

# British Caving Association

## LCMLA Vertical Leader Update Via CIC Training Experience Summary

Cave and/or Mine Leaders may update their current qualifications if attending a CIC Training course provided the appropriate pre-requisites are met and evidenced prior to the course.

### Pre-requisites

Candidates are expected to evidence their continued cave/mine exploration experience with the following minimum level of experience to maintain their award:

- 30 trips leading groups in caves/mines reflecting a cross section of the difficulty of the caves/mines on the candidate's list
- 10 different personal exploration trips, of which 5 must be quality days. These may be repeats of trips done in the previous 5 year period. Some of the personal trips may be above the candidate's level of qualification.

A **quality trip** should satisfy at least 4 of the following criteria

1. Exploration of a new route or cave/mine (new to the candidate that is),
2. Incorporates at least 4 to 5 hours of underground exploration.
3. An experience that develops an individual's cave/mine exploration knowledge, skills and awareness.
4. Incorporates cave/mine exploration skills above the level of the remit of the award.
5. Of the candidate's own making i.e. the candidate is to lead the trip, or it is one done with peers and not led by an external source.
6. Involves the application of vertical skills, digging or exploration.
7. Exploration of cave/mine systems with a streamway that responds to rainfall.

**Out of area sites:** If a candidate wishes to add or update caves/mines from an area other than that in which the CIC Training is taking place, they must contact a Trainer/Assessor from that area (or areas) to agree that those sites may be included on the new certificate. The Trainer/Assessor delivering the CIC training will require evidence that this has been done.

Candidates should forward the following information to the Trainer/Assessor delivering the CIC Training at least **2 weeks prior** to the course taking place.

- Experience summary sheet (below)
- Copies of current valid award certificates
- Support from regional Trainer/Assessor for out of region sites (if applicable)

Candidates must bring their logbooks to their training course so Trainer/Assessors can confirm all pre-requisites can be checked and sign this form. On completion of the training course candidates must manually add the **LCMLA Vertical Leader Update Via CIC Training** credential to their profile to update their qualification with a copy of this form as evidence. This will be cross checked by the BCA's training administrator before authorising.

# British Caving Association

## LCMLA Vertical Leader Update via CIC Training Experience Summary

This form must be completed and forwarded to the Trainer/Assessor delivering your CIC Training course **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 course.**

<b>Name:</b>		<b>ME Number:</b>	
<b>Training Course Date:</b>			
<b>Qualification to update:</b>			

## Experience resumé over last 5 years

<b>Personal cave/mine days total:</b>		<b>Number of different cave/mine regions visited:</b>	
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## Personal Exploration Summary:

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## Leadership Experience Summary

Venues Used	Number of Trips	Group Type (e.g. adult/school group)	Type of trip (e.g. vertical/advanced)

## Quality Trips

Please use the table above (page 2) to define 5 trips within the last 5 years that qualify as a quality trip

No	Venue	Criteria No.	Criteria No.	Criteria No.	Criteria No.
1					
2					
3					
4					
5					

Trainer/Assessor signature confirming logbook and other supporting evidence is satisfactory for the candidate named above to update their award

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A Word version is available to download from the BCA website by [clicking here](#)

Updated 25/10/2022 Page 2 of 3

# British Caving Association

## Notes for Trainer/Assessors

Candidates are expected to provide this completed form at least 2 weeks prior to the course, together with a copy of their qualification with site list to be eligible to have their current LCMLA Vertical leader qualification updated through attendance of the CIC Training.

Candidates are expected to take a full and active role in the training course.

Provided the candidate has satisfied the pre-requisite experienced and (if appropriate) gathered support from T/As from other regions for their site list the T/A delivering the CIC Training should check the site lists on the QMS, add any additional sites as appropriate, and write a short note in the next available update workshop feedback box on a candidate's profile indicating they've met the requirements to update their award.

T/As should then sign the Experience Summary form and return it to the candidate who must manually add the LCMLA Vertical leader Update via CIC training credential to their profile using this form as supporting evidence.

## How to add the LCMLA Vertical Leader Update via CIC training credential

- Ensure this form is complete and signed (note this will be checked by the BCA's training administrator prior to authorising the credential)
- Log onto the QMS (<https://britishcaving.justgo.com/>)
- On the top of the screen click "My Profile"
- Click the "CREDENTIALS" icon
- Click "+ Add Credentials"
- Locate the "LCMLA Vertical Leader Update via CIC training" credential and tick the box to the right of the credential title
- Click Next
- Enter the name of the Trainer/Assessor who delivered your CIC training, and the last date of the course (note the Expiry Date field will be filled in automatically) and click Next
- Upload a copy of the signed Experience form (note if you do not have a scanner a photo of the form, e.g. taken from your phone provided it can be read would be suitable) by clicking the "Upload" icon
- Click Finish to submit

You'll receive an automated email (within a few minutes) to confirm the credentials been uploaded, and another once the credential has been approved by the BCA's Training Administrator (note this can take up to 14 days).

Your qualification will be valid for a further 5 years.

