

RDC professional development approval application

GUIDANCE

Purpose

This guidance sets out the criteria and process for the Bikeability Trust to approve, promote and quality assure high-quality continuing professional development (CPD) offered by 1st4sport Recognised Delivery Centres (RDCs). All RDCs are invited to submit their CPD courses to the Trust for approval, promotion and quality assurance.

Priorities

The Bikeability Trust is committed to ensuring existing Bikeability instructors (NSIA/NSIP/NSIQ) are offered consistently high-quality CPD that addresses the strategic priorities of the Bikeability programme. This first call for approval is for instructor RDC CPD aligned to two immediate strategic priorities:

- building existing instructors' skills and confidence in using the current Bikeability delivery guide
- preparing existing instructors for recognition of prior learning (RPL) leading to the 1st4sport Level 2 award in instructing cycle training.

Process

All RDCs are invited to complete and submit the following application form with supporting documentary evidence to contactus@bikeability.org.uk. There is no closing date for applications and there is no application fee.

Applicant RDCs should submit their application forms and supporting evidence in confidence. The Trust undertakes not to share RDCs' submissions with anyone outside the Trust and does not approve fees RDCs charge for their CPD provision.

Applicant RDCs must populate the central column in the table below, providing references to relevant evidence in supporting documentation submitted with their application. Evidence may include PowerPoint presentations, workshop session plans and teaching notes, and promotional material.

To gain approval for a CPD course, applicant RDCs must satisfy all of the general criteria set out below. RDCs must also satisfy all of the particular topics for at least one of the strategic priorities listed below.

Applications will be assessed for completeness and scored for quality against the general criteria and particular topics by Trust staff including the Director of Development and Operations, overseen by a Bikeability Trust trustee. The Trust will

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assess all items presented in each application using the Bikeability External Quality Assurance scoring system:

- 0 = no evidence
- 1 = improvement needed
- 2 = satisfactory
- 3 = exceeds requirements.

The assessment outcome will be communicated with feedback to the applicant RDC within two weeks of receipt. RDCs will then have a further two weeks in which to re-submit their application with new evidence for referred items (those scored 0 or 1).

Delivery of approved courses will be quality assured by the Bikeability Trust. Approved courses must be delivered on more than one occasion, and at on at least one occasion the course must be delivered to more than the RDC's own instructors.

The initial approval period for an approved CPD course will be six months, renewed for subsequent 12-month periods on presentation of satisfactory evidence of fidelity to the approved application and quality of delivery. The RDC will be required to satisfy the following requirements to maintain Trust approval for an approved CPD course:

- evidence showing when and where the course was delivered (course dates and locations provided to the Trust)
- declaration that the course was delivered in accordance with the RDC's approved application on every occasion (written confirmation provided to the Trust)
- evidence of the number and Bikeability-provider affiliation of instructors who attended the course (participant numbers for each time the course was run provided to the Trust)
- instructor feedback on the quality and effectiveness of the course (participant feedback data collected online by the Trust).

Failure to provide the above information will result in the RDC's CPD course being removed from the list of approved courses promoted by the Trust.

The Bikeability Trust will promote approved CPD courses to all Bikeability providers and instructors in England. All approved course events (dates, locations, links to the RDCs' websites) will be included on a dedicated instructor CPD page on the Bikeability professionals' website. The Trust will also create a simple online participant feedback form for course participants to complete on their smartphones. Quality assurance results will be added and updated for each course. Links to the instructor CPD page will be promoted through the monthly Bikeability newsletter.

APPLICATION FORM

General criteria

To obtain approval for their planned CPD course, the applicant RDC must satisfy the following general criteria:

<i>Bikeability Trust criteria</i>	<i>References to specific supporting evidence provided by applicant RDC</i>	<i>Trust scores</i>
Applicant RDC must have received at least one grade 4 in their latest Bikeability EQA	<i>Yes/no</i>	
Named 1 st 4sport Level 3 (Minimum) tutors who will deliver the course	<i>Named individuals</i>	
The course tutors have completed their Level 3 course-based assessments	<i>Yes/no</i>	
Number of tutors and maximum number of participants on the course	<i>For example: See session plan, paragraph 4.</i>	
The course venue and facilities are suitable for the theory and practice elements	<i>Consider venue capacity, location, toilets, provision of refreshments or access to shops, suitability of outside space and local roads.</i>	
The learning outcomes for the course are clearly stated and specific to the particular topics (see following sections)	<i>For example: See PowerPoint presentation, slide 2.</i>	
Clear and adequate timings are provided for all particular topics (see following sections)		
Any practical elements conform with training ratios set out in the Bikeability delivery guide		
Any practical elements involve participants in actual delivery		
The current Bikeability delivery guide is clearly referenced		
The course includes provision for participant reflection and planning next steps in their CPD		
The course includes provision for participants to complete the Trust's online feedback form. <i>If signal or smartphone ownership is an issue, this must</i>		

<i>be completed online by the instructor within a week of the course.</i>		
The course will be offered on more than one occasion and to more than just the RDC's own instructors		
The course includes clear signposting for continuing participant support by the RDC		

Particular topics

Below are particular topics that address the two current strategic priorities of the Bikeability programme and must be covered in approved courses. Each topic must be delivered as a separate course (i.e. not combined with another topic). Careful consideration to the duration of the course should be given, although in some instances it may be possible to deliver two courses over one day.

Topic 1: Bikeability delivery guide

To obtain approval for their planned CPD course, the applicant RDC's CPD course must cover these particular topics related to the following strategic priority:

- building existing instructors' skills and confidence in using the current Bikeability delivery guide.

<i>Particular topics</i>	<i>References to specific supporting evidence provided by applicant RDC</i>	<i>Trust scores</i>
What is new in the 2019 Bikeability delivery guide?		
The four core functions, systematic routines and independent decision making		
Effective delivery: principles, practices, progression		
Training activity structure and sequencing		
National Standard assessment criteria		
The Bikeability rider progression tracker		
Bikeability award policy and certification practice		

Planning, delivering and reviewing Bikeability Level 2 (practice element)		
The course includes proportionate theory (classroom) and practice (cycle training delivery) elements		

Topic 2: 1st4sport instructor qualification, recognition of prior learning

To obtain approval for their planned CPD course, the applicant RDC's CPD course must cover these particular topics related to the following strategic priority:

- preparing existing instructors for recognition of prior learning (RPL) leading to the 1st4sport Level 2 award in instructing cycle training.

<i>Particular topics</i>	<i>References to specific supporting evidence provided by applicant RDC</i>	<i>Trust scores</i>
1st4sport requirements for the RPL route		
The instructor pathway from registration to certification		
Using the 1 st 4sport Moodle		
Tackling multiple choice questions		
Downloading templates, saving and submitting work for assessment		
The practical assessment		
Bikeability Trust instructor registration requirements		