harnesses, prusik methods (Stop, prusik knots, micro jammers e.g. Tibloc or Ropeman)

#### **6.4.1.16 Self-rescue techniques for SRT**

Remote systems (advice), pitch-head and spare-rope based systems. Pitch-head lowers and hoists. Mid-rope lowers. "Snatch" rescues. Contact rescues. Hoists with slack in the system and hoists with rope under tension.

### **6.4.2 SAMPLE CIC TRAINING COURSE PROGRAMME**

Preparation prior to the course:

Course members are asked to bring concise notes / tips / references on research topics allocated to them by the Course Director to share with other course members. Note that the idea is not to present a formal lecture with slides, OHP or PowerPoint presentations etc. Course members are asked to share their research in an informal way and to lead a discussion for 5 to 10 minutes.

#### **Day1**

##### **Daytime**

Course member introductions  
Introduction to the CIC Scheme by the Course Director  
Vertical skills - surface workshop  
Advanced rope skills & knots  
Surface check of personal SRT progression  
Improvised techniques and self-rescue for SRT  
Teaching vertical caving skills (SRT in particular)  
Safeguarding the SRT novice

##### **Evening**

The role of the CIC holder  
Vertical caving: modern approaches to SRT, equipment and rigging principles. (Input from trainers & research discussion topics by course members)

#### **Day 2**

##### **Daytime**

Vertical skills underground practical day  
Rigging, supervising and safeguarding SRT novices, problem solving, SRT self rescue

##### **Evening**

The cave environment, geology, biospeleology, weather, run off and cave flooding.  
(Research discussion topics by course members)



### Day 3

#### Daytime

Briefing on practical sessions 1 and 2

Weather, access and surface navigation to venue

1. The cave environment: geology, cave formation, flora & fauna
2. Instructed caving: risk assessment, group-management strategies and contingencies in horizontal systems

Special emphasis on effective group-management: safety, efficiency of movement, conservation and education. Small-group guiding strategies. Leadership problem scenarios.

### Day 4

Coaching strategies. An opportunity to coach vertical cavers with appropriate skills. A discussion of coaching methods / approaches

### End of Course Summary

Individual debriefings and personal action plans

Course review

### 6.4.3 CIC ASSESSMENT STANDARDS

a) Candidates will be expected to demonstrate their competence to a good standard throughout the assessments. All syllabus areas are of critical importance and could lead to clear "Fail" or perhaps "Defer" outcomes.

b) If a trainer / assessor needs to intervene during a practical assessment to ensure the safety of the candidate or other persons because of negligence by the candidate (e.g. use of an unsafe anchor on a pitch) then a Fail or Defer outcome is very likely. Similarly a Fail / Defer outcome is likely in the event of dangerous negligence in the care or briefing of clients during Module 2.

c) Care of the cave environment should be exemplary throughout all caving activities. Conspicuous negligence here could be grounds for a Fail / Defer (e.g. failure to convey an appropriate message about cave conservation or damage to the cave caused by careless movement of the candidate or his / her clients).

### STANDARDS REQUIRED IN THE CIC SCHEME

The CIC Training Course is designed to give a clear idea of standards required by the candidate at assessment. Work alongside established CIC holders will also give candidates an opportunity to develop an awareness of the standards expected in the Scheme. The following competence statements give an indication of standards required of the CIC holder in comparison with typical holders of the LCMLA award or moderately experienced club cavers.

| Activity                                      | LCMLA holder   | CIC Holder  |
|---|--|---|
| Planning a novice caving day                  | Will choose a suitable venue with regard to the nature of the group, weather conditions and available equipment.   | Will be able to engage the group and / or assistant leader in the choice of a suitable undertaking, explaining some of the rationale behind the decision-making process.  |
| Leading a novice group in a horizontal system | Will organise the trip in a safe and competent manner showing an awareness of important safety and conservation issues.  | Will organise the trip using a wide range of leadership styles and group management strategies to suit the group and the system visited. Roles and responsibilities of novices and assistant leaders might be developed during the trip. Technical skills will be introduced and adapted to suit the competence and prior learning of the group and assistant leader. Safety and conservation messages will be put across in an effective and appropriate manner. |
| Leading a novice trip with a vertical element | Might use the assistant leader to "occupy" the group whilst concentrating on rigging without distraction. Will organise the group and assistant leader to ensure | Will be able to interact with the group and / or assistant leader discussing pitch rigging or other aspects of the trip whilst rigging quickly and competently. In addition to ensuring safe group management during the descent may choose to develop the roles of group members or assistant  |

|   |   |  |
|---|---|--|
|   | safe group management during the descent of a pitch. Will have a set method or favourite vertical techniques.   | leader, for example in helping with rigging, or belaying on the pitch. Vertical techniques will be carefully selected to optimise the learning of the group (competent decisions will be made on the appropriateness of abseiling instead of lowering)   |
| Pitch rigging for SRT                         | May have limited technical understanding of rigging principles and use of vertical caving equipment. Will rig with heavy dependence on topos and unquestioning use of conspicuous anchors. Rigging speed will at times try the patience of those following.   | Will have a good understanding of pitch rigging principles and will make effective and appropriate use of equipment. Will rig quickly and fluently making his / her own judgement on the suitability of natural or bolt anchors without dependence on rigging topos. Rigging speed enables minimal waiting time for cavers following.          |
| SRT rescue practice of a caver stuck mid rope | May be dangerously unable to estimate own competence in such a task. May have difficulty in completing the task successfully without a lot of help from the "casualty". May be very time consuming and require several attempts.  | Will be able to demonstrate fluently a quick, effective and appropriate rescue. Will have a range of techniques to deal with different situations. Should be competent to teach self-rescue techniques to interested cavers. Should be able to put across a clear case for sound judgement in tackling rescue scenarios.                       |
| Training SRT novices                          | May have a limited range of coaching strategies with little technical knowledge to underpin training. Might omit some key safety techniques and offer unrealistic training progressions. Might have difficulty diagnosing competence of novices prior to first underground trip. Might make poor choices of first venues for SRT. | Will have a wide range of coaching strategies. Will have a good technical knowledge to underpin methods and techniques coached. Can identify suitable learning objectives and appropriate progressions for novices. Will be able to accurately diagnose competence of SRT novices and make sound judgment in choice of first underground trip. |

#### **6.4.4 MODULE 1 EXTENDED CAVING DAY CHECK LIST**

Note that checks of equipment, weather and flooding, conservation and access are made in all modules involving practical work in caves.

#### **OUTLINE**

##### **Written Paper**

Weather and flooding, emergency situations.

##### **Practical**

Surface navigation techniques.

Extended caving trip to cover survey interpretation, causes and effects of flooding, geology and cave formation, cave hazards, emergency rope work. Check of emergency and survival measures, dealing with incidents.

#### **CHECK LIST**

##### **1. PRE-TRIP AND SURFACE CHECKS**

- Weather / Flooding
- Weather forecast and sources
- Stream levels (present and anticipated)
- Run-off conditions
- Effects of bad weather - surface
- Clothing for the surface
- Access
- Access procedures, public relations with landowners / other users.
- Site status (SSSI, RIGS)
- Regional Caving Council access arrangements (general knowledge of).
- Country Code awareness conservation- surface
- Surface Navigation and Trip Organisation
- Navigation - Surface strategies for poor visibility
- Grid references, Scales, Bearings, Distances by timing, Distances by pacing
- Destination notes, Cancellation of destination
- Cave Rescue call out procedure
- Interpretation of Guidebook / Survey / topo information
- Underground Gear check
- Clothing and personal equipment check
- Underground gear - rope / krab / sling / etc.
- Emergency Equipment (appropriate for the trip)

##### **2. UNDERGROUND CHECKS**

- Conservation
- Vulnerability assessment of speleothems / deposits
- Practical conservation measures and actions during the trip
- General knowledge e.g. Regional & National Cave Conservation strategies, cave conservation and management plans
- Risk assessment of Underground Hazards
- Squeezes
- Unstable areas / boulder chokes
- Force of streams
- Pollution
- Weil's disease
- Radon gas
- Loose slippery rocks
- Holes
- Deep water
- Low airspace passages
- Free-diveable sumps
- Awareness of flooding
- Evidence / speed of flooding
- Fixed aids, Digging / shoring activities.
- Survey / guide book interpretation:

Symbols  
 Underground interpretation  
 Effective route finding  
 Cave Environment  
 Basic surface geology  
 Bedding/joints/faults  
 Passage development with regard to above rock types and geological structures  
 Cave development - phreatic and vadose  
 Cave deposits & sediments  
 Temperatures / draughts  
 Flora and fauna  
 Formations  
 Technical Skills  
 Handlines / position of leader  
 Unprotected climbs - position of leader  
 Suitable knots / belay points  
 Emergency lifeline: rope only - stance / direct belaying (rock anchors)  
 Italian hitch  
 Climbing calls  
 Assisted handline  
 Hoist  
 Improvised harness - rope only / other (slings & krabs)  
 Accident / Emergency Procedures  
 Emergency bivouac skills and equipment  
 Incident organisation  
 Rescue call out strategy  
 Hypothermia: Awareness, Treatment / action  
 Light failure  
 Cancellation of destination & overdue problems  
 Cave Rescue call out procedure  
 Difficulty of rescue (discuss)  
 Statistics / common rescue incidents  
 Leadership / judgment: General  
 Following an incident

*The Trainer /Assessor is encouraged to make a record of evidence and his / her judgement against the above items as evidence of his / her recommendation on assessment.*

#### **6.4.5 MODULE 2 VERTICAL CAVING SKILLS (Day 1) SURFACE CHECK**

##### **OUTLINE**

##### **Written Paper**

Use and technical specification of ropes, fall factors, personal equipment for SRT, abseiling, self-lining and lowering.

##### **Practical**

Surface check of personal SRT skills, belaying, knots, improvised techniques, self rescue skills for SRT and, self lining and lowering.

##### **CHECK LIST**

1. Describe packing rope for both use and storage. Explain importance of stopper knots in bagged ropes.
2. The following knots should be demonstrated and their applications/limitations explained at some time during the assessment:

|                                  |   |
|----------------------------------|---|
| Fig 8 loop                       | Overhand loop (including double overhand) |
| Bowline                          | Double bowline                            |
| Triple Fig 8 (for joining ropes) | Double fisherman's / Barrel knot          |
| Fig 8 on the bight               | Bowline on the bight                      |
| Alpine / Cavers' Butterfly       | Double blood knot                         |

Fig 9 loop  
Triple bowline  
Thompson Knot  
Prusik knots

Clove Hitch  
Tape knot  
Italian hitch (including locking version)

3. Emergency Rope skills. Waist belaying with and without anchors. Direct belaying using rock anchors (no krabs).
4. Use and limitations of handlines. Check use of assisted (2:1) handline / lifeline for protecting descent and ascent with use of friction / directional karabiner.
5. Demonstrate the following and explain the logic behind both techniques and items of equipment:
  - a) Personal vertical equipment with appropriate lengths for safety cords / cowstails and foot loops.
  - b) Standard SRT personal progression techniques:
    - Use of cowstails for protection and to test an abseil device.
    - Changeover down to up
    - Pass rebelay down
    - Pass deviation down
    - Pass knot down
    - Down (reverse) prusik
    - Changeover up to down
    - Pass rebelay up
    - Pass deviation up
    - Pass knot up
    - Negotiate an aid traverse
  - c) Show ability to vary friction with a descender to suit 11mm / muddy ropes as well as new 9mm ropes.
6. Improvised SRT
  - a) Demonstrate 2 methods to continue ascending following failure of a foot ascender in mid pitch.
  - b) Demonstrate 2 methods of continuing ascending following failure of body ascender in mid pitch.
  - c) How can a slipping ascender be improved?
  - d) Improvised abseiling and locking off.
  - e) Prusiking using knots with cord and tape.
7. Demonstrate belaying / lifelining with a safety rope, using the following, giving the pros and cons of each method:
  - a) Italian hitch
  - b) Autolock descender (e.g. Stop)
  - c) Pulley / jammers
  - d) Self-locking belay devices in common use by climbers (e.g. Grigri).
  - e) Other relevant method(s).

In each case hold a fall, lock off and release.

Demonstrate how each system may be converted to a haul, and how a pulley /jammer may be converted to a lower.

Holding falling cavers on double lifeline - with and without suitable anchor points.

8. Describe appropriate methods for lowering and also immediate hoisting to deal with all contingencies including abseiler suspended by lamp cable snagged on a rock protrusion on a pitch.
9. Demonstrate an effective method of self-lining up a ladder climb and deal with contingencies such as ladder failure.

10.

- a) Demonstrate safe methods of rigging and group organisation for a pull-through abseil trip.
- b) Demonstrate rope retrieval systems for pull-through trips.
- c) Describe common problems associated with pull-throughs.

11 Rescue

Explain the significance of "Suspension trauma." Demonstrate / explain the most useful techniques giving the pros and cons of the following. Describe the contexts in which each of the tasks below might be either a) sound b) unsound judgment. (Note tasks b) - f) have a casualty stuck mid rope.)

- a) Haul systems to evacuate a casualty up a pitch (casualty not already attached to the rope)
  - (i) Mechanical advantage system
  - (ii) Counter balance
- b) Pitch head lower, using spare rope.
- c) "Snatch" rescue (abseil off with casualty using spare rope) quickly releasing casualty from his / her rope or cutting casualty's rope). Speed and effectiveness in this task is viewed as a critical area of competence for the candidate. The ability to abseil with a casualty past rebelay and deviations is necessary.
- d) Demonstrate pitch-head hoisting principles with and without a spare rope using 2 different methods.
- e) Mid-rope lower, using spare rope.
- f) Mid-rope rescues (no spare rope), rescuer abseils off with casualty:
  - (i) Using dead lift or using MAO system - foot loop / pulley
  - (ii) Using counter balance / mechanical advantage system
- g) Demonstrate / explain techniques for the evacuation of a casualty along straightforward and more technical traverses.

*The Trainer / Assessor is encouraged to make a record of evidence and his / her judgement against the above items as evidence of his / her recommendation on assessment.*

#### **6.4.6 MODULE 2 VERTICAL CAVING SKILLS (Day 2) RIGGING IN VERTICAL SYSTEMS CHECK LIST**

Note that checks of equipment, weather and flooding, conservation and access are made in all Modules involving practical work in caves.

#### **OUTLINE**

##### **Written Paper**

Principles of rigging for SRT and ladder, abseil and "Pull through" techniques. Choice and use of appropriate vertical caving equipment for these techniques.

##### **Practical**

Rigging for SRT in a classic vertical system, SRT self-rescue incident, rigging for ladder (SRT for the leader, one pitch only).

#### **CHECK LIST**

##### **1. THEORY**

General rigging principles:

for SRT

for lifelined abseiling

for abseil pull through trips

Working loads, impact forces, loads on anchors and effect of failure of an individual anchor.

Principles of loading anchors

Bolt anchors / hangers: Placements, assessing suitability of, strength and properties.

##### **2. PRE-TRIP AND SURFACE CHECKS**

Weather / flooding

Weather forecast and sources

Stream levels (present and anticipated)

Run off conditions  
Effects of bad weather - surface  
Clothing for the surface  
Access  
Access procedures, public relations with landowners / other users  
Regional Caving Council access arrangements (general knowledge)  
Country Code awareness conservation - surface  
Surface Navigation and trip organisation  
Navigation - Surface strategies for poor visibility  
Grid references, Scales, Bearings, Distances by timing, Distances by pacing  
Destination notes, Cancellation of destination  
Cave Rescue call out procedure  
Interpretation of Guidebook / Survey / topo information, route selection  
Underground Gear check  
Clothing and personal equipment check  
Underground gear - rope / krab / sling / etc.  
Emergency Equipment (appropriate for the trip)

### **3. UNDERGROUND CHECKS**

Conservation  
Practical conservation measures and actions during the trip  
Practical rigging  
Effective rigging for SRT allowing for ease and safety of progression for others.  
Installation of traverse lines, rebelay (single & twin bolt) and deviations  
Rigger protection  
Traverse lines for aid and protection.  
Use of natural anchors  
Use of multiple or shared anchors  
Use of "Y" anchors  
Hangers - choice and correct usage  
Alignment of these  
Checking and using self-drilling, expansion and resin anchors  
Tightening bolts  
Use of slings (rope or tape)  
Use of krabs / maillons  
Ability to deal effectively with an SRT incident (with & without spare rope)

*The Trainer /Assessor is encouraged to make a record of evidence and his / her judgement against the above items as evidence of his /her recommendation on assessment*

#### **6.4.7 MODULE 3 CAVER COACHING (2 DAYS) CHECK LIST**

Note that checks of equipment, weather and flooding, conservation and access are made in all Modules involving practical work in caves.

#### **OUTLINE**

##### **Written Paper and Course Preparation**

SRT coaching progressions, optimising safety, avoiding and dealing with problems. Preparation of appropriate information pack for the course including clothing and personal equipment, practical arrangements and outline programme for the Module.

##### **Practical**

The candidate is to design and run a 2-day vertical skills course for a group of adult cavers. The group (min 3, max 5) must have some prior caving experience; the candidate is required to extend the group's caving skills accordingly (e.g. general caving skills, SRT progression, pitch rigging, etc). The following components must be present: surface training or skills check in SRT progression, a minimum of 4 hours spent underground during the 2 days, use of a multi-pitch venue (at least 3 pitches), cave flooding and weather awareness briefing to the group. Information to enhance understanding and care of cave environment and access briefings essential. Use of assistant at discretion of candidate.

## CHECK LIST

### 1. GENERAL CHECK LIST

- Suitability of outline programme
- Pre-course information pack; clothing and equipment, practical arrangements, insurance, Risk information
- Evaluation of client competencies during surface and underground practicals
- Effectiveness of coaching style/s
- Use of feedback from individual clients
- Appropriateness of skills coached and training progression
- Use of suitable venues
- Suitability of clothing and personal equipment of group
- Suitability of vertical equipment
- Leadership style / rapport / sensitivity to group
- Effectiveness of group management / supervision, control and safety above and below ground
- Effectiveness of coaching in theory areas as appropriate
- Effectiveness of input with regard to education about the cave environment / conservation / access / weather / history / etc.
- Ability to distinguish between rigging and supervisory roles underground
- Effective and appropriate use of any assistant leader(s)
- Appropriate emergency kit
- Destination / rescue call-out arrangements

### 2. PRE-TRIP AND SURFACE CHECKS FOR CAVING SESSIONS

- (Information / input on these areas to client group as appropriate)
- Weather / flooding
- Weather forecast and sources
- Stream levels (present and anticipated)
- Run off conditions
- Effects of bad weather - surface
- Clothing for the surface
- Access
- Access procedures, public relations with landowners / other users.
- Regional Caving Council access arrangements (general knowledge)
- Country Code awareness conservation - surface
- Surface Navigation and trip organisation
- Navigation - Surface Suitable strategies (including return in poor visibility)
- Destination notes, Cancellation of destination
- Cave Rescue call out procedure
- Interpretation of Guidebook / Survey / topo information
- Underground Gear check
- Clothing and personal equipment check
- Ropes and rigging gear check
- Emergency Equipment (appropriate for the trip)
- Conservation
- Vulnerability assessment of speleothems / deposits
- Group management / guidance to achieve exemplary standards
- Practical conservation measures and actions during the trip
- General knowledge e.g. Regional & National Cave Conservation strategies

*The Trainer / Assessor is encouraged to make a record of evidence and his / her judgement against the above items as evidence of his /her recommendation on assessment*

### 6.4.8 Module 4 Optional Mines Module

Note that checks of equipment, weather and flooding, conservation and access are made in this Mines Module.

## OUTLINE

**Written Paper on regional variations of mining techniques, mining hazards, mineralisation and mineralogy**



## Checklist

- Conservation
- Archaeology
- History
- Geology
- Bats
- Other wildlife
- Access and Law
- Land and mine ownership

### Application of legislation

- History
- Minerals obtained
- General working methods
- Surface mining hazards
- Open shafts and stopes Unstable spoil heaps Wheel pits
- Disused buildings and machinery Slime dams
- Underground mining hazards
- Unsafe entrances
- Bad ground
- Roof supports
- Stacked deads and pack walls
- Stopes
- Hoppers
- False floors
- Shaft tops
- Flooded shafts
- Submerged obstacles
- Stemples, ladders and staging
- Old machinery and pipework
- Explosives and detonators
- Mine gases
- Radon
- Poor ventilation
- Technical skills
- Underground navigation (mine plans are often more difficult to use than cave surveys)

## 6.4.9 HOME RESEARCH PAPER EXAMPLES

The following questions are examples of those that may be given in a Home Research Paper for the different modules of the Cave Instructor Certificate Assessment.

### Module 1

Describe in some detail how the natural features found in sedimentary rocks can influence cave development.

What are the factors that can influence air circulation through a cave system?

Explain with examples from different caving regions the potential flooding characteristics of: -

- A swallet/stream sink cave system containing mainly vadose passages fed by an allogenic streamway.
- A resurgence cave system fed by autogenic drainage in a limestone area.

Explain why different ground conditions in a cave's catchment area (eg vegetation, soils, land use and geology) can affect run-off and flooding. Give examples from different caving areas in the UK.

## Module 2

Explain the pros and cons including the correct use and possible misuse of the following bolts and hangers: -

- a) 8mm SD anchor with simple bend hanger (e.g. Petzl Coudée)
- b) 8mm SD anchor with twisted plate hanger (e.g. Petzl Vrillée)
- c) 8mm SD anchor with ring hanger (e.g. Camp/Raumer)
- d) Petzl P38 Longlife expansion bolt with Cœur hanger
- e) Petzl Collinox resin/stainless anchor
- f) DMM "ECO" resin/stainless anchor

What are the loads on the side arms of a Y hang with the following contained angles when 100kg is attached below?

- a) 90 degrees, b) 120 degrees c) 150 degrees?

Explain fall factors 0.3, 1.0 and 2.0 drops and their typical impact forces with low-stretch rope.

What considerations should be made when rigging rebelay and deviations at various positions on a 20m pitch?

## Module 3

How can a coach best find out the needs of their clients?

"It is most desirable to coach so that things are adaptable and transferable". What do you understand by this statement?

The CIC is the only professional award that allows people to introduce SRT to clients. If you had a group of four novice SRT cavers, what progressions would you go through in introducing it?

### **6.4.10 TRAINER ASSESSOR AGREEMENT**

#### **BCA APPROVED TRAINER/ASSESSOR AGREEMENT**

Prior to the beginning of each year British Caving Association (BCA) Trainer / Assessors for the Local Cave & Mine Leader Assessment (LCMLA) and the Cave Instructor Certificate (CIC) schemes will be invited to renew their accreditation for the period 1st January until 31st December. Letters requesting the annual Trainer/ Assessor fee will be issued in December with payment required before 31 January. In paying the annual fee, Trainer/Assessors agree to fulfil their responsibilities to the following criteria:

- To ensure that all training courses and assessments are conducted strictly in accordance with the criteria set out in the LCMLA or CIC Scheme Syllabus and Handbook.
- To supply to the Training Administrator a Course Report in the form of a Section 4B Training & Assessment Record on any and all courses (training and assessments) operated by themselves or under their direction, as soon as possible after completion of the relevant course or at the latest within 30 days of its completion.
- To ensure the appropriate completion and return of all candidates' logbooks, training and assessment records to the candidate as soon as possible and submit copies as required to the Training Administrator.
- To maintain the 'current' status of the BCA award (CIC or, in special cases, LCMLA) that bestows on them their Trainer/Assessor status by attending a workshop every three years.
- The responsibility for the relevant public liability insurance in respect of their role as a CIC or LCMLA Trainer/Assessor lies with the Trainer/Assessor.
- To actively uphold the ethos of both schemes. Failure to work within the remit of either scheme could lead to a loss of status for the TA.

- The TA Agreement is a 3-year agreement, which is renewable as long as all procedures are adhered to.

**In the case of an LCMLA Trainer/Assessor:**

- To attend an LCMLA Trainer/Assessor workshop at least once every three years.
- To attend at least one LCMLA Area Panel meeting for each of their local areas each year.

**In the case of a CIC Trainer/Assessor:**

To take an active role in the work of the CIC Panel.

# PART 7

## COMMUNICATIONS DIRECTORY

### 7.1 CONTACTS

Please refer to the BCA website for current contact information - [www.british-caving.org.uk](http://www.british-caving.org.uk)

### 7.2 FEES

These are the fees charged by the British Caving Association for administration at April 2012 (please check with the Training Administrator for current charges).

The Trainer / Assessor will charge an additional fee for his/her work.

#### Registration with the BCA

|  |     |
|--|-----|
| LCMLA registration, LCMLA Handbook and logbook .....         | £45 |
| LCMLA/CIC combined registration, Handbooks and logbook ..... | £55 |
| CIC upgrade from LCMLA Scheme .....                          | £25 |

#### Application for exemption

|  |     |
|--|-----|
| Application for exemption from a training course (CIC & LCMLA) .....   | £30 |
| Application for exemption from an assessment module (per module) ..... | £30 |

#### Issue of a new Section 5 LCMLA Award page for:

|  |     |
|--|-----|
| Additional cave and/or mine sites .....                              | £20 |
| Transfer award to include cave and/or mine sites in new region ..... | £20 |
| Upgrading to include Leader's SRT skills .....                       | £20 |

#### Trainer / Assessor Annual Registration Fee

|   |     |
|---|-----|
| Prospective Trainer / Assessor annual registration fee for LCMLA Scheme ..... | £15 |
| Full Trainer / Assessor annual registration fee for LCMLA Scheme .....        | £35 |
| Trainer / Assessor annual registration fee for the CIC Scheme .....           | £35 |
| Trainer / Assessor annual registration fee for the CIC & LCMLA Schemes .....  | £50 |

#### Replacement logbook

|  |     |
|--|-----|
| Logbook binder and blank pages only .....              | £15 |
| Copy of CIC Certificate or Section 5 LCMLA Award ..... | £15 |
| Completed report pages only .....                      | £15 |
| Logbook binder including completed report page .....   | £20 |

**All Cheques/Postal Orders should be made payable to the BCA Training A/c and sent to the Training Administrator, see Part 7.1.4.**