

Converting your Instructor Training qualification to the 1st4sport Level 2 Award in Instructing Cycle Training

Frequently Asked Questions

Who is it for?

Any National Standard Instructor, NSIP or NSIQ, who wishes to continue to deliver Bikeability cycle training after 31st July 2021.

What does it involve?

You need to complete an online e-portfolio of modules aligned to the new Level 2 course, have delivered a minimum of 72 hours Bikeability training, and pass a practical assessment.

How long will it take?

Every learner is different. 1st4Sport have estimated that the e-portfolio modules will take 10-12 hours to complete you will need access to a laptop or PC and good internet connection. You must evidence your 72 hours of delivery then arrange and pass the practical Post Course Assessment (PCA). We expect most instructors to have completed all elements within 6 months of registration.

How do I get started?

Life Cycle UK is a Recognised Delivery Centre (RDC). Please contact us with the following details and a rough idea of the timescale you are thinking about for your practical assessment.

We need:

1. Your NSI number as proof of 'recognised prior learning',
2. Date of birth
3. Your name, address, telephone number, email address,
4. Where (town/city) you are delivering training and
5. What Bikeability level you are delivering.

We will register you as a learner with 1st4sport and you'll receive an email with log in details to your 'e-portfolio' then you can start to enter details of the Bikeability delivery you have already completed.

How will I be supported?

You will be allocated your own 1st4sport accredited tutor. They will contact you to check your progress as you work through the e-portfolio modules, which include similar multiple choice tests to the ones on the new 4-day course. The tutor can access your e-portfolio remotely and will mentor you through this process. Once you have upload your completed tasks, your tutor will mark them and give you appropriate feedback. You can contact your tutor via the portal.

When can I book the practical assessment?

Once all the elements of the e-portfolio are completed, signed off by your tutor and you have completed at least 72 hours of Bikeability delivery, please contact the Life Cycle office to arrange your practical assessment. Prior to the assessment you will need to write a session plan for your PCA and afterwards, reflect on your learning. Please give us a selection of dates and times when you will be available, plus the postcode of the school where the assessment will take place. We will then cross-check these with your tutor's availability. Please allow a month's lead time to arrange this.

What happens after the practical assessment?

If you successfully pass the practical assessment and complete the final elements of the e-portfolio, we will apply to the awarding body to have you certified. That information is then shared with the Bikeability Trust for their records.

If you don't demonstrate the required outcomes during your practical assessment, you can keep working on your e-portfolio while taking on-board the feedback - then arrange another practical assessment when you feel ready. 1st4Sport allow up to three attempts at the practical element. There will be an additional cost for tutor time and travel for subsequent practical assessment visits.

How much does it cost?

Our fee for a 'conversion PCA' is £200 per instructor. This includes:

- The £40 + VAT per person 1st4Sport registration fee (this is a one-off cost).
- Tutor mentoring for completion of your e-portfolio (generally by phone and email).
- One practical assessment (contact time plus verbal and written feedback)
- Travel/ accommodation costs for your tutor to attend your assessment **an additional cost**

Can I get support with funding?

The Bikeability Trust offers a £60 bursary towards the cost of the conversion PCA. This has been already applied to the £200 fee mentioned above and Life Cycle will claim this directly from the Bikeability Trust after you have been certified.

How do I pay?

We need invoice details and a Purchase Order number if applicable to send your organisation an invoice for the fee, or we can take payments by BACs or securely over the telephone. We are unable register you with 1st4Sport until we have received payment. The cost of tutor travel for the practical assessment will be invoiced separately, once that has been arranged. We'd recommend trying to arrange assessments for two instructors per visit.

Still have questions?

For further information please email: frances@lifecycleuk.org.uk