

National Standard for Cycle Training

National Standard Instructor Trainer Outcomes

Module	Aim	Detailed Outcomes	Assessment	
			Course	PCA
1 Introduction to the course	The aim is to explain the course structure to trainee National Standard Instructor Trainers (NSITs).	1.1 Trainee NSITs should understand how the course will progress and how post course assessment (PCA) will be used to complete the qualification.	✓	✓
2 The National Standard	<p>NSITs need to exhibit a full understanding of the National Standard and a full understanding of the structure in place for its delivery and management. Central to this is understanding who signs off outcomes and how these processes ensure quality is maintained and risk minimised.</p> <p>The module will also inform them about where to find information about the National Standard and definitive documents.</p>	2.1 Trainee NSITs must demonstrate excellent understanding of the National Standard syllabus.	✓	✓
		2.2 Trainee NSITs must fully understand the structure in place for delivery and management of the National Standard.	✓	
		2.3 They must know the roles of the NSIT, NSI and NSAI and how these relate to each other.	✓	✓
		2.4 They must know the core range of courses that the NSIT will be required to deliver and the course learning outcomes for each of these.	✓	✓
		2.5 Trainee NSITs must be aware of where to find the definitive documents that govern the National Standard and be able to update their knowledge to pass on to trainee instructors.	✓	

Module	Aim	Detailed Outcomes	Assessment	
			Course	PCA
3 Risk management	NSITs must demonstrate higher levels of risk assessment and management and understand risk to schemes, to the industry and government.	3.1 Must demonstrate a detailed understanding of risk as outlined in the NSI course, and how to teach risk management.	✓	✓
		3.2 Must demonstrate detailed knowledge of the 5 steps of risk assessment and produce a risk assessment for a relevant course		✓
		3.3 Must understand how schemes and Instructor Training Organisations (ITOs) manage risk and how this affects cycle training.	✓	
		3.4 Must understand the role that local and national government plays in cycle training and how to manage risk on their behalf.	✓	
4 Teaching techniques and trainee assessment	The aim is to outline the key elements of teaching techniques and trainee assessment that the trainee NSITs must understand and be able to teach in instructor training courses.	4.1 Must demonstrate a range of small and larger group teaching techniques both in the classroom and outside.	✓	✓
		4.2 Must engage the group and check for achieving learning outcomes. Must oversee participants effectively when leading courses.	✓	✓
		4.3 They must be able to assess the ability and performance of instructor trainees and sign off learning outcomes.		✓
		4.4 They must be able to give appropriate and accurate feedback to individuals.	✓	✓

Module	Aim	Detailed Outcomes	Assessment	
			Course	PCA
5 Practical delivery of NS Instructor course modules	NSITs must be able to deliver all the approved courses to trainee instructors and assistants.	5.1 Must be able to prepare sessions and learning materials for the participants.	✓	✓
		5.2 Must lead the delivery of at least 3 NSI outcomes.	✓	
		5.3 Must be able to deliver all modules of NSI and NSAI courses.		✓
		5.4 Should demonstrate an in-depth knowledge of National Standard material and be able to explain it, especially in response to questions.	✓	✓
		5.5 Should understand and be able to deliver NSIT course material.		✓
6 Mentoring	<p>The aim is to explain in detail the principles of mentoring and how it should be delivered to NSIs.</p> <p>The course will also explain the differences between mentoring in this specific context and more general mentoring, post course assessment and continual professional development.</p>	6.1 Trainee NSITs must know the principles of mentoring and be able to mentor trainee instructors effectively.	✓	✓
		6.2 They must be able to prepare and deliver a mentoring session.		✓
		6.3 They must understand when it is appropriate to intervene during a training session.	✓	
		6.4 They must be able to identify the common issues and instructor faults, and be able to provide appropriate feedback to instructors and course providers.	✓	✓
		6.5 They must be able to complete a mentoring form containing constructive feedback and an action plan.	✓	✓

Module	Aim	Detailed Outcomes	Assessment	
			Course	PCA
7 Post Course Assessment (PCA)	The aim is to explain thoroughly how post course assessment should be conducted and its scope. The module will also emphasise the need for instructor trainers to carry out PCAs objectively.	7.1 Trainee NSITs must fully understand the process and scope of PCA.	✓	
		7.2 They must prepare, run and complete 2 observed PCA sessions.		✓
		7.3 They must analyse practical performance against outcomes and either sign off outcomes or give written feedback on action plans and evidence required.		✓
		7.4 They must demonstrate an understanding of the effect they have on training sessions and how their conduct and positioning can lessen their influence.	✓	✓
8 Administration	This module aims to ensure that trainee NSITs are aware of the documentation that they will be expected to complete and are able to complete it.	8.1 Trainee NSITs must be able to demonstrate accurate record keeping for instructor training courses and PCA.	✓	✓
		8.2 They must be able to communicate effectively trainees' achievement at the end of instructor training courses and explain the process of post course assessment to successful trainees.		✓
		8.3 They must be aware of other National Standard documentation and be able to complete this accurately and punctually.	✓	✓