

Start of course self-assessment

Name: _____

Experience: 1 – Never; 2 – Met once; 3 – Done in the past/little experience; 4 – Doing presently/some experience; 5 – Doing presently/lots of experience

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	Experience	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	Experience	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	Experience	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	Experience	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	Experience	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	Experience	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	Experience	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	Experience	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	Experience	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	Experience	Competence
Consistently display professional behaviour			
Maintain and encourage effective working relationships			