

## Course Application Form and Learner Profile

To attend a Coach Education course, please complete this form (in block capitals) and return it together with the relevant paperwork and payment to the address overleaf. The accompanying notes contain information that will assist you in completing the form and outlines British Cycling's policy on cancellation and amendment charges, and course viability. It is recommended that you read this prior to submitting your application. For further help and advice before you make a booking, please contact British Cycling Coaching and Education (details overleaf).

**\* Mandatory information PLEASE ALLOW 14 DAYS FOR YOUR APPLICATION TO BE PROCESSED**

### A. Course Details\* (see notes 1 and 2)

Levels 1 and 2

Please tick the qualification you are applying for and enter the course reference, location and dates for your chosen course.

<input type="checkbox"/> L1ACC	<input type="checkbox"/> L2 BMX Coaching Award*	<input type="checkbox"/> L2 MTB Coaching Award*
<input type="checkbox"/> L2CCC	<input type="checkbox"/> L2 Cycle Speedway Coaching Award*	<input type="checkbox"/> L2 RTT Coaching Award*
		<input type="checkbox"/> L2 Track Coaching Award*

\* You must be a fully qualified Level 2 Coach, Club Coach or Activity Coach to enrol on a Level 2 Discipline-specific Coaching Award.

Ref	Location	Dates

Level 3

- You must be a fully qualified Level 2 Discipline-specific Coach to enrol on the Level 3 qualification – you can only enrol on a Level 3 qualification in the discipline that you have completed for the Level 2 Discipline-specific Award.
- You must enrol on Route 1, if you have completed either the L2CCC or Activity Coach Award.
- You can enrol on either Route 1 or 2, if you have completed the Club Coach Award.
- You can enrol on Route 3, if you have already completed a Level 3 certificate in another cycling discipline.

Please tick the qualification and learning route you are applying for and enter the course reference, location and dates of your chosen course(s).

<input type="checkbox"/> Level 3 Certificate in Coaching Track Cycling	<input type="checkbox"/> Route 1 <sup>†</sup> <input type="checkbox"/> Route 2 <sup>†</sup> <input type="checkbox"/> Route 3 <sup>††</sup>
<input type="checkbox"/> Level 3 Certificate in Coaching Road and Time Trial Cycling	
<input type="checkbox"/> Level 3 Certificate in Coaching Mountain Biking	

<sup>†</sup> **For Routes 1 and 2**, you must attend both the Level 3 Core Unit (Route 1 or 2, as appropriate) and the Level 3 Discipline-specific Unit. Please identify **both** of your chosen courses below.

<sup>††</sup> **For Route 3**, you only need to attend a Level 3 Discipline-specific Unit. Please identify your chosen course below.

Ref	Location	Dates
Core Unit		
Discipline-specific Unit		

### B. Personal Details (see notes 2 and 11)

Title:	<input type="text"/>	*First Name:	<input type="text"/>	*Surname:	<input type="text"/>
*Gender: (please tick)	<input type="checkbox"/> Female <input type="checkbox"/> Male	*Date of Birth:	<input type="text"/>		
British Cycling Membership No:	<input type="text"/>	Expiry Date:	<input type="text"/>	Membership Class: (ie Race Silver, Race Gold or Ride)	<input type="text"/>
*Postal Address:	<input type="text"/>				*Postcode:
					<input type="text"/>

\*Contact telephone number – you must provide **at least one** contact number, preferably a number that you can be contacted on during the day

Tel No. (home):	<input type="text"/>	Tel No. (work):	<input type="text"/>
Mobile:	<input type="text"/>	Email:	<input type="text"/>

### Unique Learner Number (see note 14 and Privacy Notice below)

A Unique Learner Number (ULN) is a 10-digit unique identifier which is allocated to anyone over the age of 14 involved in UK education or training. Learners retain the same number throughout their lives. If you already have a ULN it will most likely be printed on your exam results slip or a certificate from an awarding body. It is a 10-digit number, and should not be confused with a candidate, exam or centre number that an awarding body may have issued.

Do you have a ULN?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know	*If you know your ULN, please enter it here:	
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If you do not have a ULN, British Cycling will get one for you. In the case that you have one but do not know the number or are not aware that one has been allocated to you, British Cycling will find your number.

### C. Disability (see note 4)

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
If yes, what is the nature of your disability?	Please provide further details and any support required (see note 4)
Hearing <input type="checkbox"/>	Physical <input type="checkbox"/>
Learning <input type="checkbox"/>	Visual <input type="checkbox"/>
Mobility <input type="checkbox"/>	Other <input type="checkbox"/>
Multiple <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

### D. Dietary Requirements and Other Relevant Information

Do you have any specific dietary requirements?	Please provide any other information that you feel we should know.

### E. British Cycling Coaching Licence and CRB Checks

To obtain, and maintain, a British Cycling coaching licence, you must successfully complete the requirements of the qualification and have valid Race Gold, Race Silver or Ride level British Cycling membership, have a valid first aid certificate, have a valid CRB enhanced check, if coaching riders under the age of 18 or vulnerable adults<sup>†††</sup> (if you are **only** coaching riders who are over the age of 18 and are not vulnerable adults, you are not required to have a CRB enhanced check) and sign up to the British Cycling Code of Conduct (this is undertaken on your course).

<sup>†††</sup> If you are required to have a CRB enhanced check (and you do not already have a valid one issued by British Cycling), you can obtain it through British Cycling. If you declare a commitment to providing a minimum of four hours of volunteer coaching for British Cycling in a year (for example, four hours of volunteer coaching in a club that is affiliated to British Cycling, or on a British Cycling programme), British Cycling will arrange for your CRB enhanced check for no fee. If you are unable to commit to this, or are paid for your coaching, you will have to pay a fee to obtain your CRB enhanced check.

<b>I am applying for a British Cycling coaching licence.</b> If yes, continue. If no, British Cycling strongly recommends that you have a valid CRB enhanced check if you are coaching riders under the age of 18 or vulnerable adults. You may be asked by the organisation that deploys you (eg club, local council, local authority, venue manager) to provide them with a valid CRB enhanced check before you are able to coach for that organisation	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>I will be coaching riders under the age of 18 years, or vulnerable adults.</b> If yes, continue. If no, go to Section F.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>I confirm I intend to undertake a minimum of four hours of volunteer coaching for British Cycling in the next year</b> (as defined above). If yes, British Cycling will arrange for your CRB Enhanced Check for no fee. Go to Section F. If no, you will need to pay for your CRB Enhanced Check. Please ensure you include the cost of the check in your payment options in Section F.	Yes <input type="checkbox"/> No <input type="checkbox"/>

## F. Payment Details\* (see notes 1,3, 5, 8 and 9)

Please tick the appropriate box #, complete your payment details and sign the form.

<input type="checkbox"/>	L1ACC – £245	<input type="checkbox"/>	L2CCC – £395	<input type="checkbox"/>	Level 2 Discipline-specific Award – £195
<input type="checkbox"/>	Level 3 Certificate in Coaching (Route 1) – £795	<input type="checkbox"/>	Level 3 Certificate in Coaching (Route 2) – £695	<input type="checkbox"/>	Level 3 Certificate in Coaching (Route 3) – £395
<input type="checkbox"/>	CRB Enhanced Check - £44				

Total amount payable:					
Cheque:	Account Name:	Account No:			
Credit/Debit Card:	Credit/Debit Card No:	Issue No:			
	Account Name:	Valid From:	Expiry Date:		
	Security No. (3 digit no. on back of card):				

# Financial assistance may be available on a regional level. Please contact your British Cycling Regional Development Manager, who may be able to assist you in sourcing funding in your local area.

### Privacy Notice

The information you supply will be used:

- to register you with 1st4sport Qualifications (if appropriate)
- by British Cycling, Welsh Cycling and Scottish Cycling to support the development of cycling. It will also be shared with the course tutors to enable them to provide a quality delivery and support for all learners on the course
- by the Chief Executive of Skills Funding to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at [www.learningrecordsservice.org.uk/privacynotice](http://www.learningrecordsservice.org.uk/privacynotice).

Signature:		Date:	
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## G. Prerequisite Documentation\*

I have attached the following compulsory documentation. I understand that my application **will not be processed** without these documents.

<input type="checkbox"/> Copy of Health and Safety Executive approved Emergency First Aid certificate <input type="checkbox"/> Evidence of an appropriate level of coaching insurance <input type="checkbox"/> Full course remittance or written confirmation that a third party will be paying the fees on your behalf (if appropriate)
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## Learner Profile

Please complete the following questions to help us to maximise your education experience. This information will be shared with the course tutors to enable them to provide a quality delivery and support for all learners on the course.

If you are applying to attend a discipline-specific qualification, please answer any discipline-specific questions in relation to the discipline that you are applying for.

Briefly outline your coaching history/experience.	
In general:	Discipline-specific:
My current cycling coaching activities are:	
In general:	Discipline-specific:
My future cycling coaching activities are likely to be:	
In general:	Discipline-specific:
Give a brief summary of your cycling experience.	
In general:	Discipline-specific:
List any other cycling awards/qualifications held (eg commissaire, National Escort Group, etc):	
List any other relevant awards/certificates or qualifications, (eg teaching, other sport coaching awards, units D32/D33, A1, etc):	
If applying to attend a Level 3 qualification: When did you achieve the relevant Level 2 Discipline-specific Coaching Award?	Have you completed any discipline-specific induction programmes? Please list all inductions completed.
Any other information you feel we should know:	

**Please return this application form and prerequisite documentation to:**  
Coaching and Education, British Cycling, Stuart Street, Manchester, M11 4DQ  
**Tel:** 0161 274 2060      **Email:** [coaching@britishcycling.org.uk](mailto:coaching@britishcycling.org.uk)

# Equal Opportunities

This data is confidential and will not affect your course application. This information will be processed on a computer to enable effective monitoring to take place. Completion of this form is voluntary; however, the information provided will help us to monitor the effectiveness of our Equality Policy. This form will be separated from your course application form and data will be recorded anonymously.

## Qualification

Qualification Title	Ref	Location	Dates

## Age and Status

Date of birth:	<input type="text"/>	Prefer not to say:	<input type="checkbox"/>
Marital status:	<input type="text"/>	Prefer not to say:	<input type="checkbox"/>

## Gender and Sexuality

Are you male?	<input type="checkbox"/>	Are you female?	<input type="checkbox"/>	Prefer not to say:	<input type="checkbox"/>		
Are you heterosexual?	<input type="checkbox"/>	Are you homosexual/lesbian?	<input type="checkbox"/>	Are you bisexual?	<input type="checkbox"/>	Prefer not to say:	<input type="checkbox"/>

## Ethnic and Cultural Background

White							
British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Gypsy/Irish Traveller	<input type="checkbox"/>	Other white (please state) <input type="text"/>	
Mixed							
White and black Caribbean	<input type="checkbox"/>	White and black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Other mixed (please state) <input type="text"/>	
Asian or Asian British							
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Chinese <input type="checkbox"/>	Other Asian (please state) <input type="text"/>
Black or Black British							
Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Other black (please state)	<input type="text"/>		
Other ethnic groups							
Arab	<input type="checkbox"/>	Any Other (please state)	<input type="text"/>			Prefer not to say:	<input type="checkbox"/>

## Nationality

a) At birth:	<input type="text"/>	b) Now	<input type="text"/>
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## Disability

The Disability Discrimination Act 1995 defines a disabled person as anyone with a “physical or mental impairment which has a substantial and long term adverse effect upon his/her ability to carry out normal day to day activities”.

Do you consider yourself to have a disability?      Yes       No       Prefer not to say

## Religion / Belief

Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
No Religion	<input type="checkbox"/>	Other (please state)	<input type="text"/>					Prefer not to say	<input type="checkbox"/>		

# Important Notes – Completing the Application Form

Please retain this copy for your reference

## 1. Course viability, or cancellation or postponement by British Cycling

British Cycling sets high standards regarding the delivery and assessment of all of the qualifications it delivers to ensure all learners receive high-quality learning and development opportunities. Minimum numbers are required for a course to run and dates/venues may be subject to change. If there are insufficient numbers for a course to be viable on either cost efficiency or academic grounds, British Cycling reserves the right to either cancel or reschedule the course for a later date.

Occasionally, due to adverse weather conditions or other unforeseen incidents that are outside its control (such as venue problems, power outages or equipment/utilities failure), British Cycling may have to cancel or postpone a course at short notice. These decisions are not taken lightly and we apologise for any inconvenience. However, the safety of the tutors and learners is the first priority when making these decisions. Learners are encouraged to contact British Cycling if they have any concern in such circumstances.

In the unfortunate event that British Cycling has to cancel or postpone your course, you will be notified as quickly as possible. To facilitate this process and ensure British Cycling can contact you quickly, it is vital that you provide current and accurate contact details on which you can be reliably contacted at short notice (eg mobile telephone and an email address that you check frequently). In such instances, you will be given the opportunity to transfer your enrolment to another course or your course fee will be refunded.

## 2. Entry requirements

- For all qualifications, you must:
  - meet the **minimum age requirements** for the qualification that you are applying for:
    - L1CCC – You must be a minimum of 16 years of age upon application. (Note: If you are under the age of 18 years when you achieve this qualification, when coaching you are required to be directly supervised by a qualified coach who is over 18 years of age. Once you are 18 years old, you will then be able to coach independently.)
    - L2CCC, Level 2 Discipline-specific Coaching Award and Level 3 – You must be a minimum of 18 years of age upon application
  - have a **valid Health and Safety Executive approved Emergency First Aid certificate** (minimum requirement)
  - have **coaching insurance** that provides at least the same level of cover as that provided by British Cycling membership (Race Silver, Race Gold or Ride level) (ie limit of indemnity is £5 million for all damages to any claimant or all claimants in respect of any one claim or all claims arising from one original cause)
  - complete a Course Application Form and Learner Profile.
- **In addition to the above requirements, to enrol on a Level 2 Discipline-specific Coaching Award**, you must have completed the L2CCC, Activity Coach Award or Club Coach Award. You cannot attend a Level 2 Discipline-specific Coaching Award if you are a trainee or candidate in any of the aforementioned qualifications/awards.
- **In addition to the above requirements, to enrol on a Level 3 qualification:**
  - you must have completed the British Cycling Level 2 Discipline-specific Coaching Award in the same discipline as the Level 3 qualification for which you are applying
  - for Route 1, you must have successfully completed the relevant Level 2 Discipline-specific Coaching Award and either the Level 2 Certificate in Coaching Cycling, Activity Coach Award or Club Coach Award
  - for Route 2, you must have successfully completed the relevant Level 2 Discipline-specific Coaching Award and the Club Coach Award
  - for Route 3, you must have successfully completed a Level 3 Certificate in Coaching in another cycling discipline, as well as the relevant Level 2 Discipline-specific Coaching Award.

## 3. British Cycling Coaching Licence and CRB Check

If you are required to have a CRB check, British Cycling will provide you with a CRB application form. You should bring your completed forms and appropriate original identification to day one of the course, where British Cycling will sign it off. British Cycling will then submit it to the relevant authority.

## 4. Equity policy and support for learners with specific needs

British Cycling is committed to the principles of equal opportunities and endeavours to ensure all qualifications it delivers are open and accessible, and sufficiently flexible to enable the widest range of learners to undertake and successfully complete the qualification.

*Requests for Specific Support* — Individual requests for specific support, reasonable adjustments to the learning programme and the provision of the learning resources in alternative formats for learners with specific needs are welcomed and will be assessed on a case-by-case basis. British Cycling will work with the learner, and other relevant people or organisations, to try and meet the learner's needs.

*Provision of Written Materials for Use with a Screen Reader* — British Cycling Coaching and Education can provide any of its coach education materials and publications (currently provided to learners in hard copy) in word or pdf format (as appropriate) for use with a screen reader such as JAWS.

*Reasonable Adjustments to the Assessment Process* — British Cycling is committed to providing reasonable adjustments to assessment for learners who might struggle to demonstrate competence using the assessment methods stated for a particular qualification. Individual requests for adjustments to the assessment process for learners with specific needs are welcomed and will be assessed on a case-by-case basis and in accordance with the principles outlined in the Candidate Pack. British Cycling will work with the learner, and other relevant people or organisations, to try and meet the learner's needs.

## 5. Payment

- Payment must accompany the Course Application Form.
- Invoicing – if a third party has agreed to pay the fees on your behalf a supporting letter or purchase order must be attached confirming their commitment to pay, which must include a contact name, address and telephone number. The third party will be invoiced and payment MUST be received 14 days prior to your course start date. Please note your place is not confirmed until full payment has been received.
- If paying by cheque please make it payable to British Cycling Federation.
- These are not residential courses. You will need to book and pay for any overnight accommodation that you require.

## 6. Application submission

- You are advised to book early. Applications will be processed on a first come, first served basis and will only be accepted on completion of the necessary paperwork and accompanying remittance.
- It is not possible to reserve a place on a course without the prerequisite documentation specified on the second page of the Course Application Form and Learner Profile.
- When a course becomes full, a reserve list will be held. You will be notified if the course is full, and providing all of your paperwork is in place, your details will be held on file and you will be contacted if/when a place becomes available. Alternatively, you may choose to attend another course.

## 7. Course confirmation and Induction Pack

Your Induction Pack (if appropriate) and confirmation of your enrolment, timings and venue location will be emailed to you as soon as your paperwork is processed; please allow 14 days.

## 8. Cancellation charges

If you wish to cancel your booking prior to attendance or part way through the qualification, British Cycling's cancellation policy is outlined below.

### L1ACC – Cancellation:

- up to two weeks before the first day of the course – a full refund will be provided within 30 days
- less than two weeks before the first day of the course – a refund will be given minus an administration fee of £30
- after attending day one and prior to day two of the course – no refund is available as British Cycling is not able to redistribute the remaining part of the course to another learner and the majority of course costs will already have been incurred by British Cycling

### L2CCC and Level 2 Discipline-specific Awards – Cancellation:

- up to two weeks before the first day of the course – a full refund minus the cost of the course handbook, if it has already been posted to you, will be provided within 30 days
- less than two weeks before the first day of the course – a refund will be given minus an administration fee of £30 plus the cost of the course handbook (if it has already been posted to you)
- for Level 2 Discipline-specific Awards – after attending day one and prior to day two of the course – no refund is available as British Cycling is not able to redistribute the remaining part of the course to another learner and the majority of course costs will already have been incurred by British Cycling
- for L2CCC – after attending days one and/or two, and prior to day three – no refund is available as British Cycling is unable to redistribute the remaining part of the course to another learner and the majority of course costs will already have been incurred by British Cycling.

### For Level 3 qualifications – Cancellation:

- up to two weeks before the first day of the Level 3 Core Unit – a full refund will be provided within 30 days
- less than two weeks before the first day of the Level 3 Core Unit – a refund will be given minus an administration fee of £30
- after attending days one and/or two, and prior to attending day three of your Level 3 Core Unit – a refund of 50% of the course fee. This takes into account the costs already incurred by British Cycling, including registration with 1st4sport Qualifications, and the fact that British Cycling is unable to redistribute the remaining part of the Level 3 Core Unit to another learner and the majority of the course costs will already have been incurred
- after completing your Level 3 Core Unit, and prior to starting your Level 3 Discipline-specific Unit – a refund of 50% of the course fee. This takes into account the costs already incurred by British Cycling, including registration with 1st4sport Qualifications and attendance at the Level 3 Core Unit
- after attending days one and/or two of your Level 3 Discipline-specific Unit, and prior to attending day three of your Level 3 Discipline-specific Unit – no refund is available as British Cycling is not able to redistribute the remaining part of the Level 3 Discipline-specific Unit to another learner and the majority of the course costs will already have been incurred by British Cycling.

## 9. Amendment charges

It is preferable that you attend all days at one venue (or for Level 3 qualifications, all days of the Level 3 Core Unit at one venue and all days of the Level 3 Discipline-specific Unit at one venue). However, if British Cycling is able to offer availability for you to attend the course at more than one venue a course re-booking fee of £30 per change will be charged.

## 10.L1ACC – Educare – Child Protection Awareness in Sport and Active Leisure home study

You should note that British Cycling purchases one copy of this home study (either hard copy or online) for each learner attending the L1ACC. The elearning system allows a second re-sit for the assessment questionnaires for each of the modules. If you do not pass within the terms set by Educare, there will be a fee associated with further re-sits, which you will be required to pay. Contact Coaching and Education for more information about these resubmission costs.

## 11. Data protection

When you apply to attend a Coach Education course British Cycling creates a record in your name, which includes the personal data you have provided on your Course Application and Membership forms as well as documentation generated as a result of your participation in the course. As a registered coach you will receive periodical coaching correspondence and newsletters from British Cycling. The information provided on this form will be used to register you with 1st4sport Qualifications (the awarding body) and by British Cycling, Welsh Cycling and Scottish Cycling to support the development of cycling. Relevant information will also be shared with the course tutors to facilitate them to provide a quality delivery and support for the learners on the course.

## 12. Customer service

British Cycling Coaching and Education aims to provide a high quality service to all of its customers as outlined in our Customer Service Statement. This is achieved through the development and implementation of a range of policies and procedures. Copies of British Cycling Coaching and Education's Customer Service Statement, Equity Policy, and Complaints and Appeals Procedures are available on request from British Cycling, Coaching and Education.

## 13. Registration periods and certification

### **Awarding body registration and certification – L1ACC, L2CCC and Level 3 qualifications**

The L1ACC, L2CCC and Level 3 qualifications are awarded by 1st4sport Qualifications and the timescale for completing the qualifications are:

- L1ACC – one year from the first day of your course
- L2CCC – two years from the first day of your course
- L3 Certificate in Coaching – three years from the first day of your Level 3 Core Unit (or Discipline-specific Unit, if undertaking route 3).

If you do not complete all of the course requirements within this timescale, your registration with 1st4sport Qualifications will lapse. However, you may apply to 1st4sport Qualifications for special consideration to extend your registration to allow you extra time to complete your qualification. This application must be submitted within 20 working days of the expiration of your registration period and you must attach evidence to support your request. There is no fee for this application. If your application for special circumstances is not accepted by 1st4sport Qualifications, you will be charged a re-registration fee, all of which will be paid to 1st4sport Qualifications to re-register you. You will then be able to complete the outstanding components of your qualification. Contact Coaching and Education for more information about this fee.

### **Registration and certification – Level 2 discipline-specific awards**

The Level 2 Discipline-specific Awards are awarded by British Cycling and the timescale for completing these awards are one year from the first day of the course. If you do not complete all of the course requirements within this timescale, you will be required to request an extension (to Coaching and Education), explaining why you have been unable to complete the qualification. If this is accepted, you will receive a six month extension to complete your qualification. This explanation must be submitted within 20 working days of the expiration of your registration period. There is no fee for this application. Only one extension will be given and after this time you may be required to re-sit the qualification (and pay the associated fee). Contact Coaching and Education for more information about registration periods and certification.

## 14. Unique Learner Number and the Personal Learning Record

A Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 14 involved in UK education or training. Learners will retain the same number for accessing their Personal Learning Record throughout their lives, whatever their level of learning and wherever they choose to participate in education, training and learning. Its purpose is purely to provide a unique identifier for each individual for use within the education sector. Each ULN is issued and held by the Learner Registration Service (LRS). The LRS uses the number to index each learner's identity details, education and training qualifications within the [Personal Learning Record](#). Learners will need to use their number each time they want to see or confirm the details held about them on their Personal Learning Record. The ULN also means information within the Personal Learning Records is secure and cannot be shared with other organisations (including statutory bodies), without the prior consent of the learner.