



London Cycle Training Partnership Strategy

Cycling Centre of Excellence

Transport for London

July 2008

List of contents

LONDON CYCLE TRAINING PARTNERSHIP MISSION	3
Introduction	3
Objectives of the LCTP	4
1. CURRENT STATUS OF CYCLE TRAINING IN LONDON	5
National Standards and Bikeability.....	5
Scheme accreditation.....	5
Instructor training providers.....	6
National Standards Instructors.....	7
2. FUNDING STREAMS FOR CYCLE TRAINING.....	9
LIP funding to London Boroughs.....	9
Community Grants (CCFfL) funding.....	10
Other CCE funding streams	10
Business funding	10
999 Partnership in London	11
3 SUMMARY OF CURRENT CYCLE TRAINING IN LONDON	12
London Cycle Training Partnership.....	12
Areas of responsibility	12
London cycle training outputs	14
Contact details for Borough cycle training.....	19
4 STAKEHOLDER ENGAGEMENT WITH LCTP	24
5 LCTP STRATEGY 08/09 ONWARDS	26
Key Milestones/Indicators	26
National Standards & Bikeability accreditation.....	27
Capacity building for cycle training.....	28
Special needs cycle training.....	28
Models for cycle training delivery	28
Summary of cycle training delivery models	29
LCTP Communications strategy.....	30
6 NEXT STEPS & FUTURE INITIATIVES	31
References.....	32

LONDON CYCLE TRAINING PARTNERSHIP MISSION

“To offer high quality cycle training to Londoners of all ages, abilities and cultures to enable them to cycle whenever it suits them”

Introduction

The Cycling Centre of Excellence (CCE) was established at Transport for London (TfL) to prepare a plan to guide the development of cycling initiatives in London¹. CCE works with the London Boroughs, the Police and other stakeholders within the cycling community to support effective training for children and adults to enable more cycling, as outlined in the Mayor’s Transport Strategy² (2001). CCE supports a rolling programme of cyclists’ training for children, teenagers and adults that will meet London’s needs. This will build upon the work currently undertaken by the London Boroughs and cycling organisations and link to national developments in curriculum and quality control.

Since 2002/3 boroughs have been encouraged by TfL to offer appropriate on-road, practical cycle training. The provision of this service by the London Boroughs has been supported through the borough funding settlement mechanism (LIP/BSP). TfL/CCE continues to work closely with Cycling England and the Department for Transport to ensure that our work on governance, research and development, communication and standards is complementary and closely aligned.

The London Cycle Training Partnership (LCTP) has been set up by CCE to establish a shared vision and unity of purpose, to bring clarity, consistency and coherence to what we are already doing, to raise standards, to encourage variety and flexibility in delivery and champion quality, including “Bikeability” cycle training, to monitor and report on progress and overall to create a stimulating and enabling environment for everyone involved in promoting, managing or providing cycle training in the capital.

For 2007/8 Steer Davies Gleave (SDG) and Transport Initiatives were commissioned to develop, introduce and monitor the process of scheme accreditation to enable the consistent delivery of National Standards cycle training nationally. SDG were commissioned to develop provisional Bikeability Accreditation, which has now been replaced by scheme registration. As such, CCE has also commissioned SDG to assist in setting up and developing the LCTP and to provide strategic and technical support. This enables close alignment of

¹ Creating a chain reaction: London Cycling Action Plan TfL 2004

² The Mayors Transport Strategy, 2001

London's cycle training with National cycle training standards. SDG will provide an independent assessment of current activity in all of the London Boroughs in the provision of cycle training for children and adults. This report will be published mid 2008/09, followed by further stakeholder meetings and a workshop as deemed necessary.

London has been a test bed for the transformation of cycle training. Londoners continue to benefit from a public service which is modern, integrated, cost-effective, quality assured and customer driven. The LCTP will build on this to further optimise investment and resource by engaging the experience, skills and drive of people involved in the delivery of cycle training. There has also been a significant growth of awareness of the value and benefits of cycle training in London in recent years. There is now a broad consensus for cycle training to be at the heart of London's "change" and sustainability agendas, in particular for transport, education, health, road safety, health and safety and social inclusion.

The GLA has fully endorsed this approach and committed additional resource for cycle training for three years between 2007/08 and 2009/10 to support development of the LCTP and the delivery pan-London of a consistent high quality cycle training service.

Objectives of the LCTP

- To establish clear, consistent and measurable standards within a coherent and fair quality management regime for cycle training
- To promote cycle training
- To support capacity-building initiatives and cost-effective measures to trigger and sustain growth and expansion of cycle training
- To develop at a strategic and local level a multi-agency partnership working to deliver cycle training in London
- To establish robust evidence for a business case for public investment in cycle training

1. CURRENT STATUS OF CYCLE TRAINING IN LONDON

National Standards and Bikeability

Since the late 1990s cycling organisations in association with national, regional and local government and road safety experts, led the development of a single national standard for practical cycle training. This is an outcome and competency based standard. A three stage curriculum and a process for training and accrediting instructors were agreed in 2006. The Cycle Training Standards Board (CTSB), chaired by the Department for Transport manages and is responsible for the ongoing development of cycle training processes associated with the National Standards.

In 2007 National Standards cycle training was branded and launched as Bikeability: “Cycling Proficiency for the 21st century”

Detailed information on all aspects of National Standards cycle training is available on the CTSB website.³ Information, help and support are available through the Bikeability website⁴ including off-the-shelf courses and template documents to help organisations and individual trainers. These documents are in the final stages of review (contracted to SDG) and a new set of materials was made available in May 2008.

Bikeability training must be taught by qualified National Standard Instructors (or Assistant Instructors) trained at accredited Instructor Training Providers (ITPs). This process is also controlled by the CTSB and a list of current ITPs is available on the CTC website⁵. CCE also holds a database of all National Standards instructors who work in London, although this is currently confidential.

Scheme accreditation

In 2007 the CTSB piloted a process for Bikeability scheme accreditation. This has recently been completed and is an objective two-stage standard.

- Stage 1 Registration - a review of supporting documentation
- Stage 2 Visit to review documentation and to observe training to check that:
 - a. National Standard outcomes are being achieved by the trainees
 - b. The course is being taught as documented

³ http://www.ctsb.org.uk/ctsb/national_standards.php

⁴ <http://www.bikeability.org.uk>

Nationally 10 percent of registered schemes will be visited to review documentation and observe training.

This national process of scheme accreditation will also be utilised for London cycle training quality management. CCE will therefore adopt this process for all cycle training schemes funded by CCE/TfL, although all London Schemes by the Boroughs will be visited as part of scheme assessment, not the 10 percent that will be assessed nationally. CCE will require all London Boroughs to register for Bikeability. This will enable Boroughs to offer and use national Bikeability branding and materials, and benefit from all national Bikeability promotional activity.

Boroughs, schools, clubs or independent training providers that are not offering Bikeability but delivering National Standards cycle training outcomes may also be supported by CCE/TfL. These schemes should be developing innovative cycle training methods or addressing local issues which have not yet been resolved nationally by the CTSB. Ongoing financial support will be conditional on:

- Submission of procedures for independent review
- Participation in an independent observation of the training scheme within that Borough
- A favourable report on the cycle training offered and its contribution to good practice and meeting broader cycling objectives

Instructor training providers

National accreditation of Instructor Training Centres is currently contracted to CTC. Cycling England is currently reviewing this arrangement and an announcement on future arrangements will be made during the next few months. TfL/CCE has not been and has no plans to be involved in this process, but will follow CTSB and Cycling England national processes and procedures.

The following London-based organisations are currently accredited to train National Standards Instructors

- CTUK
- Royal Borough of Kingston Upon Thames
- cyclinginstructor.com
- Cycle Training East

Neighbouring accredited authorities within easy reach of London include Hampshire, Hertfordshire and Luton. TfL/CCE will support London Boroughs that wish to become Instructor Training Centres and will also consider applications from other public sector authorities, e.g. police forces.

⁵ <http://www.ctc.org.uk/>

The Emergency services in London have developed a range of in-house training modules to meet their specific needs. The Metropolitan Police have developed a three day Instructor Training Course which is cascaded locally to Borough officers and Community Support staff. This has been informed by the International Police Mountain Bike Association standard as well as the UK national standards.

National Standards Instructors

CCE/TfL will extend its promotion of cycle training and increase delivery in London in 2008/09 and 2009/10. In order to build the necessary capacity CCE strongly encourages London Boroughs to develop a cycle training instructor recruitment plan. Currently schemes can only be accredited if the training is delivered by fully accredited National Standards instructors. To obtain accreditation as a NS Instructor, an individual **must** complete a 4 day course with an accredited Instructor Training Provider and successfully complete an observed training session. This is currently the only CTSB recognised pathway to becoming a National Standards Cycle Trainer.

CCE strongly encourages organisations to nominate staff and volunteers who show an interest in delivering cycle training to complete the 4-day National Standards training course. LIP allocations to Boroughs may be used to pay for fees for their nominees for the four day course and post course mentoring. TfL is piloting options for employers to receive TfL funding for instructor training under the Workplace Travel Plan programme. TfL funding will be conditional on instructors providing contact details to LCTP to add to the current database of London instructors. Boroughs are also encouraged to ensure that potential instructors go on to deliver a minimum amount of cycle training within their borough as a condition of nomination.

Individuals may apply for bursary funding from Cycling England⁶ but TfL is not able to match fund individuals for the remaining cost of the course without their nomination by a recognised public sector organisation, company or community group.

A 2-day Assistant Trainer course has recently been piloted by CTSB and is currently being rolled out. CCE will fund the costs of attendance of Assistant Trainer course under the same criteria as for the full Instructor Trainer course.

- TfL may support either through the LIP or CCfL grants instructor training which does not meet the National Standards in some respects, such as

⁶ This was distributed by the CTC until 31/3/08 and will be made available in 08/09

command of spoken English, **only** on condition that the instructor is well placed to provide cycle training for their own communities.

- TfL/CCE may support training of instructors as part of the development and implementation of an assessment of an individual's cycling ability. This could be for risk assessment policies, procedures associated with Workplace Travel Planning and/or to meet company health and safety policies when cycling at work.

2. FUNDING STREAMS FOR CYCLE TRAINING

LIP funding to London Boroughs

The overwhelming majority of cycle training is delivered locally and supported by TfL/CCE through Local Implementation Plan (LIP) funding to London Boroughs, available since 2002. LIP funding may be used to pay the providers of schemes and the administration involved in day to day operation and delivery, and the training of instructors and staff. To date the priority for cycle training has been Level 2 training of children, mainly in their last year of primary school. Next priority has been adult training, followed by training for individuals with special needs who cannot participate in a regular course. LIP funding may also be used to support school based pilot schemes, for example where training is provided by teaching staff to younger children. These will be limited to a maximum of 3 years funding. The training budget may also be used to purchase or print Bikeability materials.

In summary LIP allocated cycle training funding to London Boroughs **can** be used for:

- Offering cycle training in priority order to children, adults and special needs groups
- Paying the providers of schemes if outsourced
- Administration involved in day to day operation and delivery
- Training instructors and staff
- Support school based pilot schemes, e.g. training younger children
- Purchase or printing of Bikeability materials
- Trials of “added value” training (after approval from CCE/TfL).

Cycle training resources may not be used for paid advertising or for the design of supplementary training or promotional materials such as maps. Boroughs and teachers are encouraged to use the London Cycling guides and TfL journey planner or other materials produced centrally. Boroughs are strongly encouraged to adopt a local cycle training promotion/communication plan which could be supported by centralised TfL promotional activities.

In summary LIP allocated cycle training funding **cannot** be used for:

- Paid advertising
- Design of supplementary training or promotional materials e.g. non-Bikeability materials or cycling maps
- Dr Bike events
- Equipment (including helmets or tabards)

One-off complementary or promotional funding may be available from TfL/Smarter Travel Unit travel awareness, sustainable towns, School or Workplace Travel Planning budgets.

CCE can consider applications to vary LIP funding allocations for cycle training throughout the financial year up to the end of the first week in March. Boroughs are encouraged to forecast spend profile and to report mid-year (i.e. September) whether spend is on course. Currently CCE has £2.8m per annum funding for cycle training pan-London and is oversubscribed for cycle training allocations in 08/09. Applications for funding will be accepted via a form available from CCE and these will be used to produce a robust business case for the ongoing and increased funding for cycle training as part of TfL's business planning process.

Community Grants (CCFfL) funding

Organisations working with communities in London, such as charities, not-for-profit groups and schools can apply for grants of up to £5,000 to fund local cycling projects. The grants are intended to promote, encourage and support cycling across London and are targeted at social groups that are currently under-represented in cycling. The TfL-funded grants can be offered to groups for cycle training as required by the community, including training of community instructors.⁷ London Cycling Campaign (LCC) manages the biannual application process and proposes schemes for financial approval by TfL.

Other CCE funding streams

Business funding

TfL is currently piloting cycle training options in support of Workplace Travel Plans. The current arrangement is that TfL/STU provides match funding for an initial programme of cycle training to companies that have identified a need and a priority for cycling within their workplace travel plan. For 2008/9 CCE will support the training of in-house instructors. On completion of the pilot, further announcements will be made via the LCTP communication strategy routes on the administration of this scheme.

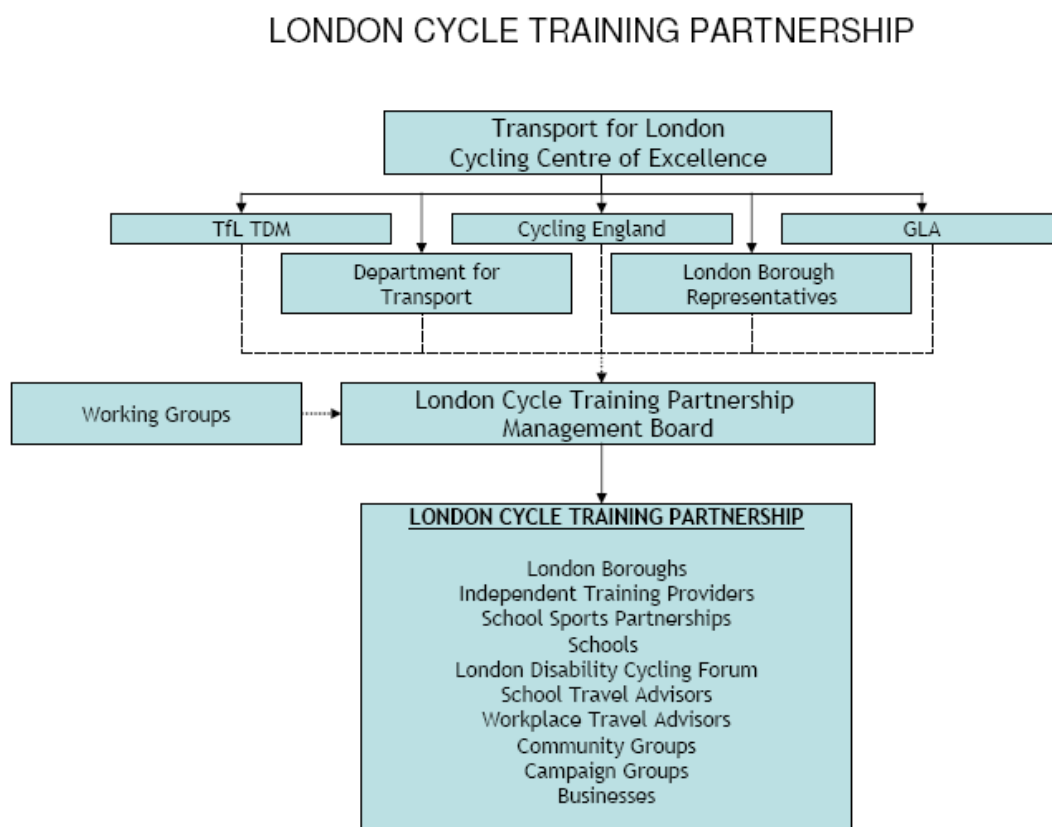
⁷ For more details see
<http://www.tfl.gov.uk/corporate/projectsandschemes/communityandeducation/2457.aspx>

999 Partnership in London

TfL/CCE is part of the 999 partnership of emergency services operating in London and supports their bike teams. CCE has been supporting the training and development of emergency service bike teams since 2001. In 2007/08 CCE funded National Standards Instructor training for City of London and Metropolitan Police officers to enable them to work with their boroughs in providing National Standards cycle training in local schools.

3. SUMMARY OF CURRENT CYCLE TRAINING IN LONDON

London Cycle Training Partnership



Areas of responsibility

TfL – Cycling Centre of Excellence (CCE)

- Direct policy and develop ongoing strategy for cycle training
- Setting London targets and objectives for cycle training
- Costed five year plan for pan-London cycle training
- Allocation of LIP resource to London Boroughs
- Reporting on training objective (6.1) of London Cycling Action Plan (LCAP) borough spend/outputs, community spend/outputs
- Allocation of resource to CCFfL for cycle training offered through community groups
- Allocation of resource to businesses for cycle training offered through

- workplaces
- Measuring delivery and success of cycle training
- Research on impacts of cycle training
- Promotion of cycle training through TfL cycling and associated initiatives
- Applying objective, consistent standards for assessing performance of training providers
- Publication of case studies, good practice, guidance and advice as required for cycle training in London

Cycling England

- National roll out of Bikeability
- Promotional activity and communications around Bikeability
- Allocation of resource nationally for extra child cycle training

Cycling Training Standards Board (CTSB) and Department for Transport

- Management of national scheme registration (through SDG until Sept 08)
- Accreditation of Instructor Training Bodies
- Oversight and development of the National Standard

London Boroughs

- Local delivery of cycle training to children, adults and special needs groups
- Request funding for cycle training from TfL through LIPs to meet local current and future demand
- Identify local current and future demand from primary and secondary schools, after school and other clubs, workplaces, families, local communities, health and recreational initiatives
- Cycle training instructor recruitment plan (tbd – 2008/9)
- Report on how far school demand for child cycle training, as identified by individual School Travel Plans has been accommodated (end summer 2008)
- Provide breakdown of costs, outputs and outcomes annually for monitoring
- Developing local communications/promotions plans
- Co-ordinate with local cycling groups and other stakeholders within and across neighbouring Boroughs

London cycle training outputs

	2006/07	2007/08⁸
Children	18 856	29 721
Adults	5 792	4 738
Special needs (children and adults)	385	445

At the end of 2007/08 all 33 London Boroughs directly offered free cycle training for children, 29 offered free or subsidised cycle training to adults and 21 offered cycle training to children and adults with special needs either directly or through a community group via CCFfL funding.

⁸ 07/08 Data not provided by 4 London Boroughs; pro rata figures therefore estimated

London Borough	LB scheme Bikeability accredited	Bikeability offered through outsourcing		Scheme			child training	adult training by Borough	special needs by Borough (adults or children)	special needs by CCFfL (adults or children)
		in part	in full	outsourced in part	outsourced in full	all in house				
Barking and Dagenham	yes	CTUK & Cycle Experience		CTUK			yes	yes	no	no
Barnet	in progress	CTUK (adults)		CTUK (adults)			yes	yes	yes	
Bexley	in progress					yes	yes	no	yes	yes
Brent	3rd party		CTUK		CTUK		yes	yes	no	no
Bromley	yes					yes	yes	yes	yes	yes
Camden	yes					yes	yes	yes	yes	
City of London	in progress		CTUK		CTUK		yes (through City police)	yes	no	no
Croydon	3rd party	Cycling instructor		Cycling instructor			yes	yes	yes	yes
Ealing	3rd party		CTUK		CTUK		yes	yes	yes	yes
Enfield	yes					yes	yes	yes	yes	
Greenwich	yes					yes	yes	yes	yes	yes
Hackney					STA bikes		yes	yes	no	

Hammersmith and Fulham	3rd party		cycling instructor & CTUK		cycling instructor & CTUK		yes	yes	yes	
Haringey	3rd party		CTUK		CTUK		yes	yes	no	yes
Harrow	3rd party		Cycle Experience		Cycle experience		yes	no	no	
Havering	3rd party	Cycle Training East		Cycle Training East			yes	yes	no	
Hillingdon						yes	yes	no (referred direct to CTUK)	yes	yes
Hounslow				Cycle Tuition			yes	yes	no	
Islington						yes	yes	yes	yes	
Kensington and Chelsea		CTUK		Technicolour Tyres			yes	yes	no	
Kingston upon Thames	yes					yes	yes	yes	yes	
Lambeth	3rd party		CTUK		CTUK		yes	yes	yes	yes
Lewisham	3rd party	cycling instructor & John Ball school		cycling instructor & John Ball school			yes	yes	yes	
Merton	in progress		CTUK		CTUK		yes	yes	no	

Newham	in progress					yes	yes	yes	no	yes	
Redbridge	3rd party and in house	CTUK		CTUK			yes	no (referred direct to CTUK)	no		
Richmond upon Thames						yes	yes	yes	no		
Southwark	3rd party		cycling instructor		cycling instructor		yes	yes	yes	yes	
Sutton	in progress					yes	yes	yes	yes	yes	
Tower Hamlets	in progress				TH ensign youth, Youth session UK, Mayes partnership, Bikeworks		yes	yes	no	yes	
Waltham Forest	3rd party	Bikeworks		Bikeworks			yes	yes	no	yes	
Wandsworth							yes	yes	yes		
Westminster	in progress	CTUK		CTUK			yes	yes	no		
	1) accredited to deliver Bikeability										
	2) fully outsourced to 3rd party who is accredited										
	3) Partly outsourced to 3rd party who is accredited										
	4) in progress										
	4a) visited by independent assessor and needs currently being addressed										
	4b) paperwork submitted for accreditation but not yet approved										

	1) All in house. Not visited or accredited or paperwork submitted					
	2) fully outsourced to unaccredited ITP					

It should be noted that the above summary is a work in progress and all Boroughs will have been assessed by September 2008 after which an updated report on progress by Borough will be published by LCTP.

Currently 26 London Boroughs offer Bikeability registered training in full or in part. The remaining Boroughs are requested to ensure they submit their paperwork for Bikeability registration. Those Boroughs that outsource their training to a Bikeability accredited provider are also required to submit paperwork so the Borough itself receives 3rd party registration/accreditation. All of the details of these processes are available from SDG⁹.

Contact details for Borough cycle training

London Borough	Cycle Training contact	Phone	E-mail
Barking and Dagenham	Barbara Cronin	020 8215 3005 Call Centre Advice on training or Barbara 0208 227 3204	barbara.cronin@lbbd.gov.uk
Barnet	Ilias Ioannou, Road Safety Officer	020 8359 7108	ilias.ioannou@barnet.gov.uk
Bexley	Chris King (acting)	020 8308 7753	chris.king@bexley.gov.uk
Brent	Antony Palourti - Cycling Officer	020 8937 5181	antony.palourti@brent.gov.uk
Bromley	Andy Mills - Senior Road Safety Officer	020 8313 4975	andy.mills@bromley.gov.uk
Camden	Richard Riddle - Road Safety	0207 974 5537	richard.riddle@camden.gov.uk

⁹ Contact Nicky Ward or Pete Z at SDG or email Bikeability@sdgworld.net

London Borough	Cycle Training contact	Phone	E-mail
City of London	Simon Phillips & Jereme McKaskill	020 7582 3535	simon.phillips@cityoflondon.gov.uk & jereme.mckaskill@cityoflondon.gov.uk
Croydon	Cliff Olliffe, Susan Martin, Trevor Benham, Keith Street - Road Safety Officers	020 8760 5484	Clifford.Olliffe@croydon.gov.uk; Susan.Martin@croydon.gov.uk; Trevor.Benham@croydon.gov.uk; Keith.Street@croydon.gov.uk or road.safety@croydon.gov.uk
Ealing	Dr Robert Davis - Cycling officer	0800 093 6454 CTC freephone number or 020 8825 5771	davisr@ealing.gov.uk
Enfield	Roger Miles - Road Safety and Sustainable Transport Manager	020 8379 8546	Roger.Miles@enfield.gov.uk
Greenwich	Michael Attridge	020 8921 8074	michael.attride@greenwich.gov.uk
Hackney	Paul Smith & Maryann Allen	020 8356 2897 & 020 8356 8184	paul.smith@hackney.gov.uk & Maryann.Allen@hackney.gov.uk
Hammersmith and Fulham	Chris Bainbridge	020 8753 3354	chris.bainbridge@lbhf.gov.uk
Haringey	Maurice Richards - Transportation Department	020 8489 5575	maurice.richards@haringey.gov.uk

London Borough	Cycle Training contact	Phone	E-mail
Harrow	Peter Wenham - Senior Road safety Officer	020 8424 1640	peter.wenham@harrow.gov.uk
Havering	Martin Day or Rebecca Davey	01708 432 807 or 01708 432 868	rebecca.davey@haverling.gov.uk & Martin.Day@haverling.gov.uk
Hillingdon	Carlo A Galluzzo & Ken Smithson - Road Safety	01895 250950 or 01895 556379	cgalluzzo@hillingdon.gov.uk & ksmithson@hillingdon.gov.uk
Hounslow	Susan Guichard & Elisabeth Knight	020 8583 5039	susan.guichard@hounslow.gov.uk & Elisabeth.Knight@hounslow.gov.uk
Islington	William Pountney - Cycling Officer	020 7527 4082	william.pountney@islington.gov.uk
Kensington and Chelsea	Neil Simpson, Road Safety Officer	020 7361 3628	neil.simpson@rbkc.gov.uk
Kingston upon Thames	Eric Chasseray - Road Safety and Travel Awareness Unit & James Parker	020 8547 5865	Eric.chasseray@rbk.kingston.gov.uk & James.Parker@rbk.kingston.gov.uk
Lambeth	Richard Ambler - Cycling Projects Manager	020 7926 1240	rambler@lambeth.gov.uk

London Borough	Cycle Training contact	Phone	E-mail
Lewisham	Liz Brooker (nee Barkwith) & Graham Curtis	020 8314 2254 or 020 8314 2021	liz.brooker@lewisham.gov.uk or graham.curtis@lewisham.gov.uk
Merton	Keith Filby	020 8545 3206 or 3205	keith.filby@merton.gov.uk
Newham	Emma Norton, Principle Officer for Safety Education	020 8430 2754	emma.norton@newham.gov.uk
Redbridge	Jane Arthur - Cycle Training Officer	020 8708 3577	jane.arthur@redbridge.gov.uk
Richmond upon Thames	Cameron Stewart & June Grainger - Safety education Department	020 84875133	cameron.stewart@richmond.gov.uk or j.grainger@richmond.gov.uk
Southwark	Gareth Tuffery & Eamon Doran	020 7525 5566	gareth.tuffery@southwark.gov.uk or Eamon.Doran@southwark.gov.uk
Sutton	Steve Wright - Chief Cycling Officer	020 8770 6231	stephen.wright@sutton.gov.uk
Tower Hamlets	Ashraf Ali - Project Manager Sustainability	020 7364 6793	ashraf.ali@towerhamlets.gov.uk
Waltham Forest	Linda Webb Senior Transport Planner	020 8496 6781	linda.webb@walthamforest.gov.uk

London Borough	Cycle Training contact	Phone	E-mail
Wandsworth	Martin Andrews & Isaac Kwakye	020 8871 6670	mandrews@wandsworth.gov.uk and ikwakye@wandsworth.gov.uk
Westminster	Peter Wilson & Jacqueline Saunders	020 7641 2016	pwilson@westminster.gov.uk & jsaunders1@westminster.gov.uk

4. STAKEHOLDER ENGAGEMENT WITH LCTP

As part of CCE stakeholder engagement for the LCTP, CCE met with key stakeholders to identify issues of concern around cycle training in London. These included all London Boroughs, Independent Training providers who operate in London, and national representatives. As a result of these stakeholder meetings, a SWOT analysis was developed for the LCTP

<p>Strengths</p> <ul style="list-style-type: none"> ▪ Successful introduction of national standards ▪ Pan London high quality ongoing delivery of cycle training to children, adults & special needs groups ▪ All Boroughs offer free cycle training to children ▪ Funding commitment of £3m per annum to 09/10 ▪ Ongoing development & implementation of National Standards, Bikeability, accreditation processes through CTSB ▪ Strong political consensus to support ▪ Increasing number of NS instructor courses available in London ▪ Off the shelf materials Bikeability produced nationally through Cycling England ▪ Flexibility of delivery options & promotion through range of programmes ▪ Research demonstrates individuals have more confidence cycling after training 	<p>Weaknesses</p> <ul style="list-style-type: none"> ▪ Widely viewed as something only for children ▪ Insufficient number of available NS instructors (particularly in some areas of outer London) ▪ Variable demand for cycle training across London ▪ Seasonal nature of cycle training demand & supply ▪ Variation in costs of cycle training depending on delivery model ▪ Communication – between partners and within (some) organisations ▪ Prioritisation of child cycle training programmes over adult and special needs ▪ Variable engagement with individual schools ▪ Limited engagement with secondary schools ▪ Low level awareness of value and benefits ▪ Complex procurement systems in some Boroughs ▪ Overlap and conflicting priorities of TfL programmes ▪ Some trainees do not have a bike/have a poorly maintained bike
---	---

Opportunities

- Increase provision of adult cycle training so it is offered by all London Boroughs
- Raised public profile of cycle training
- Promote cycle training locally or pan London
- Learning from other schemes and range of delivery models
- Linking cycle training/instructor training to businesses through workplace travel plans
- Linking cycle training to Health and Safety requirements in the workplace
- Cross Borough relationship e.g. to offer special needs training by region
- Professional development for cycle training – career prospects
- Scheme accreditation by TfL
- Setting and meeting challenging targets for cycle training
- Social inclusion agenda
- Bike recycling to support provision of low cost bikes
- Commitment to targets
- Private sector investment in cycle training

Threats

- Lack of certainty about ongoing cycle training funding post 09/10
- Mixed messages
- Inconsistent communications between Partnership members
- Existing school commitments and priorities
- Differential policy objectives for cycling across London's Boroughs
- Political/election changes e.g. in Local Councils or London Mayor
- Lack of support/representation for individual cycling instructors
- National agreements on processes linked to cycle training do not meet London's needs
- Insufficient integration within on-going local programmes
- Lack of resource to co-ordinate local development and delivery
- Cost of sustaining growth
- Legal liabilities
- Parental attitude towards children cycling alone

5. LCTP STRATEGY 2008/09 ONWARDS

Key milestones/indicators

Measure	Date
TfL will market and promote the cycle training offered in London to increase demand & encourage more cycling	2008/09 and 2009/10
CCE will receive regular assessment reports from independent consultants (such as Steer Davies Gleave) on the cycle training provision offered in each London Borough and independent providers operating in London.	September 2008 and ongoing
All London boroughs to prepare a instructor recruitment plan in line with forecast demand	September 2008
All London Boroughs to report on forecast demand for cycle training a) 50% of Year 6 b) to meet school travel plan commitments c) to meet equality and inclusion commitments d) to meet T2025 forecasts e) within their secondary school	a) April 1 st 2009 b) April 1 st 2009 c) April 1 st 2009 d) April 1 st 2009 e) April 1 st 2009
All London Boroughs/school travel plan co-ordinators to report on uptake of cycling to school after provision of cycle training	April 1 st 2009
All London Boroughs will offer adults subsidised cycle training	April 1 st 2009
Individuals with special needs will be able to access appropriate subsidised cycle training in their London region	April 1 st 2009

Measure	Date
All London Boroughs will submit documentation to SDG to Register for accreditation	April 1st 2009
All school children to be offered a minimum of Level 2 cycle training (i.e. on quiet roads) before leaving primary school	April 1 st 2010

National Standards and Bikeability accreditation

The National Bikeability scheme offering “Cycling Proficiency for the 21st Century” aims to significantly increase the numbers of children who receive quality cycle training by qualified instructors. In March 2008 the Department for Transport and Cycling England set out their targets for cycle training¹⁰. By 2012 it expects to have trained at least 500 000 more children to Level 2. For 2008 the main aim is to see an increase in capacity in all sectors (75% of local authorities and 60 school sports partnerships as well as growth in the independent sector) and in 2009 the aim is to boost demand with consumer advertising.

In 2007/08 London Boroughs trained 29 721 children. This equates to 34% of Year 6 receiving cycle training. Reports from London training providers and recent research indicates that in many parts of London, training to Level 3 may be necessary before schools or parents are prepared to allow cycling to school in London’s traffic.

At this stage no target for level 2 primary school children is proposed. The situation will be reviewed as soon as it is practicable to review and analyse *i-trace* data on uptake of cycling to school.

In order to ensure quality control pan-London, CCE priority is to ensure that all of the cycle training offered in London meets National Standards outcomes and that all London schemes be accredited. In order to increase capacity, more instructors are also required to train children and adults to the national standards.

The process for receiving Bikeability accreditation is still being developed nationally through the CTSB. A pilot project was completed in February 2008 in which four London Boroughs participated. CCE proposes that all Borough schemes should register for accreditation, so that quality can be assessed and development enabled.

¹⁰ A Sustainable Future for Cycling – January 2008

Capacity building for cycle training

Increasing capacity for delivering cycle training has been clearly identified as a key issue to enable Boroughs to meet national targets. A national Cycling England bursary is available towards half the costs of the four-day instructor training course, although the process of distribution of these funds is still to be confirmed (previously this bursary was managed by CTC). TfL will match fund the other half of the course costs through the London Boroughs who are required to approve the training. Individuals cannot receive this funding except through, and therefore recommended by, a London Borough.

TfL will support London Boroughs in implementing their recruitment plan and will continue to offer match funding for the four-day National Standards instructor training course in 2008/09 and 2009/10. There are currently four organisations operating within London that offer Instructor Training. They are CTUK, London Borough of Kingston, Cycle Training East and cyclinginstructor.com. Two further organisations which will train London instructors are in Hertfordshire County Council and Luton and the London Borough of Bromley and Cycle Experience are currently in the process of becoming accredited. CCE will make a commitment to support other London Boroughs which wish to become Instructor Training Providers, although priority will be given to boroughs in the North West or North East to facilitate pan-London coverage.

Special needs cycle training

CCE remains committed to offering cycle training to special needs groups. Currently seventeen London Boroughs directly offer special needs training funded through the LIP and special needs training is available within 21 Boroughs where offered by groups in receipt of Community Grants. CCE will support other Boroughs that wish to offer this directly. LIP funding will be dependent on

- the Borough maintaining outputs of child cycle training to at least 07/08 levels; and
- also offering adult cycle training

LIP allocations for special needs cycle training will be prioritised towards new boroughs in the North east of London to enable a consistent service pan London.

Models for cycle training delivery

CCE envisages that cycle training will be provided through a federal structure which has the London boroughs at its core but which will be delivered locally by a wide range of people. All of those should be appropriately trained and work for

boroughs, major employers, schools, police forces, community groups, or independent training providers. TfL/CCE is committed to actively encouraging a pathway for “career” progression that minimises drop out and encourages social inclusion.

Currently there are a number of different models in operation in London for the delivery of cycle training.

Summary of cycle training delivery models

- Borough delivering its own cycle training scheme with its own staff
- Borough delivering a cycle training scheme developed elsewhere, but using its own staff
- Borough delivering a scheme but with some (or all) services outsourced to an external provider (e.g. Level 3 or adult training)
- Outsourced scheme – Borough contracts an external provider to supply cycle training
- School Sports Partnership delivers the scheme
- Individual schools deliver the scheme
- Police Officers deliver the scheme
- Club or community group delivers scheme
- Employer provides appropriate training for staff
- Independent organisations or individuals provide training on a commercial basis

Local Authorities nationally devolve responsibility for cycle training to different departments, usually road safety or sustainable transport. This means that across different London Boroughs, there can be significant differences in culture, credibility, costs and potential impacts of the cycle training delivered.

CCE does not prescribe to Boroughs which model they should use to deliver their cycle training, and does not intend to in the future. However there are a number of issues: aligning local authorities procurement procedures with uncertain funding and what is a comparatively new “service” previously undertaken by volunteers or casual staff/students without formal training. For 2008/9 further work will be undertaken to establish a central register and share successes and good practice in overcoming challenges in procurement, recruitment and retention of cycle training instructors. If, after further review, there are still significant gaps or clear inefficiencies in TfL/CCE procuring centrally, this will be considered.

LCTP Communications strategy

There is a high level of public and media interest in cycling and more recently in cycle training. Initially cycle training was regarded as something for children, something unnecessary for any adult who could already ride a bike, although this attitude is changing in London, particularly in view of the fact that London's unique traffic complexity is a key barrier for new cyclists. There have been a number of experiential features by "celebrity" journalists reporting on their own experience of modern Bikeability, on-road training.

Nationally, the focus has been on promoting the Bikeability brand and raising awareness among local authorities, parents, teachers and schools. TfL is committed to ongoing and increased promotion of cycle training in London. In March 2008 adult cycle training provided by London boroughs was actively promoted as part of TfL's road safety campaign. Cycle training is also actively promoted as part of other programmes and initiatives such as school and workplace travel plans and at the TfL walking and cycling conference (April 2008) and TfL Community awards events (May 2008).

TfL/CCE will continue to work with partners to highlight the role and value of cycle training in addressing barriers to cycling and meeting wider policy objectives for a sustainable city.

Currently TfL communicates as required to the individuals in the London Boroughs responsible for the delivery of cycle training. Because of this, it has been suggested that information is inconsistent, and there is sometimes a lack of clarity about funding and reporting criteria required by TfL. Therefore to enable consistency of messages about cycle training related issues we propose:

- Quarterly email communications to all participants in the London Cycle Training Partnership
- Annual or biannual stakeholder meetings with all London Boroughs
- Annual stakeholder meetings with Independent Training Providers
- Regular LCTP workshop events to enable networking between scheme providers and facilitate learning from others
- Annual report on cycle training, collating monitoring information from schemes in London and progress in addressing emerging issues

6. NEXT STEPS & FUTURE INITIATIVES

Publication of LCTP strategy and end of year report 07/08	July 08
London Borough continuing assessment of cycle training	to Sept 08
Publication of LCTP mid year report 08/09	Sept 08
Midyear stakeholder meetings	Oct-Nov 08
LCTP Workshop event	Nov-Dec 08
Publication of LCTP strategy and end of year report 08/09	June-July 09

TfL/CCE has completed a scoping study to assess the potential for a pan-London bike recycling scheme (April 06). In 2008/09 opportunities to implement such a scheme will be addressed in order to enable the provision of recycled bikes for children and adults who do not currently have access to a bike for cycle training.

REFERENCES

The Mayor's Transport Strategy (July 2001)

Creating a chain reaction: The London Cycling Action Plan, TfL (Feb 2004)
<http://www.tfl.gov.uk/assets/downloads/businessandpartners/cycling-action-plan.pdf>

Bikeability Bible, Cycling England (2007)

A Sustainable Future for Cycling, DfT January 2008

www.ctsb.org.uk

www.bikeability.org.uk

www.cyclingengland.co.uk