

## Minutes of the CIC Panel meeting 10/9/10

1. Present: TP,GM,CR,NB,NA,RH,DM, TR(ACI observer)
2. Apologies: TF, PB,JPS
3. Previous minutes: proposed accurate NB
4. Matters arising:
  1. Deep water notes of CR – these can be included on the new DVD along with the new CIC syllabus when completed.
  6. Action plans for CIC modules at end of training course – NB to sort out guidelines.
  7. Thanks to TR for information from BMC regarding expert witness. Could we go along a similar route and use BMC training course? OIt was discussed as to whether or not BCA should pay for this training for a number of CIC Panel. Would it be appropriate for people on this panel to put themselves forward? It was thought that the BCA Executive would not fund this (GM). It was thought that if a person paid for the course themselves they would be able to recoup the money from fees the charged. It was thought that BCA could perhaps hold a list of people who were willing to act as expert witness. Do we need some guidelines for CICs to read through before offering their witness. Is an ACI workshop a suitable venue for delivering a course of this nature. NB will email CIC Panel members with the document obtained from BMC.
  8. Shared calendar. This has been proposed to GM and Mary Wilde. NB to follow up.
  9. CIC revalidations. 04/12/10 TF, RH 05/02/11.
5. CIC assessment process. NB and PB have done an assessment under the new format. Module 1 was good but there was a deferment made on module 2 which has since been addressed. The candidate has now completed module 3 and been awarded their CIC.

It was originally agreed that the lead assessor would do modules 1 and 3, the second assessor would do module 2. At the end of module 2 the two assessors must communicate so that a decision can be made about progressing to module 3 or making a deferment. An action plan needs to be given at the end of each module which can be carried forwards to the next module.

There still appears to be an issue of how to defer/fail someone if they are borderline. Candidates do not pass a module as previously. They can fail it, be deferred or progress to the next module. The final outcome of the assessment process will be announced at the end of module 3.

It was felt that we need a 1,2,3,4,or 5 scoring for each module. Progression to the next module is only allowed with a score of >2. A score of 2 or less was a deferment or fail.

Summary scoring for each module.  
5 outstanding

- 4 Good
- 3 Barely adequate
- 2 Defer
- 1 Fail

6. Structure of CIC Panel. NB proposed the Panel be reduced to a smaller number made up of Chair, Training Officer plus three Trainer Assessors elected from all the CIC Trainer Assessors. The consensus of opinion was to keep things as they are but if there was a particular job to be done a small group could be set up to speed up the process and feed back to the rest for their views. If views were not fed back by a set date, then proposals would automatically go through.

7. CIC revalidations. There are 15 CICs who are either out of date or who do not have a "valid until" date on their award. The particular details of this will be sorted out by NB and Mary Wilde.

There are 76 current CICs who are either within their first three years of the award or who have revalidated.

5 people are part way through the assessment process.

47 people have trained but not started the assessment process.

BCA will have to subsidise low attended CIC revalidations.

BCA is proposing to scrap the twelve month leeway period for revalidation purposes.

CIC revalidations. CIC Panel voted and removed the 12 months leeway period. This will be effective from September 2011.

BCA will subsidise revalidations if needed.

CIC Panel will give 3 revalidation dates per year. Notification of these dates will be given 12 months in advance. NB will produce a list up until 2015 including course directors names.

Local caving issues and expert witness advice should be part of revalidation workshop agendas.

Next meetings. 14/01/11, 06/05/11 and 09/09/11.