

British Caving Association

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.azolve.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.azolve.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 3 Assessment: Caver Coaching

A two-day assessment at locations appropriate to training a group of mixed ability SRT cavers.

Pre-requisites

Have scored at least 7 from module 1 and 2 assessment.

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

Course Content

Once module 2 has been completed the candidate will liaise with the lead assessor to arrange a date and venue within a month for module 3.

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 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. This is a two-day assessment at venues chosen by the candidate offering suitable surface training facilities plus multi-pitch cave venues.

The group is generally provided by the Assessor and should consist of between 3 and 5 people of mixed SRT ability not including total SRT novices.

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

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 3 - Caver Coaching

<p>Logbook Experience in coaching</p> <p>Clothing and equipment instructor and group Clothing for the surface Suitability of group clothing Suitability of vertical equipment</p> <p>Effectiveness of coaching in theory areas Planning / Access / Regional councils / landowners / Country code / navigation / Weather forecasts / current / conditions / local knowledge / run off Destination / call out / cave rescue knowledge / Guidebook/survey/topo interpretation / Paperwork: programme, insurance, risk information, equipment needs, arrangements</p> <p>Group and individual safety and management Style / rapport/sensitivity / Group management / supervision / control and safety / Use of assistant / Conservation and vulnerability assessment / guidance to achieve exemplary standards</p>	<p>Appropriate emergency equipment Ropes and rigging gear check</p> <p>Advanced knowledge of caving techniques and equipment Theory input / delivery (including education re: cave environment, conservation, access, weather etc.)</p> <p>Prior assessment of clients Pre course questioning/ logged evidence? / During sessions</p> <p>Analytical Ability Surface checks / Underground sessions</p> <p>Quality of Coaching Effectiveness of coaching styles / use of a variety of styles / Appropriateness of skills coached and training progression / Suitability of venues / Suitability of programme</p> <p>Feedback to clients Use of feedback from clients / Appropriate feedback to clients</p> <p>Reviewing A review and action plan</p>
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Scoring Criteria

- [Module 1 Scoring Criteria](#)

Your next steps

To pass a CIC assessment a candidate must score 11 overall. If this is the case the lead assessor will complete paperwork for certification. 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. The candidate can retake one of the modules that they scored 3 in or the lead assessor can 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.

Once the CIC has been passed the candidate must continue to log experience ready for a CIC update workshop 3 years after assessment.

The award is valid for 3 years provided the candidate remains active and maintains a valid First Aid Certificate.