

Instructor Training – Q & A

About Instructor Training Organisations

Q: What are Instructor Training Organisations?

A: ITOs will be the only bodies recognised by Government as providing training for National Standard Instructor Trainers, Instructors and Assistant Instructors (collectively known as “instructors” throughout this document). Only instructors trained by ITOs will be issued with National Standard Instructor numbers which identify them as providing cycle training that meets the National Standard.

Q: How do I apply to be an ITO?

A: The Guidance Note for Applicants explains the application process. Anyone interested in applying to be an ITO must first of all submit a formal Expression of Interest on the form which is sent out with the application pack – the deadline is 26 February 2010. They can then submit their application (using the application form) anytime between 1 March and 28 May 2010.

Q: If I don't submit an Expression of Interest can I still submit an application form?

A: No. You must submit an Expression of Interest in the correct format if you want to apply to be an ITO.

Q: Can an Expression of Interest be withdrawn?

A: Yes. Submitting an Expression of Interest does not commit you to submitting a full application.

Q: Who can apply to be an ITO?

A: Any organisation who wishes to train National Standard Instructors can apply.

Q: Can Local Authorities apply to be an ITO?

A: Yes.

Q: Will it cost anything to apply to be an ITO?

A: There are no application fees.

Q: How will the quality of instructor training be ensured?

A: ITOs training and management processes will be audited by DfT on a regular basis. Any ITO unable to demonstrate that it remains able to deliver the quality of training expected will no longer be recognised by DfT.

Q: Will ITOs have to train a minimum number of instructors each year?

A: No. There are no minimum numbers of instructors or limits on the number of courses that an ITO has to run. However, it is considered unlikely that an ITO delivering fewer than three courses a year will be able to maintain the standard required. In these circumstances, and following an audit, the DfT will consider whether it can continue to recognise the organisation as an ITO.

Q: Is there a requirement for a minimum number of hours of continuing professional development (CPD)?

A: ITOs will be required to offer all their instructors the opportunity to undertake a minimum of three hours CPD per annum. They will be required to report on CPD training offered, and any undertaken, as part of the audit and monitoring process.

Q: And what types of activity will qualify as CPD?

A: It will be up to the ITO to decide what CPD they will offer. But this could include refresher training, opportunities to share best practice and specialist training courses.

Q: What about Scotland, Wales and Northern Ireland?

A: Cycle training is a devolved matter and therefore this application process is only relevant to organisations wishing to deliver training in England.

Effect on Instructor Training Providers

Q: What will happen to current ITP organisation?

A: Once DfT has invited applications for ITOs ITPs will be given a grace period to continue training and registering National Standard Instructors. Once this period is over they will have to have either successfully completed the ITO application process or ceased training National Standard Instructors.

Q: How long will the grace period be?

A: It is currently planned that we will stop recognising instructors trained by ITPs on 31 December 2010.

Q: Can an ITP just convert to an ITO?

A: No. ITP's will have to go through the same application process as any organisation wishing to become an ITO.

Q: If my ITP doesn't become an ITO, will it be able to carry on training instructors to the National Standard?

A: Former ITPs can choose to continue training instructors. However, they will not be recognised by the Department as National Standard Instructors and will not be issued with a NSI number and will not be eligible for a bursary towards their training.

Q: If my ITP does continue to train NS Instructors, will they be given NSI numbers?

A: No. Only instructors trained by ITOs will be given NSI numbers.

Q: If I decide not to apply to be an ITO can I work with a recognised ITO and still deliver my own training course?

A: No. ITOs will be able to employ any Instructor Trainer they wish. However, they may only deliver the course agreed during the ITO application process. Any changes to the course must be agreed with DfT. ITOs will be expected to only deliver one type of course. ITOs will be responsible for ensuring that all their Instructors deliver the correct course.

Instructors

Q: What does it mean to be a member of an ITO?

A: This will be between the ITO and its members. However, members will have access to CPD opportunities, updates to the National Standard for Cycle Training and other services that the ITO chooses to provide. You will not have to be employed by the ITO in order to be a member.

Q: So, as an instructor, I will have to belong to an ITO in order to carry on training to the National Standard?

A: No. But if you want to be eligible to train for Local Authorities and School Sports Partnerships on courses funded by a DfT cycle training grant then you will need to become a member of a recognised ITO. This is to ensure that training being delivered by DfT grant is of the quality we expect.

Q: What are the benefits of being a member of an ITO?

A: Individual benefits will be a matter for agreement between ITOs and instructors. However, at minimum, these will include opportunities to further develop cycle training skills and communications about the National Standard. In the future only instructors who are members of an ITO will be able to deliver training for local authorities and School Sports Partnerships delivered with DfT cycle training grant.

Q: What will it cost to become a member of an ITO?

A: It will be for individual ITO's to decide whether they want to charge, and if so how much.

Q: As an instructor, can I become a member of more than one ITO?

A: Yes.

Q: Can I move from one ITO to another?

A: Yes. All ITO's will have to have a process for allowing instructors who have not been trained by them to join them as a member. Any criteria that they wish to impose will be their decision.