

1st4sport Level 3 Award in Developing Cycle Training Instructors

Qualification Specification



About Us

Welcome to 1st4sport, established in 2000, 1st4sport Qualifications are an industry specialist recognised awarding organisation regulated in England by the Office of the Qualifications and Examinations Regulator (Ofqual), in Wales by Qualifications Wales, and in Northern Ireland by the Council for the Curriculum, Examination and Assessment (CCEA) Regulation.

Serving the needs of the sport, physical activity and active leisure industry; our niche status is emphasised through our accomplished people, network of esteemed industry partnerships and our culture of excellence. We have an outstanding reputation; evidenced through the loyalty we receive from our trusted partners, recognised centres and most importantly our learners.

We have a proven track record; offering of valid, value-added, educational solutions and services and outstanding customer care. Our offer includes sector specific qualifications and pathways, and a range of relevant high-performing educational services; underpinned by leading digital solutions. The majority of these are developed and deployed in partnership with governing bodies of sport and other sector specific professional organisations. More than any other awarding organisation, our knowledge of the industry and our continuous cross-sector network enables us to understand the direction of our sector.

Our involvement in shaping our sector has been significant and we continue to be the awarding organisation that partner and representative organisations turn to for guidance on the direction of travel, as appropriate to the needs of our partners, centres, industry employers and learners.

Our Mission: To deliver excellent educational solutions and value-added services to sport, physical activity and the active leisure industry.

Our Direction: We aim to support the ongoing professionalisation of our industry; supporting employment, growth, sustainability and success. We embrace performance, participation and health agendas. Our objective is to continue to support our respected partners, providers and learners.

Qualification Specification

Title:	1st4sport Level 3 Award in Developing Cycle Training Instructors
Qualification Overview:	Prepares learners to develop and support cycle training instructors in line with the National Standard for Cycle Training
Qualification Code:	L3ADCTI
Qualification Regulation Number:	603/4204/3
Guided Learning Hours (GLH):	21
Total Qualification Time (TQT):	90
Credit Value (if applicable):	Not applicable
Operational Start Date:	01/03/2019
Qualification Review Date:	31/03/2024
Learner Registration Period:	1 year
Qualification Objective:	This qualification qualifies learners to tutor cycle training instructors.
Qualification Purpose:	Prepare for employment in a specific occupational area.

Who is this qualification for?

This qualification is designed for learners who are wishing to become cycle training instructor tutors with responsibility for delivering sessions to groups of adults in line with the National Standard for cycle training.

Qualification Progression

Learners could progress onto the 1st4sport Level 3 Award for Tutors and Assessors in Sport, which could lead to a 'train the trainer' role (6) within the National Standard for cycle training. The skills and knowledge developed through this qualification may also be used to progress to other industry-relevant qualifications in coaching sport, activity leadership, supporting PE in school sport or sports development.

This qualification may lead to paid or voluntary roles in developing cycle training instructors, ensuring the continued delivery of the National Standard for Cycle Training in schools, sports clubs and leisure centre provision.

Entry Requirements

Learners must be a minimum of 18 years old at registration and 18 years old at certification.

Pre-requisite(s) or other entry requirements

The recognised centre is required to conduct an initial assessment of learners to ensure that pre-requisites to registration and certification and any barriers that may disadvantage a learner under the Equality Act 2010 are considered and outcomes recorded during the application process.

Prior to registration learners are required to:

- be accurately identified
- be at least 18 years of age
- be able to undertake this assessment in English or Welsh (if available)

Assessment Methods

The assessment methods used in this qualification are:

- Coursework (in 3 of 3 mandatory units),
- Multiple Choice Examination (in 2 of 3 mandatory units),
- Practical Demonstration/Assignment (in 3 of 3 mandatory units)

Grading Methods

This qualification will be graded Pass / Fail.

Qualification Structure

Learners must successfully complete all mandatory units to achieve this qualification.

Mandatory Units

Unit ID	Unit Title	GLH
T/617/4838	Tutor cycle training instructors	12
A/617/4839	Assess cycle training instructors	10
M/617/4840	Plan to improve professional practice	2

Optional Units

There are no optional units in this qualification

Pathway Units (where applicable)

There are no pathway units in this qualification

Unit Title	Tutor cycle training instructors
Unit Aim	This unit provides learners with the knowledge and skills required for the inclusive delivery of learning programmes for tutoring cycle training instructors to the National Standard.
Unique Unit Number	T/617/4838
Unit Assessment Method(s)	<ul style="list-style-type: none"> - Coursework - Multiple Choice Examination - Practical Demonstration/Assignment
Assessment Specification	The learner is required to: (i) plan and deliver 1 classroom and 1 practical on-cycle 'assessment criteria' from the Level 2 Award in Instructing Cycle Training (ii) evaluate the planning and delivery of 1 'assessment criterion' in the same Level 2 learning outcome. (iii) Answer a externally set of multiple choice questions on the 1st4sport assessment platform. As part of their post-course practical assessment, learners will also be required to plan additional classroom and practical training sessions to be delivered under assessment conditions in their workplace, working with live participants (simulation is not permitted). This assessment observation will typically last 90 minutes for the classroom session and 90 minutes for the practical session.

Learning Outcome: 1. understand the role and responsibilities of the cycle training instructor tutor

Assessment Criteria The learner can:	Mandatory Delivery Content The learner will develop an understanding of:	Evidence Requirements The learner is required to complete:
1.1 identify key elements in the role of the tutor	<ul style="list-style-type: none"> plan and deliver the Level 2 Award Instructing Cycle Training using a range of engaging and effective teaching techniques demonstrate experience delivering cycle training to the National Standard using associated delivery guidance, when tutoring others to become cycle training instructors appreciate the importance of the plan-do-review process maintain a duty of care to learners, ensuring that instruction is inclusive and accessible to all deliver performance-improving feedback in a positive and effective manner plan and deliver post-course practical assessments undertake administrative duties including recording learner progression and writing concise, informative reports with SMART action plans contribute to internal quality assurance processes understand and manage risk involved in tutoring cycle training instructors commit to a personal development plan recognise the importance of being a role model 	
1.2 evaluate responsibilities related to regulations	<ul style="list-style-type: none"> demonstrate understanding of the Highway Code demonstrate understanding of the National Standard and associated delivery guidance comply with the tutor registration requirements comply with delivery centre policies and procedures ensure courses conform to the General Data Protection Regulation (GDPR) 	

1.3 explain responsibilities related to duty of care	<ul style="list-style-type: none"> • adhere to the UK Coaching Code of Practice for Sports Coaches • create a cycle training environment where all participants feel at ease and safe • understand what constitutes acceptable relationships as a tutor • demonstrate how to encourage and reward positive behaviour, whilst responding to discriminatory behaviour, behaving in a fair, consistent and ethical manner • understand the requirements of managing a participant group • understand the core principles of child protection and safeguarding legislation and how they apply in cycle training 	
1.4 deliver responsibilities related to safe tutoring and assessment practice	<ul style="list-style-type: none"> • assess risks associated with cycling environments, equipment and participants by following the Health and Safety Executive Five Steps for Risk Assessment • perform dynamic risk assessments during training sessions • set clear guidelines for acceptable participant behaviour and agree ground rules • apply delivery centre health and safety operating policies and procedures, including first aid • manage risks in the cycling environment in accordance with the tutor's responsibilities for participants under health and safety at work legislation • move participants safely between training locations by foot and cycle • understand how instructors' proactive and dynamic approach to risk management increases participants' confidence • implement correct procedures for responding to and reporting accidents, emergencies and other incidents 	

Learning Outcome: 2. apply inclusive teaching and learning approaches for developing cycle training instructors

Assessment Criteria	Mandatory Delivery Content	Evidence Requirements
The learner can:	The learner will develop an understanding of:	The learner is required to complete:

<p>2.1 identify responsibilities related to inclusive tutoring and assessment practice</p>	<ul style="list-style-type: none"> • understand the range of physical, coordination and cognitive needs that participants may have and their broad implications for instructor training and assessment • understand how participants' different backgrounds (e.g. age, religion, cultural identity) may impact on instructor training and assessment • understand that different participants learn in different ways • understand possible barriers to learning and respond with appropriate action, including <ul style="list-style-type: none"> o varied delivery methods o flexible training locations, times, duration, pace and content o supporting participants with special needs o providing additional resources (e.g. adapted cycles) • understand how to manage external influences on participant attitude to training and assessment 	
<p>2.2 plan learning sessions</p>	<ul style="list-style-type: none"> • identify learning outcomes for sessions that relate to National Standard Role 6 • take into account participant needs, prior experience and knowledge, motivation, learning style and potential contribution • select and plan activities and resources that facilitate the achievement of learning outcomes and enhance participant performance • understand the importance of linked sessions, that progressively build upon the skills and knowledge gained from previous learning • consider the structure, content and timings, required teaching approach, supporting tools available and required documentation for record keeping • ensure the location is appropriate to session outcomes, any identified activities and participant learning styles • understand own capabilities with regards to the teaching strategies and approaches, and plan within these at all times 	

2.3 deliver learning sessions	<ul style="list-style-type: none"> • create a climate that promotes learning • use facilities in classroom settings effectively (e.g. PowerPoint, flip charts, whiteboards) • understand how to use role play • explain and demonstrate relevant cycle training instructor techniques based on the National Standard and associated delivery guidance • facilitate learning for groups of different size and composition (e.g. group and role rotation) • ensure all group members are actively involved and engaged • adapt delivery style to respond to changing needs • manage participant behaviour effectively • manage risk to maximise learning • provide accurate and instructive assessments for participant progression • provide feedback to participants in both one-to-one and group situations • support participants in taking responsibility for their own learning • work effectively with co-tutors and third parties (if present) 	
2.4 review learning sessions	<ul style="list-style-type: none"> • work with participants to develop effective strategies for improvement • assess and record individual participant's progression within group activities • review and evaluate the learning session including: <ul style="list-style-type: none"> o session planning and resources o the sequence, duration, pace and technical content of activities o the views of participants and co-tutors (if present) • agree the outcomes of the review with participants and co-tutors (if present) • agree learners' action points using SMART objectives • adapt future sessions to reflect identified needs 	

Unit Title	Assess cycle training instructors
Unit Aim	This unit provides learners with the knowledge and skills and introduces them to the principles for assessing cycle training instructors to the National Standard.
Unique Unit Number	A/617/4839
Unit Assessment Method(s)	<ul style="list-style-type: none"> - Coursework - Multiple Choice Examination - Practical Demonstration/Assignment
Assessment Specification	The learner is required to answer a externally set of multiple choice questions on the 1st4sport assessment platform. As part of their post-course practical assessment, learners will also be required to plan additional classroom and practical training sessions to be delivered under assessment conditions in their workplace, working with live participants (simulation is not permitted). This assessment observation will typically last 90 minutes for the classroom session and 90 minutes for the practical session.

Learning Outcome: 1. understand the role of the tutor when assessing cycle training instructors

Assessment Criteria The learner can:	Mandatory Delivery Content The learner will develop an understanding of:	Evidence Requirements The learner is required to complete:
1.1 describe the responsibilities of a tutor when assessing cycle training instructors	<ul style="list-style-type: none"> understand that the tutor is responsible for: <ul style="list-style-type: none"> ? selecting appropriate assessment methods that are valid and reliable ? assessing cycle training instructors against predetermined assessment criteria ? providing feedback on performance ? agreeing SMART development actions with instructors ? recording the assessment decision ? contributing to the quality assurance process ? upholding the National Standard, by having the confidence to not pass participants who do not meet the assessment criteria 	
1.2 explain different assessment methods and their applications when assessing instructors	<ul style="list-style-type: none"> describe and understand the following range of assessment types: <ul style="list-style-type: none"> ? observation of performance ? questioning the learner ? professional discussion with the learner (individually and in groups) ? oral and/or written questions, including multiple choice ? recognition of prior learning (RPL) <ul style="list-style-type: none"> understand the concept of continuous assessment and its benefits understand that instructors respond differently to different assessment methods 	

Learning Outcome: 2. assess cycle training instructors

Assessment Criteria The learner can:	Mandatory Delivery Content The learner will develop an understanding of:	Evidence Requirements The learner is required to complete:
2.1 plan the assessment	<ul style="list-style-type: none"> plan assessments of instructors' knowledge and skills in line with the requirements of the National Standard Role 6 and instructors' delivery of Roles 1 – 4, in accordance with associated delivery guidance ensure the plan includes details of: <ul style="list-style-type: none"> ? who is being assessed, where and when ? what activity is to be assessed ? what assessment methods will be used ? who else needs to be involved in the assessment ? when and how feedback will be provided ? anything the instructor is required to bring with them for the assessment agree planned assessments with the instructor in advance prepare the assessment environment, ensuring all required health and safety checks have been completed and risks are managed 	
2.2 conduct the assessment	<ul style="list-style-type: none"> communicate information about the planned assessment to instructors and others (where relevant), confirm instructors understand the process and what is being assessed assess instructor's performance using planned methods and against the National Standard and associated delivery guidance, and qualification assessment criteria manage risk during assessments and know when to intervene make valid and reliable assessment decisions provide constructive feedback to the instructor following the assessment to encourage progression action plan the instructor's future development, regardless of the outcome of their assessment 	

Unit Title	Plan to improve professional practice
Unit Aim	This unit develops learners' ability to identify areas in their own professional practice for improvement and create a plan for developing their professional practice in tutoring and assessing cycle training instructors to the National Standard.
Unique Unit Number	M/617/4840
Unit Assessment Method(s)	- Coursework - Practical Demonstration/Assignment
Assessment Specification	The learner is required to: (i) Answer a externally set of multiple choice questions on the 1st4sport assessment platform (ii) prepare a gap analysis of areas of professional practice requiring development and develop a 6-to-twelve-month plan for developing their practice in delivering tutoring to the National Standard.

Learning Outcome: 1. develop a professional development plan		
Assessment Criteria The learner can:	Mandatory Delivery Content The learner will develop an understanding of:	Evidence Requirements The learner is required to complete:
1.1 identify priority areas of professional practice for improvement	<ul style="list-style-type: none"> keep up-to-date with new developments in cycle training practice review performance and working practices against the National Standard and associated delivery guidance, instructor registration requirements and relevant policies and procedures gather feedback on performance from mentor, peers or line manager (if present) reflect on feedback and identify strengths and areas for improvement reflect on how gaps in skills, knowledge and understanding may affect performance 	
1.2 set realistic goals for professional development	<ul style="list-style-type: none"> identify resource requirements (e.g. mentoring, work experience, peer feedback) prioritise SMART objectives that are achievable within six-to-twelve months share the professional development plan with others who can support its implementation 	

Qualification Conditions: Delivery and assessment requirements

To complete the delivery, assessment, and internal quality assurance of the qualification, providers will be required to adhere to the guidance set out in the Recognised Centre Handbook.

The recognised centre is required to ensure that the learners who are unsuccessful in any aspect of assessment are offered two opportunities to re-sit or resubmit the appropriate assessment component within their registration period.

Qualification Approval Conditions: Workforce requirements

In addition to the workforce requirements stated in the Recognised Centre Handbook, the following qualification specific requirements must be met and evidenced.

Tutor(s):

In addition to the workforce requirements stated in the Recognised Centre Handbook, the following qualification specific requirements must be met and evidenced Tutor/Assessors are required to:

- hold, or be working towards to the 1st4sport Level 3 award for tutors and assessors in sport
- OR
- hold, or be working towards, a level 3, or above, regulated qualification in delivering education, and
 - hold, or be working towards, a level 3, or above, regulated qualification in assessment practice
- OR
- hold, or be working towards, QTS status or have a PGCE

AND

- hold the 1st4sport Level 3 Award in Developing Cycle Training Instructors
- have at least two years' experience successfully delivering National Standards cycle training
- currently hold the Level 2 Award in Instructing Cycle Training instructor training

Assessor(s):

In addition to the workforce requirements stated in the Recognised Centre Handbook, the following qualification specific requirements must be met and evidenced Tutor/Assessors are required to:

- hold, or be working towards to the 1st4sport Level 3 award for tutors and assessors in sport
- OR
- hold, or be working towards, a level 3, or above, regulated qualification in delivering education, and
 - hold, or be working towards, a level 3, or above, regulated qualification in assessment practice
- OR
- hold, or be working towards, QTS status or have a PGCE

AND

- hold the 1st4sport Level 3 Award in Developing Cycle Training Instructors
- have at least two years' experience successfully delivering National Standards cycle training
- currently hold the Level 2 Award in Instructing Cycle Training instructor training

Internal Verifier(s) and Quality Assurer(s):

For this qualification, the minimum requirements stated in the centre handbook do not apply Centres must ensure that all workforce meet the requirements stated below.
Internal quality assurers are required to:

- hold, or be working towards, a level 4, or above, regulated qualification in internal quality assurance
- Whilst Bikeability experience is not a requirement for the internal quality assurer, it is recommended they

have credible or appropriate cycling experience and complete the Bikeability Level 3 award.
Internal Quality Assurers must familiarise themselves with the content of the National Standard for Cycle Training, paying particular attention to Role 6.

Additional Qualification Requirements

This qualification is regulated by Ofqual (603/4204/3) and QiW (C00/4455/7 - Designated).

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