

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.

Aims of 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.

Where?

Courses are held in suitable venues in the Kingston area. However, we can tailor a course to your requirements and come to you. Please ask for details.

Our next are courses are:

Course 111	August	Mon 1, Tue 2 , Wed 3, Thu 4	2011
Course 112	September	Thu 8 - Fri 9 / Thu 15 - Fri 16	2011
Course 113	February	Thu 02 - Fri 03 / Thu 09 - Fri 10	2012
Course114	March	Thu 8 - Fri 9 / Thu 15 - Fri 16	2012

Cost

The cost is **£400*** 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)
- Registration on the National Database.
- RBK membership and access to our CPD courses

* We offer discounts for group bookings of 6 or more participants.

* We may charge additional costs for travelling and accommodations as required for monitoring your sessions beyond a 20 mile radius of Kingston.

* Excludes Post Course Assessments (PCA). PCA give you full accreditation while we observe you working with real trainees. 2 sessions are usually required. We come to you and charge from £100 per session.

Provisional accreditation

Provisional accreditation can be achieved via a set course lasting 4 days, containing equal amounts of practical and theory activities, using role plays with fellow participants. To successfully complete the course, participants will need to:

- Develop the ability to plan, teach courses to the National Standard using role play with fellow participants.
- Demonstrate a thorough understanding of risk assessment and an ability to manage groups in playgrounds and on-road environments.
- Ride competently at Level 3 of the National Standard

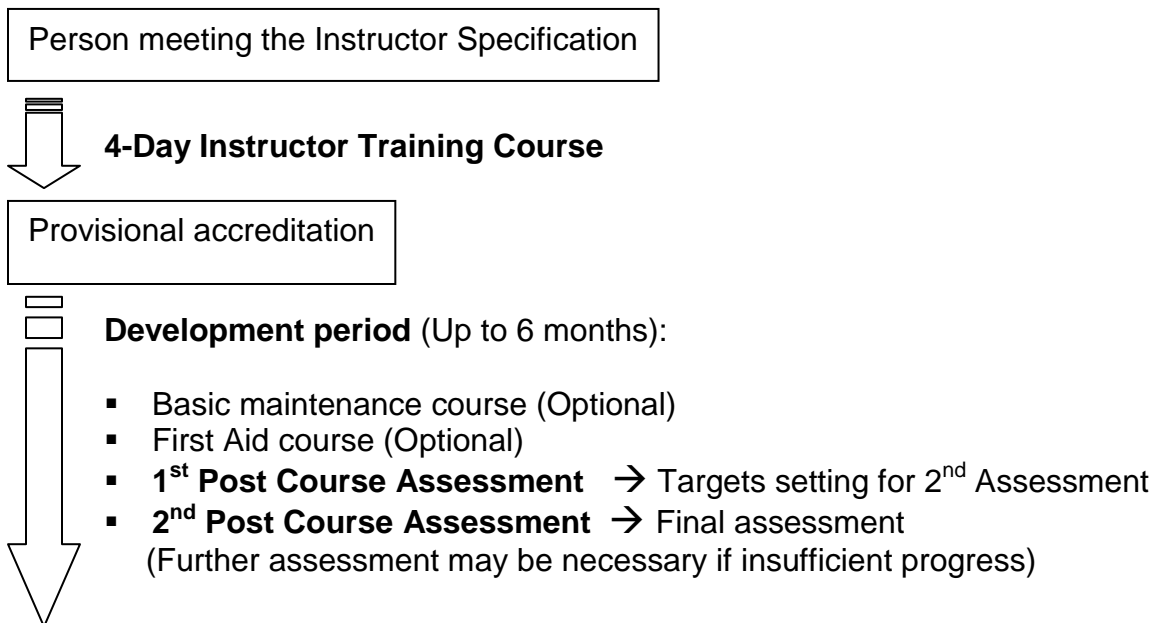
Failing this, participants may be set additional targets during their Post Course Assessments. In some cases participants may be awarded the Assistant Instructor qualification.

Post Course Assessment (PCA) and 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.

It is recommended that provisionally accredited instructors go through their PCA within 6 months of the 4-day course. In any case PCA need to happen within 1 year of the course. Once fully accredited they are then registered on the National Standard Instructor database. They are issued with a unique registration number.

The accreditation process



Continuous Professional Development (CPD)

By training on our course, you will become a member of our Training Organisation. RBK offers the following services to its clients:

- Commitment that our clients receive their post-course assessment (PCA's) within a 6 months period.
- Free observations of our RBK Bikeability Programme
- Twice yearly Newsletter and flash updates of any changes to the National Standard.
- Some management support and attending instructors meeting for large clients
- Access to our CPD courses

RBK has successfully developed a range of CPD courses:

- Assistant Course (Surrey, Hertfordshire, RBK)
- Instructor Trainer Course (RBK)
- Maintenance Course for Bikeability Instructors (Sutton, RBK)
- Continuous Professional Development & Level 1&2 course (RBK)
- Continuous Professional Development & Level 3 course (Surrey CC, West Sussex CC, RBK)
- Continuous Professional Development & Mentoring Course (Surrey CC, Kent Medway, RBK)

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.

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

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 to meet the Cyclist Instructor Specification criteria. I understand that my ability will be assessed during the course and that further sessions may be required to complete provisional accreditation. RBK reserve the right to exclude any candidates who is not able to demonstrate safe cycling as described in the Level 1 and Level 2 of the National Standard outcomes.

Signature:

Date:

Please return to:
Eric Chasseray, Climate Change and Sustainable Travel Group, 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 (To Bikeability Level 3 competency)
- 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

Please let us know of any health or medical considerations.

Equality Monitoring Form – National Standard Instructor Course

Please help us to provide better services for everyone by completing this form. This information will be kept confidential. Please tick all of the boxes that apply to you.

Ethnicity

What is your ethnic group?

A White

- British Irish
- Any other White Background

Please tell us.....

B Mixed

- White & Black Caribbean
- White & Black African White & Asian
- Any other Mixed background

Please tell us.....

C Asian or Asian British

- Indian Pakistani Bangladeshi
- Tamil Korean
- Any other Asian background

Please tell us.....

D Black or Black British

- Caribbean African
- Any other Black background

Please tell us.....

E Chinese or other ethnic group

- Chinese Any other background

Please tell us.....

F I prefer not to tell you my ethnic group

Disability and Health

Do you have a long-term physical or mental health condition or disability?

- Yes No
- I prefer not to tell you

What is the nature of your disability, mental health or other health issue?

- Physical/Mobility Sensory Mental Health
- Learning Disability Health Diagnosis
- Other – Please tell us.....
- I prefer not to tell you

Gender

- Are you? Male Female
- I prefer not to tell you

What is your Age?

- Under 16 16 – 25 26 – 35 36 -45
- 46 – 55 56 – 65 66 – 75 76+
- I prefer not to tell you

What is your Religion or Belief?




- Christian Buddhist Hindu Sikh Jewish Muslim
- Atheist Agnostic
- Other – Please tell us.....
- I prefer not to tell you

What is your Sexual Orientation?

- Heterosexual (Man & Woman) Lesbian Gay Bisexual
- Other – Please tell us.....
- I prefer not to tell you

Thank you for taking your time to complete this form

National Standard Outcomes

 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