

## **Instructor Training Organisations – Roles and Responsibilities**

### **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 will the quality of instructor training be ensured?**

A: All ITOs have been through an extensive application process to assess their ability to deliver National Standard instructor training. ITOs training and management processes will be periodically scrutinised by DfT in the future to ensure maintenance of standards. Any ITO unable to demonstrate that it remains able to deliver on all aspects required of an ITO will no longer be recognised by DfT.

### **Q: What will be the nature of the financial / contractual relationship between DfT and an ITO?**

A: There will be no financial or contractual relationship between the DfT and the ITOs. Recognition as an ITO is entirely a voluntary arrangement and may be ceased by the DfT or an ITO at any time.

### **Q: How many organisations will be recognised as ITOs?**

A: There is no set number. The application process set a standard of quality, and any application which met that standard will be recognised as an ITO.

### **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 a review, the DfT will consider whether it can continue to recognise the organisation as an ITO.

### **Q: Will new instructors trained by ITOs need to be an employee or member of that organisation to retain their National Standard Instructor status?**

A: No. However, all instructors, including existing National Standard instructors will need to register with an ITO. This does not need to be with the ITO that trained the instructor - it could be any ITO. At a minimum this will enable ITOs to provide an independent verification of the instructor's National Standard status, and allow access to continuing professional development opportunities. ITO may also offer other services to instructors. It will be up to ITOs whether they charge a fee to registered instructors, and the level of that fee.

### **Q: Will ITOs charge for membership?**

A: It will be up to the individual ITO to decide whether they wish to charge for their membership services.

### **Q: What will happen if an instructor does not register with an ITO?**

A: It is a decision for individual instructors to register with an ITO or not. However, only instructors registered with an ITO will be eligible to deliver Bikeability training (via a registered Bikeability scheme). Only Bikeability training is eligible for DfT cycle training grants paid to local authorities and School Sports Partnerships.

### **Q: What if instructors feel they are being over-charged by ITOs?**

A: There will be 18 ITOs, providing a wide choice for instructors, and reducing the risk of high registration fees. However, DfT will informally monitor fees and assess potential impacts on instructors.

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

A: ITOs will be required to offer instructors registered with them the opportunity to undertake a minimum of three hours CPD per annum. ITOs will also be required to provide members with updates to the National Standard.

**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: Will ITOs be able to refuse to take on members?**

A: It is up to individual ITOs to decide on their criteria for membership.

**Q: When will there be another opportunity to apply to be an ITO?**

A: There is no set timetable. However: the DfT will review the need and timing of any future application process on a regular basis.

**Q: Will ITOs be reviewed/audited/inspected?**

The Department will take steps to ensure quality is maintained. The timing and form of any inspection or review of individual ITOs will be considered based on feedback from the assessment process, and any other information relevant to the delivery of high-quality instructor training.

**Q: Does the Department intend on only recognising ITOs that appeal to particular niche markets?**

A: No, this is not the Department's intention. Providing services to a niche market is not part of the assessment process. Of course if an individual ITO wishes to promote its services to a specific market then there is nothing stopping it doing so.

### Effect on Instructor Training Providers

**Q: What will happen to current ITP organisations?**

A: ITPs will be able to continue training and registering National Standard Instructors until the 31st December 2010. After this they will have to have either successfully completed the ITO application process for any instructors they train to be recognised as National Standard Instructors.

**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 an 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. They will therefore not be issued with a NSI number.

**Q: If an 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.

### Instructors

**Q: What does it mean to be registered with an ITO?**

A: The full relationship between an ITO and any National Standard instructors registered to it will vary according to what is agreeable to both parties. However, registered trainers should have access to continuous professional development opportunities, updates to the National Standard for cycle training and other services that the ITO chooses to provide. Trainers do not have to be employed by the ITO in order to be registered with them.

**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 registered with a recognised ITO. This is to ensure that training being delivered by DfT grant is of the quality expected.

**Q: What are the benefits of being registered with an ITO?**

A: Individual benefits will need to be agreed between the ITO and instructor. However, as a minimum, registered trainers should have access to continuous professional development opportunities and updates to the National Standard for cycle training. Only instructors who are registered with an ITO will be able to deliver Bikeability training and receive a DfT cycle training grant.

**Q: What will it cost to register with an ITO?**

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

**Q: As an instructor, can I register with more than one ITO?**

A: Yes.

**Q: Will being registered with a particular ITO constrain who freelance instructors can work for?**

A: No. Freelance instructors should be able to work for whichever training organisation they wish.

**Q: Can I move from one ITO to another?**

A: Yes. All ITOs will have to have a process for allowing instructors who have not been trained by them to register. Any criteria that they wish to impose will be their decision.

**Q: Do I have to register with a local ITO?**

A: No, you can register with any ITO.