

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.

Cave Instructor Certificate Training

The Cave Instructor Certificate (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

- Minimum age 18
- Hold the Vertical Cave Leader Award
- Hold the SRT for Leader Award
- Some experience of working with novices underground
- Experience/training in SRT self-rescue techniques

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.

Course Overview

The 35-hour CIC training course (minimum duration), with at least 8 hours underground, 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 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.

The ratio for CIC training is 1 Trainer to 4 candidates.

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

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- CIC Water Safety Panel Reports
- CIC Tyrolean Notes
- Radon Underground
- Union Internationale de Speleologies "Guidelines for Cave and Karts Protection"

Syllabus

Training courses will have some elements of personal skill development, however, will primarily focus on leadership skills and techniques appropriate for leading groups with the remit of this award.

An outline of the assessment criteria is below.

A training course will cover the key areas of this criteria with a tailored focus on areas candidates typically have difficulty with, or highlight. QMC have prepared some resources that may support a candidate, links to these are available below. Trainer/Assessors may offer resources and guidance for a candidate to help further their knowledge however candidates are encouraged to familiarize themselves with the syllabus prior to attending a training course so they can identify areas they are unfamiliar with and address these during the training course.

The assessment checklists for the three modules are available here.

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	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
Underground Navigation Guidebook and survey interpretation / Route finding	Speleogenesis and Cave environment Limestone development – bedding, joints, etc. / Passage development - phreatic, vadose, breakdown / Cave deposits and sediments / Flora / Fauna / Temperatures / Draughts
Technical Skills Unprotected climbs / Spotting Hand-lines / Position of leader Anchors / Knots / Assisted hand-lines Direct and Indirect belaying / Improvised harness / Hoists	
Leadership Advanced guiding skills	Emergency procedures Incident management / Judgement / Call out procedures Hypothermia awareness / action plan

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CIC module 2 - Vertical skills – surface check

Personal SRT kit Fit for purpose Knots Figure 8 – loop/on the bight / Overhand / Figure 9 / Bowline / Bowline on the bight / Alpine/caver's butterfly / Double fisherman's / Capuchin / Clove hitch / Tape knot / Italian Hitch / Prusik knots Personal SRT skills Ascending / Descending – vary friction / Reverse prussik / Mid rope changeover – up/down / Deviations / Rebelay / Pass knot – up/down / Negotiate aid traverse Improvised SRT Failed hand jammer / Failed chest jammer / Improvised abseil	Pull through Set up / Group management / Rope retrieval Belaying ladder pitches <i>(only to be assessed where candidates have been given LCMLA level 2 exemption)</i> Demonstrate various belay methods / Release each under load / Convert to haul / Incident management SRT rescue <i>(Scenario based)</i> Haul systems – used to assist casualty / Pitch Head lower – spare rope / Mid rope lower / Mid rope rescue / Snatch rescue – with and without spare rope / Pitch head hoist Ability to abseil past rebelay / Traverse evacuation
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CIC module 2 - Vertical skills – Underground

General Surface Navigation Access and Conservation Weather and Flooding Underground Navigation Personal SRT skills Pull through Set up / Group management / Rope retrieval	Underground Rigging Rigger protection / Traverse lines / Choice of anchors – natural, resin and spits / Choice of hangers / Choice of knots / Sharing anchors / Alignment of forces / Rigging for novices and peers / Rebelay – single and double bolts / Deviations Incident management Scenario based – with and without spare rope
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CIC module 3 - Caver Coaching

Logbook Experience in coaching Clothing and equipment instructor and group Clothing for the surface Suitability of group clothing Suitability of vertical equipment 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	Appropriate emergency equipment Ropes and rigging gear check Advanced knowledge of caving techniques and equipment Theory input / delivery (including education re: cave environment, conservation, access, weather etc.) Prior assessment of clients Pre course questioning/ logged evidence? / During sessions Analytical Ability Surface checks / Underground sessions 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 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 1](#)
- [Scoring Rationale Module 2 Surface](#)
- [Scoring Rationale Module 2 Underground](#)
- [Scoring Rationale Module 3 Surface](#)
- [Scoring Rationale Module 3 Underground](#)
- [Scoring Rationale Module 4](#)

Exemption From Training

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 by contacting BCA Training Administrator. 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.

Your next steps

Once a candidate has satisfied themselves that they are ready to be assessed for this award they need to apply to begin their CIC assessment via the BCA Training Administrator

- Log into the Candidate Management System
- Under CIC Assessments click on the "CIC Request to start assessment" course
- Book onto the course in the usual way to receive an application pack
- Return the completed form within 14 days to the Training Administrator
- A Candidates application will be reviewed by the CIC panel and candidate advised on how to proceed.

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.

A Vertical Cave Leader or CIC may be trained and assessed in the Tyrolean module