

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 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

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

British Caving Association

- 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.

Logbook Experience in coaching Pre Programme Prior assessment of clients/ pre course questioning/ client experience and logbooks/ medical info/ caving aims/ pre programme info provided to clients/ venue selection/ risk assessments/ insurance Surface venue Meets H&S standards/ appropriate for aims of the day/ welfare facilities/ classroom/ access to ITC/ appropriate SRT facilities Leader/venue provided equipment Meets required standards/ appropriately inspected and maintained/ fit for use/ appropriate for skills being coached Client Provided equipment Meets required standards/ appropriately inspected and maintained/ fit for use/ appropriate for skills being coached Group and individual safety and management Style / rapport/sensitivity / Group management / supervision / control and safety / Use of assistant / guidance to achieve exemplary standards	Appropriate emergency equipment Ropes and rigging gear check/ site procedures and emergency kit Advanced knowledge of caving techniques and equipment Theory input / delivery (including education re: cave environment, conservation, access, weather etc.) Analytical Ability Adaptivity of coaching/ assess client skills and needs/ adjustment of practice and activity 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/ coaching techniques/ activity levels/ skills development and progression/ adaptivity of session Feedback to clients Use of feedback from clients / Appropriate feedback to clients Reviewing A review and action plan/ establishing plan for day 2/ sharing of information/ establishment of equipment needed for day 2
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CIC module 3 - Caver Coaching – Underground Check

Prior Assessment of Clients Pre programme information gathered? Real knowledge based on day 1/ action plan based on day 1 Underground Venue Appropriate aims for the day/ appropriate for the conditions/	Appropriate emergency vertical equipment Ropes and rigging gear check Advanced knowledge of caving techniques and equipment
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appropriate for abilities and needs of clients based on day 1/ access/ risk assessments/ call out Clothing and equipment instructor and group Suitability of group clothing/ Suitability of vertical equipment/ application of improvements and advice from day 1 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 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/ dynamic risk assessing	Theory input / delivery (including education re: cave environment, conservation, access, weather etc.) Analytical Ability Surface check/ underground sessions/ Adaptivity of coaching/ assess client skills and needs/ adjustment of practice and activity Quality of Coaching Ability to build on day 1/ Application of skills from day 1/ Effectiveness of coaching styles / use of a variety of styles / Appropriateness of skills coached and training progression / Suitability of venues / Suitability of programme/ coaching techniques/ activity levels/ skills development and progression/ adaptivity of session Feedback to clients Use of feedback from clients / Appropriate feedback to clients Reviewing A review and action plan
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Other Comments

[Scoring Rationale Module 3 Surface](#)
[Scoring Rationale Module 3 Underground](#)

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.



British Caving Association

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.