



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 course.
- Where and when the courses take place.
- Entry requirements to join the course:
- What you need to do by way of preparation.
- Prices.
- Frequently asked questions.
- A booking form which you must complete and return to us together with a deposit. Alternatively, you can phone us and pay by credit card, or you can pay on-line by visiting our website www.lifecycleuk.org.uk and click the link to the "resource centre."

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.

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- **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 a Post Course Assessment (PCA) that must be completed within six months of doing the four-day course. This involves an experienced instructor observing you teach a group of children, on-road. Your performance will be appraised and, if you are considered satisfactory, you are then awarded a full pass and are qualified to train children, young people and adults to the National Standard.

Course location

We run our instructor training courses at **The Southville Centre**, Beaulley Road, Southville Bristol BS3 1QG Tel: 0117 923 1039. This is a community centre in a residential area of Bristol close to the city centre and about 10 minutes by bike from Bristol Temple Meads railway station. There is limited car parking at the centre and in the surrounding streets.

Course dates

Dates are listed on our website www.lifecycleuk.org.uk Click on the "events" page.

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 buy 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 the latest edition of "Cyclecraft: The Complete Guide to Safe and Enjoyable Cycling for Adults and Children" by John Franklin, 4th edition. Price £12. 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.
- Ensure that your bike is in roadworthy condition. You'll need it for all four days of the course.
- Visit www.bikeability.org.uk and familiarise yourself with the National Standard and the materials (badges and certificates) that are awarded to trainees.

Cost

Places on our instructor training course cost £490 per person. We ask for a £50 deposit at the time of booking to secure your place and full payment must be made one month before the start of the course.

The course fee includes:

- Lunch.
- Course materials.

The course fee does not include:

- Post Course Assessment.
- CTC database listing.

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.

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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. NB: If you do not complete your Post Course Assessment within 6 months your details will be removed.

Q What does post-course assessment involve?

A Once you've completed the four-day training course satisfactorily you must complete an on-the-job session working with "real" trainees. You will be observed running an on-road session training a group of children. Some instructors pass after just one assessed session but many new instructors will need to be assessed more than once. It is up to you to arrange your post-course assessment. It must be completed within six months of finishing the four-day course.

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.

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 in England. For a limited time only the Cyclists' Touring Club (CTC) has bursaries (grants) of £300 per person available. Contact Gregg Woodford on 0870 607 0415 or visit www.ctc.org.uk to see whether you are eligible.

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.



Booking form

Organisation name	
Main contact	Job title
Address	
Post code	
Work phone:	Mobile:
Email address	
Course dates (these are listed on our website (the "events" pages))	
Would you like the people within your organisation to appear on the nationwide database for cycle training instructors under your organisation's name?	
Yes, list under the name of our organisation <input type="checkbox"/> No, list under the individual's name <input type="checkbox"/>	
If you have ticked yes are the details the same as above. If not please write clearly how you would like them to appear:	
Please provide contact details for each person attending the course using the sheets overleaf.	
Feel free to make additional copies if required.	



Please complete one of these forms for each person attending the course

Name
Job title
Organisation
Address
e-mail
Work phone:
Home phone:
Mobile:

It is important you complete every section of this form otherwise we will not be able to process your booking!



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Payment

You can pay the complete course fee now or you can reserve your place(s) by paying a £50 deposit now. The full course fee must be paid **one month before the start of the course**. We are happy to invoice organisations (either for the full amount or for a deposit) but we require an official purchase order number to do so.

- Tick here to say your cheque is enclosed for the full amount.
- Or, tick here to say your cheque is enclosed for a deposit of £50 .
- Or, tick here if you want us to invoice you for the full amount.
- Or, tick here if you want us to invoice you for a deposit of £50..

Please write your official order number here _____

Alternatively, you can pay by credit card by completing the box below.

Please complete the form below and return to Life Cycle UK. Or you can phone us on 0117 929 0440 and make the transaction by telephone.	
Type of card: Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Switch/Maestro <input type="checkbox"/> Solo <input type="checkbox"/>	Amount £ _____
Card number: _____	
Valid from ____ / ____ / ____ Expiry ____ / ____ / ____	
(Switch/Maestro only) Issue number ____ Security code (last 3 digits on signature strip) ____	
Cardholder's name _____	
Cardholder's address _____ _____	
Contact telephone number _____	E-mail address (for receipt) _____
Cardholder's signature _____	Date _____

Please sign here _____ Date _____

Please return your booking form together with payment to us at the address below. Your booking is subject to Life Cycle UK's terms and conditions.

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