



## **BIKEABILITY**

Bikeability Registration  
School Sports Partnerships

Cycle Training Standards Board

July 2008

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## **1.0 Introduction**

This document provides guidance to school sports partnerships (SSPs) on the process for Bikeability registration.

### **1.1 What is Bikeability?**

Bikeability was launched in spring 2007 and is the award scheme for the delivery of national standard cycle training. To ensure the quality of schemes delivering the Bikeability awards, organisers are required to register their scheme with the Cycle Training Standards Board (CTSB).

Registering for Bikeability allows scheme organisers to access the Bikeability award packs, which consist of badges, certificates and other resources, as well as the right to use the branding on their promotional materials.

### **1.2 The Cycle Training Standards Board**

The CTSB was formed in February 2007 as the formal custodian of the National Standard for Cycle Training. The CTSB is responsible for ensuring the ongoing quality of the national standards and their delivery; the CTSB also develops and formalises the structures and processes through which this is achieved.

### **1.3 Bikeability and School Sports Partnerships**

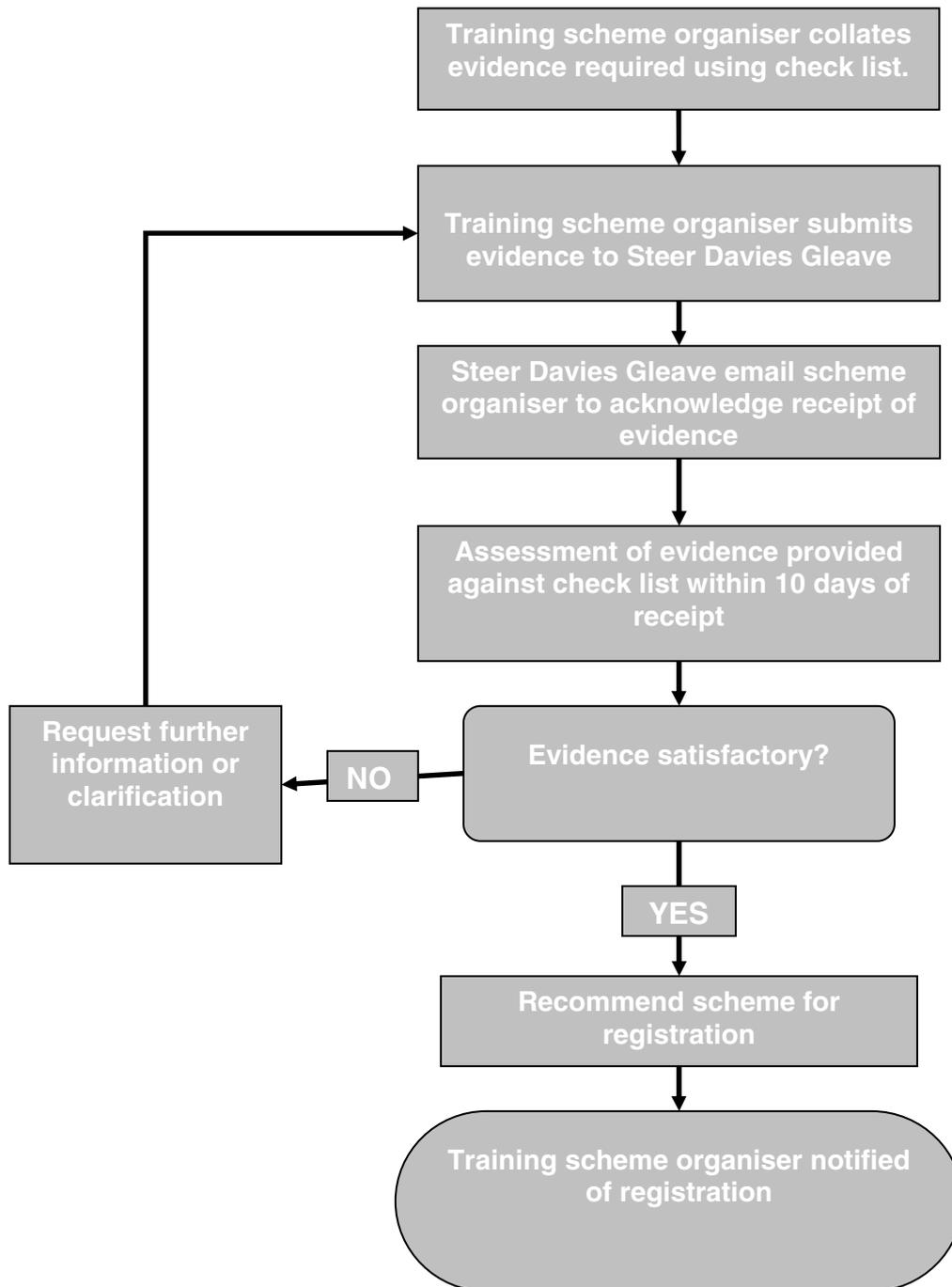
Many SSPs in England are funded by Cycling England through the Youth Sport Trust, and a condition of this funding is that the training scheme uses the national Bikeability awards. The two key things about Bikeability are: the training must be delivered by national standard qualified trainers and the scheme must be registered with the CTSB.

### **1.4 Process for Gaining Bikeability Registration**

The checklist in Section 3 lists the required evidence that must be submitted and approved before your scheme can be registered. If your SSP is buying-in training, either from the local authority or an independent provider, you only need to supply evidence for elements 2a, 6, 7 and 8.

If you are using any pre-registered materials from the Bikeability website ([www.bikeability.org.uk](http://www.bikeability.org.uk)), it is best practice for you to download them, make any changes that you think are necessary and then submit them as part of your application. These changes could be addition of logo's and contact details or changes to the materials to reflect your training.

## 2.0 Registration Process



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

The checklist below lists the information you need to provide as part of the Bikeability registration process. Each element is followed by a description of what is expected, a tick box and a space for you to tell us the title of the document or any page reference for the material (if it is contained within a larger document).

#### 3.1 Which Sections to Complete

- If you buy-in training from an existing Bikeability provider, please provide evidence for elements 1, 2a, 6, 7, and 8.
- If you provide training using SSP staff, but use a Bikeability manual that is already registered (for example, from your instructor training provider), please provide evidence for all elements except for 2a and 2c.
- If you provide training using SSP staff, but have developed your own Bikeability training manual, please provide evidence for all elements except for 2a and 2b.

Element	Evidence Required	Present	Title or Location of Relevant Document
<b>1. Clear contact details and information about your partnership.</b>	<ul style="list-style-type: none"><li>• Contact details for your school sports partnership (SSP).</li></ul>	<input type="checkbox"/>	

<p><b>2a. Training details (if buying-in training).</b></p> <p>Fill in this element and continue at Element 6</p>	<ul style="list-style-type: none"> <li>• Please provide the name and contact details for this organisation or trainer.</li> </ul>	<input type="checkbox"/>	
<p><b>2b. Training details (if using a registered Bikeability Manual).</b></p> <p>Fill in this element and continue at Element 3</p>	<ul style="list-style-type: none"> <li>• Please provide the name of the training manual you use.</li> </ul>	<input type="checkbox"/>	
<p><b>2c. Training details (if using your own manual).</b></p> <p>Fill in this element and continue at Element 3</p>	<p>Please provide details of:</p> <ul style="list-style-type: none"> <li>• The instructor to trainee ratios for each level.</li> <li>• The amount of training time for each level.</li> <li>• The number of training sessions for each level.</li> </ul> <p>We can send you a supplementary sheet with technical requirements if needed.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	

<b>3. Training and development (if providing training using SSP staff).</b>	<ul style="list-style-type: none"> <li>• Job descriptions and a summary of how you recruit.</li> <li>• All instructors must be observed training and offered an appraisal at least annually (provide policy and documents used).</li> <li>• Provide copies of any instructor guidance materials or handbooks used.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>4. Written child protection policy.</b>	<ul style="list-style-type: none"> <li>• Tell us which child protection policy you are using.</li> </ul>	<input type="checkbox"/>	
<b>5. Health and safety.</b>	<p>Please provide copies of:</p> <ul style="list-style-type: none"> <li>• A general risk assessment of your activities.</li> <li>• Site specific risk assessments, including an example of a completed assessment.</li> <li>• Emergency procedure.</li> <li>• Incident report form.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>6. Promoting Cycling</b>	<ul style="list-style-type: none"> <li>• Please give brief evidence of how your scheme promotes cycling and any relevant partnerships that you have to ensure this.</li> </ul>	<input type="checkbox"/>	

<b>7. Insurance.</b>	<ul style="list-style-type: none"> <li>Confirmation of all insurance cover that is adequate and appropriate for all your activities.</li> </ul>	<input type="checkbox"/>	
<b>8. Complaints policy.</b>	<ul style="list-style-type: none"> <li>Clearly set out how a trainee, relative of a trainee or member of the public would go about making a complaint. Include maximum response times.</li> </ul>	<input type="checkbox"/>	