



BIKEABILITY

Bikeability Registration

Cycle Training Standards Board

August 2008

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1.0 Introduction

This note contains guidance for local authorities and organisations on the process of Bikeability registration.

1.1 What is Bikeability?

Bikeability is the new award scheme for the delivery of national standard cycle training which was rolled out in spring 2007. To ensure the quality of schemes delivering the Bikeability awards, organisers are required to have their schemes registered by the Cycle Training Standards Board (CTSB). The simple registration process detailed in this document, designed by the CTSB, details how your national standard course can access the Bikeability Award Scheme.

Bikeability registration allows Scheme Organisers full access to the Bikeability award packs which consist of badges and guidance booklets as well as the right to use the branding on their promotional materials.

1.2 The Cycle Training Standards Board (CTSB)

The CTSB is newly formed, mandated by government and answerable to the Secretary of State for Transport. They are custodians of the national standard for cycle training (upon which Bikeability is based) and responsible for registering all national standard schemes, including those that wish to participate in the Bikeability Award Scheme. The Bikeability Award Scheme is an initiative developed by the Department for Transport and Cycling England.

Should you require more detailed guidance on making the transition to the National Standard and applying for registration please contact the CTC Charitable Trust who, on behalf of Cycling England, can provide support and advice as well as expert input specific to your scheme. Contact cycletraining@ctc.org.uk, call 0870 607 0415 or visit www.ctc.org.uk for further information.

2.0 What is Bikeability scheme registration?

To become a registered provider, scheme organisers are required to submit evidence that their scheme meets certain criteria. The evidence required is detailed in this document which provides a framework to help guide scheme organisers. All applications for registration must be accompanied by the completed attached evidence checklist to ensure the registration process is as efficient and thorough as possible.

2.1 Assessment of evidence for accreditation

There are two areas that will be assessed to enable scheme registration, these are:

A. Course Management

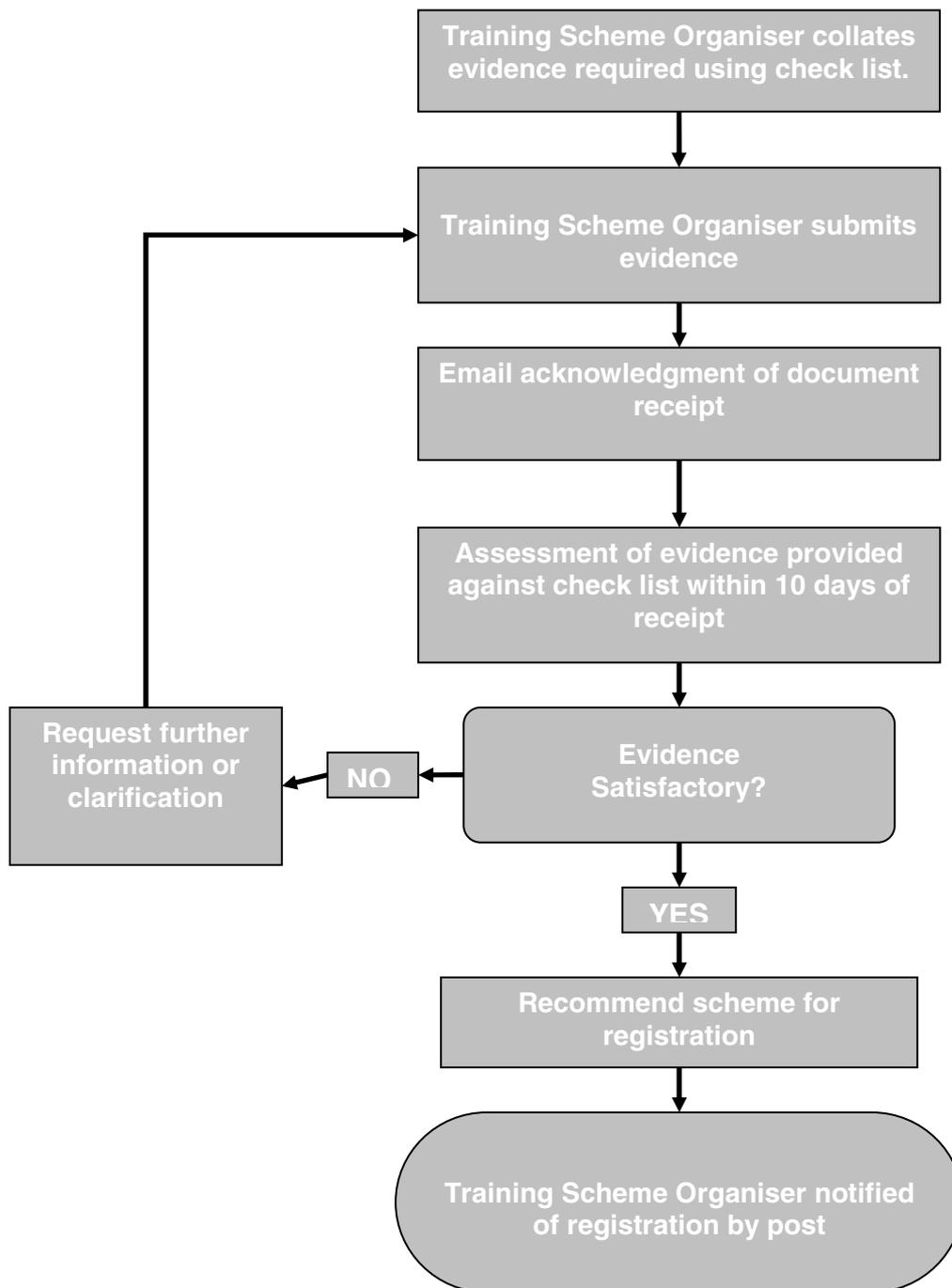
- A clear course management structure covering the elements detailed in this note is essential to protect the training provider from risk as an organisation as well as helping you deliver high quality cycle training.

B. Course Structure

- This looks at how the training is actually delivered, the number of training sessions, their duration, where they are delivered, ratio of pupils to instructors etc. Your registration will only be applicable to the levels which documentation is submitted for.
- You may apply for registration for any level of course, as such your registered status will only be applicable for courses delivered at that level.

The checklist provided as part of this advice note is split into essential and desirable criteria, with the essential criteria shaded grey in the left hand column. For the Course Management elements the desirable criteria reflect how well a course is integrated with other programmes and areas of work. This recognises that, whilst not essential, where this integration occurs a cycle training scheme is more effective in delivering the over riding outcomes of Bikeability.

2.2 Process for the scheme provider to become a registered provider



Submission of documents can be made to Steer Davies Gleave on behalf of the CTSB in two ways:

By post to:
FAO – Bikeability
Steer Davies Gleave
28-32 Upper Ground
London
SE1 9PD

Electronically to:
bikeability@sdgworld.net

3.0 Course Management – Required Evidence

Essential elements are shaded in grey followed by further detail on the exact documents that will need to be evidenced. Many of the pieces of evidence required may be contained within a single document. Therefore please submit this checklist along with your documentation and use the right hand column to clearly indicate where the policy/evidence can be found within your submission.

Element	Evidence Required	Present	Title or Location of Relevant Document
1. Written management structure with clearly defined levels of responsibility.	<ul style="list-style-type: none"> A management structure which clearly sets out how training is placed within the staffing structure of the organisation. Clear levels of responsibility for day to day organisation, incidents and complaints and course management and strategic decisions. 	<input type="checkbox"/>	
2. Written course structures with clear organisation.	<ul style="list-style-type: none"> Written course structures for each type of course delivered setting out how the courses will be delivered as well as the expected content. 	<input type="checkbox"/>	

<p>3. Written instructor recruitment, training, continuing professional development (CPD) and mentoring policies.</p>	<ul style="list-style-type: none"> • Job descriptions for instructors, mentors and any others with roles directly related to training provision. • Recruitment policy and practice. • Instructor training policy. • CPD of instructors. • Instructor manuals and guidance used. • Clear guidance on mentoring. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>4. Promoting cycling.</p>	<ul style="list-style-type: none"> • Some written evidence of policy, examples of promotion materials or details of promotional activities in line with 'more people cycling, more safely, more often'. 	<input type="checkbox"/>	
<p>5. Written child protection policy.</p>	<ul style="list-style-type: none"> • Child protection policy and guidance for instructors including enhanced CRB checks if working with children or vulnerable adults. 	<input type="checkbox"/>	

<p>6. Written health and safety policy.</p>	<ul style="list-style-type: none"> • Health and safety policy for management and delivery of training. • General risk assessment and specific risk assessments of any of the activities relevant to training. An example of a completed site specific risk assessment. • Emergency procedures including clear chain of reporting and policy on first aid qualifications. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>7. Insurance.</p>	<ul style="list-style-type: none"> • Confirmation of insurance cover that is adequate and appropriate for all activities of the organisation. 	<input type="checkbox"/>	
<p>8. An equal opportunities policy.</p>	<ul style="list-style-type: none"> • Written evidence of an appropriate equal opportunities policy (that at least summarises its content). 	<input type="checkbox"/>	

9. Complaints policy.	<ul style="list-style-type: none"> • Written evidence of a complaints policy (that at least summarises its content). 	<input type="checkbox"/>	
10. Integration with other programmes.	<ul style="list-style-type: none"> • Evidence of cycle training being promoted as an integrated part of general cycle promotion, safer routes, school travel plans, healthy schools or other programmes of work. 	<input type="checkbox"/>	
11. Partnerships.	<ul style="list-style-type: none"> • Evidence of proactive links with a full range of professional and NGO bodies, local CTC or cycle clubs. 	<input type="checkbox"/>	

4.0 Level 1 Course Structure and Content – Required Evidence

For registration for provision of Level 1 Training, documentation detailing the Level 1 Course Structure and Content is required to be submitted detailing the following evidence.

Note that national standard good practice process is identified in italics.

Element	Evidence Required	Present	Title or Location of Relevant Document)
1. Course structure.	<ul style="list-style-type: none"> • Number of Sessions. • Length of sessions – <i>total course time of 3hrs +.</i> • Location of sessions – <i>off road.</i> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2. Age of trainees.	<ul style="list-style-type: none"> • Evidence of age required - <i>No minimum age but requires continual assessment of trainees to progress on National Standard outcomes.</i> 	<input type="checkbox"/>	
3. Instructor/trainee ratio.	<ul style="list-style-type: none"> • Evidence of ratio used - <i>Maximum ratio 1 instructor to 15 trainees, however where younger than 9 years a lower ratio may be required.</i> 	<input type="checkbox"/>	

4. Instructors.	<ul style="list-style-type: none"> • Courses must be run by fully registered instructor. 	<input type="checkbox"/>	
5. Desired Outcomes.	<ul style="list-style-type: none"> • Trainees can demonstrate skills and understanding to make a trip and undertake activities in a motor free traffic environment. 	<input type="checkbox"/>	
6. Trainee Monitoring.	<ul style="list-style-type: none"> • Complete and accurate record of each trainee's progress to be available and may be recorded on their certificate. A blank example of a tracking sheet and example of the certificate will be sufficient 	<input type="checkbox"/>	
7. Printed Trainee and Instructor Manuals.	<ul style="list-style-type: none"> • All printed materials, where necessary, will refer to the appropriate parts of the National Standard and should be fully in line with it. • Copies of literature provided as part of the course. 	<input type="checkbox"/> <input type="checkbox"/>	

5.0 Level 2 Course Structure - Required Evidence

For registration for provision of Level 2 Training, documentation detailing the Level 2 Course Structure and Content is required to be submitted detailing the following evidence.

Note that national standard good practice process is identified in italics.

Element	Evidence Required	Present	Title or Location of Relevant Document
1. Course Structure.	<ul style="list-style-type: none"> • Number of sessions - <i>with actual training time of 6 hours.</i> • Length of sessions – <i>each with minimum actual training time of 1 hour.</i> • Course size - <i>dependent on risk assessment outcome but would not normally exceed 18.</i> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
2. Location of course.	<ul style="list-style-type: none"> • All elements other than Level 1 to be delivered on road. • Training should progress to roads with higher levels of traffic as trainee's progress. 	<input type="checkbox"/>	

3. Trainee age & instructor ratios.	<ul style="list-style-type: none"> • Instructor/trainee ratios should be adjusted according to age of trainees & in combination with number of sessions. • Where children are younger than 10 years old ratios may need to be reduced to below a 1 to 6 maximum to achieve outcomes. • Best practice providers will have a minimum of two instructors, one of whom may be an assistant. 	<input type="checkbox"/> <input type="checkbox"/>	
4. Instructors.	<ul style="list-style-type: none"> • Course must be run by fully registered instructor. 	<input type="checkbox"/>	
5. Desired outcomes.	<ul style="list-style-type: none"> • Where trainees are children, there should be a clear aim that the outcome is that they can make the journey to and from school on bicycle. • For adults the aim should be that they can start to make journeys on the road. 	<input type="checkbox"/> <input type="checkbox"/>	

<p>6. Trainee Monitoring.</p>	<ul style="list-style-type: none"> • Progress of trainees should be tracked throughout the course. • An accurate record of each trainee's progress to be made available and may be recorded on their certificate. (A blank example of a tracking sheet and the certificate will be sufficient at this stage). 	<input type="checkbox"/> <input type="checkbox"/>	
<p>7. Printed trainee and instructor materials.</p>	<ul style="list-style-type: none"> • All printed materials, where necessary, will refer to the appropriate part of the National Standard and be fully in line with it. • Copies of literature provided as part of the course 	<input type="checkbox"/> <input type="checkbox"/>	

6.0 Level 3 Course Structure and Content – Required Evidence

For registration for provision of Level 3 Training, documentation detailing the Level 3 Course Structure and Content is required to be submitted detailing the following evidence.

Note that national standard good practice process is identified in italics.

Element	Evidence Required	Present	Title or Location of Relevant Document
1. Course Structure.	<ul style="list-style-type: none"> Number of sessions - <i>determined by ability of trainee.</i> Length of session - <i>with minimum actual training time of 1 hour.</i> 	<input type="checkbox"/> <input type="checkbox"/>	
2. Location of courses.	<ul style="list-style-type: none"> All practical elements undertaken on road. Trainees experience the full range of road environment available in their local area. 	<input type="checkbox"/> <input type="checkbox"/>	
3. Trainee age and Instructor Ratios.	<ul style="list-style-type: none"> Maximum instructor/trainee ratio of 1 to 2 must not be exceeded. Dependent on ability - <i>unlikely to be available to under 11 years.</i> 	<input type="checkbox"/> <input type="checkbox"/>	

