

# 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.

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 101</b>	<b>Jan/Feb</b>	Fri 29 – Sat 30 / Fri 5 – Sat 6	<b>2010</b>
<b>Course 102</b>	<b>February</b>	Mon 15 – Thu 18 (Half Term)	<b>2010</b>
<b>Course 103</b>	<b>March</b>	Mon 8 - Tue 9 / Mon 15 - Tue 16	<b>2010</b>
<b>Course 104</b>	<b>April</b>	Mon 12 - Thu 15 (Easter Break)	<b>2010</b>
<b>Course 105</b>	<b>May</b>	Fri 7 – Sat 8 / Fri 14 – Sat 15	<b>2010</b>
<b>Course 106</b>	<b>June</b>	Tue 1 – Fri 4 (Half Term)	<b>2010</b>
<b>Course 107</b>	<b>August</b>	Mon 2 – Thu 5	<b>2010</b>
<b>Course 108</b>	<b>October</b>	Mon 11 - Tue 12 / Mon 18 - Tue 19	<b>2010</b>
<b>Course 109</b>	<b>November</b>	Wed 17 – Thu 18 / Wed 24 – Thu 25	<b>2010</b>

### Cost

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

- 4-day course in Kingston with 2 qualified Instructor Trainers
- Refreshments + Hot Lunch provided
- Course materials (Workbook, manual and model documentation)
- Up to 6 hours of monitoring where you are, aiming to give your full accreditation. (To be booked within 6 months)
- Registration on the National Database.

\* We may charge additional costs for travelling and accommodations as required for monitoring your sessions beyond a 30 mile radius of Kingston. You may be entitled to a bursary of £300, currently being offered by Cycling England.

## Provisional accreditation

Provisional accreditation is achieved via a set course lasting 4 days, 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

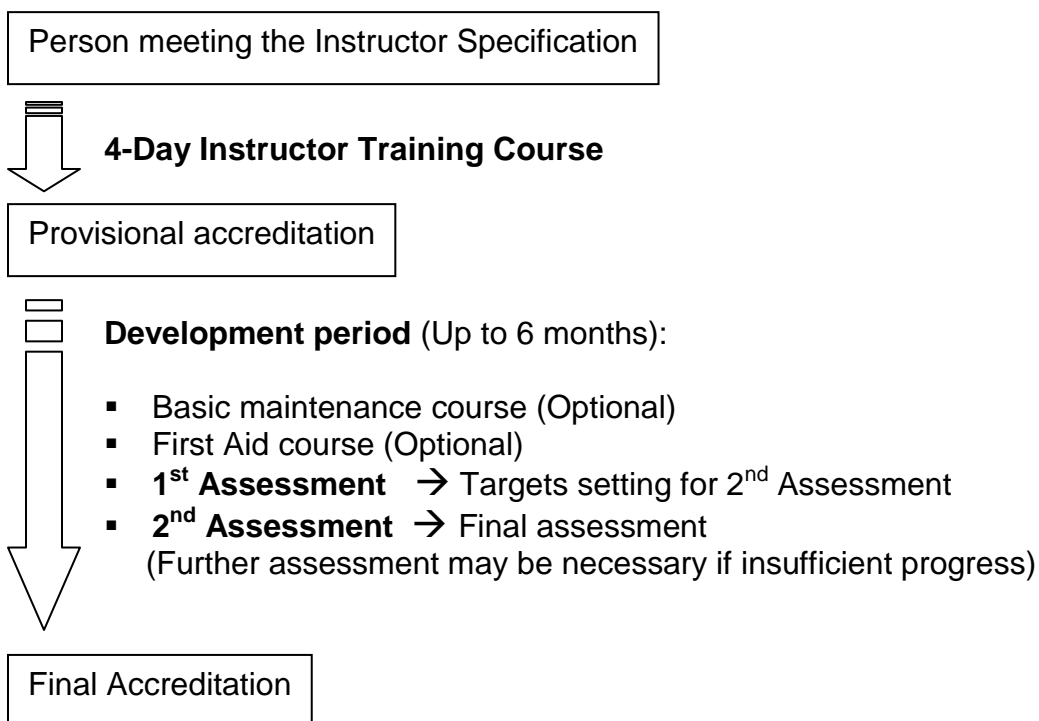
Participants should demonstrate assertive cycling and an ability to teach the syllabus. Successful completion of the course leads to a provisional accreditation.

## 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. Once fully accredited they are then registered on the National Standard Instructor database. They are issued with a unique registration number and a certificate.

## 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

Subject to availability, your place will be reserved on receipt of your **Booking Form, Personal Statement and proof of payment** like a cheque or a purchase order of **£550.00**.

You will then receive a **Participant Pack** containing a Course Workbook, Instructors Manual and a detailed National Standard Outcomes document.

*If you cancel less than 2 week's notice we may charge a cancellation fee up to the full amount*

You may be entitled to a **£300 Bursary**. If you are eligible, the money will be transferred to you after you have successfully completed the course. You can fill a bursary application on-line at: [www.bikeability.org.uk/professionals/instructor\\_bursaries.php](http://www.bikeability.org.uk/professionals/instructor_bursaries.php)

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



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

Home address: \_\_\_\_\_  
\_\_\_\_\_

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

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

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

Which course would you like to attend?

How are you paying for your course?  
(Please attach your cheque or Purchase Order)

**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.

### Essential

- be competent and confident cycling in a range of traffic conditions (Bikeability Level 3)
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- be enthusiastic about cycling

### Desirable

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

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