



BIKEABILITY

Bikeability Registration
Additional Guidance for Authorities Contracting-out to a Third Party

Cycle Training Standards Board

August 2008

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1.0 Introduction

This note contains additional guidance for sole trader cycle trainers 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 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.

2.0 Why must those contracting out to a third party still apply for scheme registration?

In the past there has been debate as to whether there is a need to register local authorities that contract out their training, however it is recognised as being beneficial for those wishing to access Bikeability registered training that it is marketed as being available through as many sources as possible.

2.1 Aims of third party registration

The purpose of registering authorities that contract-out cycle training has three aims which result from the issues discussed above:

- To recognise that they actually offer Bikeability training in their area (albeit through a third party) and allow them to be listed on the Bikeability website;
- To ensure there is a process of quality control; and
- To regulate who is able to access Bikeability award materials.

2.2 Required evidence

A local authority wanting to be Bikeability registered using a third party have to use a cycle training provider that has itself been Bikeability registered. The authority should provide the name and contact details of their third party and the name and contact details of who is responsible for coordinating cycle training in the authority.

Since the authority would be using a registered scheme the number of documents required for this registration process is minimal as training would be delivered by and according to the third party's registration.

It is good practice if the authority also provides evidence on how cycle training is integrated with other programmes, such as school travel planning, although this is optional.

For quality assurance purposes, the authority should provide details of the contractual arrangement between the authority and the third party. This information should provide details of the tendering process (open, restricted, or sole source) and the type of contract (one off, periodic/renewable, or partnership). The length of the contract should also be stated and the registration will be limited to this period. Should this contract change at any point then the local authority would need to submit the changes for re-registration.

Information about the authority's longer term plans for cycle training should be provided, as contracting to a third party could be a transitional arrangement. This can be provided through an introductory paragraph that sets out how cycle training is delivered in the authority, along with booking procedures and day to day management of the course. This statement would help provide a useful insight into how cycle training is couched within the authority. If the authority later decides to bring Bikeability in-house it would need to go through the standard process for registration.

The process for how complaints against the third party are communicated to and dealt with by the local authority should also be made clear.

2.3 Process for the scheme provider to gain Bikeability registration

The check list in Section 4 contains the required evidence that you must submit before registration can be completed.

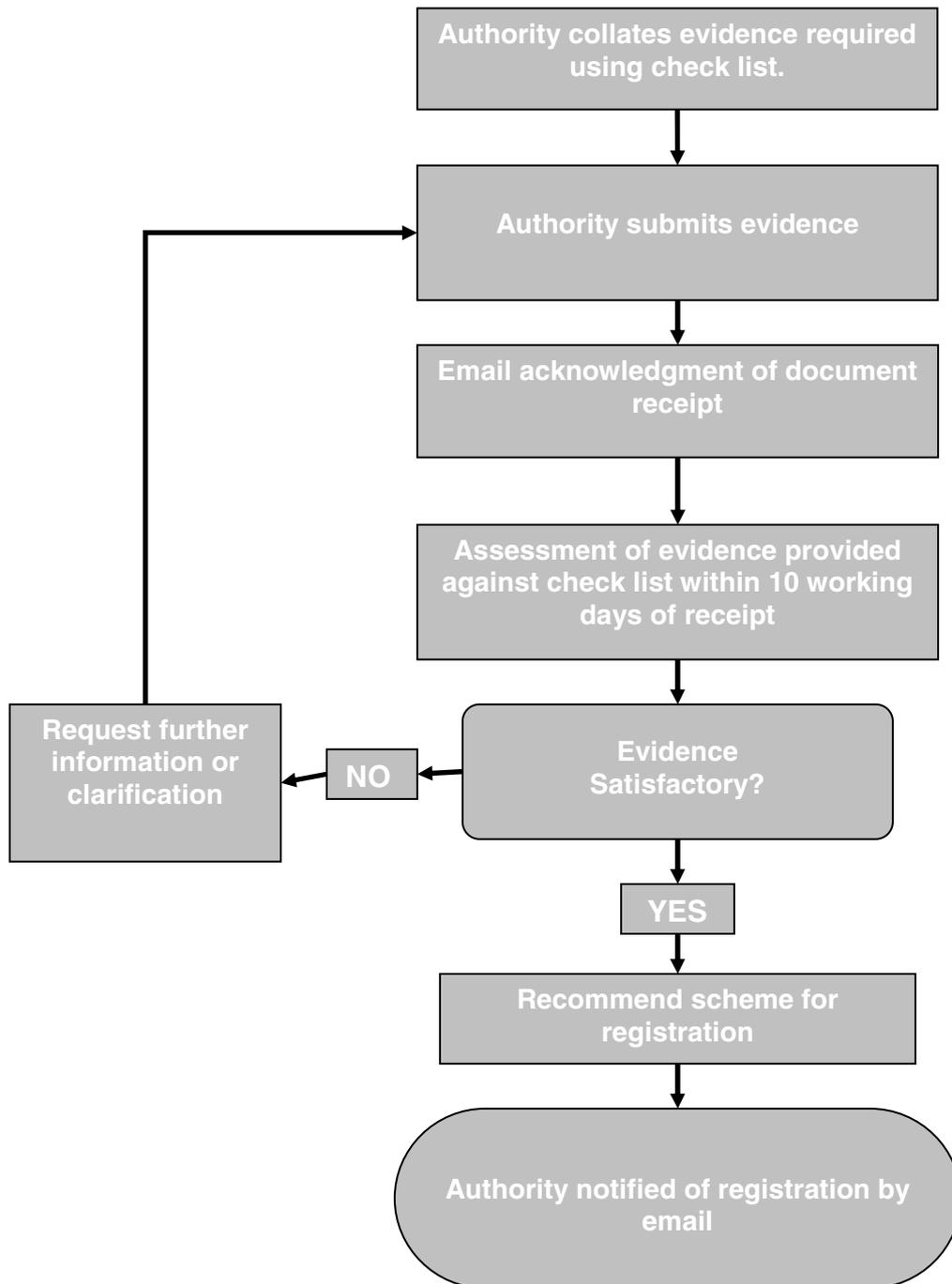
If you are using any pre-registered materials from the Bikeability website (www.bikeability.org.uk), then it is best practice for you to download them, make any changes that you think are necessary and then submit them as part of your application. These changes could be addition of logo's and contact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

2.4 Other issues

This registration process can be extended beyond local authorities particularly in light of the increasing health sector involvement in the delivery of cycle training, and increasingly through school sports partnerships.

As a contracted out scheme, the provider will have access to Bikeability branding. However, badges can only be ordered through the contractor providing the training.

3.0 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

4.0 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. Introductory statement. | <ul style="list-style-type: none"> • Description of how cycle training fits into the local authority and contact details. • An indication of how long this arrangement will be in place. • Explanation of the roles of any council staff involved in any way with cycle training. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| 2. Written management structure with clearly defined responsibilities. | <ul style="list-style-type: none"> • Contact details of third party/parties being used to provide training. • Details of how the scheme is managed in terms of dealing with bookings etc. | <input type="checkbox"/> <input type="checkbox"/> | |

| | | | |
|--|--|--|--|
| 3. Promoting cycling. | <ul style="list-style-type: none"> • Written evidence of policy, examples of promotional material, or details of promotional activities to support 'more people cycling, more safely, more often'. | <input type="checkbox"/> | |
| 4. Complaints procedure. | <ul style="list-style-type: none"> • Details of how the local authority is informed about complaints made against the third party and the procedure for dealing with these. | <input type="checkbox"/> | |
| 5. Contractual arrangements. | <ul style="list-style-type: none"> • Detail of the type of tendering process (e.g. open, restricted, or sole source). • A copy of the PQQ or ITT – if one was used. • Detail of the type of contract (e.g. one-off/periodic). | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| 6. Integration with other programmes. | <ul style="list-style-type: none"> • Evidence that cycle training is an integrated part of, for example, general cycle promotion, Safe Routes to Schools, school travel plans or healthy schools initiatives. | <input type="checkbox"/> | |

