



Level 2 Course Manual





Contents

Introduction	3	Course Details	6
Aim of Level 2 cycle training course	3	Order	6
Course Summary	4	Glossary of Terms	7
Course Sessions	4	Teaching style and approach to training	8
Session 1. Delivered on a playground or other suitable off road area	5	Group management	8
Session 2	5	Moving groups to training sites	9
Session 3	5	Module 1	10
Session 4	5	Module 2	10
Session 5	5	Module 3	11
		Module 4	12
		Module 5	12
		Module 6	13
		Module 7	14
		Module 8	15
		Module 9	17
		Module 10	18
		Module 11	18
		Module 12	20
		Module 13	22
		Module 14	24
		Module 15	26
		Module 16	27
		Additional Optional Outcomes (Non-essential)	27
		Module 17	28
		Module 18	29
		Module 19	29
		Module 20	30
		Module 21	31
		Module 22	31
		Acknowledgements	32



Introduction

The Bikeability materials available here are designed to be an easy guide to what you need to do to deliver a Level 2 Bikeability course. It is split into two parts:

The course summary with details of a 5 session model of delivering the course. There are many other ways of delivering Bikeability and this can be altered to fit your model without affecting the detailed delivery of each outcome.

The course details of how to deliver each outcome.

This manual is designed for new schemes starting Bikeability and documents how you can teach each National Standard outcome. These outcomes are laid out in a sequential way and options are indicated where there is more than one common way of teaching an outcome.

One of the most important Bikeability requirements is that you use National Standard trained instructors. As part of their training they will have received more detailed documentation and technical instruction. This manual is intended as a scheme manual and relies upon the expertise of trained instructors. Detailed notes for instructors are not included although this manual should not conflict with any training that your instructors will have received.

Instructor practice and your documentation will develop over time. These documents should provide a solid base to build upon. Schemes and their instructors are encouraged to build on what is here to develop their schemes. Nearly all of the outcomes presented in this document are required as part of Bikeability and therefore must not be omitted, where an outcome is optional it is clearly marked.

Aim of Level 2 cycle training course

- To encourage and develop safe cycling skills
- To develop positive attitudes towards road use
- To increase knowledge and understanding of the road and traffic environment
- To give trainees the confidence to use their cycles on local roads



Course Summary

There are a set of minimum requirements for Bikeability:

- There must be at least 6 hours of on-road training for teaching Level 2
- Each session must be at least 1 hour long
- The instructor to trainee ratio must be no higher than 1:6
- Instructors should be National Standard qualified and where Assistant Instructors are used they must be supervised on site by a fully qualified instructor.

Level 2 can be taught to single trainees or small family groups by single instructors in one or more 2 hour sessions. All Bikeability training is designed to maximise the opportunity for each trainee to achieve the required standard. The training is therefore outcome lead and if the outcomes are achieved quickly the time needed is less or the training can progress to Level 3, or if more time is needed then additional sessions should be booked if possible.

For groups, training consists of 5 sessions with an ideal maximum of 12 children (this can be more depending on the local roads). This begins with a two hour session including cycle check and assessment of level 1 skills on a playground; followed by four 90 - 120 minute sessions on local road junctions. There should be preparation work and practice between sessions. Trainees should be at or close to level 1 standard to begin the course. There will be two qualified instructors or more present and the instructor to trainee ratio will never exceed 1:6.

All participants will be assessed on each outcome and detailed feedback will be given at the end of the course. Those who achieve all of the outcomes will be awarded a Bikeability Level 2 badge.

Course Sessions

The suggested content of each of the five course sessions is set out below. Apart from session one, which covers level 1 outcomes, the progress through the level 2 outcomes is determined by the trainees' progress in achieving them. The suggested content of each session is therefore only a guide. While the order in which the outcomes are delivered should be the same, the speed of progress may be faster or slower than that suggested below. Instructors should not progress from an outcome until it has been achieved adequately by trainees. The complexity of the outcomes increases as the course progresses so early outcomes have to be achieved before trainees will be able to achieve later ones.

Session 1. Delivered on a playground or other suitable off road area.

All level 1 outcomes – It is important to assess the trainee's ability before taking them on the road. This Level 1 session is condensed but still progresses through each outcome. It is the instructor's judgement as to whether the trainee has achieved Level 1 and with some outcomes it is acceptable to progress to on-road training with only partial competency, for example, use of gears. The session will include:

- Bicycle check – The trainee is taught to check their own bike but each bike is also signed off by the instructor
- Equipment check – Those wearing helmets are taught how to adjust them and there is a discussion of safety equipment and what to wear
- Getting on and off and starting and stopping in a circle
- Cycle in a straight line turn and return
- Further steering and control exercises can be incorporated if needed

- Emergency stop exercise with the swerve exercise added in when the group is stopping effectively
- Cycle in a straight line and look behind. The instructor holds up a number of fingers and the trainee tell them how many they saw
- Cycling in a straight line and signal direction of turn (assess both left and right)
- Whole group cycles in a circle to practice using different gears
- Further control exercises if time permits, figure of 8 or slow cycle race
- Break – and if appropriate change location
- Pass parked or slower moving vehicles
- Pass side roads
- If time permits turn left into a minor road

Session 3

- Revision of session 2 outcomes
- Understand how and when to signal intentions to other road users
- Turn left into a minor road
- Turn left into a major road

Session 4

- Revision of session 3 outcomes
- Turn right from a minor to a major road
- Turn right from a major to a minor road

Session 5

- Revision of session 4 outcomes
- Non essential outcomes. The outcomes included will be determined by the sites available locally.
- If possible all manoeuvres at a crossroads should be included first, followed by those at a mini-roundabout
- Riding in pairs
- Optional group riding, if not included before

Sessions 2 – 5. Delivered on-road

Each of sessions 2 to 5 will begin with a bike check and verbal introduction briefly explaining the session content and any rules. They will all conclude with a verbal review of the session. Depending on progress, instructors may introduce a mid session break from riding during which some Highway Code tuition can be delivered.

Session 2

- Start an on-road journey
- Finish an on-road journey
- Understand where to ride on roads being used (Outcomes 1 to 3 will be taught as a single drill)
- Be aware of everything around them, including behind as they ride
- Make a u-turn (While not an essential outcome, introduction of the u-turn at this point can facilitate faster learning throughout the remainder of the course) (Outcomes 4 and 5 can also be taught in a single drill)



Course Details

This section describes the range of ways in which the Bikeability outcomes can be delivered. Some of these will be in combination.

The way in which trainees would be expected to demonstrate they had achieved each outcome is described in separate modules. Each module also includes a description of the reasoning why the outcome should be demonstrated in this way.

As some elements of a demonstration may be optional the 'observed demonstration' descriptions use the words "must", "should" and "may" to differentiate these. The meaning of these terms is as follows:

Must The trainee must always carry out this element of the outcome in the manner described.

Should The trainee should, where possible, be able to carry out this element in the manner described but it may not always be appropriate for them to choose to do so. There may also be an optional aspect to the element i.e. which foot to use for 'pedal ready'.

May The trainee should know that they can choose to carry out the element in this manner. However, because of how they choose to carry out the rest of the outcome they may never need to demonstrate the element in this way.

Order

The order of the modules follows that set out above in the section on course sessions. This differs slightly from their order as set out in the level 2 standard. It is possible for a scheme or instructor to change the order in which outcomes are delivered.

For each module a range of possible delivery options is listed and one of these is described in detail with an accompanying diagram as a demonstration option.

The following is a glossary of terms used in this section.



Glossary of Terms

Term	Meaning
Advanced Stop Lines (Cycle Advance Stop Boxes)	These are cycle “reservoirs” (boxes) at junctions with traffic signals. The boxes are in front of the vehicle stop line and should have a length of cycle lane to enable cyclists to access them. Their purpose is to enable cyclists to set off ahead of motorised vehicles rather than competing with them.
Cadence	Cadence is the number of times a cyclist turns the pedals in one minute.
Course	A structured programme of training for either groups of or individual clients delivered by a training provider.
Drill	Practice of a course outcome or outcomes in combination by trainees.
Final Check (often called a life-saver)	A final rear observation carried out immediately before making a turn.
Hazard Perception	The ability to identify hazards ahead well in advance thereby enabling the cyclist to anticipate, prepare for and reduce their risk.
Primary Position	“The primary riding position is in the centre of the leftmost moving traffic lane for the direction in which you wish to travel” (Franklin, Cyclecraft). Can also be referred to as “taking the lane”.
Secondary Position	Between a half and one metre from the edge of the leftmost moving traffic lane for the direction in which you wish to travel. Not in the gutter.
Taking the Lane	Riding in the primary position in the lane chosen. Commonly where there is lane discipline. A rider may also take the lane at a junction to prevent following vehicles from overtaking.
Trainee	The person receiving training
Training Provider	The organisation that delivers training for clients. In some cases this may be an individual freelance instructor.

Teaching style and approach to training

There are several different approaches to cycle training, but it is ultimately a practical skill based exercise. The best courses are aimed at empowering the trainees to learn by doing, as well as by hearing and observing and also have educational resources to accompany them. This manual is not aimed at detailing this, as Bikeability must be taught by qualified instructors (and assistant instructors) and this is an essential part of the instructor training process.

This manual is for new schemes and as time progresses new approaches and innovations will inevitably change the details of delivery.

Group management

There are two basic methods of group management. The trainees are either kept in a single group or split per instructor, and the style of instruction that is used in each case may vary. There are a range of options for both group management and style of instruction. These overall options and the issues surrounding each are:

Trainees kept in a single group

This is best where the group size is not greater than 8. It can allow better supervision of trainees and potentially better feedback as both instructors can be at different points to offer coaching and feedback. This can also enable more difficult sites to be used, particularly at a later stage of the course when trainees should be facing more challenging tasks. Also one instructor can give demonstrations while the other commentates and asks the trainees questions.

The main drawbacks are that trainees may have to wait longer for each turn riding, particularly where there is a larger group of trainees. The space taken up by a single group can also be a problem: to themselves and pedestrians/other road users, either while they are waiting with their bikes on the footpath or by the kerb. Where there are two instructors it is essential that they communicate clearly and do not presume that the other is always watching.

Trainees split into equal size groups per instructor working independently of each other

This can facilitate more riding for each trainee as the individual group sizes are usually smaller. A closer relationship between instructors and trainees can also be developed as the same instructor should stick with each group throughout the course.

The main drawback is that more sites may be required and that each instructor needs to keep their entire group in view all of the time. The trainees may need to stay close to the instructor and be sent off one or two at a time to the start point, which can negate the advantage of the smaller group.

Trainees split into equal size groups per instructor working semi-independently of each other

This is similar to option 'b' except that each group will work close to the others, e.g. at a series of neighbouring junctions. In this case the instructors will act more as a team. While each instructor will have primary responsibility for their own group, they will also each supervise a zone of the road area. These zones will overlap, with instructors keeping an eye on all trainees cycling into their zone.

This approach can facilitate a lot of riding time, particularly when more complex outcomes are being learnt. The trainees can also more easily become traffic for each other, which can be helpful on quieter sites.

The main drawback is that sites have to be very carefully selected and often one group may get a less suitable area to work in. The other drawbacks noted in 'b' also apply.

A combination of 'a' and 'c'

Where instructors are experienced, flexible and used to working together they should be able to weigh up the advantages of different options and select the best one for the site they are using and the outcomes they are attempting to teach. They may vary from one option to the other during a single session. Being flexible in this way is probably the best option, where the instructors are able and comfortable working in this way.

Moving groups to training sites

It is likely that at the start and end of on-road training, and during the session, that the group will have to move between junctions. A number of techniques should be considered. Whilst walking is nearly always possible, it is worth building some elements of group cycling as the course progresses.

It is worth assessing all of these options:

Walking – the group should normally walk in single file on the left side of their bike (the 'clean side'). Many training schemes will recognise that minor accidents regularly happen whilst doing this, such as trainees falling over and getting tangled in their bikes and bumping into things.

Crossing roads – It must be remembered that instructors are not legally permitted to stop traffic (unless otherwise qualified). Generally it is important for one instructor to cross to the middle of the road and stay there until the whole group has crossed.

Snaking – specific guidelines on this are available from CTUK.

Shepherding – specific guidelines on this are available from Life Cycle.

Group Cycling – There are many different versions of this, and guidance is available (for instance - York cycle training manual). Sports cycling clubs and British Cycling give extensive guidance on group cycling. Early in a course it may be possible to work out options that only involve fairly easy manoeuvres (such as left turns). As a course progresses it is possible to introduce more difficult manoeuvres and to expect trainees to take more responsibility, such as being at the front of the group. It is worth allowing this to be a voluntary competency for your instructors and recognising that this is part of their dynamic risk assessment process. Although group cycling may initially appear to involve risks it allows instructors to evaluate trainees' ability in 'real time' and away from static junctions. The following ground rules should be considered:

- Trainees should keep a distance of around 2 metres when following each other
- If the group separates then it has to stop and reform
- Trainees should only proceed when they think it is safe to do so and not just do what the person in front of them does
- When cycling in a group each member should look and signal

Module 1

All level one outcomes

Observed Demonstration

Trainees must demonstrate level one outcomes

Reasoning

Level one is a precursor to level two. Instinctive cycle control will enable trainees to undertake the more advanced tasks expected at level two.

Delivery Option

The level one outcomes are usually dealt with in a sequence of increasing difficulty. There are many optional exercises detailed in the Level 1 manual and other sources. As this is part of a Level 2 course it is important to sign off a basic competency before the instructor judges that the trainee(s) should be taken onto the road. It is possible for some competencies (such as use of gears) to be further evidenced throughout the remainder of the course.

Demonstration Option

Bicycle check – The trainee is taught to check their own bike but each bike is also signed off by the instructor

Equipment check – Those wearing helmets are taught how to adjust them and there is a discussion of safety equipment and what to wear

Getting on and off and starting a journey

Cycle in a straight line, turn and return, stopping

Cycle in a straight line with left hand off the handlebars, turn and return with right hand off

Cycle in a straight line and signal direction of turn (assess both left and right)

Cycle in a straight line and look behind. The instructor holds up a number of fingers and the trainee tell them how many they saw

Whole group cycles in a circle to practice using different gears and demonstrates an emergency stop when the instructor shouts stop.

The whole group cycles in a figure of eight to demonstrate control

Module 2

Demonstrate understanding of safety equipment and clothing

Observed Demonstration

While riding in a manner that makes the cyclist more visible is the most effective way of making other road users aware of their presence, cyclists should also understand how appropriate clothing may enhance their conspicuousness. They should therefore have a basic knowledge of the types of clothing they could wear that might make them more visible.

They must also understand how their choice of clothing may have implications on their ability to cycle.

They must understand that if they wear a helmet it should be properly fitted and worn correctly.

They may also understand that there are safe ways to carry things whilst cycling, such as panniers.

Reasoning

It is unrealistic to expect cyclists to turn up in clothing that is bright and/or offers contrast that may enhance conspicuousness. They should, however, understand the options open to them and what type of clothing might be particularly hazardous.

Scheme organisers and instructors must understand how the use of high visibility clothing can change the parameters of driving behaviour in the presence of a training course.

Delivery Option

This outcome is usually delivered at the beginning of the first course session and reinforced/expanded upon throughout the remainder of the course. All courses should have helmet fitting and clothing checks at this point and will deliver this in an interactive manner. Clothing and helmets should always be checked quickly at the beginning of each session.

Demonstration Option

With the trainees in a single group an instructor will demonstrate how to fit a helmet correctly, asking the trainees questions about correct fitting as the demonstration progresses. The trainees will then be asked to fit their own helmets and the instructors will assist and ensure that all are fitted correctly. Trainees will be told that helmets should be worn whenever they get on their bike in the session. Trainees will be questioned about appropriate clothing to be worn when cycling with instructors and trainees used as examples where possible. From this point on the course is delivered on-road – where possible on junctions that develop the trainee’s understanding and have some traffic.

Module 3

Start an on-road journey

Observed Demonstration

Trainees should start from the kerb (or from the outside of parked vehicles where such vehicles would obscure visibility at the kerb). Applying the brakes with both hands, and with their feet in the “pedal ready” position, they must observe behind (over their right shoulder) for traffic approaching from the rear. Then, if a safe gap is available behind and if no vehicle or pedestrian is blocking their path in front, they should set off into the stream of traffic.

Reasoning

When cycling on the road cyclists should always set off from a position where they can see and be seen. The greatest danger will be from traffic approaching from behind. However, cyclists should also be aware of approaching traffic that may turn across their path or pedestrians that may step off the kerb in front of them.

Where they are setting off from the outside of a line of parked cars, the narrowness of the carriageway may mean they have to wait and give-way to traffic approaching from in front before there is space for them to set off and ride at a safe distance from the parked vehicles ahead. Otherwise it is important that the cyclist sets off quickly and determinedly so as not to cause an obstruction but in particular as this is key to performing the manoeuvre safely.

Delivery Options

Modules 3, 4 and 5 are nearly always combined.

Delivery options for this are discussed in module 5.

Demonstration Delivery Option

Modules 3, 4 and 5 are nearly always combined. A demonstration option for this is shown in module 5.

Module 4

Finish an on-road journey

Observed Demonstration

Before pulling in to the left to stop, the cyclist must look behind for close following traffic that may be about to overtake or undertake them. Where the road is very narrow and overtaking is difficult they should slow down gradually, where possible having first made eye contact with any close following driver/rider. If a cyclist or motorcyclist is following behind, a look over the left shoulder may be appropriate.

Reasoning

Checking behind is essential before stopping as it gives the message to road users behind that the cyclist is about to do something. The choice of which shoulder the cyclist checks will depend on the circumstances. The key outcome is that they should be able to see who is behind and, where possible, establish eye contact if there is a driver or rider following close behind.

On narrow streets there may not be the space for a following driver to overtake easily if a rider stops, even at the kerb, particularly if there are oncoming vehicles. Making eye contact before slowing down and stopping will make the cyclist safer when stopping.

Checking to the left will also enable the cyclist to see if anyone (pedestrian, dog) is about to step into the space they are about to occupy, particularly if they are pulling off the road.

Delivery Options

Modules 3, 4 and 5 are nearly always combined.

Delivery options for this are discussed in module 5.

Demonstration Option

Modules 3, 4 and 5 are nearly always combined. A demonstration option for this is shown in module 5.

Module 5

Understand where to ride on roads being used

Observed Demonstration

Cyclists should not cycle in the gutter. Where there is little other traffic and/or there is plenty of room to be overtaken they may ride in the secondary position.

Where the road is narrow and two-way traffic would make it dangerous for the cyclist to be overtaken by a following vehicle they may choose to ride in the primary position.

If the cyclist is riding at the speed of other traffic then they should do so in the primary position.

Reasoning

Cyclists may be wary of cycling in the primary position as this will put them in the path of motor traffic when their natural instinct might be to keep away from it. However, where appropriate, it will actually offer them more protection as they will be able to see more, be seen more easily by other road users and most importantly it will prevent drivers from attempting to overtake them where the road is too narrow.

If unsure, the default position is the primary position.

Delivery Options

As stated above, delivery of this outcome is combined with those in modules 3 and 4.

The main variations available are:

Once introduction and demonstration have been completed the trainees ride the outcome and once they stop they get off onto the footpath and wheel their bicycle back to the start point. One instructor is positioned at the start point and the other at the stop

As option 1 except, once stopped, the trainees cross the road and repeat the drill on the other side of the road

In some cases modules 8 or 9 may be combined with this exercise as there may be a lot of parked cars or a lot of side roads

Demonstration Option

The instructors choose the site to be used and select the best vantage point for the trainees to watch a demonstration of the drill

The instructor gives the group the option of seeing a demonstration

The instructor moves to a point where they can observe and control the drill

In turn, the trainees start off, take up their road position and then stop at the stopping point. They then get off their bike and walk back to rejoin the rest of the group

Module 6

Be aware of everything around them, including behind, as they ride

Observed Demonstration

The rider must be aware of other road users at all times, both in front and behind, as they ride along. They must also be aware of pedestrians and others on the footpath ahead of them who might step into their path and of driveways and other entrances from which vehicles might emerge into their path.

Reasoning

Good observation improves hazard perception allowing for good forward planning. By preparing for hazards in advance the rider reduces their risk. Good observation will alert them to any hazards ahead. Therefore the cyclist should be seen to make continuous observations as they cycle. If stopped and questioned by an instructor they should be able to explain what they have seen.

Delivery Options

This outcome can be introduced in combination with those in modules 7 or 8 and 9. It will be reinforced in all subsequent on-road outcomes.

Demonstration Option

See module 7.

Module 7

Make a u-turn. This is not an essential outcome but many schemes teach this.

Observed Demonstration

Approaching the point where they intend to turn, the cyclist must look behind over their right shoulder and, if there is a safe gap behind and in front, complete the turn, slowing down if necessary to do so and taking up the correct cycling position on the opposite carriageway. They should be covering their brakes as they make the turn. They must not leave the carriageway while undertaking the u-turn.

Reasoning

Children particularly, and adults will often carry out u-turns and so it is advisable, although not essential, that they are taught to trainees. They are also very useful in level two training as they can be used to increase the frequency with which trainees can practice manoeuvres and to enable trainees to ride complete circuits in a training area. As a tool, the u-turn is extremely useful in speeding up the rate at which trainees can achieve the essential outcomes.

Delivery Options

If the u-turn is not included, the alternative is crossing the road on foot while wheeling the bicycle. All courses should teach safe road crossing while wheeling a bicycle as an extra outcome.

Some providers may wish to introduce the u-turn at a later stage.

The u-turn can be introduced as a natural extension of the first drill, start, ride along and stop.

Demonstration Option

On completion of the first drill (Module 5), the instructors explain that they are now going to introduce a slight change. Instead of stopping at the end of the manoeuvre they are now going to do a u-turn, ride back up the road past their first start point, carry out a second u-turn and then stop by the rest of the group.

The trainees are moved to the best vantage point.

The instructor demonstrates the drill if necessary.

The trainees attempt the drill with prompting on their first attempt and less on further attempts as they improve.

General feedback as appropriate may be given to the group as a whole at any point and further demonstrations may also be given

Module 8

Pass parked or slower moving vehicles

Observed Demonstration

On approach to the vehicle the cyclist must observe behind and then if safe to do so move out smoothly (they should not be so close as to need to swerve) into a position a car door's length from the vehicle they intend to overtake. Once past, they should move smoothly back into their normal riding position unless there are other vehicles nearby ahead that they will overtake, in which case they must stay out until they have passed all of these.

Reasoning

It is a great temptation for inexperienced cyclists to weave in and out between parked cars. They should rather stay where they can see and be clearly seen by other drivers and riders even if this means that vehicles behind are prevented from overtaking them.

When a cyclist is riding steadily and confidently there should be no need to signal when overtaking. It should be obvious from their position and riding that they will be carrying on past the vehicles.

On approaching parked vehicles they should also be checking if there is anyone in the vehicles, if the motor is running and if the vehicle is about to set off (indicating) so that they can take appropriate avoiding action.

It may be necessary in some instances when overtaking a line of parked cars for the cyclist to move closer to these, for example, if the street is narrow and there is an oncoming car that approaches after they have started the overtaking manoeuvre. In cases like this, looking into the parked cars they are overtaking is essential as they will have no room to manoeuvre and must therefore be ready to stop and wait until safe to ride further out again.

Delivery Options

The instructors position themselves appropriately. The trainees carry out the outcome and then get off onto the footpath and wheel their bicycles back to the rest of the group.

As option one except the trainees carry out a u-turn at an appropriate place, ride back past their start point and then either stop and cross to the group on foot or carry out another u-turn to return to the start point.

Demonstration Option (Delivery option 2)

The trainees are moved to the best vantage point and the instructor briefly introduces the drill

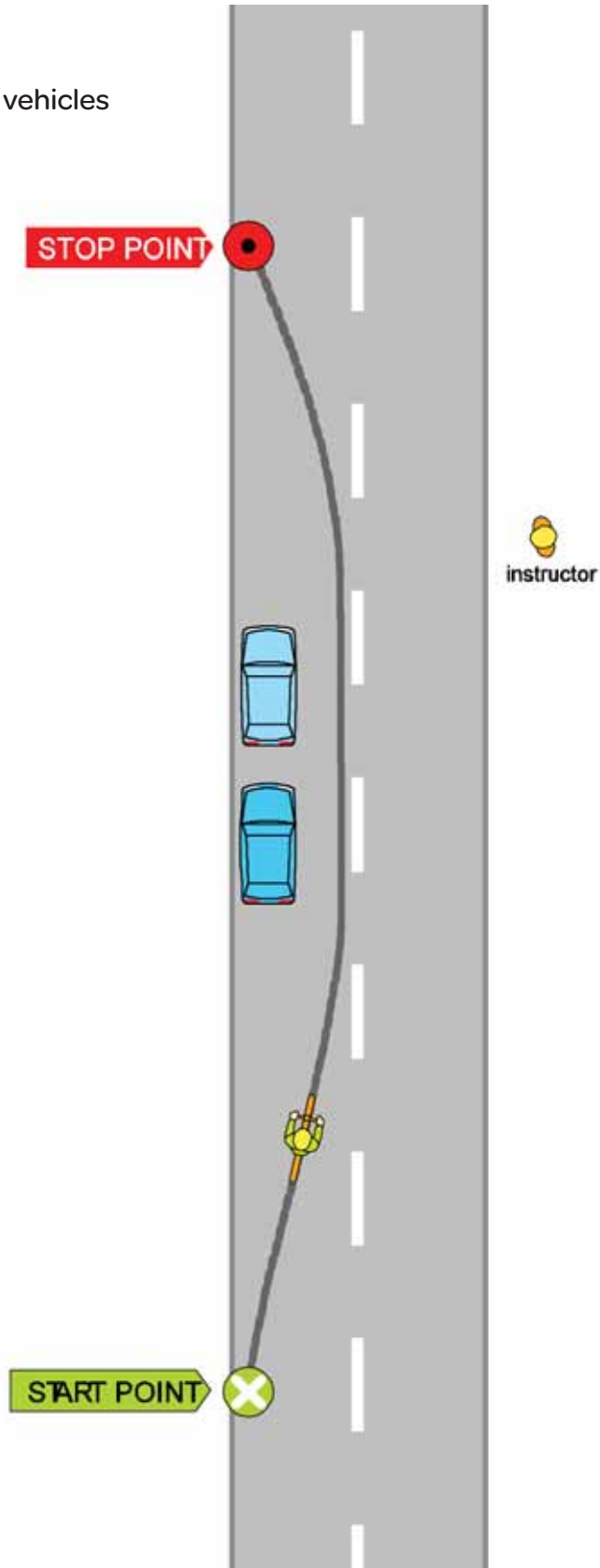
The instructor gives a ridden demonstration if necessary

The instructor moves to an appropriate position for the drill

The trainees ride the drill in turn with prompting on their first attempt and less on further attempts as they improve. The waiting group watch each rider. General feedback, as appropriate, may be given to the group as a whole at any point and further demonstrations may also be given

Note to accompany Diagrams – the attached diagrams show the positioning for a single instructor only. They have been taken from the Devon Cycle Training Manual, which shows suggested positions for two instructors, however, there are other manuals which demonstrate and discuss this.

Module 8
Pass parked or slower moving vehicles



Module 9 Pass side roads

Observed Demonstration

On passing a side road the cyclist must maintain the speed and position they have been using on the major road. They must look into the side road as they approach for any vehicles that may be about to turn out and pedestrians who may be about to cross the major road. They must also be looking out for oncoming vehicles that may turn right, across their path, into the minor road.

Where cyclists pass a pair of minor roads at a crossroads they must also check for traffic emerging from the minor road on their right.

Reasoning

The further out from the kerb that a cyclist can ride the more visible they will be to drivers wishing to emerge from the side roads they are approaching. They will also be less likely to be cut up by vehicles turning turn left into the side road whether approaching from in front or behind.

A key pointer here is that drivers exiting side roads will be looking for cars, rather than cyclists, on the major road. If in doubt the cyclist should take up a position where a car might be, i.e. the primary position.

Delivery Options

The instructors position themselves appropriately and the trainees ride the manoeuvre. They then get off onto the footpath and wheel their bicycles back to the rest of the group, crossing the head of the side road on their way.

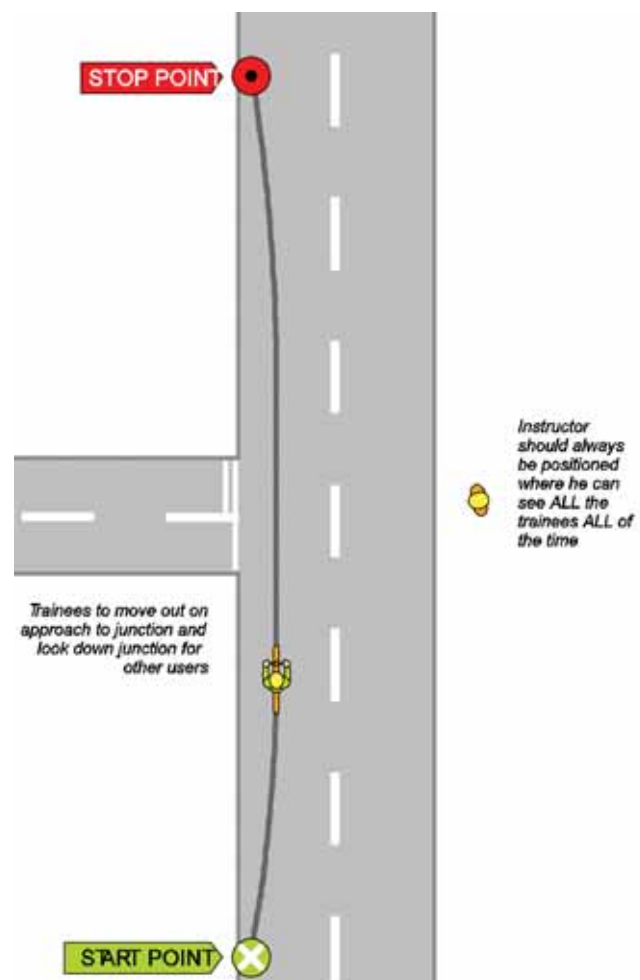
As option one except the trainees carry out a u-turn at an appropriate place, ride back past their start point and then either stop and cross to the group on foot or carry out another u-turn to return to the start point.

Demonstration Option (Delivery option 2)

The trainees are moved to the best vantage point and the instructor briefly introduces the drill
One instructor gives a ridden demonstration of the drill while the other commentates and asks the trainees questions

The instructor moves to the appropriate position for the drill

The trainees ride the drill in turn with prompting on their first attempt and less on further attempts as they improve. The waiting group watch each rider
General feedback, as appropriate, may be given to the group as a whole at any point and further demonstrations may also be given



Module 10

Understand how and when to signal intentions to other road users

Observed Demonstration

Where trainees are seen to signal this must always be following a rear observation. However, this does not mean that the signal is solely for those behind. Trainees must look for hazards in front and to the side not only to the rear.

If they choose to make a signal it must be clear. There should also be instances where trainees choose not to signal following good observation. If questioned immediately afterwards they must be able to explain, justifiably, that there was nobody they needed to signal to.

Reasoning

The rear observation, as well as informing the cyclist of anyone behind, will also safeguard them. Signalling should only be practised when necessary, as the act of removing a hand from the bars to signal can reduce the rider's cycle control.

Delivery Options

This outcome will be combined with first and subsequent turning manoeuvres. See modules 11 to 14.

Some schemes may consider asking the trainee(s) to signal for the first few times before allowing discretionary signalling.

Demonstration Option

This outcome will be combined with first and subsequent turning manoeuvres. See modules 11 to 14.

Module 11

Turn left into a minor road

Observed Demonstration

In advance of the junction the cyclist must observe behind and, if necessary, signal their intention to turn left.

As they approach the junction they must also check for hazards in the minor road they are turning into and for pedestrians who might be about to cross at the head of the junction.

Just before turning they may choose to carry out a final check over their left shoulder for undertaking cyclists or motorcyclists.

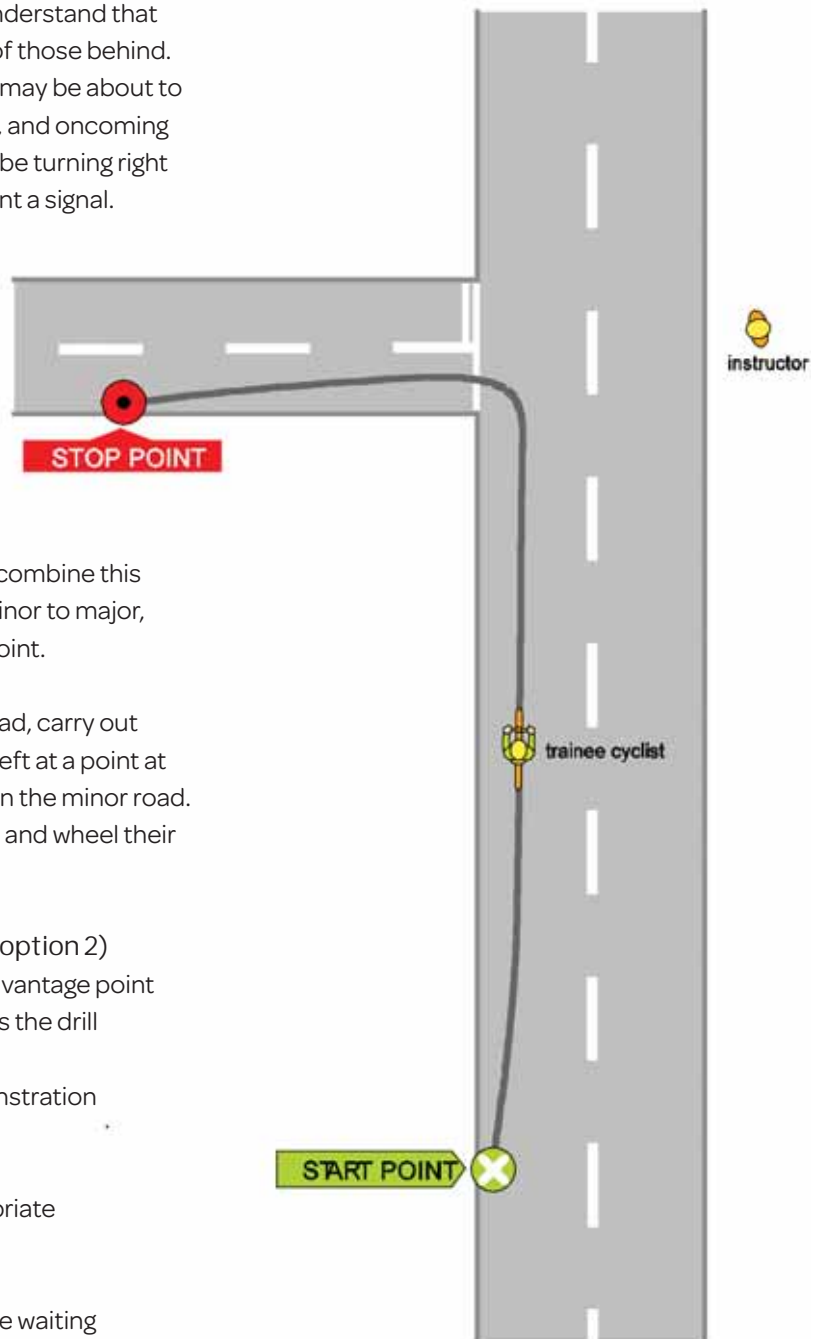
Following the first rear observation and signal (in this case it will probably be necessary) a cyclist may choose to move out into the primary position as they approach the junction prior to turning into the minor road. If they do so then a left shoulder final check for undertaking cyclists/motorcyclists just prior to turning is essential. Trainees should be aware of this option.

Where the cyclist is turning left at a crossroads they must also check for traffic emerging from the minor road on their right.

Reasoning

The left shoulder look will be appropriate in certain conditions where undertaking is possible. The technique of moving out into the primary position prior to turning is to prevent following vehicles overtaking and cutting up the cyclist by turning into the side road. It is appropriate in busier traffic where this is more likely to occur but does increase the potential for the cyclist to be undertaken, hence the final check over the left shoulder.

As with the right turn they should understand that signalling is not just for the benefit of those behind. Pedestrians on their near side, who may be about to cross at the head of the minor road, and oncoming drivers, particularly those who may be turning right into the same minor road, will warrant a signal.



Delivery Options

Some training providers choose to combine this outcome with the right turn from minor to major, also introducing the u-turn at this point.

The trainees set off on the major road, carry out their left turn and then stop on the left at a point at least 30 metres from the junction on the minor road. They then get off onto the footpath and wheel their bicycles back to the start point.

Demonstration Option (Delivery option 2)

The trainees are moved to the best vantage point and the instructor briefly introduces the drill

The instructor gives a ridden demonstration of the drill

The instructor moves to the appropriate position for the drill

The trainees ride the drill in turn. The waiting group watch each rider

General feedback, as appropriate, may given to the group as a whole at any point and further demonstrations may also be given.

Module 12

Turn left into a major road

Observed Demonstration

In advance of the junction the cyclist must observe behind and, if necessary, signal left. They should then take up the appropriate position to prevent vehicles from behind moving up alongside at the junction. As they approach the head of the junction they should start checking for traffic on the major road, particularly from their right, adjusting their speed appropriately as they do so.

If the junction has a stop sign they must stop behind the stop line in an appropriate position away from the kerb and take up the 'pedal ready' position ready to set off again. Once there is a safe gap in traffic from their right and having checked that no cyclist or motorcyclist will try to undertake them from behind they should set off and complete their turn.

If the junction is a give-way they should only stop if it is necessary to do so. Before turning they may also carry out a final check behind on their left for undertaking cyclists or motorcyclists (especially if the cyclist has moved out into the primary position to block traffic behind). They should also be aware of pedestrians stepping out into the road to their left.

Where the cyclist is turning left at a crossroads they must also check for traffic emerging and turning right from the minor road ahead of them.

Reasoning

Taking a position away from the kerb at a junction will keep drivers behind the cyclist when setting off and most likely to be unsteady. This will therefore offer them greater protection when they are most vulnerable. However, this does increase the small risk of being undertaken by less careful cyclists and motorcyclists as they will have the space to get past. This is why a left shoulder final check may be appropriate just before turning.

Delivery Options

Some training providers choose to

combine this outcome with the right turn from major to minor with a u-turn carried out in the minor road.

The trainees set off on the minor road, carry out their left turn and then stop on the left at a point at least 30 metres from the junction on the major road.

They then get off onto the footpath and wheel their bicycles back to the start point.

Demonstration Option (Delivery option 2)

The trainees are moved to the best vantage point and the instructor briefly introduces the drill

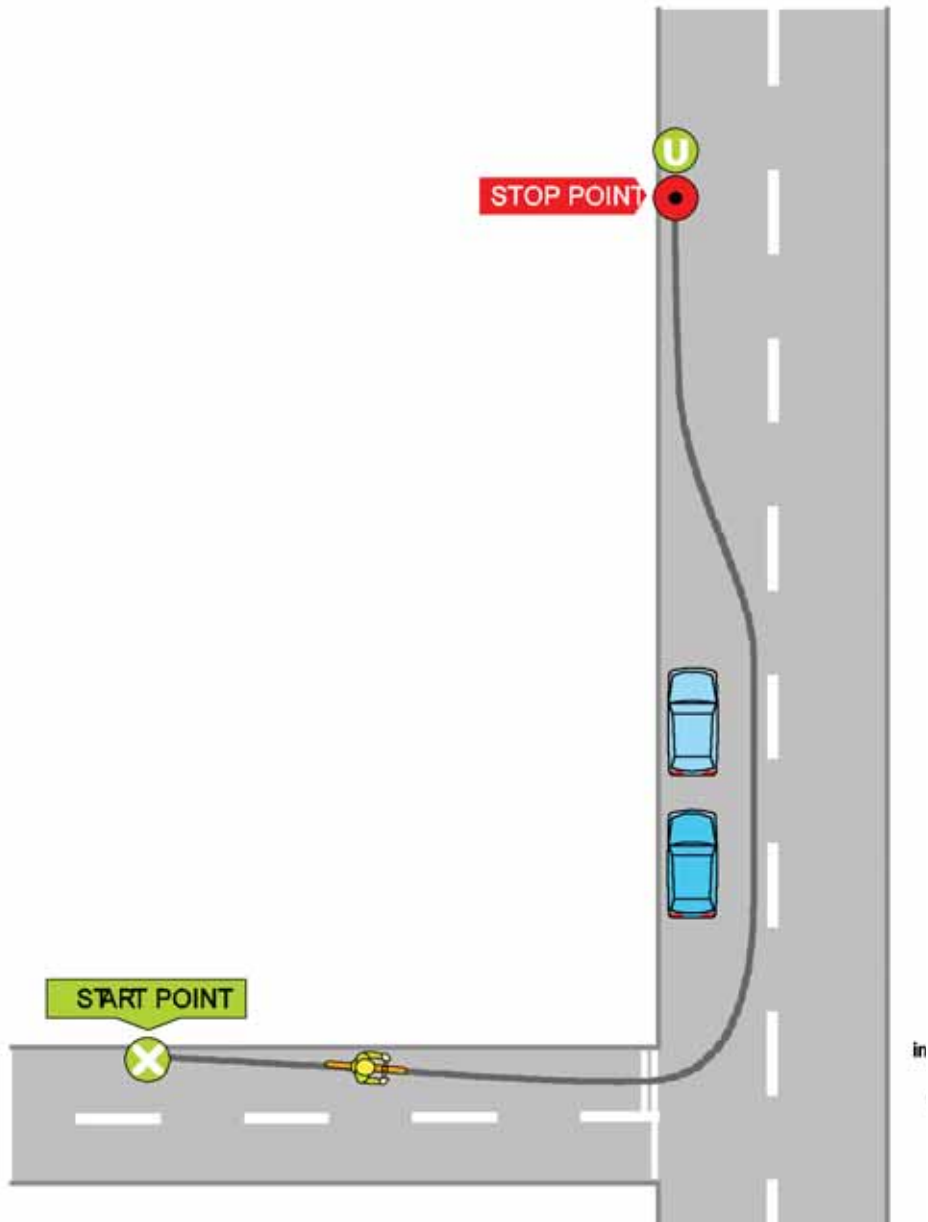
The instructor gives a ridden demonstration of the drill

The instructor moves to the appropriate position for the drill

The trainees ride the drill in turn. The waiting group watch

General feedback, as appropriate, may given to the group as a whole at any point and further demonstrations may also be given

Module 12
Turn left into a major road



Module 13

Turn right from a minor to a major road

Observed Demonstration

As they approach the junction, but still well in advance of it, the cyclist must check behind for a gap in following traffic that will enable them to pull out. If they can, they should then pull out smoothly into an appropriate position where they cannot be overtaken by following vehicles. They should approach the junction in this position and must observe for traffic from both sides on the major road. If signalling is necessary they should also continue to signal while pulling out and approaching the junction, returning both hands to the handlebars just before the point where they would have to brake, if stopping at the junction were necessary. If there is a stop sign they must stop at the stop line, taking up the 'pedal ready' position as they do so. They must observe to their right and left for traffic on the major road and when there is a safe gap, set off again and complete the turn.

If the junction is a give-way, the cyclist should only stop and give-way if necessary before completing their turn.

Where the cyclist is turning right at a crossroads they must also check for traffic emerging from the minor road ahead of them.

Reasoning

Getting into position to turn sufficiently in advance of the junction enables the cyclist to then start concentrating on conditions and traffic on the major road. Riding to the junction in this position can prevent cars from overtaking them on either side as they approach the junction. Taking a position that will prevent vehicles overtaking from behind will also make completion of the turn safer as cars will not be able set off alongside them when cyclists are at their slowest and least stable.

Seeing a cyclist choose not to signal or stop at a give-way, after appropriate observation, should be evidence that they understand what they are doing. If questioned they should be able to explain their actions. Cyclists who stop at every give-way, regardless of traffic on the main road, do not demonstrate understanding and could be putting themselves at greater risk as following vehicles may not stop.

Choosing not to signal can also be an indicator of good observation. However, when questioned a cyclist who has not signalled should demonstrate that they understand that signalling is not only for the benefit of those behind them.

Delivery Options

The trainees wait with the instructor at the best vantage point. They are sent across the road to the start point either one by one or in pairs. The outcome is then carried out as a single turn, with trainees stopping after the turn, getting off onto the footpath and wheeling their bicycles back to wait with the group.

The outcome is combined with a u-turn followed by a left turn from major to minor to return the trainee to the start point. One instructor remains with the trainees at the start point while the other takes the best vantage point to observe the whole manoeuvre. As 2, except one instructor stays at the point of the u-turn on the major road while the other takes the best vantage point to observe the whole manoeuvre. Whether option 2 or 3 is selected should be determined by the choice of site. If the major road is busy and even the best vantage point offers poor observation of the u-turn position then option 3 should be selected. However, for the introduction of this outcome a site with less traffic and where the u-turn position can be easily observed should be selected so that option 2 can be used. The advantage of having one instructor commentating for the group should not be lost if at all possible.

Demonstration Option (Delivery option 2)

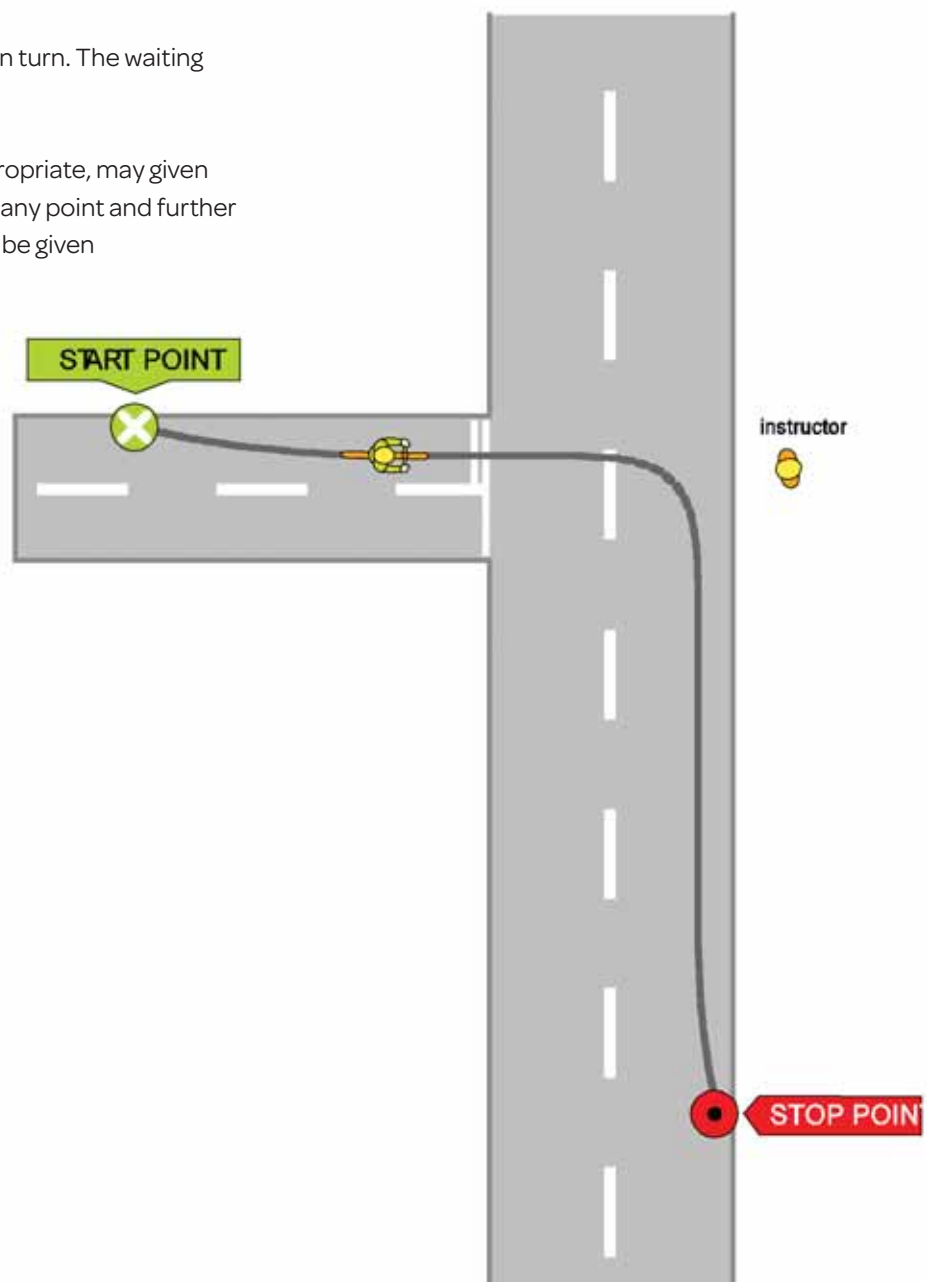
The trainees are moved to the best vantage point and the instructor briefly introduces the drill

The instructor gives a ridden demonstration of the drill

The instructor moves to the appropriate position for the drill

The trainees ride the drill in turn. The waiting group watch

General feedback, as appropriate, may given to the group as a whole at any point and further demonstrations may also be given



Module 14

Turn right from a major to a minor road

Observed Demonstration

Approaching the junction, the cyclist must observe behind and, if safe to do so, start to move out to a position about an arm's length from the left of the centre line, signalling if necessary as they do so prior to and while moving out. If there is oncoming traffic they should stop opposite the centre line of the minor road, take up the 'pedal ready' position and then, once the traffic has passed, complete their turn. While waiting they may also choose to signal. They may also carry out a right shoulder final check if there were any risk of drivers attempting to overtake on their right as they turned.

If they have not had to stop for oncoming traffic at the junction they should carry out a right shoulder final check just before completing the turn. When they complete the turn they should take up their normal riding position in the minor road, taking into account any hazards in that road.

Cyclists should be seen to demonstrate the manoeuvre in this way but they should also be aware that if there is considerable traffic behind, they may cycle in their normal position and stop by the kerb at the far side of the junction. From there they may complete the manoeuvre either on their bicycle or on foot, once it is safe to cross the road.

Where the cyclist is turning right at a crossroads they must also check for traffic emerging from the minor road on their left.

Reasoning

The right shoulder final check before completing a turn is for vehicles that may be attempting to overtake the cyclist on their outside. It should not be necessary if the cyclist has just allowed oncoming motor vehicles to pass. Any overtaking of the cyclist by vehicles behind would be prevented by the oncoming vehicle unless this were a cycle or motorcycle.

Signalling while waiting to turn right will make the cyclist more visible to oncoming drivers.

Delivery Options

The trainees wait with the instructor at the best vantage point. They are sent across the road to the start point either one by one or in pairs. The outcome is then carried out as a single turn, with trainees stopping after the turn, getting off onto the footpath and wheeling their bicycles back to wait with the group.

The outcome is combined with a u-turn followed by a left turn from minor to major to return the trainee to the start point. One instructor remains with the trainees at the start point while the other takes the best vantage point to observe the whole manoeuvre. As 2, except one instructor stays at the point of the u-turn on the minor road while the other takes the best vantage point to observe the whole manoeuvre.

Whether option 2 or 3 is selected should be determined by the choice of site. If the best vantage point offers poor observation of the u-turn position then option 3 should be selected. However, for the introduction of this outcome a site with less traffic and where the u-turn position can be easily observed should be selected so that option 2 can be used. The advantage of having one instructor commentating for the group should not be lost if at all possible.

Demonstration Option (Delivery option 2)

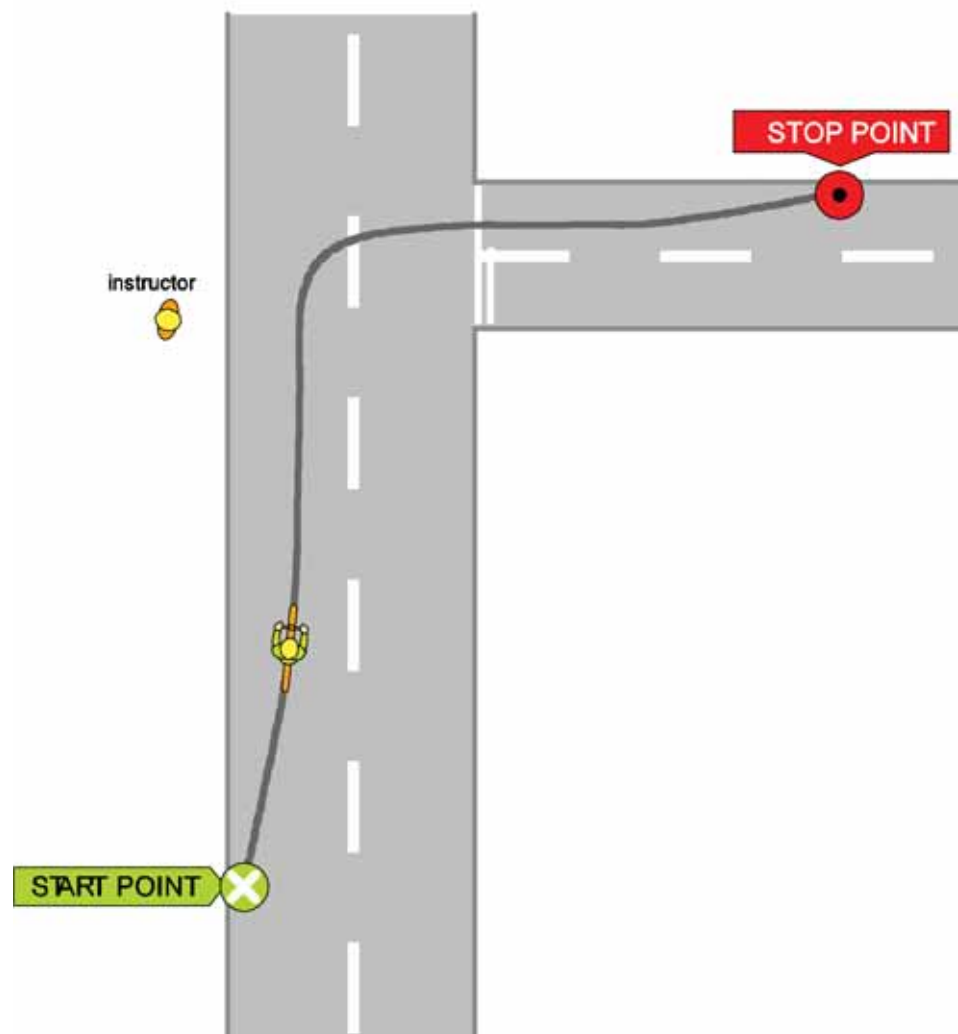
The trainees are moved to the best vantage point and the instructor briefly introduces the drill

The instructor gives a ridden demonstration of the drill

The instructor moves to the appropriate position for the drill.

The trainees ride the drill in turn. The waiting group watch

General feedback, as appropriate, may given to the group as a whole at any point and further demonstrations may also be given



Module 15

Explain decisions made while riding, thereby demonstrating understanding of safe riding strategy

Observed Demonstration

If stopped following a manoeuvre, the cyclist must be able to explain why they have decided to undertake the manoeuvre in the manner observed. It should be clear from this that they have a good understanding of the rudiments of safe cycling strategy, namely good observation, positioning and communication.

As discussed above, correct demonstration of the give-way and the choice of when not to signal can be good examples of an understanding of safe riding strategy. During a course trainees should therefore be expected to demonstrate manoeuvres where they correctly choose not to stop at a give-way and not to signal.

Reasoning

Understanding and being able to demonstrate safe riding strategy is the principal safety outcome that is being sought from cyclists on a level two course. A cyclist may be observed to carry out a manoeuvre safely but unless it can be determined they did so using an effective strategy it is not possible to be confident that when faced with the same manoeuvre again and/or different circumstances that they will be able to repeat or adapt their handling of it to be consistently safe.

Delivery Options

This outcome is delivered in combination with all the other outcomes but best demonstrated with the later most complex outcomes.

Demonstration Option

Trainees should not only be challenged when they have made poor decisions but also when they have been observed to make good decisions. Careful questioning can quickly establish that such decisions were made for the right reasons and resulted from the trainee having acquired a safe riding strategy. A good example would be a trainee who, when questioned after not stopping at a give way, had responded that they had not stopped because they had looked (as seen by the instructor) and not seen anything to give way to.

Module 16

Demonstrate a basic understanding of the Highway Code, particularly how to interpret road signs

Observed Demonstration

Cyclists should be able to interpret road signs and lines if questioned.

They should also know about and demonstrate appropriate cycling behaviour, not riding on the footpath or through red lights etc.

Reasoning

Highway Code can be dealt with in breaks between riding. It should also be included as opportunities arise naturally while trainees are riding. On the way to and at training sites the trainees are likely to see signs and behaviour that can raise Highway Code issues and instructors should take advantage of these wherever possible.

Delivery Option

While Highway Code should be incorporated throughout a course training providers may also give out printed material to help with learning. Some include a classroom element to training in which aspects of Highway Code can be included. Written Highway Code quizzes or tests can also be used. Instructors can be provided with road sign cards to use with trainees during breaks from riding.

Demonstration Option

Questioning, using appropriate visual aids is included during breaks between drills and/or at the end of a training session.

Additional Optional Outcomes (Non-essential)

There are a number of additional outcomes that have been recognised as part of good training practice. However, these are not obligatory, and it must be recognised that in many places, especially rural settings, suitable examples may not be available. As the course progresses if the essential outcomes have been achieved additional challenges can be incorporated into the course providing the infrastructure is within the trainees' capability.

For these modules a range of delivery options are not included. These manoeuvres are often specific to the available infrastructure and the group being taught and therefore a generic description of how to teach the manoeuvre.

Module 17 Be able to take the correct carriageway lane when needed

Observed Demonstration

If this can be observed, the cyclist must be seen to make good observations and signals (if necessary) when changing lanes. This will almost certainly be on the approach to a junction. In which case they should take the lane they have chosen to ride in until it is safe to move back into their normal riding position.

Reasoning

Level two training will seldom be undertaken on roads where there is more than one carriageway. Where this does occur it will almost certainly be where there are short two lane sections on the approach to junctions. These will often be very narrow lanes.

Teaching notes

The trainees are moved to the best vantage point and the instructor briefly introduces the drill

The instructor gives a ridden demonstration of the drill

The instructor moves to the appropriate position for the drill

The trainees ride the drill in turn. The waiting group watch each rider

General feedback, as appropriate, may be given to the group as a whole at any point and further demonstrations may also be given

Module 18

Decide where cycle lanes can help a journey & demonstrate correct use

Observed Demonstration

The cyclist should always take the position that will be safest for them. In judging this we should consider what manoeuvre they are undertaking and, in light of the guidance on individual outcomes, decide whether a cycle lane they could use would enhance or detract from their safety in each instance. Cyclists should be aware that it is their choice whether or not they use cycle lanes or facilities and that often it may be safer not to.

Reasoning

The quality of design of cycle lanes and facilities varies greatly. For example, where lanes are wide, (1.5 metres or more) these should be adequate for use when riding ahead. Where lanes are narrow, unless the cyclist can use them to filter past queuing traffic (taking appropriate care as they do so), they will undoubtedly be safer riding in the primary position outside the cycle lane. Cyclists should also avoid cycling in lanes where the surface is poor.

Cycle lanes can often be blocked by parked vehicles and other obstructions or be so short and/or narrow that their use would be unreasonable and getting in and out of them expose the cyclist to more risk.

Teaching notes

The trainees are moved to the best vantage point and the instructor briefly introduces the drill

The instructor gives a ridden demonstration of the drill

The instructor moves to the appropriate position for the drill

The trainees ride the drill in turn. The waiting group watch each rider

General feedback, as appropriate, may be given to the group as a whole at any point and further demonstrations may also be given

Module 19

Go straight on from minor road to minor road at a crossroads

Observed Demonstration

As they approach the junction the cyclist must check behind and if safe to do so move out to take the lane if they are not already doing so.

As soon as possible on the approach to the head of the junction, they must start checking for traffic from the right and left on the major road. They must also check for traffic that may emerge from the side road ahead that they intend to ride into.

If there is a Stop sign they must stop at the stop line and check for traffic from right, left and ahead. If safe to do so they should cycle ahead into the other minor road and then resume their normal riding position.

If the junction is a give way, they should only stop if necessary before completing their manoeuvre.

Reasoning

This manoeuvre should be included in a course if possible. Many estates are designed with crossroads and therefore trainees should ideally have an opportunity to experience using them.

At a crossroads the cyclist has to take account of three different lanes of traffic that may present a hazard to them. Taking their lane should eliminate a fourth by preventing vehicles behind attempting to overtake them as they negotiate the junction. As with right turns, trainees must also be made aware of, and in some cases might demonstrate, that they can get off and carry out this manoeuvre as a pedestrian.

If a crossroads is available, the full range of left and right turns should also be practiced on it.

Teaching notes

The trainees are moved to the best vantage point and the instructor briefly introduces the drill.

The instructor gives a ridden demonstration of the drill.

The instructor moves to the appropriate position for the drill.

The trainees ride the drill in turn. The waiting group watch each rider.

General feedback, as appropriate, may given to the group as a whole at any point and further demonstrations may also be given.

Module 20

Turn left at a mini/single lane roundabout

Observed Demonstration

As the cyclist approaches the roundabout they must check behind and, if necessary, signal their intention to turn left. They should take the lane (in the left hand lane if there are two lanes on the approach, which will be very rare) as they approach the give way line, checking for traffic from the right on the roundabout as they do so.

They should stop at the give way line, if it is necessary to give way to traffic on the roundabout, and before setting off should carry out a left shoulder final check before entering the roundabout. If necessary they should signal left again once they have set off before leaving to the left, in their normal riding position, at the first exit.

Reasoning

Some mini roundabouts (this will be rare) may have two lanes on their approach, but the roundabout itself "should" operate as a single lane. This does not, however, mean that drivers will treat it as such. Many will have a central island that can be driven over and often the lane discipline will be ill defined both on and off the roundabout. They need to be aware that other road users will not use the roundabout as intended and be prepared for this.

Teaching notes

The trainees are moved to the best vantage point and the instructor briefly introduces the drill

The instructor gives a ridden demonstration of the drill

The instructor moves to the appropriate position for the drill

The trainees ride the drill in turn. The waiting group watch each rider

General feedback, as appropriate, may given to the group as a whole at any point and further demonstrations may also be given

Module 21

Go straight ahead at a mini/single lane roundabout

Observed Demonstration

As the cyclist approaches the roundabout they must check behind and take the lane (in the left hand lane if there are two lanes on the approach, which will be very rare) as they approach the give way line, checking for traffic from the right on the roundabout as they do so.

They should stop at the give way line, if it is necessary to give way to traffic on the roundabout, and before setting off should carry out a left shoulder final check before entering the roundabout. They should cycle across the roundabout still taking the left hand lane. Once they have passed the exit before the one they wish to take they must check behind and ahead for traffic and signal left again, if necessary, before exiting the roundabout returning to their normal riding position on exit. Just before exiting they should check left and behind for undertaking traffic.

Teaching notes

The trainees are moved to the best vantage point and the instructor briefly introduces the drill

The instructor gives a ridden demonstration of the drill

The instructor moves to the appropriate position for the drill

The trainees ride the drill in turn. The waiting group watch each rider

General feedback, as appropriate, may be given to the group as a whole at any point and further demonstrations may also be given

Module 22

Turn right at a mini/single lane roundabout

Observed Demonstration

As the cyclist approaches the roundabout they must check behind and take the lane, signalling right if necessary to move across (to the right hand lane if there are two lanes on the approach) as they approach the give way line, checking for traffic from the right on the roundabout as they approach it.

They should stop at the give way line, if it is necessary to give way to traffic on the roundabout, and before setting off should carry out a left shoulder final check before entering the roundabout. They should cycle across the roundabout still taking the lane and signalling right, if necessary, until they have passed the first exit. Once they have passed the exit before the one they wish to take they must check to the left and behind and signal left, if necessary, before exiting the roundabout. Just before exiting they should check left and behind again for undertaking traffic. They should then leave the roundabout taking up their normal riding position on the exit road.

Cyclists must also be aware and prepared for vehicles entering the roundabout from their left at each access as they pass it.

Reasoning

The right turn will expose the cyclist to most risk where the conditions are as described in module 20. Good observation is essential to protect the cyclist and enable them to be ready to take evasive action if necessary.



Teaching notes

The trainees are moved to the best vantage point and the instructor briefly introduces the drill

The instructor gives a ridden demonstration of the drill

The instructor moves to the appropriate position for the drill

The trainees ride the drill in turn. The waiting group watch each rider

General feedback, as appropriate, may given to the group as a whole at any point and further demonstrations may also be given

Acknowledgements

The authors of this manual gratefully acknowledge the assistance and input of the following people and organisations:

Michael Attride,
London Borough of Greenwich

Eric Chasseray,
Royal Borough of Kingston

Hazel Clarke,
Hertfordshire County Council

Liz Clarke,
Bikeright

Kevin Clinton,
RoSPA

David Dansky,
CTUK

Devon County Council

Peter Knight,
Cycle Experience

Colin Langdon,
Cycling Solutions

Ken Spence,
Transport Initiatives