



Become an AustCycle Provider

Version...

May 2014

AustCycle...

- The only national program in cycling accreditation that teaches bike handling skills to community members
- Teaching skills, confidence and safety
- Helping keep Australians, and Australia, healthy

Welcome,

I would like to personally offer you the opportunity to become an AustCycle Provider.

AustCycle Providers are in a unique position of being able to provide cycling training of a national standard to members of any community in Australia under the National Coaching Accreditation Scheme.

We look forward to working closely with our Providers over the coming years to help achieve their individual objectives and in turn provide quality cycling education to all Australians regardless of background, age or experience.

At AustCycle we believe that education and training is at the forefront of resolving the barriers that keep many Australians off bikes. Practical bicycle education provides community members with basic bike control ability, as well as the skills and confidence to ride in traffic. This enables more people to get on their bikes and ride for recreation, fitness, transport or lifestyle reasons.

Together we can help more people enjoy cycling, introducing Australians to a fantastic, healthy lifestyle alternative that will change many lives for the better, while also cleaning up the environment and improving public health.

Gareth Watkins

AustCycle General Manager

AustCycle – The Vision

That every Australian learning to cycle will be trained by an accredited AustCycle Teacher or Skills Coach, ensuring they can safely and confidently enjoy cycling in any environment.

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Here's what some of our Providers have to say...



I am very pleased that I decided to become a Provider with AustCycle because I really appreciate the business support provided in the form of marketing materials and website presence.

The teaching materials provide some great skills progressions and teaching ideas. Being accredited with AustCycle provides my business with credibility.

Lisa McHarg
Sydney Bike Skills

Having had been a cycling teacher for 5yrs, I had a good idea of how to teach road safety with children, but I took the AustCycle course to ensure that I was doing the 'best recommended practice'.

The course cemented my theory knowledge, with great resources to reference and a network of other

Teachers, as well as opening the doors to other areas of the community to teach.

I knew my prior skills were relevant, now I have the national accreditation to prove my level of teaching

Lee-Ann Fleming
Ride-A-Bike Right

The benefits for me being a Provider have been: flexibility/being my own boss, working with people outdoors, making a difference to people's lives, liaising with community stakeholders to promote safe cycling and developing my business management skills.

I recently received a thank you card from a 57year old female participant with "Thank you so much for teaching me to ride a bike. It has changed my life!"

Jenny Triggs
Complete Cycle Coaching



1. Introduction to AustCycle

What is AustCycle?

AustCycle is the national leader in providing cycle training to all community members to encourage them to have the skills and confidence to get on their bikes and ride.

AustCycle's aim is clear - to provide high quality cycle education and training to every member of the Australian community regardless of background, age and skill level in order to improve public health, support the environment and reduce traffic congestion. This, in turn, will lead to more Australians cycling more regularly for recreation, sport and transport, more people joining clubs and bicycle user groups and an increase in government support and cycling-related infrastructure.

Important facts about AustCycle

- AustCycle is a national network of accredited Providers focused on teaching bike-handling skills to community members in traffic and traffic-free environments. AustCycle Teachers and Skills Coaches, operating for a licensed Provider, are insured to deliver training to any person in Australia regardless of age, background or experience.
- AustCycle Teachers and Skills Coaches are trained to adapt and modify the training program to meet the individual needs of their trainees making the program suitable for anyone of any background and skill level.
- Participants in AustCycle training courses benefit from formalised, structured training aimed at recreational cyclists of all levels.

How Does AustCycle Work?

The AustCycle program is a system of cycling training using accredited instructors ('Teachers' and 'Skills Coaches') working for licenced training providers ('Providers').

AustCycle Teachers and Skills Coaches are trained to provide a wide range of cycle training to individuals and groups in the Australian community. AustCycle Providers are the cycling training businesses or organisations that employ the Teachers/Skills Coaches.

What is an AustCycle Teacher?

An AustCycle Teacher is a cycling trainer accredited through the Level 1 AustCycle Teacher Accreditation Program (ATAP). The ATAP course is nationally accredited through the Australian Sports Commission's National Coaching Accreditation Scheme (NCAS).

AustCycle Teachers focus on education in the community, teaching beginner, intermediate and advanced programs in traffic-free, low-traffic, medium-traffic and high-traffic environments.

What is an AustCycle Skills Coach?

AustCycle Skills Coaches are able to teach basic cycling skills and safe cycling manoeuvres to beginner and intermediate riders in traffic-free and low-traffic environments.

Who can become a Teacher/Skills Coach?

Anyone can become an AustCycle Teacher or Skills Coach, as long as they are at least 16 years of age, hold a current, recognised First Aid certificate, pass a Working with Children background check relevant to their State/Territory legislation and meet all AustCycle training requirements.

Training required to become a Teacher/Skills Coach?

To become an AustCycle Teacher you need to complete one of the following:

- Complete the FREE online Beginner Coaching General Principles course found at <https://learning.ausport.gov.au/jPortal/Courses/tabid/62/Default.aspx>
- Complete a 1-day AustCycle Skills Coach course to become a Skills Coach OR complete a 2-day Level 1 AustCycle Teacher Accreditation Program (ATAP) to become an AustCycle Teacher

On completion of the course, AustCycle Teachers and Skills Coaches will receive an AustCycle Accreditation Card and a Teacher Manual.

Costs involved in becoming a Teacher?

The 1-day AustCycle Skills Coach Course costs \$250, while the 2-day Level 1 AustCycle Teacher Accreditation Program costs \$495 (inc GST).

Teachers pay an annual \$27 (inc GST) membership fee, which ensures accreditation is current.

What is an AustCycle Provider?

An AustCycle Provider is an organisation which is licensed and insured to deliver AustCycle training courses that their Teachers and Skills Coaches are accredited to deliver. These include courses for beginners, more experienced bike riders, and some specialised training and coaching.

Providers are small businesses, local councils, community groups and cycling clubs. In many cases Providers are also Teachers.

AustCycle supports their Providers through training, the provision of a range of professional resource material, insurance and marketing support (further details on page 7).

Who can become an AustCycle Provider?

Any individual or organisation can become an AustCycle Provider as long as they meet the following licence criteria:

- Agree to the AustCycle Code of Behaviour
- Comply with AustCycle's OH&S policies and legal requirements of the State or Territory where they operate
- Ensure Teachers and Skills Coaches are qualified, have relevant police checks and hold first aid qualifications

Costs involved in becoming a Provider

AustCycle Providers pay an initial registration fee of \$220 (Inc GST) with a deferred fee of \$770 (Inc GST) if the license is terminated in the initial term of twelve months. AustCycle Provider's will have access to AustCycle marketing collateral and resource material.

On top of that there is a monthly license fee (see below) which covers you for public liability, professional indemnity and accident insurance cover as well as access to the AustCycle website, marketing material, subsidy programs and referral support (further details on page 7).

Fees	Provider Fee	Second and subsequent Teacher/ Coach
<u>Quarterly License Fee</u> (includes 1 teacher)	\$297	N/A
<u>Second and Subsequent Teachers/Coaches</u> (\$22 a month/additional Teachers/Coaches)	N/A	\$66
Therefore, Annual Cost =	\$1,188	\$264
Less, Annual Payment Discount	\$118.80	\$26.40
Total Payment =	\$1,069.20	\$237.60

2. Benefits of becoming an AustCycle Provider

Benefits of becoming an AustCycle Provider include:

- Being part of a national network of training Providers and having access to its program, material and Teachers.
- Access to AustCycle Training and Resource material for their Teachers. The AustCycle Teacher Manual is a fantastic resource and the Teacher Activity Book includes sample session plans and other helpful tips to help with training delivery.
- Comprehensive insurance cover for public liability (\$20 million), professional indemnity (\$5 million) and accident insurance cover in relation to death and permanent injury, non-Medicare medical expenses, loss of income and student help weekly benefit. This insurance allows Teachers and Skills Coaches working for a licensed AustCycle Provider to train any community member in Australia in both traffic and traffic-free environments.
- Access to the AustCycle Provider Pack. Providers receive a Provider Pack on registration, which includes tips on how to market their business and a comprehensive range of marketing collateral including flyers, posters, forms and templates to assist them in their marketing, registration and evaluation efforts (see page 8).

- Community members who are HCF members can claim towards their AustCycle training under HCF's Health Management Programs, as long as the training has been run by a licensed AustCycle Provider.
- Being part of the only accredited training program in Australia that teaches community riders bike handling skills that enable participants to confidently and safely ride in traffic and non-traffic environments.
- Access to potential clients via the AustCycle website. All Providers and their contact details are listed on the AustCycle website, which allows potential clients to contact you directly for work. This provides a fantastic funnel for people to understand and reach your business at a local level.
- Possible government and private training contracts. AustCycle Providers have previously benefited from AustCycle training contracts with federal government (the Healthy Communities Initiative), state government (the Office of Environment and Heritage voucher training scheme) and private organisations. AustCycle is always looking for funding opportunities and will always pass on information when available.
- Promotion of the success of your business via the AustCycle website and newsletter, as well as media releases and social media alerts.
- Access to the AustCycle LinkedIn Group. The LinkedIn Group is an exclusive forum for accredited Teachers, Skills Coaches and Providers, which allows everyone to share tips, training information, job advertisements and potential funding/grant opportunities.
- The capturing of evaluation data which will not only help formulate a national perspective in the role education plays in getting more people riding but will also help to identify a way forward. It also helps to recognise your teaching efforts.

3. AustCycle Provider Pack

The AustCycle Provider Pack is an essential tool which includes tips on how to market an AustCycle licensed business as well as a comprehensive range of marketing collateral including flyers, posters, forms, templates to assist every Provider in their marketing, registration and evaluation efforts.



Providers receive a Provider Pack on registration which includes:

1. A key messages fact sheet with tips on how to market your AustCycle licensed business.
2. 100 Skills Award Certificates, with the opportunity to purchase more at cost price.
3. Access to flyers, media releases, business card and poster templates, which all have editable Provider boxes for logos and contact details (examples on page 8)
4. Cue cards, checklists and registration/feedback forms.
5. Summary of the Cover of Insurance.
6. Information regarding the HCF funding scheme



Does your school support active living, child safety and the environment?

Want to be more active? Don't have the money for gym memberships or fitness class fees?

Well how about learning basic bike skills from qualified cycling teachers to give you the confidence to ride more!

Learn about:

- Conducting a basic bike check
- Correct riding positions
- Mounting and dismounting
- Braking, balancing and cornering
- Changing gears
- Riding on hills
- Shifting and turning

AustCycle, Australia's only national cycling training program, are pleased to offer you FREE cycling training in your local community in February 2017.

So don't delay, register today!

PROVIDER BOX

For more information visit www.austcycle.com.au



Get Active, Save Money – Learn New Bike Skills

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SKILLS AWARD CERTIFICATE

has successfully demonstrated AustCycle cycling skills

Name: _____

Signature: _____ Date: _____

Provider: _____

Note to parents/guardians: This certificate does not guarantee your child's ability to ride safely or soundly.

Skills, Confidence, Safety



PROVIDER BOX

AUSTCYCLE REGISTRATION FORM

This Consent and Registration Form (Consent Form) is to be completed and signed by the training participant (Participant). The Consent Form must be received by the AustCycle before the Participant will be allowed to participate in the training course.

AustCycle Pty Ltd reserves the right to refuse to allow any person from participating in the training course.

Declaration:

I, the undersigned, do hereby certify that I am the parent or guardian of the Participant and that I have read and understand the terms and conditions of the Consent Form and agree to the Participant's participation in the AustCycle Cycling Training course.

Participant's details: Please ensure all items are completed for the training program only.

Name: _____

Address: _____

Phone: _____

Age: _____

Gender: _____

Emergency Contact: _____

Parent Name: _____

Parent Phone: _____

Parent Email: _____

Do you have your own bike? Yes No

AustCycle Pty Ltd | PO Box 801 | Newcastle NSW 2260 | Australia | Phone: 02 4921 0000 | Fax: 02 4921 0000 | www.austcycle.com.au



PROVIDER BOX

PARTICIPANT EVALUATION FORM

Teacher Accreditation Program

Please complete this form honestly and accurately, as it will assist in the continual improvement of the program.

Name (optional): _____ Date: _____

PLEASE RATE THE ACCREDITATION PROGRAM (OVERALL)

PLEASE RATE THE ACCREDITATION PROGRAM (OVERALL)	Method Use
Participant program received	
Participant knowledge	
Participant confidence	
Participant ability to ride in a practical context	
Participant ability to give and receive feedback	
Participant understanding of the program	
Participant understanding of the program	

PLEASE RATE YOUR EXPERIENCE

PLEASE RATE YOUR EXPERIENCE	EXCEEDED	EXCEEDED	EXCEEDED
Name			

PLEASE RATE YOUR EXPERIENCE (OVERALL)

PLEASE RATE YOUR EXPERIENCE (OVERALL)	Method Use
Participant knowledge	
Participant ability	
Participant confidence	
Participant understanding of the program	

AustCycle Pty Ltd | PO Box 801 | Newcastle NSW 2260 | Australia | Phone: 02 4921 0000 | Fax: 02 4921 0000 | www.austcycle.com.au



Media Release

For Immediate Release
Date: 11 March 2017

Title goes here
Paragraph text goes here

AustCycle Australia's only national cycling training program will provide education and training to thousands of people to encourage them to get on their bikes and ride. Whether it's for fun, fitness or safety, AustCycle has a range of programs and courses to help people get on their bikes and ride safely.

AustCycle is pleased to announce that it has been selected to provide cycling education and training in the broader community. AustCycle has been selected to provide this service in the following areas:

Training is provided by AustCycle Providers who are quality assured businesses but can also include non-business community groups and sporting clubs. AustCycle Providers are not responsible for the safety of participants. AustCycle provides support in the form of safety equipment, training materials, and other resources, information and marketing support.

AustCycle Australia is a not-for-profit organisation and is committed to providing education and training to thousands of people to encourage them to get on their bikes and ride safely. AustCycle is a not-for-profit organisation and is committed to providing education and training in the broader community. AustCycle has been selected to provide this service in the following areas:

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AustCycle Pty Ltd reserves the right to refuse to allow any person from participating in the training course.

Declaration:

I, the undersigned, do hereby certify that I am the parent or guardian of the Participant and that I have read and understand the terms and conditions of the Consent Form and agree to the Participant's participation in the AustCycle Cycling Training course.

Participant's details: Please ensure all items are completed for the training program only.

Name: _____

Address: _____

Phone: _____

Age: _____

Gender: _____

Emergency Contact: _____

Parent Name: _____

Parent Phone: _____

Parent Email: _____

Do you have your own bike? Yes No

AustCycle Pty Ltd | PO Box 801 | Newcastle NSW 2260 | Australia | Phone: 02 4921 0000 | Fax: 02 4921 0000 | www.austcycle.com.au



Want To Learn New Bike Skills?

Whether you do, or want to ride for work, travel, fitness or fun, now's your chance.

Eate vole occullatit pero borciunt velloucus id quito laurum, tempedi tassunt tho to labor rem ullabo. Nemporum os donda nullupt gath atorionum

PROVIDER BOX

For more information visit www.austcycle.com.au

4. Key Points to Consider

- AustCycle is Australia's national network of cycle training Providers delivering cycling accreditation programs developed in conjunction with Cycling Australia and in line with Australian Sports Commission guidelines.
- A recent national survey conducted by the Cycling Promotion Fund (CPF) and the National Heart Foundation of Australia has found more than 62% of Australians want to be able to ride a bike for transport, but road safety fears are keeping bikes in the shed and off the road.
- With bikes now outselling cars there is a significant need for cycling education and training in the broader community. AustCycle was designed to address that need.
- Whether for commuting purposes, for leisure or travel, AustCycle trains people of all ages and backgrounds to incorporate cycling into their lifestyle in order to stay active and healthy.
- AustCycle is a socially and environmentally responsible program, which aims to reduce obesity, improve public health, reduce greenhouse gas emissions, reduce congestion on our roads and provide employment to hundreds of Australians.
- Provider license fees include comprehensive insurance to deliver a range of community based cycling programs. On top of this it also provides you with access to government and private training contracts, contacts from potential clients, a network of Teachers, Skills Coaches and Providers nationally, access to training and resource material for your Teachers and Skills Coaches, usage of the AustCycle Licensed Provider logo and access to the AustCycle Provider Pack, a fantastic resource to assist in your marketing, evaluation and registration efforts.
- AustCycle accreditation is designed with a community focus for coaches who wish to assist recreational riders of all ages and abilities to develop their cycling skills and ride confidently and safely in a range of riding environments including increasingly complex traffic environments.
- AustCycle accredited Teachers and Skills Coaches are insured to cover all members of the Australian community when operating under an AustCycle Licensed Provider

5. Next Steps

If you are interested in becoming an AustCycle Provider or require any more information please contact:

(02) 9339 5855
info@austcycle.com.au