1. Instructor observation form

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| --- | --- |
| **Instructor name**  |  |
| **Name of person carrying out the observation** |  |
| **Date of observation** |  |
| **Bikeability Level being delivered** |  |
| **Activities observed** |  |
| **Instructor: Rider ratio** |  |
| **Duration of observed session** |  |
| **Location of session and confirmation that RBA has been conducted** |  |
| **CYCLE TRAINING DELIVERY PRACTICE** | **Outcome** * **Met**

 **X Not Met**  | **Comments on what is seen/heard to meet the criteria**Incorporating the Bikeability Principles: Realistic, Empowering, Positive, Progressive, Rider Led, Outcome Orientated, Continuous Assessment (REPPROC) |
| **SESSION MANAGEMENT**  | **Outcome** | **Comments on what is seen/heard to meet the criteria****(Incorporating the Bikeability delivery principles REPPROC)** |
| 1. All paperwork is in place (registers, rider progress tracking, consent, risk benefit assessments, incident reporting)
 |  |  |
| 1. All cycles, helmets and clothing have been checked and are appropriate
 |  |
| 1. Instructors are well organised and professional
 |  |
| 1. Training sites and routes to sites are risk benefit assessed
 |  |
| 1. Movement of groups is well managed, ridden where possible.
 |  |
| 1. Appropriate sites are used for training
 |  |
| **TEACHING SKILLS** | **Outcome** | **Comments on what is seen/heard to meet the criteria****(Incorporating the Bikeability delivery principles REPPROC)** |
| 1. Demonstrations accurate to the National Standard and observed by all riders
 |  |  |
| 1. Training activities are appropriate for riders’ ability and development needs, by applying differentiation strategies
 |  |
| 1. Trainee riders are given opportunity for self-reflection and supported to increasing independence of decision making
 |  |
| 1. Teaching results in rider improvement
 |  |
| 1. Instructors manage rider behaviour effectively at all times
 |  |
| 1. Activities are delivered in logical sequences and combinations
 |  |
| **COMMUNICATION SKILLS**  | **Outcome** | **Comments on what is seen/heard to meet the criteria****(Incorporating the Bikeability delivery principles REPPROC)** |
| 1. Instructor communications are clear, concise and understood by the riders
 |  |  |
| 1. Discussions are engaging, with questions used to check understanding
 |  |
| 1. Feedback is interactive, positive and improves performance
 |  |
| **OBSERVATION SKILLS**  | **Outcome** | **Comments on what is seen/heard to meet the criteria****(Incorporating the Bikeability delivery principles REPPROC)** |
| 1. Rider learning needs are identified/ met through reasonable adjustments
 |  |  |
| 1. The four key skills are embedded and routines used where appropriate
 |  |
| 1. Instructor positions enable accurate rider observation and dynamic risk management (with intervention if necessary)
 |  |
| 1. Riders given opportunity to demonstrate National Standard competency independently
 |  |
| 1. Riders continue to demonstrate National Standard competency from earlier training activities (progression is cumulative)
 |  |
| **REVIEWING SKILLS**  | **Outcome** | **Comments on what is seen/heard to meet the criteria****(Incorporating the Bikeability delivery principles REPPROC)** |
| 1. Assessment was carried out according to Bikeability Trust guidance.
 |  |  |
| **Timings** | **Outcome** | **Comments**  |
| Was maximum active learning achieved? i.e. minimise time wastage; increase cycling time; reduce rider waiting time; teaching techniques; peer feedback; rider demonstrations etc. |  |  |
| **Questions asked during feedback session by observer**  |
| 1 Question Answer2 Question Answer3 Question Answer |
| **Feedback** | **Instructor comments** | **IQA comments** |
| **What went well?** |  |  |
| **Areas for improvement**To inform Personal Development Plan |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner signature:** |  | **Date:** |  |
| **Form completed by (signature):** |  | **Date:** |  |