

NATIONAL STANDARD CYCLE INSTRUCTOR COURSE
APPLICATION FORM

Name:		Home Address:	
Tel no.		Mobile no.	
E Mail Address:			
Name and Address of Organisation (if applicable)		Work No. (if applicable)	
Emergency Contact Name and Address:		Emergency Contact Number:	
Please detail any medical conditions that our instructors need to be aware of:			
Once qualified, I will be available to work in the following areas of Devon:-			
North Devon	Mid Devon	South Devon	
Exeter/East Devon	All Areas	None of these Areas	

COURSE DATES 2010

Venue	Course Dates and Times	Tick to Request a Place
Larkbeare House, Exeter	19 th -22 nd July 2010 9am-5pm every day	
Larkbeare House, Exeter	6 th -9 th September 2010 9am-5pm every day	
Larkbeare House, Exeter	1 st -4 th November 2010 9am-5pm every day	

Funding Options

The cost of this four day course is £450 (lunch included). However there are two options for paying this fee:-

Option A

- £300 bursary from Cycling England claimed on your behalf by Devon County Council.
- The remaining £150 covered by Devon County Council Road Safety Team for which in return you are required to deliver at least 2 courses within the Devon County Council boundary within 12 months of qualifying as an instructor.

Your outlay = 0. Therefore there would be no charge for your attendance on this course.

Option B

- £300 bursary from Cycling England claimed on your behalf by Devon County Council.
- You pay the remaining £150 and there are no obligations to undertake training for us.

Your outlay = £150

Please tick your funding option choice below:-

- Option A** – I confirm that I will undertake 2 courses within the Devon County Council Boundary within 12 months of qualifying.
- Option B** – I enclose a cheque made payable to Devon County Council for £150

About the Course

The National Standard Cycle Instructor Course is the first professional qualification available for individuals to deliver cycle training to this National Standard. Once qualified, training can be given to complete beginners or advanced road cyclists, individuals or groups, adults or children, anywhere in England.

It covers all aspects of cycle training including:-

- Bike and helmet check and fitting
- Risk assessments
- Child protection awareness training
- The 3 levels of National Standard Cycle Training
- Being an effective instructor
- Giving feedback to trainees
- Being an assertive cyclist

Included in the Course

- 4 day taught course
- 50% classroom/50% practical on busy well-trafficked roads
- 1 post course assessment which must be undertaken within the first 6 months following training and is included in the cost of the course

Included in the Costs

- Course manual and workbook, and all training materials.
- Administration costs for full accreditation.
- Lunch and refreshments.

Pre-Course Requirements

- All participants must be 18 years or older
- The book "Cyclecraft" by John Franklin, which is provided in the course pack, must be read prior to attending the course.
- All participants must be very competent cyclists and be able to cycle in a range of traffic conditions, including heavily trafficked and busy roads
- Participants need to have excellent communication skills and often have experience of working with groups of children or adults.
- The course is based on continuous assessment and is a pass/fail course for which full attendance is required.

What you Need to Provide

- Bicycle
- Helmet

Both to be used for the duration of the course.

Booking Conditions – Please Read Carefully

Courses need to have a minimum of candidates, for reasons of resource and efficiency, to go ahead. In the event of insufficient numbers, candidates will be offered alternative dates.

Please note that we require at least 3 weeks notice prior to the start date of the course, if you wish to cancel you place, otherwise a £450 charge will be incurred (i.e. the full cost of your place on the course).

- I agree to take part in the four day Devon County Council National Standard Cycle Instructor Training course.
 - I understand that approximately 50% of the training will take place on busy and well trafficked public roads and therefore candidates need to be very confident and competent cyclists.
 - I agree that Devon County Council is not responsible for any personal injury, loss or damage to property, which is not caused by an instructor's negligence.
 - I have read and understand the minimum required criteria for the course.
 - I understand and agree that Devon County Council can share my contact information with third parties involved in the process of gaining the qualification and claiming the £300 bursary.
 - I understand that the course needs a minimum number of candidates to proceed.
 - I understand that I may be charged the sum of £450 if I do not attend this course without good reason and without giving at least 3 weeks notice prior to the start of the course.
- Photographs may be taken during the course to document events and activities, and for promotional purposes. If you do not wish to be included in these photographs, please tick here.
- Devon County Council recommends the use of helmets for all cycling activities. Please tick here to acknowledge that you have read and understand this policy.
- Devon County Council offer a public verification service so that people using your service can contact us and verify that you are a fully qualified instructor. If you DO NOT wish for us to release this information then please tick this box.
- I CONFIRM THAT I HAVE READ THE TERMS AND CONDITIONS WITHIN AND WISH TO PROCEED WITH THIS BOOKING.**

SIGNED

NAME

DATE

Return to: Road Safety Helpdesk, Devon Drivers' Centre, Westpoint, Exeter, EX5 1DJ