



# Become an AustCycle Provider

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
- Supported and Funded by the NSW Office of Environment and Heritage

Supported and Funded by the Australian Government

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 or transport.

Together we can help reduce traffic congestion on our roads, clean up the environment and improve public health while introducing Australians to a fantastic, healthy lifestyle alternative that will change many lives for the better.

Gareth Watkins

AustCycle General Manager

AustCycle – The Vision

Every Australian learning to cycle will be trained by an accredited AustCycle Teacher so they can safely and confidently enjoy cycling in any environment

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

Cycling WA is thrilled to partner with AustCycle as a service Provider. The potential impact that such a program has is considerable, not only in terms of lifelong skills development but also in stimulating behavioural change that will positively influence longer term issues of health and the environment. These were the main drivers behind Cycling WA's application to become an AustCycle Service Provider.

**Garry Chandler**  
CEO Cycling WA



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. I also appreciate the leads provided to find potential clients.

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. 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**  
Managing Director, 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 the only nationally accredited training program in Australia focussed on teaching bike handling skills to community members in on and off-road environments. AustCycle Teachers are insured to deliver training to any person in Australia regardless of age, background or experience under a licenced Provider.
- AustCycle Teachers 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.
- AustCycle Registration and Feedback Forms allow the compilation of vital national data on the role education and training plays in getting more people riding. Articulation of this data to local, state and federal government departments will allow future funding and government support going forward.

How Does AustCycle Work?

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

AustCycle Teachers 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 who employ the Teachers and source training contracts via AustCycle and the local community.

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).

All AustCycle Teachers work for an AustCycle Provider or become an AustCycle Provider themselves.

AustCycle Teachers are trained to teach bike handling skills to the community in on and off-road environments.

Become an AustCycle Provider

Who can become a Teacher?

Anyone can become an AustCycle Teacher 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 that meets State/ Territory legislation and meet all AustCycle training requirements.

Training required to become a Teacher?

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> OR complete a one-day CycleSkill Coach Training Program conducted by Cycling Australia.
- Complete a 2-day Level 1 AustCycle Teacher Accreditation Program (ATAP).

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

Current CycleSkill registered coaches can register as Assistant Teachers for a limited 12-month period restricted to teaching bike skills in a controlled off-road environment. After this time they will need to go through the Level 1 AustCycle Teacher Accreditation Program if they wish to continue teaching AustCycle courses.

Costs involved in becoming a Teacher?

The 2-day Level 1 AustCycle Teacher Accreditation Program costs \$495 (Inc GST). Teachers pay an annual \$25 (Inc GST) membership fee, which ensures accreditation is current. Renewal can be done through the Cycling Australia website.

What is an AustCycle Provider?

An AustCycle Provider is an organisation which is licensed and insured to deliver AustCycle training courses that their Teachers 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, referrals 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 are qualified, have relevant police checks and hold first aid qualifications

Costs involved in becoming a Provider

AustCycle Providers pay a one-off registration fee of \$990 (Inc GST) which provides 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).

**AustCycle Provider Fees (inc GST)**

Fees	(One off fee on registering)	Monthly Fees	Examples Monthly Fees	
			Provider with 1 Teacher	Provider with 3 Teachers
Initial Registration	\$990			
License Fee (includes 1 teacher)		\$99	\$99	\$99
Additional teachers		\$22 / teacher		\$44
Monthly Total			\$99	\$143

## 2. Benefits in becoming an AustCycle Provider

Benefits in becoming an AustCycle Provider include:

- Being part of a national network of training Providers recognised by Federal and State Governments 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.
- Insurance cover for public liability, professional indemnity and accident insurance cover to train any community member in Australia in both on and off-road environments. You would be hard pressed to find an insurer to give you this much insurance for so little outside of the AustCycle program.
- 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).
- 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.,
- Contacts from potential clients via the AustCycle website/ direct phone and email. This provides a fantastic funnel for people to understand and reach your business at a local level.

- Government and private training contracts. AustCycle Providers have 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.
- Promotion of the success of your business via the AustCycle marketing team through website and newsletter profiling, media releases and social media alerts.
- Membership of a network of AustCycle Teachers and Providers to share opportunities and information.
- 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 how to market an AustCycle licensed business as well as a comprehensive range of marketing collateral including flyers, posters, forms, templates, stickers and merchandise to assist every Provider in their marketing, registration and evaluation efforts.



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Providers receive a Provider Pack on registration which includes:

- A Key Messages Fact Sheet and tips on how to market their AustCycle licensed business.
- 100 wristbands, 100 stickers and 100 Skills Award Certificates with the opportunity to purchase more at cost price.



- A Schools Pack (to be used with wristbands, stickers & certificates) including school specific flyers, posters and a Teacher Resource Kit to assist in schools marketing and training delivery.
- A personalised USB including a comprehensive range of marketing collateral including flyers, posters, forms and templates to assist them in their marketing, registration and evaluation efforts.



Flyers Targeting Different Markets

Provider Box containing your logo and/ or contact details.



Posters Targeting Different Markets

**AustCycle**  
**SKILLS AWARD CERTIFICATE**

has successfully demonstrated AustCycle cycling skills

Chief/Assistant: \_\_\_\_\_ Date: \_\_\_\_\_

Provider: \_\_\_\_\_ Date: \_\_\_\_\_

Note to parents/guardians: this certificate does not guarantee your child's ability to ride safely on-road.

Skills, Confidence, Safety

**AustCycle**  
**PROVIDER BOX**

**AUSTCYCLE REGISTRATION FORM**

This Council and Registrar have developed these forms to be completed and signed by the principal/guardian/participant, or in the case of a minor 18, the parent/guardian of the participant. The Council Form must be returned to the AustCycle teacher before the participant is allowed to participate in the training course.

**Declaration**

I, the principal/guardian of \_\_\_\_\_ (Name of participant) do hereby declare that the participant is fit and healthy to participate in the AustCycle cycling program and that I have read and understood the AustCycle cycling program rules and regulations.

I hereby declare that I have read and understood the AustCycle cycling program rules and regulations and I agree to participate in the AustCycle cycling program.

AustCycle is responsible for insurance, hospital and ambulance cover for all participants.

Participant's details: Name, Address, Email, Phone, Emergency Contact, Age, Gender, etc.

**AustCycle**  
**PROVIDER BOX**

**PARTICIPANT EVALUATION FORM**  
Teacher Accreditation Program

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

Name (optional): \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RATE THE ACCREDITATION PROGRAM OVERALL

Overall program	Excellent	Very Good	Good	Fair	Poor
Program content					
Program delivery					
Program cost					
Program location					
Program materials					
Program staff					
Program safety					
Program facilities					
Program equipment					
Program transport					
Program parking					
Program refreshments					
Program other					

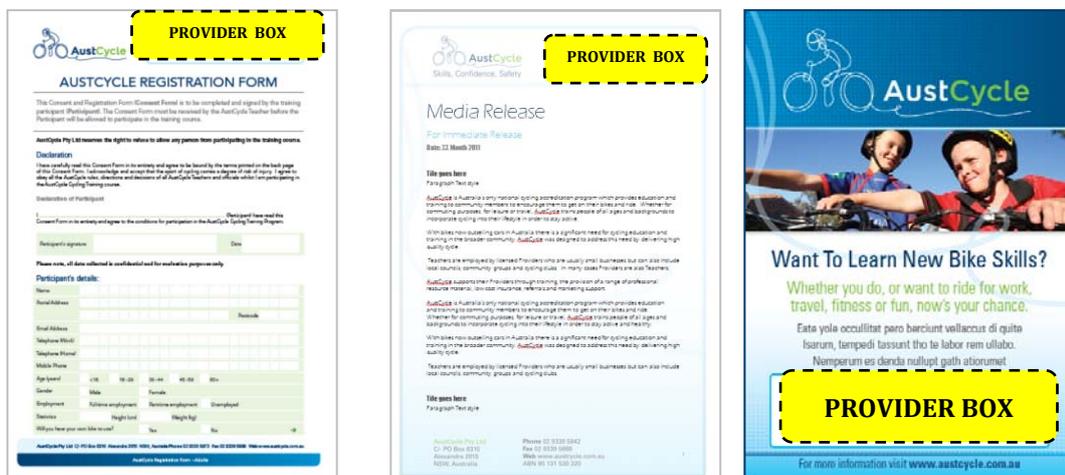
PLEASE RATE THE PRESENTERS

Name	Excellent	Very Good	Good	Fair	Poor
Name					

Rating (only give 1 point for each rating, no 0.5 points)

Overall program	Excellent	Very Good	Good	Fair	Poor
Program content					
Program delivery					
Program cost					
Program location					
Program materials					
Program staff					
Program safety					
Program facilities					
Program equipment					
Program transport					
Program parking					
Program refreshments					
Program other					

## Forms, Certificates and Templates



## 4. Key Points to Consider

- AustCycle is Australia's only national cycling accreditation program, 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 for 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.
- AustCycle is currently supported in NSW by the Department of Environment and Heritage and nationally through the Australian government's Healthy Communities Initiative (HCI). Through the HCI AustCycle will be providing FREE or subsidised training to community members in 92 Australian Local Government Areas (LGAs) providing significant business to Providers servicing those LGAs.

- Provider fees cover insurance. On top of this it also provides you with access to government and private training contracts, contacts from potential clients, a network of Teachers and Providers nationally, exposure via the AustCycle marketing team, access to training and resource material for your Teachers, 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 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 simply contact Katie Dimon and request a copy of the AustCycle license agreement. Katie will be able to supply you with all other required information and answer any questions you may have.

Key Contacts

*For Information about Providers or Teachers contact:*

Katie Dimon  
AustCycle Administration and Marketing Coordinator  
(02) 9339 5842  
[katiedimon@cyclimg.org.au](mailto:katiedimon@cyclimg.org.au)