

# British Caving Association

## How to book onto a course

### Register for a course

Update Workshops must be booked directly through the Qualification Management System.

### Book onto a course through the Qualification Management System

- Ensure you have the minimum pre-requisite log book experience prior to booking a place on this course (see below)
- Log onto the QMS: <https://britishcaving.azolve.com/>
- Find a course
  - Click on Events & Courses
  - Click on "CIC Update Workshops"
  - Select a course and click "Add to cart"
  - **Follow the payment method**

### Experience Summary

Having booked onto a course forward a summary of your logbook experience to the lead Trainer/Assessor together with any medical or other considerations. A summary form is provided at the end of this document. A Word version is available to download from the BCA website by [clicking here](#)

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## CIC Update Workshop

The objectives of update workshops 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 and enable the CIC Panel to gain feedback from CIC holders on the operation of the CIC Scheme.

### Pre-requisites

Workshops are aimed at current award holders. For an award to stay valid, attendance is required every 3 years before the previous certificate expires. The new valid until date will be 3 years from the date of the update workshop.

Candidates must ensure they have evidenced the minimum pre-requisites experience (see below) to attend this workshop *prior* to booking a place. Those who are unsure if they satisfy the pre-requisite experience should contact the CIC panel via the training administrator ([trainadmin@british-caving.org.uk](mailto:trainadmin@british-caving.org.uk)) who will be able to advise you further.

The CIC holder should indicate on the application form whether or not they hold the mines module or Mine Leader Award and wish that to be updated too.

As a minimum, candidates must have, experience of 20 caving/mine exploration days per year (i.e. an aggregate of 60 days over the previous three-year period). This minimum experience must reflect a healthy mix of; personal caving in a range and diversity of venues, novice caving instruction and 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.

Prior to attending the workshop candidates are required to complete the attached form summarizing their experience, any medical or other considerations and requests for topics to cover during the workshop. This form must be sent to the Trainer/Assessor delivering the workshop at least 2 weeks before the start date. Candidates must bring an up to date log of their experience to the Update Workshop.

**Local Mine Leader Award:** If a CIC also holds a Mine Leader from an area other than that in which they are updating, they must contact a Trainer/Assessor from that area to agree that those sites may be included on the new certificate. The workshop director will ask to see evidence that this has been done.

**CIC Mines Module Holder:** If a CIC holds the CIC mines module a CIC mines module TA must approve the relevant experience is sufficient to maintain the qualification.

### Course Overview

- One day workshop which will be partly classroom based, but may also have a practical element.

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- Ratios: Maximum of 1:10, this may be reduced depending on the venue and programme for the day. EG it would be no more than 1:6 if going underground for part of the day.
- Candidates are expected to take a full and active part in the day and may be required to prepare a short presentation to share, on the day.

## Syllabus

The syllabus for an update is bespoke but will include

- Updates on the scheme from QMC and CIC panel
- Short presentations by attendees
- Practical workshop based on current techniques/equipment

## Your next steps

Each attendee will receive an action plan. This may be just to continue with the same experiences or there may be a particular area to concentrate on. If there is an area of concern this may be highlighted on the new certificate.

## Alternative ways to update/reset the clock

Completing assessment for the CIC Mines Module will also update the CIC award.

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## CIC Update Workshop Experience Summary

This form must be completed and forwarded to the Trainer/Assessor delivering your update workshop **at least 2 weeks prior to the course**. Please include a recent download of your qualification certificate(s). **Don't forget to take your logbook to your workshop**

Name:

ME Number:

Qualification to update\*:

\* Candidates should note the qualification they wish to update here, candidates may choose to downgrade their qualification if they feel their experience isn't sufficient.

## Personal Exploration over the last 3 years

Personal cave/mine days total:

Number of different cave/mine regions visited:

**Summary** (e.g 13 trips to Yorks Dales, 4 days County Clare, 6 days Mendips, 5 extended days in Picos de Europa) NB a typical caving trip may involve 2 to 4 hours underground. Extended caving days eg during expeditions/long surveying trips, can be used to count as pro rata additional days.

## Novice Instruction over the last 3 years

Novice cave/mine days total:

**Summary** (e.g 20 introductory trips to Porth yr Ogof, 8 to Eglwys Faen, 4 vertical trips in Wills Hole)

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## More Technical Instruction over the last 3 years

Technical cave/mine days total:

**Summary** (e.g SRT coaching in Pwll Dwfn, navigation coaching in Easegill system)

Any other supporting evidence (e.g. involvement in Cave Rescue, Cave Research etc)

**Please describe any special topics that you wish to be included in the workshop to update/ extend your skills or knowledge:**

**Please give details of any relevant disabilities or medical conditions:**

**Any other information you feel appropriate to pass onto your Trainer/Assessor:**

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