

# Cyclist Instructor Training Programme

## Booking Information sheet



The Royal Borough of Kingston (south west London) has developed an accredited training programme to develop professional Cyclist Instructors to the National Standard.

### The accreditation process

Instructors achieve provisional accreditation via a set course (4 days), followed by a development period where they deliver instruction to real trainees within their own organisation. During this period they are assessed over 2 sessions. This leads to full accreditation.

### The course

The course is highly practical and covers essential pre-requisites for instructors to develop the ability to teach National Standard outcomes to groups and individuals. They will learn effective teaching techniques while managing risk at multiple locations at Level 1, 2 & 3.

### Programme

Courses are held in suitable venues in the Kingston area. However, if you would like us to tailor a course to your requirements, please ask for details.

<b>Course 806</b>	October	Mon 13 October - Thu 16 October 2008
<b>Course 807</b>	November	Mon 18 November - Thu 21 November 2008
<b>Course 901</b>	January	Tue 27 - Fri 30 January 2009
<b>Course 902</b>	February	Mon 16 - Thu 19 February 2009
<b>Course 903</b>	March	Thu 12 - Fri 13, Mon 16 - Tue 17 March 2009
<b>Course 904</b>	May	Wed 6 - Thu 7, Wed 13 - Thu 14 May 2009
<b>Course 905</b>	June	Thu 25 - Fri 26, Mon 29 - Tue 30 June 2009
<b>Course 906</b>	August	Mon 3 - Thu 6 August 2009
<b>Course 907</b>	October	Mon 12 - Thu 15 October 2009
<b>Course 908</b>	November	Wed 18 - Thu 19, Wed 25 - Thu 26 November 2009

### Cost

The cost is **£550\*** per person. It includes

- 4-day course in Kingston with 2 qualified Instructor Trainers
- Refreshments + Lunch provided
- Course materials (Workbook, manual and model documentation)
- Full accreditation. Up to 6 hours of monitoring (To be booked within 6 months)
- Official certificate and CTC registration on the National Database

(\* We may charge additional costs for travelling and accommodation as required for monitoring your sessions beyond a 50 mile radius of Kingston).

You may be entitled to a bursary of £300, currently being offered by Cycling England. Have a look on the [www.ctc.org.uk](http://www.ctc.org.uk) website for details and download an application form.

## Provisional accreditation

Provisional accreditation is achieved via a set course, containing equal amounts of practical and theory activities, using role plays with fellow participants. It includes specific modules from the National Standard guidelines, in particular:

- Risk assessment and emergency procedure
- Trainee Assessment and evaluation
- Plan and prepare a training session
- Bike check and fitting
- Teaching and group management skills
- In depth understanding of the National Standard outcomes
- Child protection

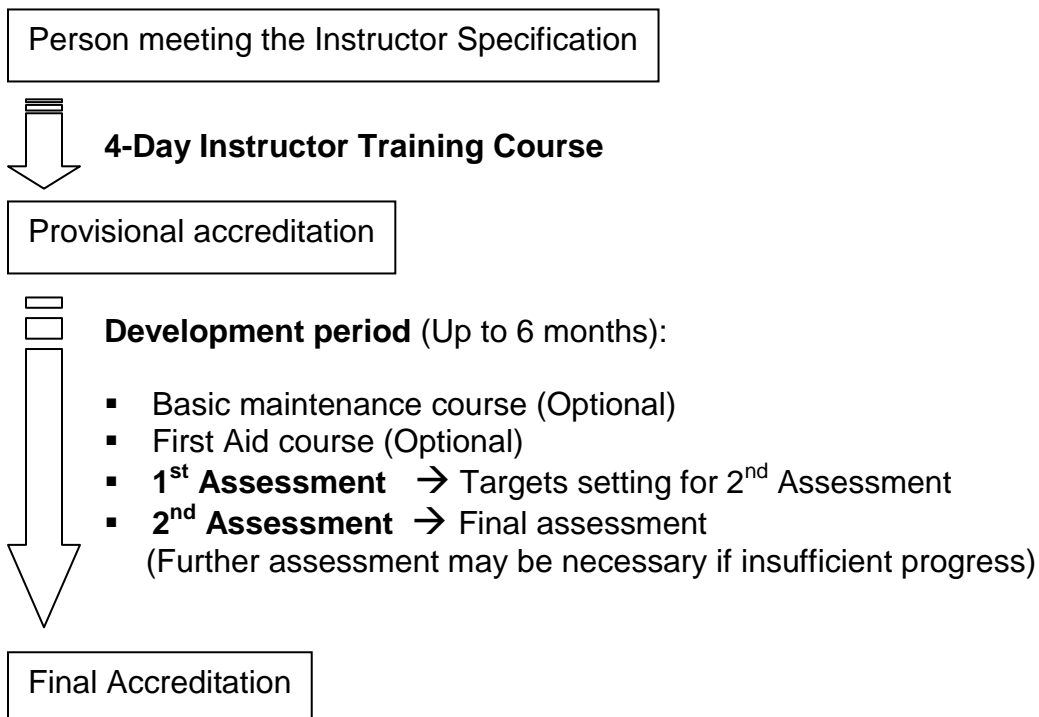
Participants should demonstrate assertive cycling and an ability to teach the syllabus. Successful completion of the course leads to a provisional accreditation.

## Full Accreditation

Instructors start a development period working with real trainees for, or on behalf of a recognised Scheme Organiser, or as sole traders. They may work either alone or with other suitably qualified instructors. This period is essential to prepare instructors before the last stage of their accreditation where they deliver cyclist training on two separate sessions whilst being observed by an advanced instructor. The first session sets targets, while the final session assesses the instructor's ability to deliver National Standard training. Please note that the second monitoring session must be on-road training (Level 2) and in conditions duplicating what they will be doing in the future (School courses, one-to-one training etc). More sessions may be necessary to reach the required standard.

Provisionally accredited instructors must go through their post course assessment within 6 months of the 4-day course. The CTC will be notified when an instructor becomes fully accredited. They are then registered as a National Cyclist Instructor.

## The accreditation process



## **Requirement for the course**

To be eligible for the course, applicants must meet the **Cyclist Instructor Specification** criteria below:

### Essential:

- be competent and confident cycling in a range of traffic conditions (Bikeability Level 3)
- have good verbal communication skills
- have some experience of delivering instruction
- be enthusiastic about cycling

### Desirable

- have experience of working with children
- have experience of driving

Riding competence will be assessed on DAY1 of the course. We reserve the right to exclude any candidates who is not able to demonstrate assertive cycling as described in the three levels of the National Standard outcomes.

## **Booking and preparing for the course**

**To book** on a course please return the **booking form** and the **personal statement form** provided. Your place(s) will be reserved on receipt of your booking form and payment, subject to availability.

At least 2 weeks before the course you will receive a Participant Pack containing a Course Workbook and a Manual. In the event of late cancellations (less than 2 week's notice) we will charge a cancellation fee up to the full amount.

**Booking Form**  
**RBK 4-day Training Course**



Full Name: \_\_\_\_\_

Home address: \_\_\_\_\_  
(For National Database)

\_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Which course would you like to attend?

**How will you pay for your course?:**

**I have read and understood the above Instructor Training Programme information and conditions. I am available for the full duration of the course and will bring a roadworthy bike each day of the course.**

**I attach my personal statement. I understand that my ability will be assessed during the course and that further sessions may be required to complete provisional accreditation.**

Signature:

Date:

**Please return to:**  
**Eric Chasseray, Road Safety and Travel Awareness Unit, Guildhall 2, High Street,**  
**Kingston upon Thames, KT1 1EU**

## Personal Statement

Please describe how you match the Person Specification. Please try to address each bullet point.

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### Desirable

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Please let us know of any health or medical considerations.



### Level 1 outcomes

1	Carry out a simple bike check
2	Get on and off the bike without help
3	Start off and pedal without help
4	Stop without help
5	Ride along without help for roughly one minute or more
6	Make the bike go where they want
7	Use gears correctly (where cycle has gears)
8	Stop quickly with control
9	Manoeuvre safely to avoid objects
10	Look all around, including behind, without loss of control
11	Signal right and left without loss of control



### Level 2 outcomes

if it can be included

1	All Level 1 manoeuvres
2	Start an on road journey
3	Finish an on road journey
4	Be aware of everything around, including behind, while riding
5	Understand how and when to signal intentions to other road users
6	Understand where to ride on the roads being used
7	Pass parked or slower moving vehicles
8	Pass side roads
9	Turn left into a minor road
10	Turn left into a major road
11	Turn right from a minor to a major road
12	Turn right from a major to a minor road
13	Be able to take the correct carriageway lane when needed
14	Decide where cycle lanes can help a journey and demonstrate correct use (if cycle lanes can be included)
15	Explain decisions made during riding and thereby demonstrate understanding of safe riding strategy
16	Demonstrate a basic understanding of the Highway Code, particularly how to interpret road signs
17	Demonstrate understanding of safety equipment + clothing
18	Make a U-turn
19	Go straight on from minor road to minor road at a crossroads
20	Turn left at a mini/single lane roundabout
21	Go straight ahead at a mini/single lane roundabout
22	Turn right at a mini/single lane roundabout



### Level 3 outcomes

if it can be included

1	All Level 2 manoeuvres
2	How to use roundabouts
3	How to use junctions controlled by traffic lights
4	How to use multi lane roads and turn off and into them
5	An understanding of filtering and an ability to decide when to filter and when to wait
6	How to use both on and off-road cycle facilities
7	Hazard perception and strategy to deal with hazards
8	Understanding of route planning

## National Standard Outcomes