



## **Instructor training and Post Course Assessments**

Hello!

Thank you for your interest in Life Cycle's instructor training courses.

We run regular four-day courses in Bristol that will give you a thorough grounding in how to teach children and adults to the new National Standard.

Life Cycle was a part of the working group that created the National Standard – so we know what we're talking about! We've been training instructors since 2001, for local authorities, charities, businesses and social enterprises, NHS Trusts, and for numerous individuals who want to develop a career as a cycle instructor.

This pack contains the following information:

- More information about our four-day Instructor Training course and Post Course Assessments.
- Entry requirements to join the course.
- Preparation.
- Post course assessments.
- Where and when the courses take place.
- Prices.
- Frequently asked questions.
- Cancellation policy



## Our course

Our instructor training courses lasts for four days and covers all of the subjects and skills you will need to become a National Standard Cycle Instructor. The course is a mixture of 'indoor' classroom sessions and 'outdoor' practical applications of what has been discussed in the classes. There is some role play in both parts, in which you will act as both instructor and trainee in cycle training situations. The course includes:

- **Risk assessments**
  - You will learn how to make a to make a cycle training session as trouble-free and low-risk as possible. You will learn what it takes to assess people, bicycles, cycling skills and places, and how to manage all of these as you run a training session.
- **How to teach**
  - How do people learn? What is the best way to instil ideas and facts? Do different people prefer different teaching methods? How do you keep a group of trainees happy and engaged? Does the language you use matter? How do you assess your trainees? Our course includes a lively and interactive module that explains these issues.
- **The three levels of the National Standard**
  - You will learn how the National Standard was developed, what it is and what it covers. You will be introduced to the outcomes required to pass Levels 1, 2 and 3. You will learn how to develop your trainees' skills in a logical and reasonable sequence. In workshop groups you will learn how to teach groups and individuals of all abilities, from complete beginners to competent urban cyclists in both traffic-free and on-road situations. You will also be able to practise teaching on-road theory to a group of your peers.
- **Child Protection**
  - We look at the issues relating to working with children and vulnerable adults. You will learn how to avoid misunderstandings by following simple guidelines.

On completion of the course, subject to satisfactory performance, you will be provisionally accredited to National Standard. This provisional pass becomes a full pass following two Post Course Assessments (PCA) that must be completed within six months of doing the four-day course (see later for more information on PCAs).

## **Homework**

During the four-day course you will be expected to do homework to prepare for the teaching activities. You must make sure you will have time to fit in the extra work at home as each day generates 1-2 hours homework.



## Entry requirements

You do not need formal qualifications to be a cycle instructor. However you do need to be a confident, competent cyclist with substantial and recent experience of cycling in a range of traffic conditions, including on busy urban roads. Experience in a teaching or training role is an advantage. You should have good communication skills.

Is this you? If not, talk to us before booking. We can provide pre-course cycle training to maximise your chance of success on the course.

## Preparation

You need to prepare for the course by doing the following:

- Practise cycling in a wide range of conditions including busy rush-hour traffic. Make certain you can tackle multi-lane roads, busy junctions and roundabouts.
- Observe a Level 2 course in action, preferably one that is Bikeability-accredited.
- Buy and read the latest edition of "Cyclecraft: The Complete Guide to Safe and Enjoyable Cycling for Adults and Children" by John Franklin, 4<sup>th</sup> edition. Price £13.50

*This is the **key** text that underpins the National Standard and is essential reading if you want to pass our course! You can order a copy off our website. Go to the "Resource Centre" page, or order when you return this form.*

- Ensure that your bike is in roadworthy condition. You'll need it for all four days of the course.
- Visit [www.bikeability.org.uk](http://www.bikeability.org.uk) and familiarise yourself with the National Standard and the materials (badges and certificates) that are awarded to trainees.



## **Post Course Assessments**

Once you've completed the four-day training course satisfactorily you must complete two on-the-job sessions working with "real" trainees. It is your responsibility to arrange your own post-course assessment. We must see you working on-road with groups of children. It is charged for separately.

**Visit one** is a mentored session. Life Cycle UK's Instructor Trainer will watch you teach and then discuss with you what went well and areas for improvement. Written notes will be sent to you. You will then need a period of practise.

**Visit two** is your actual assessment. Life Cycle UK's Instructor trainer will watch you teach and then discuss with you what went well and which areas need improvement. You will either pass or fail by the end of this session. Written notes will be sent to you.

To book your Post Course Assessment, call or email Life Cycle with a list of dates that you would like us to attend. Post Course Assessments must be paid for in advance.

# Life Cycle UK

## Course dates: 2009/10

| <b>Month</b> | <b>Days</b>    | <b>Venue</b> |
|--------------|----------------|--------------|
| March        | 22, 23, 29, 30 | Bristol, 47  |
| April        | 19, 20, 26, 27 | Bristol, 49  |
| May          | 10, 11, 17, 18 | Bristol, 53  |
| June         | 21, 22, 28, 29 | Bristol, 50  |
| July         | 19, 20, 26, 27 | Bristol, 51  |
| September    | 13, 14, 20, 21 | Bristol, 52  |

### **Venue:**

**Bristol** Create Centre, Smeaton Road, Bristol, BS1 6XN



## Prices

|   |                          |  |
|---|--------------------------|--|
| <b>4 day instructor training course cost</b>  | £450                     | Excludes accommodation, travel costs<br>Includes £50 non-refundable deposit made at time of booking.<br>Full payment required 1 month prior to start of course                 |
| <b>Bursary</b>  | £300                     | See Bursary form attached to this document or fill in an online form at <a href="http://www.bikeability.org.uk">www.bikeability.org.uk</a>                                     |
| <b>Copy of Cyclecraft by John Franklin</b>  | £13.50                   |  |
| <b>Post Course assessments</b>  |                          | Post Course Assessment costs include two separate visits from Life Cycle on two different days.<br><br>Visit one is a mentored session.<br>Visit two is your assessed session. |
| <b>Band One:<br/>For one instructor in Bristol</b>                                    | £200<br>(£100 per visit) | In Bristol   |
| <b>Band Two:<br/>For one instructor within 1 ½ hours of Bristol</b>                   | £290<br>(£145 per visit) | For one instructor within 1 ½ hours of Bristol   |
| <b>Band Three:<br/>For two instructors within 1 ½ hours of Bristol</b>                | £390<br>(£195 per visit) | For two instructors to be assessed per day on two separate days.   |
| <b>Band Four:<br/>For three instructors within 1 ½ hours of Bristol * (see below)</b> | £510<br>(£255 per visit) | For three instructors to be assessed per day on two separate days  |
| <b>Band 5:<br/>Anything outside Bands 1 to 4</b>                                      |                          | Please contact us  |

\* This fee may be charged if Life Cycle UK is asked to assess only two instructors in one day but there is a long gap between assessed sessions.

The fees stated cover both your Post Course Assessment sessions. Life Cycle UK's travel time, travel costs, subsistence, mentoring and assessment fee etc are all included in the price.

Fees for the 4 day course need to be paid in advance of the course. Fees for the post-course assessment need to be paid in advance of the assessment.



## Frequently asked questions

**Q** I'm already a cycle training instructor. Do I need to go through the full course to be accredited to National Standard?

**A** Yes, you need to complete the course and be assessed afterwards. If you're an experienced instructor you'll be familiar with a lot of the course's content. But there will be some new ideas to consider and the course is a great opportunity to meet others and network. Approached in a positive, constructive way even old hands will find the course valuable.

**Q** I've taught lots of people to cycle, but I don't ride a bike myself. Can I come on the course?

**A** Not yet! The National Standard requires instructors to be competent cyclists. Get some training yourself (we'd be happy to oblige) polish up your skills and then book onto the course.

**Q** I'm fairly new to cycling. Can I still come on the course?

**A** You can, but you're unlikely to pass. You need to be a confident rider who's familiar with modern traffic conditions. If you balk at busy roads, big roundabouts and complex junctions you're not yet ready to come on the course. Get lots of practice and then book onto the course.

**Q** Can I work as a provisionally accredited instructor?

**A** Yes you can. The CTC offers favourable insurance cover etc, to all provisionally accredited instructors and your details will be put on the national database for cycle training instructors.

**Q** I am an individual participant. Is there any way to make the Post Course Assessment cheaper?

**A** You need to get together with another instructor or even better, a third instructor and invite us to do your Post Course Assessments on the same days.

**Q** I already work for a local authority running cycle training courses. Will Life Cycle UK's training be compatible with our way of doing things?

**A** In broad terms, yes. However, different training providers do things differently. Our course will show you how to run a safe, effective and enjoyable training session. We will refer to the Bikeability standard and to Life Cycle UK's working methods but we are also keen to see how you do things too. You will have an opportunity to share with the group your way of doing things and to pick up ideas from others.

# Life Cycle UK

**Q** The course sounds pretty full-on. Will I enjoy it?

**A** You're right, it is an intensive course. It's four full days, and there's homework too. At the end of each day we expect you to do some reading and to prepare presentations which you will deliver to the others on the course. Come with an open mind, a willingness to learn and to share ideas and you should have a fine time! The course is hard work but very satisfying.

**Q** Are you sure I'll enjoy it?

**A** Well here's what a few people who've been on the course said:  
"Very good – excellent – we got through a lot I fell I've learnt a lot and improved my cycling and instruction."  
"Very encouraging always space to improve knowledge and capability."  
"Well structured course, at no point did I not think it was value for money, despite the cost!"  
"Excellent course well delivered. Very practical and hands on. Good advice and mentoring"

**Q** Are there any grants available to help pay the course fee?

**A** Yes. If you live or train in England. There are grants of £300 per person available. Please fill in the form that has been sent with this document and return it to the address on the back of the form, or fill in an online form at [www.bikeability.org.uk](http://www.bikeability.org.uk). If you have any questions or queries please email John Merne on: [CE.Grants@aeat.co.uk](mailto:CE.Grants@aeat.co.uk)

**Q** Sounds great! What next?

**A** Contact us to find out whether we have spaces available on the course of your choice and to discuss your requirements in more detail. Complete the form below. And do read Life Cycle UK's terms and conditions too: there's important information there.



## **Cancellations**

We require at least 30 days written notice before the start date of the course in order to give you a full refund (not including the £50 deposit which is non-refundable). If you give us written notice 14-29 days before the start date of the course we will refund 50% of your fee. If you give us less than 14 days written notice before the start date of the relevant course there will be no refund. If you cancel a booking without adequate notice and have not yet made full payment for the course, you will still be liable for all (or part as applicable) of the course fees.