



## NZTA Final Report 21 June 2012

We are pleased to provide the final report for the Cycle Instructor Training section of the CAN/BikeNZ NZTA contract. We believe we have fulfilled the terms of the contract and developed and delivered a comprehensive and well liked series of Cycle Skills Instructor Training courses.

The NZTA/CAN/BikeNZ cycle instructor training project began with the development of the Instructor training manual. This manual covered the development of a cyclist, how to be an effective instructor, risk management and the coaching session. Along with this manual the 'guidelines' were used to develop a two day course that took the participant through the 'how to' of instructing, then applied this to the practical application of instructing the grade one skills as per the guidelines.

The outline for the first few courses was to hold the course over two days covering the grade one skills. The plan was to hold a series of grade one courses followed by a number of grade two and three courses. These initial courses had a mixture of classroom time and practical time. E.g. theory module inside followed by 2-3 of the grade one skills outside. At the end of the two days there was an opportunity for the participants to instruct a skill to their peers (10 minute micro session's) allowing for feedback on their instructing styles by their peers (something that many people miss out in the 'real world').

We found after a number of courses the demand was for a combined grade one and two (on-road) course rather than two separate courses. So we revised the course structure and trialled a combined grade one/two course and found the response very positive.

For the combined courses we would get through most of the classroom modules inside on day one as well as the grade one skills (taking the participants through these as if they were the students, demonstrating to them best practice). Day two would focus mainly on grade two where we ran through grade two skills demonstrating best practice and also seeing what ability participants had at riding at this level.

We only completed one level 3 course due to lack of demand. We believe that over time more instructors will look to a course at this level but over the 18 months of this contract the demand was almost entirely at the grade 1 and 2 level.

Important collaborations were made with many groups within the cycling community throughout the duration of this course. The New Zealand Police, had representation at most courses. Sceptical at first but many found the course to be worthwhile and benefited the work they are already doing in schools around the country. Bigfoot contributed to resource development and delivery on a number of courses. Having their expertise gave a lot of credibility to what we were trying to achieve.

After each course there would be a follow up email sent to participants detailing 'where to' from here. This email included such information as the assessment process, links to the templates on the BikeNZ website, and links to local RST's (professional development opportunities)

One of the key learning's was that many course participants wanted to have a menu (such as learn to ride) to take away with them. Being taught the 'how to' and given the session templates was not quite enough, especially for those who were new to instructing. So while additional to the contract commitment it is worth noting that we ran three courses that incorporated showing instructors how to deliver the BikeNZ Learn to Ride program. We have



been very conscious the terms of the contract with NZTA required us to be agnostic in terms of which cycling course instructors may choose to deliver. However we had requests from new instructors for a course that gave them practical lessons in what to teach as well as providing generic training on how to teach. As with the combined grade one and two courses these three courses were very well received.

#### **Other learning's included:**

- Many of those who attended one of the courses were surprised at what they didn't know about the 'how to' of instructing.
- The greatest demand was for the grade 1/2 combined course. We held three of these courses, one each in Dunedin, Wellington and Auckland.
- For the first five courses it was not a requirement to bring along a bike as we supplied bikes and had volunteers to demonstrate the skills. This was not ideal as we were not able to assess what skill level the instructors were at. When we changed this it was much easier to gauge what skill level we were working with and how much time we needed to spend on each grade.
- There were a large number of PEOs who attended the courses. Some were 'told' to be there. A lot did not ride regularly and due to lack of cycle skills their ability to deliver correct techniques to beginners was questionable.
- Many participants were unfamiliar with the grade 1,2,3 cycle skills training guidelines. As a result of this we also handed out a copy of the Guidelines to each participant on the course.

#### **Skills Active**

- The assessment process has been the big road block for many. The entire cost of going through to assessment should have been made very clear from the beginning (Skills Active and BikeNZ needed to have sorted this well before the first course)
- The blue instructor book was developed before the assessment booklet. This should have been done the other way round so that we were able to include everything from the assessment booklet in the blue instructor booklet (or the assessment booklet developed from the blue instructor booklet). There were some sections of Risk Management that were not included in the instructor book that appeared in the assessment booklet. For the first three courses this information was missing from the delivery. We were able add this to all other course's, however it would have been a lot easier if the assessment booklet was produced much earlier.
- There are no South Island assessors which has made it difficult for south island course participant's to get assessed. Skills Active now have at least two people from the South Island going through the assessor's process but this should have happened 12 months ago.
- Communication between BikeNZ/Skills active/participants was poor at the beginning of the contract due to a change in staff. Initially the information coming out of Skills Active was untimely and confusing. This has improved immensely with the process of assessment made a lot clearer to participants. There are currently a small number of people wanting to go through assessment without having done a BikeNZ course. The cost of the 'blue instructor book' will be built into the assessment cost but that has yet to be finalised.



Below is some of the feedback we received over the last 15 courses.

*“Participation and interaction with tutors and fellow course participants to enhance learning in an awesome atmosphere”* **Hastings**

*“Working with a very knowledgeable group. Enjoyed all practical work. Great way the course was instructed”*  
**Christchurch**

*“Excellent instructors, good mix of indoor and outdoor activities”* **New Plymouth**

*“listening and learning from other experienced people as to how to go about doing things. Lots of good techniques used by all”* **Nelson**

*“The majority of the course was brilliant however the highlight was the practical components. Basics like scooting were awesome”.* **Auckland**

#### **Where to from here?**

- There is a possibility that in October of this year, an instructor conference could be held in conjunction with the coaching conference. This would give instructors the opportunity to get professional development and to network with other coaches/instructors from around the country.
- For future courses we will continue to do the grade one and two combined. As we have progressed through the courses the delivery of the ‘how to’ modules has become more efficient leaving more time for the practical components.
- As opposed to setting dates and regions we are now doing courses on demand. We found the last few courses that were planned struggled to get registrations, regardless of the amount of marketing. It is a focus of our regional staff to identify the demand for such courses within their areas.
- The blue instructor booklet is available to those who have not gone through a BikeNZ course but wish to do the assessment. The proposal is for the trainee to purchase the booklet through Skills Active at a yet to be determined cost.
- Through our regional development staff we are continuing to build relationships with TLAs, RSTs and RSOs to further support our current trainee instructors and encourage those wanting to get into this space. The newly established Waikato and Canterbury roles will further our reach throughout the country.
- Work will continue with online resources that will be available to those who have been accredited and registered. (instructor/coach portal) The new BikeNZ web platform should be functioning by the end of this calendar year which will enable more sophisticated communication with instructors and enable password access to instructor resources for all accredited instructors.
- Engagement with instructors will continue through newsletters, website, regional staff, and regional forums.
- Funding will be a challenge for future courses. If it is not compulsory for organisations to hire qualified instructors, there will be minimal support to fund these courses to keep the cost down.

CYCLE INSTRUCTOR TRAINING PROGRAMME			
2	Deliver three Grade one instructor training courses, dependant on Skills Active's assessment & course timing	1 March to 30 June 2011	<ul style="list-style-type: none"> <li>Online booking system set up.</li> <li>Dates set, and venues booked. June 15/16, Hastings district council venue. June 18/19 Sport Taranaki venue, New Plymouth. June 25/26 Auckland transport/Waitakere venue.</li> </ul>
3	Marketing and coordinating of the instructor training courses (pre and post)	1 March to 30 June 2011	<ul style="list-style-type: none"> <li>Completed.</li> </ul>
4	Development of a set of resources for training grade one instructors	1 March to 30 June 2011	<ul style="list-style-type: none"> <li>Completed.</li> </ul>
5	Assessment and accreditation of all course attendees	1 March to 30 June 2011	<ul style="list-style-type: none"> <li>This was not possible. Skills Active announced assessment would take half a day per person, (or 6 people over 2-days) this was not manageable in June. We would have to give each instructor time to study and assess them in groups, at a later date.</li> </ul>
6	Development of an online searchable database of all qualified cycle instructors	1 March to 30 June 2011	<ul style="list-style-type: none"> <li>Completed.</li> </ul>
7	Development of an online resource site to support cycle instructors	1 March to 30 June 2011	<ul style="list-style-type: none"> <li>Underway. On-going. As mentioned earlier there will be a new web platform to support the resource site for instructors.</li> </ul>
8	Commence development of grade 2 on road instructors training manual	1 March to 30 June 2011	<ul style="list-style-type: none"> <li>Completed</li> </ul>
9	Commencement of grade 2 training resources for instructors	1 March to 30 June 2011	<ul style="list-style-type: none"> <li>Completed</li> </ul>

12	Delivery of six Grade One instructor training sessions throughout NZ (an additional 80+ instructors accredited) including assessment	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>Grade 1 - 10 courses</li> <li>Grade 2 - 4 courses</li> <li>Grade 3- 1 course</li> </ul>
13	Marketing of the instructor training courses in those regions and regular coordination with key	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>Weekly through communication documents, website, forums, and face to face meetings, through BikeNZ regional</li> </ul>

	agencies as well as the original three locations to ensure instructors have delivery opportunities		<p>staff and meetings with TLAs and RSTs.</p> <ul style="list-style-type: none"> <li>Communication for the Wellington grade 1/2 courses was sent out to the region. This was communicated to BikeNZ members, all Regional sports trusts, TLAs, CAN members, PEOs and current instructors.</li> </ul>
14	Undertake market research to find out where the next roll out of target regions should be	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>On-going. Due to market research and demand in the Auckland region a Grade 1/2 course was run in April. Auckland Transport subsidised the course for a number of PEOs and Auckland transport staff.</li> </ul>
15	Maintenance and management of the register of all accredited trainers	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>On-going. All instructors 'in training' that have completed a BikeNZ instructor course have their names on the website. Those that become assessed will have their status updated to 'qualified' as this information comes through from Skills active.</li> </ul>

16	Bi-annual Continuous Professional Development (CPD) forum for all accredited instructors, mentoring and support framework	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>Regional forum dates have been set and are on the website with an online registration. So far we have had nine forums in Invercargill, Dunedin, Christchurch, Hastings, Palmerston North, Hamilton, and Auckland .</li> </ul>
17	Bi-monthly newsletter and communication for all instructors	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>All instructors are on the email list for 'coaching and instructor' newsletter (last one went out end of April) detailing all development opportunities and other courses and assessment. Forums have also been used to communicate further with trainee instructors.</li> </ul>
18	Management and on-going content delivery of online forum and resources for all instructors	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>On-going. Blank templates available to all instructors on the instructors page on the BikeNZ website.</li> </ul>
19	Completion of the Grade Two on-road instructors training manual	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>Completed</li> </ul>
20	Completion of a Grade Two training resource for instructors	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>Completed</li> </ul>
21	Delivery of three Grade Two Instructor training courses	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>These courses have been replaced with the grade 1/2 instructor training course</li> </ul>

	including assessment		as the demand for the training was for a combination of the grade 1 and 2 course
22	Development of Grade Three Ride Leaders Instructors training manual	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>Completed</li> </ul>
23	Development of a Grade Three Training Resource for instructors	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>Completed</li> </ul>
24	Delivery of three Grade Three Instructor training courses including assessment	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>These courses have been replaced with the grade 1/2 instructor training course as the demand for the training was for a combination of the grade 1 and 2 course</li> </ul>
25	Linkage of all instructors and all BikeNZ/CAN course participants with Regional clubs, cycle groups and event opportunities to create an on-going pathway for participation	1 July 2011 to 30 June 2012	<ul style="list-style-type: none"> <li>On-going. All trained instructors will receive BikeNZ communications with clubs, events and development opportunities. This linkage is also communicated through courses, forums, and regional staff</li> </ul>

#### Contract variation

CYCLE INSTRUCTOR TRAINING PROGRAMME			
56	<p>Develop an "introduction to road/everyday cycling" resource that includes the design, photography &amp; printing with two target audiences: the Instructor and youth.</p> <p>Develop a ride leader resource that includes the design, photography &amp; printing with the target audience being Instructors.</p> <p>Both resources along with all the other resources will be marketed and communicated to the sector and be available as online resources along with the other suite of resources.</p>	30 June 2012	<ul style="list-style-type: none"> <li>Resource has been written and edited. Photo shoot completed. Currently sitting with the designer. The final print will be completed post 30 June. NZTA will be notified as soon as this is completed.</li> <li>Resource has been written and edited. Photo shoot completed. Currently sitting with the designer. The final print will be completed post 30 June. NZTA will be notified as soon as this is completed.</li> <li>Once the above resources are finalised, an online version of all resources will be available to the sector on the BikeNZ website.</li> </ul>

**Additional information:**

- 232 attending 15 courses
- Below is a breakdown of where these participants have come from (regions)

Region	Number	PEO
Auckland	40	11
Hamilton	5	3
Warkworth	1	
Pukekohe	1	1
Waiheke Island	1	
Whangarei	2	
Taupo	1	
Rotorua	2	
Ashhurst	2	
Napier	7	2
Gisbourne	3	
Hawkes Bay	2	
Palmerston North	1	
Havelock North	1	
Paekakariki	1	
Dunedin	11	2
Invercargill	4	
New Plymouth	17	1
Christchurch	18	13
Ashburton	2	2
Alexandra	1	
Blenheim	15	1
Nelson	16	4
Whakatane	3	1
Raetihi	1	
Wellington	10	
Motueka	1	1
West Coast	2	2

- In a recent survey of all the instructors who attended a BikeNZ instructor course the following questions were asked:

**1. When you went on the course were you an experienced trainer or new to instructing?**

- 31/66 were experienced before doing the course
- 35/66 were beginner instructors

**2. Are you currently instructing? If so approximately how many people have you instructed since doing the course? Children or Adults?**

- 36/65 are currently instructing
- 36 are delivering to children
- 6 are delivering to adults



- *Approximately 9000 children delivered to by those who responded within the last 12 months*
- *Approximately 90 adults delivered to by those who responded within the last 12 months*
- Latest assessment numbers from skills active:
  - 22 people including assessors have either got grade 1 or better
  - 15 of these 22 people have attended and/or delivered on a BikeNZ course
- For the 15 courses we used 17 different deliverers from around the country
  - BikeNZ – 8
  - CAN – 1
  - Bigfoot – 2
  - Other – 6
- Courses were held in;

<b>Region</b>	<b>Grade 1</b>	<b>Grade 1/2</b>	<b>Grade 2</b>	<b>Grade 3</b>
Auckland	1	1	1	1
Rotorua	1			
Hastings	1			
New Plymouth	1			
Wellington		1		
Nelson	1			
Blenheim	1			
Christchurch	1			
Dunedin		1		

- Average course rating for 13 courses (Wellington feedback not yet in)
  - 4.15/5
- Two additional courses were held in Auckland that included the BikeNZ learn to ride programme.
- Upcoming coaching/instructor forum dates and regions
  - Auckland – August 27<sup>th</sup>
  - Hawkes Bay – October 10<sup>th</sup>
  - Manawatu
    - June 28<sup>th</sup>
    - August 30<sup>th</sup>
    - October 25<sup>th</sup>
    - Dec 6<sup>th</sup>