

Monitoring assessment

Name:

Competence: 1 – No knowledge/Unaware; 2 – Aware; 3 – Competent; 4 – Competent with ideas to improve; 5 - Excellent

Risk Assessment

Outcome You are able to...	Notes	Competence
Apply the five steps of risk assessment to any part of a course		
Demonstrate the ability to carry out a dynamic risk assessment		
Demonstrate a balanced understanding of the merits and disadvantages of helmets and high visibility clothing		
Understand the duty of care to yourself and to your clients		
Identify appropriate training areas for each level of the National Standard		
Demonstrate understanding of the steps to be taken in dealing with serious and non-serious incidents		

Assessment and Evaluation

Outcome You are able to...	Notes	Competence
Carry out a verbal and visual assessment of client capability prior to and during training		
Advise clients on an appropriate course of training		
Assess and record client progress in achieving observable National Standard outcomes		
Understand and demonstrate the sequential use of observable National Standard outcomes		
Deliver ongoing feedback during training		
Use assessment to alter training to meet clients needs		
Deliver appropriate feedback at the end of each training session		
Understand the use of reflective teaching to deliver long term development		

Planning and Preparation

Outcome You are able to...	Notes	Competence
Plan and prepare a training session and course		
Communicate clearly with clients what they are expected to do		
Set out the aims, objectives and outcomes of the course to clients		
Select training areas appropriate for clients' stage of learning, progressing to areas with more traffic as clients progress		

Bike Fitting and Maintenance

Outcome You are able to...	Notes	Competence
Demonstrate how to carry out a basic cycle check		
Teach clients how to carry out a bike check that is appropriate to their level of understanding		
Understand how fitting the bike to the client affects their performance		
Teach clients how to set up their bicycle to fit them		
Demonstrate how to fit a helmet correctly		
Carry out the minimum adjustments to bicycles as defined in National Standard guidance		

Cycling

Outcome You are able to...	Notes	Competence
Confidently ride in a wide variety of road situations		
Describe different ways of riding road situations, explain the pros and cons of them for different riders and what they need to be aware of		

Teaching and Group Management Skills

Outcome You are able to...	Notes	Competence
Lead a training session		
Work effectively with other instructors to deliver course outcomes		
Work effectively with scheme organisers and third party clients (e.g. schools) to deliver course outcomes		
Involve clients in their own learning		
Demonstrate the use of positive and constructive language in dealing with clients		
Demonstrate an understanding of group management skills		
Demonstrate understanding of how a variety of teaching methods can be used to deliver course outcomes		

National Standard

Outcome You are able to...	Notes	Competence
Clearly explain the three levels of the National Standard and understand the process behind their development		
Demonstrate an in depth understanding of the over-riding outcome and the observable outcomes for each level of the National Standard		
Appreciate how delivery of the National Standard is wholly outcome dependent		
Demonstrate an in depth understanding of how the observable National Standard outcomes are achieved sequentially and the order in which they are best delivered		

Supplementary Information

Outcome You are able to...	Notes	Competence
Demonstrate knowledge of relevant cycling issues and be able to direct clients to where they can find further information and advice for their cycling		

Child Protection

Outcome You are able to...	Notes	Competence
Demonstrate a basic awareness of how child protection issues relate to cycle training and appropriate reporting procedures		
Understand where further information on child protection issues can be found		

Professionalism

Outcome You are able to...	Notes	Competence
Consistently display professional behaviour		
Maintain and encourage effective working relationships		

Personal Development

	Notes
Areas that have been worked on	
Areas to be worked on	

Summary

Competence:

- 1 – Unaware/unable to start training;
- 2 – Aware/unable to start training alone, but should shadow, team teach;
- 3 – Competent/able to start training alone, but should shadow, team teach;
- 4 – Competent with ideas to improve/able to start training alone/interested in shadowing, team teaching;
- 5 – Excellent/can start training alone and designing own course.

Outcome You are able to...	Notes	Competence
Train National Standards courses		