**APPLICATION FORM**

1. Please complete the below. Add additional rows if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Date(s) | Location | Title | Website link (to booking) |
|  |  |  |  |

1. On the tables below, please complete the central column for the ‘**General criteria**’ and your **particular topic**.
2. Submit to [contactus@bikeability.org.uk](mailto:contactus@bikeability.org.uk) along with your session plan and related presentation material.

**General criteria**

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

|  |  |  |
| --- | --- | --- |
| *Bikeability Trust criteria* | *References to specific supporting evidence provided by applicant RDC* | *Trust scores* |
| Applicant RDC must have received at least one grade 4 in their latest Bikeability EQA | *Yes/no* |  |
| Named 1st4sport Level 3 (Minimum) tutors who will deliver the course | *Named individuals* |  |
| The course tutors have completed their Level 3 course-based assessments | *Yes/no* |  |
| Number of tutors and maximum number of participants on the course | *For example: See session plan, paragraph 4.* |  |
| The course venue and facilities are suitable for the theory and practice elements | *Consider venue capacity, location, toilets, provision of refreshments or access to shops, suitability of outside space and local roads.* |  |
| The learning outcomes for the course are clearly stated and specific to the particular topics (see following sections) | *For example: See PowerPoint presentation, slide 2.* |  |
| 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.  *If signal or smartphone ownership is an issue, this must be completed online by the instructor within a week of the course.* |  |  |
| 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.

|  |  |  |
| --- | --- | --- |
| *Particular topics* | *References to specific supporting evidence provided by applicant RDC* | *Trust scores* |
| 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.

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