

How to book onto a course

Register with scheme

All candidates wishing to book onto a training or assessment course must be registered with the LCMLA & CIC award scheme. Candidates need only register once, for which there is a one-off fee for both the Local Cave and Mine Leader Award and Cave Instructor Certificate schemes. To register;

- Click here: <https://britishcaving.justgo.com/> and sign up
- Click on "Membership" and purchase LCMLA/CIC Scheme Membership
- A video which walks candidates through the sign-up process available here: <https://youtu.be/jo9IuUmx5FY>

Register for a course

Courses are delivered by Trainer/Assessors following the award scheme syllabus. Trainer/Assessors must register all courses with the Qualification Management System (QMS), however in some cases may choose not to advertise the course publicly on the system.

Candidates can only book onto a course if the pre-requisites are met.

Book onto a course through the Qualification Management System

- Log onto the QMS: <https://britishcaving.justgo.com/>
- Find a course
 - Click on Events & Courses
 - Select course type then region
 - Select a course
 - Click "Add to cart" (note in most cases candidates are unable to book onto a course if they do not meet the pre-requisites)
 - **Follow the payment method, even though the payment will be zero, and complete the order**

Book onto a course direct with a Trainer/Assessor

If booking directly with a Trainer/Assessor, or for courses not advertised on the system, candidates will need to provide the following details (in the same format registered with the QMS) to the Trainer/Assessor so that they can add candidates to the course:

- First Name
- Last Name
- Membership Number (note this starts with ME)
- Date of Birth

In both cases, once booked onto a course the Trainer/Assessor will contact candidates with joining instructions, booking conditions and invoicing details.

Please be aware that Trainer/Assessors may remove candidates from a course if the Trainer/Assessors bookings terms and conditions are not met.

CIC Module 1 Assessment: Extended Caving Day

A one-day underground assessment based in a predominantly horizontal system, preferably one not well known to the candidate.

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.

Pre-requisites

Attended a CIC training course or have obtained exemption.

Completed both the 6-month consolidation and pre-assessment experience (see below) or obtained exemption. Completed the Vertical Cave Leader Award, 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.

Minimum age 18

Minimum 4 years logged caving experience

A wide and varied practical caving experience and knowledge is required. 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. 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. 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. 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.

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

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

A contact list of approved trainer / assessors will be sent to the candidate with the authorisation document, but this can also be found on the BCA web site. 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.

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.

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

Course Overview

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 1 Extended caving day 1 day, Module 2 Vertical caving skills 2 days and Module 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.

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. The written paper

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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.

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 for Module 1 is any cave providing a suitable extended, predominantly horizontal trip, preferably in a system not familiar to the candidate. The candidate is expected to provide the equipment required to rig the chosen location. 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. 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".

All CIC assessments have a ratio of 1 trainer to 1 candidate

Resources

Click here <https://british-caving.org.uk/our-work/training/leadership-awards/cic/> for the following resource documents;

- How To Print Your Certificate
- Caves & Karst Speleogenesis for CICs
- Coaching and CIC Holders (PDF)
- Coaching and CIC Holders (powerpoint)
- CIC: Pull Through Caving Techniques
- Cave & Mine Leader: Water Safety
- CIC Water Safety Panel Reports
- CIC Tyrolean Notes
- Radon Underground
- Union Internationale de Speleologies "Guidelines for Cave and Karts Protection"

Syllabus

The full checklist used by Trainer/Assessors which forms the syllabus for this award is provided below. Candidates should ensure they are familiar with all aspects of the checklist prior to booking an assessment.

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CIC module 1 – Extended Caving Day

Pre-trip checks and knowledge Weather and flood risk / Access / Conservation issues / Surface navigation / Destination notes / Call out procedure / Personal/Group equipment / Emergency equipment Underground Navigation Guidebook and survey interpretation / Route finding Technical Skills Unprotected climbs / Spotting Hand-lines / Position of leader Anchors / Knots / Assisted hand-lines Direct and Indirect belaying / Improvised harness / Hoists	Risk Assessment and underground hazards Loose, slippery rocks / Holes / Boulder chokes / Unstable areas / Water – Moving water, deep water, flooding, ducks and sumps Pollution / Weil's disease / Radon Fixed aids / Digs / Shoring Speleogenesis and Cave environment Limestone development – bedding, joints, etc. / Passage development - phreatic, vadose, breakdown / Cave deposits and sediments / Flora / Fauna / Temperatures / Draughts
Leadership Advanced guiding skills	Emergency procedures Incident management / Judgement / Call out procedures Hypothermia awareness / action plan

Other Comments

[Scoring Rationale Module 1](#)

Your next steps

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

On completion of module 1 you need to arrange a module 2 assessment within one month. The Assessor for this module is appointed by BCA administrator on a rotational basis.