

Monitored Session

Booking Form

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CYCLE
TRAINING UK

Booking Conditions:

Please make sure that we have at least 2 weeks notice for the session. Once we receive the form we will search for a mentor. Sometimes we are unable to find a mentor who is free on that day and where this is the case we will endeavour to let you know as soon as possible.

Cancellations:

If you need to cancel or change the date of the session please give us at least 48 hrs notice. Cancellations with less than 48hrs notice will attract the following charges:

24- 48 hrs notice = 50% of cost of session. Less than 24 hrs notice = 100% of cost of session. If the session is to be paid by a funder they may seek to recoup the cost of the cancelled session from you.

Session content:

At least one session **must include an element of on-road (Level 2) training** in order that we can assess your teaching skills. For further advice on scheduling and planning the content of the session please contact the Instructor Development Department at Cycle Training UK.

Insurance:

It is strongly recommended that you have insurance to cover you for public liability to run the session. If you are working on behalf of an organisation you must check if their insurance covers the activity. If you are working independently you can obtain insurance from the CTC. You are not covered by CTUK insurance.

Personal Details:

	Trainee Instructor Details
Name of person to be monitored	
Which training course did they attend? (approx dates OK)	
Contact phone numbers for pre-session checking calls from mentor	

Funding Details:

How is the session being funded?	
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Session Details:

What date would you like the session take place? - we generally need 2 weeks notice to find a mentor	
What time will it start and finish? - monitored sessions can be up to 2hrs long plus 45 minutes of feedback directly afterwards	
Where will the session take place? - please include a postcode and exact meeting place instructions	