1. Instructor observation form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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  Answer  2 Question  Answer  3 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:** |  |