

## Accredited Cycling Instructor Training Programme

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**An accredited training programme that introduces you to all you need to know to deliver National Standard cycle training to individuals and groups of all ages and abilities.**

If you want to work as a cycling instructor in the UK, then becoming a National Standard accredited cycling instructor is highly recommended. In the past, cycle training was only available to children and was often restricted to the school playground. Today, cycle training is available to adults and children, and offers road based training in real traffic conditions. This style of training helps to develop skilled and confident cyclists, getting more people cycling, more safely and more often.

The National Standards for Cycle Training were developed by cycling organisations, road safety teams and the Department for Transport. The National Standard is a three level training scheme for children and adults:

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|-----------|----------|--|
| • Level 1 | Off-road | The trainee will have the skills and understanding to make trips in traffic free environments.   |
| • Level 2 | On-road  | The trainee will have the skills and understanding to make trips to school, work or for leisure on quiet roads.  |
| • Level 3 | On-road  | The trainee will have the skills and understanding to make trips to school, work or for leisure on busy roads and using complex junctions and road features. |

### Our Experience

Cycle Training UK (CTUK) has been training cyclists in London since 1998. During this time we have taught many adults and children on a one-to-one basis; developed a series of school courses (including classroom based activities); delivered bicycle maintenance training (including Dr Bike sessions and bike building for young people); provided commuter cyclist training packages; as well as organised and attended public events.

We have delivered cycle training activities for community groups and schools, as well as large scale projects for local authorities in London. We have also managed cycling for health projects; designed and delivered training programmes for employers; and worked with other cycling organisations such as the London Cycling Campaign and the CTC to raise the profile of cycling.

We have always trained our own instructors and have developed a comprehensive programme for training and accrediting cycling instructors. Many individuals attend our regular courses in central London, and we are also able to deliver private courses for groups of instructors anywhere in the world.

We have trained many instructors for local authorities throughout the UK. Clients include Transport for London (TfL), Blackpool Council, Buckinghamshire County Council, Cambridgeshire County Council, Dudley Metropolitan Borough Council, Luton Borough Council...we have also trained instructors in Singapore.

## Programme Overview

### Accredited Four-day Training Course- Stage 1

The course covers all aspects of cycle training with reference to the National Standard levels and our own Instructor Manual. You will receive a copy of our manual prior to the course and are expected to have read it before the course commences. You will also be given a workbook on the first day of the course which you use for the duration.

You must bring a roadworthy bike with you as the course features practical sessions as well as classroom based activities.

- In-depth exploration of the National Standard levels
- Instruction on how to teach individuals and groups
- Theory of assertive cycling
- Bike and helmet fitting
- How to check if a bike is roadworthy
- Risk assessment and emergency procedure
- Child protection awareness
- Cycling games
- Peer teaching practical sessions
- Moving trainee cyclists on road between locations (snaking)
- Lesson booking procedure, paperwork and feedback

### Post Course Assessments (PCA) - Stage 2

Graduates of the four-day course will receive a provisional accreditation. You will also be invited to join a web forum moderated by CTUK for accredited cycling instructors all over the UK.

Full accreditation is awarded after you deliver two training sessions whilst being mentored by an advanced CTUK instructor. **You have up to six months to complete this stage.** The advanced instructor will offer you guidance, feedback on your performance, as well as helping to set mutually agreed targets.

On receiving a provisional accreditation, you will also be given a logbook. The logbook is your personal record of any observations you take part in, as well as a place to record action points and comments from your assessed sessions. The logbook also contains lots of other information about the National Standards, accreditation, and a list of useful contacts.

**You are responsible for arranging the training sessions on which you'll be assessed on.**

### Full Accreditation

Once you have successfully completed your post course assessments to become fully qualified we will notify the Department for Transport (DfT) of your change of status. You will receive a new instructor number to reflect this change and a National Standards Instructor Certificate will be sent to you.

## Observations

You are invited to London to observe sessions being led by CTUK instructors. Observations are not compulsory but are highly recommended and can take place after *Stage 1*. There is a charge of £20 for this service. Please bear in mind that if you wish to observe an Introduction to Road Riding course within a school you will need to have a valid Enhanced CRB check already in place and may be asked to produce evidence of this along with photographic identification.

## Why train as an instructor with CTUK?

- CTUK is the largest cyclist training centre in the country and has been training cyclists and instructors since 1998
- CTUK is one of the first approved cycling instructor training centres in the UK
- All CTUK instructor trainers are very experienced cycling instructors who continue to teach a wide variety of courses in London every day
- The CTUK Instructor Manual is a best practice reference for cycling instructors according to the National Standards, and is recommended by the CTC
- CTUK provides a consultancy service which has helped many other organisations establish successful cycle training schemes
- CTUK has a seat on the Cycle Training Reference Group, as well as the Cycle Training Experts Group
- CTUK has the capacity to train large numbers of cycling instructors anywhere in the world
- CTUK is a workers' co-operative – all members, staff and instructors are committed to promoting cycling through training
- CTUK is a not-for-profit organisation which continually reinvests money into the development of improved training programmes
- CTUK is a *feedback* organisation – we rely on feedback from trainees, instructors and clients and are constantly evaluating the work that we do in order to improve the services we provide
- All CTUK office staff are accredited cycling instructors
- All CTUK staff and instructors are experienced cyclists whose main form of transport is cycling
- All cycling instructors trained by CTUK are invited to join a large web forum where they can discuss current practice, make new contacts and share ideas

## Entry requirements

### Essential criteria

- Be able to cycle competently and confidently with recent experience of cycling in a range of traffic conditions including busy urban roads
- Good communication skills with the ability to communicate clearly in English
- Understand principles of safe cycling and be familiar with current theory of safe cycling and/or express willingness to learn
- Be available for the full duration of the course (4 days; 9am-5pm) as well as having time in the evenings to complete homework tasks

### Desirable criteria

- Experience of cycle training as an assistant or volunteer
- Experience in a teaching, training or instructing role
- Be able to assess whether a bike is roadworthy
- Be able to make minor adjustments to make a bike roadworthy

## **Funding**

Cycling England is currently offering a bursary scheme for new instructors. It is open to local authorities, other organisations or individuals. For further information please visit: [http://www.bikeability.org.uk/professionals/instructor\\_bursaries.php](http://www.bikeability.org.uk/professionals/instructor_bursaries.php)

## **Costs**

### **I am an individual who wants to attend a course in London**

Stage 1 <ul style="list-style-type: none"><li>• 4 day course</li><li>• Course materials to include CTUK Instructor Manual</li><li>• Accreditation (including DfT registration fee)</li></ul>	£470
Stage 2 <ul style="list-style-type: none"><li>• PCA's (minimum of 2 training sessions/6 hours)</li></ul>	£230

### **I want to organise a private course for a group of instructors where I live**

	<b>Up to 6 people</b>	<b>Up to 12 people</b>
Stage 1 <ul style="list-style-type: none"><li>• 4 day course</li><li>• Course materials to include CTUK Instructor Manual</li></ul>	£2,400	£3,600
Stage 2 <ul style="list-style-type: none"><li>• PCA (minimum of 2 training sessions/6 hours)</li><li>• Accreditation (including DfT registration fee)</li></ul>	£1,560	£3,120
Not included in the cost <ul style="list-style-type: none"><li>• Travel/accommodation for instructor trainers</li><li>• The venue</li></ul>		

## **Booking**

An application form for individuals is available for download from our website.

## **Open London Course Dates in 2010**

<b>Course Reference</b>	<b>Month</b>	<b>Date</b>	<b>Days</b>
CTUK - IT 72	June	19, 20, 26, 27	Sat/Sun/Sat/Sun
CTUK - IT 73	July	26, 27, 28, 29	Mon/Tues/Wed/Thu
CTUK - IT 80	August	16, 17, 18, 19	Mon/Tues/Wed/Thu
CTUK - IT 74	August	3, 10, 17, 24	Tue/Tue/Tue/Tue
CTUK - IT 75	September	16, 17, 23, 24	Thu/Fri/Thu/Fri
CTUK - IT 76	October	25, 26, 28, 29	Mon/Tue/Thu/Fri
CTUK - IT 77	November	20, 21, 27, 28	Sat/Sun/Sat/Sun

CTUK - IT 78	December	13, 14, 15, 16	Mon/Tue/Wed/Thu
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### Course Location

All instructor training courses are held in central London at our head office (SE16 4DG) which is a short ride from London Bridge mainline station. Full details of the exact location are sent in the *Participant Pack*.

### Accommodation

There is plenty of accommodation in central London which is within a short cycling distance of the course location. Transport for London (TfL) cycle maps of London can be provided to help plan your journey. The following places to stay are particularly close:

Novotel – City South	<a href="http://www.novotel.com">www.novotel.com</a>	020 7089 0400
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Journey's Hostel Waterloo	<a href="http://www.journeyshostels.com">www.journeyshostels.com</a>	020 7582 3088
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YHA London Thameside/St Pauls	<a href="http://www.yha.org.uk">www.yha.org.uk</a>	0870 770 6010
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### Useful Information

Cycle Training UK	<a href="http://www.cycletraining.co.uk">www.cycletraining.co.uk</a>	020 7231 6005
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CTC (National Cycle Training Helpline)	<a href="http://www.ctc.org.uk">www.ctc.org.uk</a>	0870 607 0415
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National Rail Enquiries	<a href="http://www.nationalrail.co.uk">www.nationalrail.co.uk</a>	08457 48 49 50
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Transport for London	<a href="http://www.tfl.gov.uk">www.tfl.gov.uk</a>	020 7222 1234
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### Cycle Training UK Direct Contact Details

I am an individual who wants to attend a course in London:

Contact Maresha Ahmad	<a href="mailto:maresha@cycletraining.co.uk">maresha@cycletraining.co.uk</a>	020 7232 4382
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I want to organise a private course for a group of instructors where I live:

Contact Maresha Ahmad	<a href="mailto:maresha@cycletraining.co.uk">maresha@cycletraining.co.uk</a>	020 7232 4382
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Our Address:

Cycle Training UK. Unit 215, Building J, 100 Clements Road, London. SE16 4DG