

October 2018

New National Standard & Instructor training reforms

Frequently asked questions

1. What is the current timetable for the introduction of the new National Standard?

The publication of new National Standard approved by the Cycle Training Standards Board in June was expected during the summer. This would have allowed the revised delivery guidance to be introduced in Autumn, and support provided to schemes and instructors in preparation for the launch of the National Standard and associated delivery guidance in January 2019. Publication on the gov.uk website is now expected in October, with communication to the sector to follow shortly afterwards.

The Bikeability Trust recently agreed with the Department for Transport (DfT) that delayed publication of the National Standard will result in the launch date moving to Easter 2019, as there is now insufficient time to prepare the sector adequately by January.

The Bikeability Trust is working with partner awarding organisation 1st4Sport and the Bikeability Trust Sounding Board to develop formal, externally-regulated qualifications for instructors and instructor trainers based on the new National Standard.

The Trust will finalise the delivery guidance with the Bikeability Trust Sounding Board after the publication of the National Standard and will support schemes and instructors as they prepare to deliver Bikeability to the new National Standard from Easter 2019.

2. Why are qualifications for instructors and instructor trainers being introduced?

The 2015 quality assurance review and the 2016 instructor training review highlighted weaknesses in current instructor training arrangements. These included inconsistent interpretation of the National Standard, inconsistent instructor training courses, unfair competitive advantage for Instructor Training Organisations, and lack of instructor professional development. In 2017, building on a solution suggested by The Association of Bikeability Schemes, the DfT proposed separating core functions (i.e. setting standards, delivering training and awarding qualifications) and introducing externally-regulated qualifications developed by a single awarding organisation and based on the revised National Standard. This provides the foundation for the new instructor and instructor trainer qualifications developed in 2018 that will replace current instructor training arrangements.

3. How are the instructor qualifications different from current instructor training arrangements?

The introduction of externally-regulated qualifications marks a significant development in the professionalisation of the Bikeability workforce delivering cycle training for more people cycling, more safely, more often. Weaknesses in the current instructor training system were first reported in 2015 and 2016, following the introduction of the quality assurance framework in 2012. Currently, instructor

training is delivered with very little external scrutiny and no verification of practical assessments before new instructors are entered in the instructors' register. Instructors must register with an instructor training organisation (ITO), but they are not required to update their skills and knowledge to remain on the register and continue delivering Bikeability. Quality assurance and instructor training reviews in 2016 found that current instructor training arrangements lead to inconsistent interpretation of the National Standard, inconsistent instructor training courses, unfair competition and lack of instructor continuing professional development, resulting variable quality in Bikeability delivery.

The introduction of instructor qualifications based on the new National Standard will reduce the scope for inconsistent interpretation and improve the quality of instructor training and Bikeability delivery. All instructor training and assessment will be based on the National Standard and national delivery guidance developed by a single, externally-regulated awarding organisation. Training for the qualifications will be provided by delivery centres approved by the awarding organisation, using training courses that adhere to awarding body's national delivery guidance and assessment strategy.

Through external verification, the awarding organisation will ensure its ADCs have sufficient workforce resources and robust internal assessment verification systems to deliver consistently high-quality instructor training and assessment. In order to gain approval, a delivery centre must have experience delivering Bikeability and register a minimum number of candidates each year, thereby ensuring each centre operates on sufficient scale to maintain quality.

4. When will the instructor qualifications be available?

Registrations for the new qualifications will open in April 2019. (*refer also to Question 1 above*).

5. Who will award the instructor qualifications?

The Bikeability Trust convened a Sounding Board of Bikeability providers and beneficiaries in early 2018 to contribute to the development of the revised National Standard and the process for choosing a partner awarding organisation to develop the new qualifications. [1st4Sport](#) were chosen because they offered the most relevant qualifications and value for money, and the best understanding of Bikeability. 1st4Sport are the [Ofqual](#)-recognised awarding organisation of [Coachwise](#), which contributes to the external quality assurance of Bikeability schemes. 1st4Sport are further regulated in Wales by Qualifications Wales, in Northern Ireland by the Council for the Curriculum, Examinations and Assessment and in Scotland by the Scottish Qualifications Authority Accreditation. They specialise in offering vocational and occupational qualifications in the cycling, active leisure, learning and well-being sectors.

6. What role does the Bikeability Trust play?

From September 2018, The Bikeability Trust has managed the development and delivery of Bikeability on behalf of the DfT. The Trust ensures the DfT's revised National Standard is embedded in the instructor qualifications. The Trust also ensures only qualified instructors enter the Bikeability workforce. The Trust will work with 1st4Sport to develop online learning and assessment resources to support progression towards the qualifications for new and existing instructors.

7. How will new instructors register for the instructor qualification?

New instructors will register with 1st4Sport and choose a 1st4Sport approved delivery centre (ADC) offering a training course leading to the instructor qualification. They must complete a practical assessment involving Bikeability delivery within six months after completing the training course. The 1st4Sport registration fee is £40. 1st4Sport ADCs will set market rates for instructor training courses and practical assessments leading to the qualification. Instructors will benefit from gaining a formal qualification that is quality assured by a single awarding organisation and regulated by Ofqual.

The Bikeability Trust estimates there are currently around 2,000 existing active instructors delivering Bikeability today. The Trust will contribute £60 towards the cost of a practical assessment for these instructors who are nominated by Bikeability schemes to register for the new instructor qualification between April 2019 and April 2021. Instructor trainers employed/contracted by ADCs will provide practical assessments for both new and existing instructors to the same National Standard requirements.

All instructors and instructor trainers registered for 1st4Sport qualifications will also be registered with the Bikeability Trust. Schemes and instructors will not be required to affiliate with ADCs, but instructors will be expected to provide evidence of annual professional development as a condition of continuing registration with the Trust. Instructor trainers will be employed/contracted by ADCs and will also need to provide evidence of annual professional development as a condition of continuing registration with the Trust. Schemes and ADCs, supported by the Trust, will provide instructors with sufficient professional development opportunities to meet this registration requirement.

8. Can existing instructors register for instructor qualification?

Existing National Standard Instructors (NSIs) will be expected to register for the new instructor qualification by April 2021. Within this 'grandfather rights' period their NSI status will remain current and they can continue to deliver Bikeability. They can register for the 1st4Sport qualification just like new instructors, but most active instructors probably won't need to attend an instructor training course. They should be able to provide evidence of recognition of their prior learning and a practical assessment.

9. How are 1st4Sport approved delivery centres (ADCs) quality assured?

As a recognised awarding organisation, the 1st4Sport centre recognition and quality assurance processes are regulated by Ofqual. The instructor and instructor trainer qualifications will be delivered through delivery centres approved and quality assured by 1st4Sport. ADCs may apply to [1st4Sport](#) for centre recognition after the instructor qualification specification has been added to the [Regulated Qualifications Framework](#). They must demonstrate they have the requisite policies, procedures and workforce resources for delivering the qualification in order to be recognised. Experience of delivering Bikeability will be a requirement in the 1st4Sport ADC approval criteria to ensure relevant sector experience is not lost.

Only 1st4Sport ADCs will be able to offer 1st4Sport qualifications on the RQF. 1st4Sport will specify Bikeability delivery experience and a minimum number of registrations per year in its ADC approval criteria. Only 1st4Sport ADCs will have access to the 1st4Sport national delivery guidance for the qualifications. 1st4Sport and the Bikeability Trust together will train instructor trainers employed/contracted by 1st4Sport ADCs to ensure they are ready to deliver the new instructor qualifications from April 2019.

1st4Sport charge a one-off centre approval application fee of £500 (+ VAT). The 1st4Sport centre approval process is set out on their [website](#). It is expected the delivery centre approval process will commence in October as soon as the instructor qualification is added to the [Regulated Qualifications Framework](#) (RQF).

10. How are 1st4Sport approved delivery centres' training courses quality assured?

1st4Sport national delivery guidance will help ADCs to design consistently high-quality training courses and assessments based on the National Standard for the instructor qualifications. The national delivery guidance is based on unit specifications and assessments developed with the Bikeability Trust Sounding Board. 1st4Sport will visit all ADCs at least once a year to assure high-quality delivery.

11. What will it cost to gain a qualification?

1st4Sport will charge a one-off £40 registration fee for each candidate registering for the instructor qualification, and a one-off £55 registration fee for each candidate registering for the instructor trainer qualification. Approved delivery centres will charge course fees at market rates (similar to ITO course fees). The increase in cost is proportionate to the benefit of introducing formal, externally regulated instructor qualifications. *(See also response to Question 7).*

12. I am a National Standards Instructor. Will I be able to deliver Bikeability after Easter 2019?

Yes. There will be a transition process during which existing instructors will be expected register for the 1st4Sport instructor qualification before April 2021. Prior learning and experience will receive

recognition, and additional learning needs will be supported with online resources and assessments. It is expected that most practising instructors will not need to attend an instructor training course, but all will be required to demonstrate understanding of the National Standard and pass a practical assessment before they are awarded the 1st4Sport instructor qualification.

13. I manage an Instructor Training Organisation. Will I be able to offer instructor training after Easter 2019?

From Easter 2019, instructor training will be based on the revised National Standard and will lead to the new instructor and instructor trainer qualifications developed by 1st4Sport. Training towards these qualifications will be provided by delivery centres approved and quality assured by 1st4Sport, an Ofqual-regulated awarding organisation. Instructor Training Organisations may apply to 1st4Sport to become an approved delivery centre as soon as the instructor qualification unit specifications are added to the RQF.