

National Standard for Cycle Training 2012

National Standard Assistant Instructor Outcomes

NB the numbering is not continuous but corresponds to the number of the corresponding National Standard Instructor outcome.

Module	Aim	Observed Demonstration	Assessment
			Course
1 The National Standard & Bikeability	<p>The aim is to provide the trainee assistant instructors (NSAIs) with an introduction to, and experience of, Levels 1 and 2 of the National Standard for cycle training. Trainees should be provided with a copy of the published client National Standard and a delivery manual.</p> <p>The course must include sessions where the trainee NSAIs are taught Levels 1 and 2 and assessed against its outcomes to ensure they can themselves cycle at the required standard and that they have a model of good practice delivery to follow.</p>	1.1 Must be taught and assessed against client standard and be able to demonstrate riding to Level 2 of the National Standard by the end of the course.	✓
		1.2 Must be taught the structure of the National Standard and Bikeability and should be able to demonstrate this understanding when questioned.	✓
		1.3 Must demonstrate an understanding of: <ul style="list-style-type: none"> i) The concept of outcome based training. ii) The progressive delivery of training, including increasing traffic and complexity through Level 2 iii) The three levels, their outcomes and the importance of instructor to trainee ratios. 	✓
		1.4 Must understand how the National Standard is delivered.	✓

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2 Risk management	<p>The aim is to give trainee NSAs an understanding of the importance of risk management in cycle training. They should understand written risk assessments and introduced to dynamic risk assessment. Trainee NSAs' understanding of how to minimise risk through the use of control measures should be developed.</p> <p>Trainee NSAs should also understand health and safety processes and who they should report to if they are part of a larger organisation.</p> <p>Trainee NSAs should be aware that the ability of the clients and any special needs should govern the selection of sites and activities.</p>	2.1 Must demonstrate knowledge of risk management relevant to cycle training.	✓
		2.2 Should understand the 5 steps of risk assessment: <ul style="list-style-type: none"> i) Identify the hazards. ii) Assess the likelihood and severity of harm. iii) Act to remove or minimise risk. iv) Record any actions or findings. v) Review. 	✓
		2.3 Must understand how to put in place control measures to manage risks.	✓
		2.4 Must understand who manages risk in their organisation.	✓
		2.5 Must demonstrate awareness that they have a duty of care for clients and all equipment.	✓
		2.6 Should understand the risks associated with: <ul style="list-style-type: none"> i) The training environment. ii) The clients and people involved in the training session. iii) The clients' bicycles. 	✓
		2.7 Should have a clear understanding of dynamic risk assessment of Level 1 and 2 training and how discussing this can help the trainees' understanding.	✓

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3 Safeguarding children and vulnerable adults	In this module trainee NSAIs should learn about safeguarding procedures and why they are important. They should also understand how this is relevant to cycle training.	3.1 Must demonstrate an understanding of the principal areas of safeguarding children and vulnerable adults that affects cycle training.	✓
5 Emergency procedures	Trainee NSAIs should learn about the theoretical response to an incident. Note: this outcome does not aspire to deliver first aid training. The aim is for trainee NSAIs to understand incident management rather than how to administer first aid.	5.1 Must show an understanding of the principal emergency procedures and why they are important.	✓
6 Communication skills	The aim is to ensure that trainee NSAIs are able to communicate effectively with clients and colleagues.	6.1 Must be able to give clients clear instructions.	✓
		6.2 Must be able to give appropriate feedback to clients and check for understanding.	✓
		6.3 Must be able to motivate clients to take a full part in the course.	✓
		6.4 Must be able to show a variety of communication techniques and exhibit judgement of which to use at key moments.	✓
		6.5 Must be able to manage clients' expectations.	
		6.6 Must be aware of published all ability NS guidance.	✓
		6.7 Must demonstrate effective communication with co-instructors and any other authorised assistants (e.g. school staff accompanying pupils).	✓

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7 Cycle checking and fitting	Trainee NSAs should learn about how to conduct cycle checks (such as M and ABC) and how checks can be taught to clients. Trainee NSAs should be taught how to diagnose faults accurately, make basic adjustments and know when a bike is unsuitable for training. They should be taught that, where possible, they should try to help trainees participate in the session.	7.1 Must be observed assessing at least one bicycle. The assessment should follow a standard format and the trainee NSA must be able to teach a bike-check to clients.	✓
		7.2 Must be able to diagnose the following faults and should demonstrate how to fix them: i) Low tyre pressure. ii) Poor braking. iii) Loose wheels or parts of the bicycle.	✓
		7.3 Must fit at least one client to a bicycle. This can include the following: i) Saddle height and orientation. ii) Handlebar height. iii) Reach - the distance from seat to handlebars. iv) Brake lever reach.	✓
10 Delivering outcomes	The aim is for trainee NSAs to learn how to deliver National Standard training sessions. The course should equip trainee NSAs with the knowledge and experience to deliver a wide range of National Standard outcomes from Levels 1 and 2.	10.1 Must deliver at least two outcomes at Levels 1 and 2	✓
		10.2 Must show competence in delivering all observed outcomes.	✓
		10.3 Must demonstrate the ability to select appropriate positions from which to observe and lead the exercises and provide feedback to the clients.	✓

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11 Reviewing a session	Trainee NSAs should learn how to review a session with the participants. This will include learning about the review process with clients and how it reaffirms the learning process.	11.1 Must demonstrate how to review clients' achievements at the end of a session.	✓
		11.2 Must demonstrate that they can hand over to an NSI at the end of the session and summarise the clients' performance.	✓
12 Client assessment	Trainee NSAs should learn about how to assess clients' cycling abilities during and at the conclusion of sessions.	12.1 Must demonstrate that they can assess clients against outcomes in Levels 1 and 2 of the National Standard (oral and written).	✓
		12.2 Must allow clients to make their own decisions while riding with no input from the instructor, before moving on to the next outcome.	✓
13 Moving a group of clients to the training site	The aim is that trainee NSAs know how to walk and cycle a group of clients to a variety of locations, increasing the range of training locations that can be used and is beneficial to the participants.	13.1 Must be able to demonstrate moving a group of clients by walking and cycling on the road as an assistant to an NSI.	✓
		13.2 Must understand when group cycling is applicable and the advantages of moving groups of clients on road to the learning locations.	✓

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14 Teaching skills	Trainee NSAs should be aware that different clients will learn in different ways and how to work with the client to find their best learning style/method.	14.1 Must be able to demonstrate a variety of teaching techniques and an understanding of different client learning styles: i) Auditory (listening) ii) Visual (seeing) iii) Kinaesthetic (doing)	✓
		14.2 Must be able to help clients correct their performance on outcomes and give constructive feedback.	✓
		14.3 Must demonstrate they can motivate clients and keep them engaged.	✓
		14.4 Must show an understanding of how to teach groups, how to control them and how to deal with inappropriate behaviour.	✓
15 Instructor conduct and professionalism	Trainee NSAs should learn about what is considered professional behaviour within cycle training and in their role as an instructor; including interactions with course organisers, school staff and if appropriate other people that they encounter during the training session (bystanders etc.).	15.1 Must demonstrate professionalism throughout the course and eventual dealings with clients. This should include: i) Punctuality ii) Appropriate appearance iii) Professional demeanour in dealing with clients and other course organisers iv) Appropriate communication skills v) Appropriate use of client's facilities	✓
16 Make and keep effective training records	Trainee NSAs should learn how to keep basic notes as evidence and what appropriate forms can be used. Examples of training logs or records from a variety of providers will support the trainee's understanding of the format and process.	16.1 Must demonstrate good record keeping on the course.	✓