

National Standard for Cycle Training

National Standard Instructor Trainer Course

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LEARNING RESOURCES

UNIT 22, HANDOUT 1 TRAINEE PROGRESS AND ASSESSMENT SHEET

1 Introduction

This document provides the structure for the National Standard Instructor Trainer (NSIT) course. It is intended to be used as a delivery guide for *recognised*¹ ITOs and it contains a suggested timetable and modular structure: however, it does not contain detailed delivery materials for every module but the required information on the National Standard and its governance.

Upon successful completion of this course, trainee instructor trainers will receive provisional accreditation as National Standard Instructor Trainers (NSITp). They must successfully complete a Post Course Assessment (PCA) to achieve full accreditation (NSITq).

Context for the National Standard Instructor Course

The National Standard for cycle training is broken down into a series of outcomes:

- i) Trainee Level 1 outcomes
- ii) Trainee Level 2 outcomes
- iii) Trainee Level 3 outcomes
- iv) Instructor outcomes
- v) Assistant instructor outcomes
- vi) Instructor Trainer outcomes

The National Standard for Cycle Training & Bikeability

The context for the National Standard and Bikeability is covered in the NSI and NSIA courses which should accompany this document. NSITs are expected to deliver these courses as part of their work for a *recognised*¹ Instructor Training Organisation.

Outcome orientated

This course and all the National Standard is outcome orientated. That means the trainees are assessed on their achievement of the set outcomes. The amount of time required to achieve these outcomes may vary from person to person, but ultimately their competency in any outcome is signed off. NSITs have the highest level of authority for signing off trainee instructor trainers, instructors, assistants and trainee cyclists. Training should progress through continual ongoing observation of the trainee outcomes using ongoing feedback to input into the development of the trainees.

¹ Instructor Training Organisations are recognised by the DfT to train NSIs, NSIAs and NSITs and through this process successful course participants are registered with unique instructor numbers. For more information on ITOs please email contactus@bikability.org.uk

Aim of the NSIT Course

The aim of the NSIT course is to train individuals to become provisionally accredited as National Standard Instructor Trainers.

Pre-course requirements

An Instructor trainer must:

- be a fully accredited National Standard instructor;
- have demonstrated exemplary instructor skills, and have appropriate experience of running cycle training sessions for both groups and individuals of varying ages at Levels 1, 2 and 3;
- have a good understanding of measuring learning outcomes;
- have a thorough knowledge of the National Standard, its background, ongoing development and the syllabus;
- be presentable, punctual, reliable, well organised and adaptable to the different working environments they find themselves in;
- have experience of supporting and mentoring new instructors;
- have excellent administration skills; and,
- be approachable and demonstrate a tactful and diplomatic manner.

An Instructor trainer is also expected to:

- have experience of delivering training in a classroom situation;
- have a reasonable appreciation of the variety of cycle training schemes in operation;
- have good group and self control;
- be up to date with developments in the National Standard, including best practice in its delivery.

Delivery Guidance

The course is designed to be delivered over two consecutive days. It can only be delivered by fully qualified National Standard Instructor Trainers. The course is intended to have a balance of practical and classroom work. The maximum course size is 10 trainees with 2 instructor trainers. The detailed teaching content for each module is not included in this document: this is expected to be provided by the ITO itself and the tutors delivering the course are expected to prepare their own lesson plans.

Course Outcomes

Table 1 shows the course aims, outcomes and how they are assessed.

The learning outcomes for the NSIT course must be achieved by course participants for them to complete the course successfully. To pass the course, trainees must demonstrate that they can achieve the outcomes with a tick under “course” in the “assessment” column. Some outcomes are only signed off at the post-course assessment stage - these are shown by ticks in the “PCA” column. A sample sign

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off sheet is provided in appendix 1 of this document and ITOs should be able to evidence a completed version of this sheet for each course participant.

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Table 1 National Standard Instructor Trainer outcomes

Module	Aim	Detailed Outcomes	Assessment	
			Course	PCA
1 Introduction to the course	The aim is to explain the course structure to trainee National Standard Instructor Trainers (NSITs).	1.1 Trainee NSITs should understand how the course will progress and how post course assessment (PCA) will be used to complete the qualification.	✓	✓
2 The National Standard	NSITs need to exhibit a full understanding of the National Standard and a full understanding of the structure in place for its delivery and management. Central to this is understanding who signs off outcomes and how these processes ensure quality is maintained and risk minimised. The module will also inform them about where to find information about the National Standard and definitive documents.	2.1 Trainee NSITs must demonstrate excellent understanding of the National Standard syllabus.	✓	✓
		2.2 Trainee NSITs must fully understand the structure in place for delivery and management of the National Standard.	✓	
		2.3 They must know the roles of the NSIT, NSI and NSIA and how these relate to each other.	✓	✓
		2.4 They must know the core range of courses that the NSIT will be required to deliver and the course learning outcomes for each of these.	✓	✓
		2.5 Trainee NSITs must be aware of where to find the definitive documents that govern the National Standard and be able to update their knowledge to pass on to trainee instructors.	✓	

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Module	Aim	Detailed Outcomes	Assessment	
			Course	PCA
3 Risk management	NSITs must demonstrate higher levels of risk assessment and management and understand risk to schemes, to the industry and government.	3.1 Must demonstrate a detailed understanding of risk as outlined in the NSI course, and how to teach risk management.	✓	✓
		3.2 Must demonstrate detailed knowledge of the 5 steps of risk assessment and produce a risk assessment for a relevant course		✓
		3.3 Must understand how schemes and Instructor Training Organisations (ITOs) manage risk and how this affects cycle training.	✓	
		3.4 Must understand the role that local and national government plays in cycle training and how to manage risk on their behalf.	✓	
4 Teaching techniques and trainee assessment	The aim is to outline the key elements of teaching techniques and trainee assessment that the trainee NSITs must understand and be able to teach in instructor training courses.	4.1 Must demonstrate a range of small and larger group teaching techniques both in the classroom and outside.	✓	✓
		4.2 Must engage the group and check for achieving learning outcomes. Must oversee participants effectively when leading courses.	✓	✓
		4.3 They must be able to assess the ability and performance of instructor trainees and sign off learning outcomes.		✓

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Module	Aim	Detailed Outcomes	Assessment	
			Course	PCA
		4.4 They must be able to give appropriate and accurate feedback to individuals.	✓	✓
5 Practical delivery of NS Instructor course modules	NSITs must be able to deliver all the approved courses to trainee instructors and assistants.	5.1 Must be able to prepare sessions and learning materials for the participants.	✓	✓
		5.2 Must lead the delivery of at least 3 NSI outcomes.	✓	
		5.3 Must be able to deliver all modules of NSI and NSIA courses.		✓
		5.4 Should demonstrate an in-depth knowledge of National Standard material and be able to explain it, especially in response to questions.	✓	✓
		5.5 Should understand and be able to deliver NSIT course material.		✓
6 Mentoring	<p>The aim is to explain in detail the principles of mentoring and how it should be delivered to NSIs.</p> <p>The course will also explain the differences between mentoring in this specific context and more general mentoring, post course assessment and continual professional development.</p>	6.1 Trainee NSITs must know the principles of mentoring and be able to mentor trainee instructors effectively.	✓	✓
		6.2 They must be able to prepare and deliver a mentoring session.		✓
		6.3 They must understand when it is appropriate to intervene during a training session.	✓	
		6.4 They must be able to identify the common issues and instructor faults, and be able to provide appropriate feedback to instructors and course providers.	✓	✓

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Module	Aim	Detailed Outcomes	Assessment	
			Course	PCA
		6.5 They must be able to complete a mentoring form containing constructive feedback and an action plan.	✓	✓
7 Post Course Assessment (PCA)	The aim is to explain thoroughly how post course assessment should be conducted and its scope. The module will also emphasise the need for instructor trainers to carry out PCAs objectively.	7.1 Trainee NSITs must fully understand the process and scope of PCA.	✓	
		7.2 They must prepare, run and complete 2 observed PCA sessions.		✓
		7.3 They must analyse practical performance against outcomes and either sign off outcomes or give written feedback on action plans and evidence required.		✓
		7.4 They must demonstrate an understanding of the effect they have on training sessions and how their conduct and positioning can lessen their influence.	✓	✓
8 Administration	This module aims to ensure that trainee NSITs are aware of the documentation that they will be expected to complete and are able to complete it.	8.1 Trainee NSITs must be able to demonstrate accurate record keeping for instructor training courses and PCA.	✓	✓
		8.2 They must be able to communicate effectively trainees' achievement at the end of instructor training courses and explain the process of post course assessment to successful trainees.		✓
		8.3 They must be aware of other National Standard documentation and be able to complete this accurately and punctually.	✓	✓

Structure of this Document

Chapter 2 provides a structure for the two day course with a recommended duration for each module. Each module relates to the modules in Table 1. Only module 2 contains detailed training notes. For the other modules, it is expected that trainees demonstrate their understanding by delivering training modules as described below.

Pre Course Preparation

As nominees attending the course should meet the minimum criteria set out below; they should all be experienced instructors who have been judged capable of becoming instructor trainers by their ITO. This means that all the candidates should have a considerable degree of prior knowledge. The instructor trainer course is therefore designed to give the trainees attending it as much time as possible to demonstrate their capabilities. The majority of the course time will be given to observing and assessing trainees delivering modules that they would be required to deliver when leading instructor training courses. For this to be successful the trainees will be required to plan and prepare modules that they will present prior to joining the course.

All course attendees will be expected to have read and understand National Standard Instructor (NSI) Training Course

All trainees attending the course will be sent a copy of the National Standard Instructor (NSI) Training Course and required to prepare a classroom and a practical section of an NSI course unit (see below). On the Instructor Trainer course, they will be expected to deliver what they have prepared. The course tutors will contact the trainees prior to the course to confirm that they have received the appropriate pre-course information and to tell them the units they will be expected to present. These will be selected by the tutors. The trainees may request visual aids and/or equipment and should communicate what they require to the course organiser in advance so that these can be provided. The venue for the course must therefore be conducive to the use of appropriate visual aids, and there must also be sites available to present the practical sections.

The NSI course classroom units that trainees could be asked to present are:

- NSI Unit 2 - National Standard and Bikeability
- NSI Unit 3 - Risk Management and Assessment
- NSI Unit 4 - Introduction to Level 1 (theory)
- NSI Unit 6 - Teaching and communication skills
- NSI Unit 9 - Planning Level 1 Training
- NSI Unit 11 - Introduction to Level 1 (theory)
- NSI Unit 13 - Safeguarding children and vulnerable adults
- NSI Unit 17 - Introduction to Level 3 (theory)

The NSI course practical units are detailed below with selected outcomes for the NSI to present:

- NSI Unit 5 - Checking bikes and safety equipment
- NSI Unit 10 - Delivering Level 1 Training

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- Outcome 3 - Get on and off the bike without help
- Outcome 4 - Start off and pedal without help
- Outcome 5 - Stop without help
- Outcome 7 - Make the bike go where they want
- Outcome 8 - Use gears (where present)
- Outcome 9 - Stop quickly with control
- Outcome 10 - Manoeuvre safely to avoid objects
- Outcome 11 - Look all around, including behind, without loss of control
- Outcome 12 - Control the bike with one hand
- Outcome 13 - Share space with pedestrians and other cyclists

- NSI Unit 16 - Delivering Level 2 training
 - Outcomes 2 & 3 - Start and finish an on road journey
 - Outcome 7 - Pass parked or slower moving vehicles
 - Outcome 8 - Pass side roads
 - Outcome 9 - Turn left into a minor road
 - Outcome 10 - Make a U-turn
 - Outcome 11 - Turn left into a major road
 - Outcome 12 - Turn right into a major road
 - Outcome 13 - Turn right from a major to minor road
 - Outcome 17 - Go straight on from minor road to minor road at a crossroads
 - Outcome 18 - Use mini-roundabouts and single lane roundabouts

These outcomes listed above are usually associated with particular teaching drills or practices although any part of the national standard could be requested during the course. In general Level 3 is more difficult to demonstrate on the NSIT course as it is taught to smaller groups, although the trainees can be asked to ride with each other in pairs or groups of up to 4 and demonstrate level 3 capabilities.

Trainees who do not carry out the pre-course preparation will have demonstrated failure to meet one of the essential requirements of an instructor trainer, reliability, and are likely to fail the course.

Trainees must be able to teach all outcomes, even where these are not usually taught by their ITO.

2 Course Structure

Day 1

Unit	Session time	Session type	Location
Module 1 - Introduction to the course	30 min	Group activity	Classroom
Module 2 - The National Standard	45 min	Presentation and Q & A	Classroom
Module 3 - Risk Management	45 min	Presentation and group exercises	Classroom
Module 4 - Teaching techniques and trainee assessment	45 min	Presentation and group exercises	Classroom
Module 5 Practical delivery of NS Instructor modules	3 hr	Practical	Outside on Level 1 training area or on road
<i>Homework</i>	<i>Self-assess against NSIT learning outcomes Prepare any selected tasks for day 2</i>		

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Day 2

Unit	Suggested duration	Session type	Location
Module 5 Practical delivery of NS Instructor modules (continued)	3 hr	Practical	Outside on Level 1 training area or on road
Module 6 - Mentoring	45 min	Presentation and group exercises	Classroom
Module 7 - Post Course Assessment	45 min	Presentation and group exercises	Classroom
Module 8 - Administration	45 min	Presentation and group exercises	Classroom
Final Session - Review	30 min group 15 min 1:1	Group Discussion and 1:1 meetings	Classroom

3 Day One - Session Content

Module 1: Introduction to the course

NSIT outcomes covered

- 1.1 Trainee NSITs should understand how the course will progress and how post course assessment (PCA) will be used to complete the qualification.

Module 2: The National Standard

NSIT outcomes covered

- 2.1 Trainee NSITs must demonstrate excellent understanding of the National Standard syllabus.
- 2.2 Trainee NSITs must fully understand the structure in place for delivery and management of the National Standard.
- 2.3 They must know the roles of the NSIT, NSI and NSIA and how these relate to each other.
- 2.4 They must know the core range of courses that the NSIT will be required to deliver and the course learning outcomes for each of these.
- 2.5 Trainee NSITs must be aware of where to find the definitive documents that govern the National Standard and be able to update their knowledge to pass on to trainee instructors.

Areas to be covered

3.1 Who owns and administers the National Standard

The National Standard for cycle training was developed and funded by the UK government through the Department for Transport. The work was contracted through a number of contracts, most recently the Bikeability support contract and the documents defining the National Standard are published on the Bikeability (www.bikeability.org.uk/publications) and Gov.uk (www.gov.uk/the-national-standard-for-cycle-training).

The Cycle Training Standards Board advises on the National Standard and includes representatives from the devolved governments for Scotland, Wales and Northern Ireland and the specialist national organisations (www.gov.uk/government/publications/the-cycle-training-standards-board).

In England, the UK Department for Transport (DfT) offers grant funding for Bikeability training and this training must be delivered by registered and qualified NSIs and NSIAs through registered Bikeability schemes as a condition of the funding. Also in England, the DfT recognises Instructor Training Organisations (ITOs) to train NSIs, NSIAs and NSITs. The current list of ITOs is published on the Bikeability website. The process of ITO recognition and audit is not covered in detail here but NSITs should be aware that the NSIs, NSIAs and NSITs that they train are registered on a central database. Courses and PCA sessions that are run by NSITs should result in forms and submission of details

to this database. The ITO will have processes for this and should inform trainee NSITs of this in Module 8.

3.2 Authority to Sign-Off NS Outcomes

NSITs are trained and authorised to sign off NSI, NSIA and NSIT outcomes through the courses detailed in the manuals and through PCA sessions.

NSIs are trained and authorised to sign off level 1, 2 and 3 outcomes when working for a registered Bikeability Scheme.

NSIAs are trained and authorised to sign off level 1 and 2 outcomes when working for a registered Bikeability Scheme.

3.3 Bikeability Schemes

Bikeability schemes are registered with the DfT through the Bikeability Registration process which is detailed on the Bikeability website. This allows the schemes access to information and award materials. Through the process of scheme registration and annual updates, schemes submit documents which include training manuals and processes for recruiting, monitoring and mentoring their NSIs and NSIAs. Bikeability schemes employ or contract NSIs and NSIAs to teach the National Standard, sign off outcomes and give out award materials and all of these processes are detailed within the submitted documents.

3.4 Quality Assurance

NSITs should be aware that the quality of National Standard teaching and the signing off of NS Outcomes (and the award of Bikeability materials) is essential to reducing risk and keeping the standards high. Their judgement of whether trainees can be signed off as having achieved an outcome is a central part to this as it represents one of the important gateways of the National Standard. Quality Assurance is also important to the ITO running the training courses and ultimately to the commissioners of training and the DfT.

Quality Assurance is also managed by the DfT through ITOs and Bikeability schemes and the current processes are published on the Bikeability website.

Module 3: Risk Management

NSIT outcomes covered	
3.1	Must demonstrate a detailed understanding of risk as outlined in the NSI course, and how to teach risk management.
3.2	Must demonstrate detailed knowledge of the 5 steps of risk assessment and produce a risk assessment for a relevant course.
3.3	Must understand how schemes and Instructor Training Organisations (ITOs) manage risk and how this affects cycle training.
3.4	Must demonstrate a detailed understanding of risk as outlined in the NSI course, and how to teach risk management.
3.5	Must understand the role that local and national government plays in cycle training and how to manage risk on their behalf.

Module 4: Teaching techniques and trainee assessment

NSIT outcomes covered

- 4.1 Must demonstrate a range of small and larger group teaching techniques both in the classroom and outside.
- 4.2 Must engage the group and check for achieving learning outcomes. Must oversee participants effectively when leading courses.
- 4.3 They must be able to assess the ability and performance of instructor trainees and sign off learning outcomes.
- 4.4 They must be able to give appropriate and accurate feedback to individuals.

Module 5: Practical delivery of NS Instructor modules

NSIT outcomes covered

- 5.1 Must be able to prepare sessions and learning materials for the participants.
- 5.2 Must lead the delivery of at least 3 NSI outcomes.
- 5.3 Must be able to deliver all modules of NSI and NSIA courses.
- 5.4 Should demonstrate an in-depth knowledge of National Standard material and be able to explain it, especially in response to questions.
- 5.5 Should understand and be able to deliver NSIT course material.

Module 6: Mentoring

NSIT outcomes covered

- 6.1 Trainee NSITs must know the principles of mentoring and be able to mentor trainee instructors effectively.
- 6.2 They must be able to prepare and deliver a mentoring session.
- 6.3 They must understand when it is appropriate to intervene during a training session.
- 6.4 They must be able to identify the common issues and instructor faults, and be able to provide appropriate feedback to instructors and course providers.
- 6.5 They must be able to complete a mentoring form containing constructive feedback and an action plan.

Module 7: Post Course Assessment

NSIT outcomes covered

- 7.1 Trainee NSITs must fully understand the process and scope of PCA.
- 7.2 They must prepare, run and complete 2 observed PCA sessions.
- 7.3 They must analyse practical performance against outcomes and either sign off outcomes or give written feedback on action plans and evidence required.
- 7.4 They must demonstrate an understanding of the effect they have on training sessions and how their conduct and positioning can lessen their influence.

Module 8: Administration

NSIT outcomes covered

- 8.1 Trainee NSITs must be able to demonstrate accurate record keeping for instructor training courses and PCA.
- 8.2 They must be able to communicate effectively trainees' achievement at the end of instructor training courses and explain the process of post course assessment to successful trainees.
- 8.3 They must be aware of other National Standard documentation and be able to complete this accurately and punctually.

Review of Course

- 3.5 The review of the course should consist of a group review which should be led by the course tutors. It should summarise what has been covered and any particular things that have happened on the course, but it should also give the participants a chance to contribute on their experiences and offer any group feedback.
- 3.6 The second part of the review session should be a 1:1 session for each course participant with one of the tutors where detailed feedback is given on how they have progressed on each of the outcomes. This should also give them clarity on what happens next and in particular what they have to demonstrate through PCA sessions to achieve the outcomes.

APPENDIX 1, TRAINEE PROGRESS AND ASSESSMENT SHEET

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Trainee NSIT progress and assessment sheet

Trainee NSIT name _____

Course Date _____

1 Introduction to the course	✓	Comments
1.1 Trainee NSITs should understand how the course will progress and how post course assessment (PCA) will be used to complete the qualification.		
2 The National Standard	✓	Comments
2.1 Trainee NSITs must demonstrate excellent understanding of the National Standard syllabus.		
2.2 Trainee NSITs must fully understand the structure in place for delivery and management of the National Standard.		
2.3 They must know the roles of the NSIT, NSI and NSIA and how these relate to each other.		
2.4 They must know the core range of courses that the NSIT will be required to deliver and the course learning outcomes for each of these.		
2.5 Trainee NSITs must be aware of where to find the definitive documents that govern the National Standard and be able to update their knowledge to pass on to trainee instructors.		
3 Risk management	✓	Comments
3.1 Must demonstrate a detailed understanding of risk as outlined in the NSI course, and how to teach risk management.		
3.2 Must demonstrate detailed knowledge of the 5 steps of risk assessment and produce a risk assessment for a relevant course		This outcome should be assessed in PCA
3.3 Must understand how schemes and Instructor Training Organisations (ITOs) manage risk and how this affects cycle training.		
3.4 Must understand the role that local and national government plays in cycle training and how to manage risk on their behalf.		
4 Teaching techniques and trainee assessment	✓	Comments
4.1 Must demonstrate a range of small and larger group teaching techniques both in the classroom and outside.		
4.2 Must engage the group and check for achieving learning outcomes. Must oversee participants effectively when leading courses.		
4.3 They must be able to assess the ability and performance of instructor trainees and sign off learning outcomes.		This outcome should be assessed in PCA

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4.4 They must be able to give appropriate and accurate feedback to individuals.		
5 Practical delivery of NS Instructor course modules	✓	Comments
5.1 Must be able to prepare sessions and learning materials for the participants.		
5.2 Must lead the delivery of at least 3 NSI outcomes.		
5.3 Must be able to deliver all modules of NSI and NSIA courses.		This outcome should be assessed in PCA
5.4 Should demonstrate an in-depth knowledge of National Standard material and be able to explain it, especially in response to questions.		
5.5 Should understand and be able to deliver NSIT course material.		This outcome should be assessed in PCA
6 Mentoring	✓	Comments
6.1 Trainee NSITs must know the principles of mentoring and be able to mentor trainee instructors effectively.		
6.2 They must be able to prepare and deliver a mentoring session.		This outcome should be assessed in PCA
6.3 They must understand when it is appropriate to intervene during a training session.		
6.4 They must be able to identify the common issues and instructor faults, and be able to provide appropriate feedback to instructors and course providers.		
6.5 They must be able to complete a mentoring form containing constructive feedback and an action plan.		
7 Post Course Assessment (PCA)	✓	Comments
7.1 Trainee NSITs must fully understand the process and scope of PCA.		
7.2 They must prepare, run and complete 2 observed PCA sessions.		This outcome should be assessed in PCA
7.3 They must analyse practical performance against outcomes and either sign off outcomes or give written feedback on action plans and evidence required.		This outcome should be assessed in PCA

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7.4 They must demonstrate an understanding of the effect they have on training sessions and how their conduct and positioning can lessen their influence.		
8 Administration	✓	Comments
8.1 Trainee NSITs must be able to demonstrate accurate record keeping for instructor training courses and PCA.		
8.2 They must be able to communicate effectively trainees' achievement at the end of instructor training courses and explain the process of post course assessment to successful trainees.		This outcome should be assessed in PCA
8.3 They must be aware of other National Standard documentation and be able to complete this accurately and punctually.		

