

# cyclist skills training

## SUMMARY OF THE GUIDE



NZ TRANSPORT AGENCY  
WAKA KOTAHI

### Purpose of the guide

*Cyclist skills training: A guide for the set-up and delivery of cyclist training in New Zealand* outlines:

- > a consistent 'best practice' approach for the delivery of cyclist skills training in New Zealand
- > the cyclist skill sets (or outcomes) that need to be achieved at each grade of training.

### Programme outcome

The cyclist skills training programme aims to help ensure New Zealanders are confident and capable cyclists. A nation of confident and capable cyclists will:

- > help contribute to a well-functioning transport system which adapts to the way people live, work and play. The cyclist skills training programme is an important step in supporting New Zealanders to make the bike the choice of transportation for some of their weekly trips
- > lead to more people cycling for transport and recreation.

### Policy context

Cyclist skills training is one of 10 initiatives in the *Getting there – on foot, by cycle strategy and implementation plan 2006–2009*. Improving safety for cyclists and pedestrians is also a priority in *Road safety to 2010* strategy and the upcoming *Safer journeys*.

The guide is based on the UK Bikeability programme and has been adapted to suit the New Zealand environment. Significant input has been provided by the Christchurch City Council's Cycle Safe programme, the NZ Police and the Waitakere City Council's Bike West programme.

### Key principles

- > The guide has three grades of cyclist skills training. Trainees are not tested on each grade, but they progress to the next grade only after they have achieved the overall observable outcomes for each grade.
- > Trainees completing up to grade 2 will be able to safely demonstrate skills to cycle in a variety of traffic environments. Grade 3 – trainees can demonstrate skills to cycle confidently in all traffic environments.
- > The guide recommends that a cyclist skills course to grade 2 should consist of at least 10 hours of training, with a minimum of six hours of on-road training.
- > The guide focuses on risk management, particularly when training on the road. The risk management approach is based on both the likely occurrence of incidents and the severity of incidents.

### Two resource packages

The guide contains two resource packages:

- > Cyclist skills training course session (Part A).
- > Guidelines for training providers (Part B).



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## Part A – Course guidelines

Table 1 Summary of the three grades for cyclist skills training

Grade	Non-traffic/ traffic environment	Summary of outcome
<p><b>Complete beginner (not assessed): Can demonstrate that they can ride a bike without support</b></p> <ul style="list-style-type: none"> <li>This grade is usually led by the parent/caregiver</li> </ul>	Non-traffic	Trainees can demonstrate that they can ride a bike without support
<p><b>Grade 1 (beginner): Can demonstrate full control of their bicycle</b></p> <ul style="list-style-type: none"> <li>3 hours in total</li> <li>Cycle skills to promote confidence and safe bike handling</li> <li>Trainee to instructor ratio of 30 to 1 (theory) and 15 to 1 (practical)</li> <li>8+ years old (year 4)</li> </ul> <p><b>Core skills/observable outcomes</b></p> <ul style="list-style-type: none"> <li>Bike check, helmet check, legal requirements and safety equipment for bikes, getting on and off bike, start-off and pedal without help, stop quickly and with control, steer the bike and manoeuvre safely to avoid objects, look behind, signal – stop, right and left, use their gears</li> </ul>	Non-traffic	Trainees can demonstrate skills for full bicycle control in non-traffic environments
<p><b>Grade 2 (intermediate): Can demonstrate skills to cycle in a variety of traffic environments</b></p> <ul style="list-style-type: none"> <li>7–8 hours in total (30 minutes of theory and 6 hours on-road)</li> <li>Must have demonstrated full control of their bicycle while carrying out all-round observation, signalling or manoeuvring</li> <li>Trainee to instructor ratio of 30 to 1 (theory) and 6 to 1 (practical)</li> <li>10+ years (year 6)</li> </ul> <p><b>Core skills/observable outcomes</b></p> <ul style="list-style-type: none"> <li>All grade 1 core skills, road signs and road rules, start from side of road (kerb), stop on side of road (kerb), ride along the road, pass parked or slower-moving vehicles, turn left – at a controlled and uncontrolled intersection, turn right – at a controlled and uncontrolled intersection, travel straight through a controlled and uncontrolled intersection</li> </ul>	Traffic	Trainees can demonstrate skills to cycle in a variety of traffic environments
<p><b>Grade 3 (advanced): Can demonstrate skills to cycle in all traffic environments</b></p> <ul style="list-style-type: none"> <li>2–8 hours, depending on requirements</li> <li>Must have demonstrated the ability to safely undertake simple manoeuvres in a variety of traffic environments. Can identify and respond appropriately to minor hazards, and has shown a good understanding of traffic awareness and road positioning in these simpler traffic conditions</li> <li>Trainee to instructor ratio from 2 to 1 or maximum 6 to 1</li> <li>12+ years (year 8)</li> </ul> <p><b>Core skills/observable outcomes</b></p> <ul style="list-style-type: none"> <li>All grade 1 and 2 core skills, roundabouts (multi-lane), traffic-signal controlled intersections, multi-laned roads – turning into and out of, overtaking to the start of queue, recognising hazards and being an assertive but safe cyclist, rural cycling in high-speed environments</li> </ul>	Traffic	Trainees can demonstrate skills to cycle confidently in all traffic environments

## Part B – Setting up a cyclist skills training programme

The success of any training organisation will depend on its set-up and practices and the quality of the instruction delivered.

Clear objectives and roles need to be identified and risks need to be managed to enable a successful and safe cyclist skills training programme.

Above all, cyclist skills training needs to be fun and interesting.

**Table 2** Key elements for cyclist skills training programmes

Key elements to consider when setting up a programme	Key elements to consider when monitoring and developing cyclist instructors
<ul style="list-style-type: none"> <li>▪ Reporting requirements and a clearly defined communication plan (including regular communication between course managers and instructors)</li> <li>▪ Opportunities for integration with other road safety and health-related programmes</li> <li>▪ Written instructor recruitment, training and monitoring procedures</li> <li>▪ Instructor requirements (criminal record and licence checks)</li> <li>▪ Health and safety plan (including risk management)</li> <li>▪ Public liability insurance</li> <li>▪ An equal opportunities policy</li> <li>▪ Treaty of Waitangi obligations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have all new instructors had criminal and licence checks?</li> <li>▪ Have all new instructors undergone a supervised period following their initial training that lasts until they are assessed as sufficiently competent?</li> <li>▪ Are all instructors subject to at least one annual, formal, structured monitoring and appraisal process, with written and verbal feedback carried out by training managers or competent agents employed on their behalf?</li> <li>▪ Do training providers offer opportunities for instructors to receive development training to broaden their skills, eg first aid, advanced cycle maintenance?</li> </ul>



## Where to from here

Councils and community organisations are encouraged to consider cyclist skills training in their communities and working and/or partnering with other interested parties to develop programmes based on the guide.

Funding opportunities are available through the NZTA Demand management community programmes activity class, conditional on providers developing (or progressing towards) a programme based on the guide.

## Delivery models

- > 1:1 cyclist skills training
- > Family cyclist skills training
- > Group cyclist skills training
- > Cyclist skills training could be delivered by councils, the NZ Police, national governing bodies, non-government organisations, non-profit organisations, commercial providers, regional sports trusts, cycling clubs, community organisations or any of these providers working together
- > Christchurch City Council's Cycle Safe programme

## NZ Transport Agency's role

The NZ Transport Agency will:

- > assist and advise approved organisations and interested parties of availability
- > encourage and support interested approved organisations where appropriate to develop training programmes based on the guide.

*Cyclist skills training: A guide for the set-up and delivery of cyclist training in New Zealand is available on the NZ Transport Agency's website at [www.nzta.govt.nz](http://www.nzta.govt.nz).*

For further information and feedback, email [cyclisttraining@nzta.govt.nz](mailto:cyclisttraining@nzta.govt.nz).

