

Motorcycle Training Framework



What we do:

The RoSPA accredited group aim is -

The aim of the group is to encourage and promote interest in road safety by providing help and advice to those members of the general motoring public who wish to review, adapt and update their driving / riding skills in preparation for the RoSPA Advanced Drivers' and Riders (RoADAR), Advanced Driving / Riding Tests. Tuition is provided free to group members by RoADAR registered group tutors, all of whom have passed the test at the highest grades and are registered tutors with RoADAR.

Training is delivered in line with this aim.

How we do it

- Training will normally be carried out on a one-to-one basis with an associate member being, whenever possible, allocated a group tutor in order that appropriate tuition can be delivered. Tutors will be allocated by the Motorcycle Training Officer (MTO) after discussion with the potential tutor.
- Priority of tutor allocation will be given to those associate members who wish to sit the advanced motorcycle test.

The Associate

Training is delivered by group tutors who are all volunteers and give freely of their time. Associates are asked to acknowledge this and commit to the training programme that they put in place. This may include, where possible, practicing the skills being taught between sessions and undertaking any suggested reading of Roadcraft and the Highway Code that your tutor highlights as relevant to the training being delivered. You will be expected to demonstrate a degree of theoretical knowledge. Your tutor will discuss what is expected with you. When training you are required to adhere to the group code of conduct which can be found [here](#)

Tutors utilise their own motorcycles when delivering training. In doing so they incur some cost. To offset this there is a presumption that motorcycle associates will make a payment to help meet those costs for each lesson they receive. The group suggests an appropriate contribution for each session. This amount is kept under regular review and is published on the group website. Each tutor has the discretion to decline this payment or amend it downwards.

Managing the Process.

- Tutor allocation will be influenced by the number of associate members seeking training and the number of available tutors
- It may not always be possible to immediately allocate a tutor to an associate member.
- It is recognised that some associate members may not wish to sit a test .do Where it is not possible to allocate a specific tutor, due to the levels of tutor demand, a non-testing associate's development MAY, subject to sufficient tutor availability, be met by way of specific training sessions delivered by way of focused events.
- Training will be delivered in a structured time frame of approximately 12 sessions with the expectation that associate members will be reviewed during that period by an experienced tutor not associated with the associates direct training. After assessment, a recommendation whether the associate member should apply for test or continue training for a further short time focused period, will be made.
- Open ended, non-time focused, training will be avoided.

Administration

- Associate members are required to complete the declaration on the front of the training log prior to commencement of tuition.
- A physical check of licence and insurance, relative to the associate member and their motorbike, is recommended as is the carrying out of an eye-sight test.
- A record of training, either on a hard copy training log or on an electronic copy must be completed by the tutor after each training session. This will used to inform subsequent training and any preparation required by the associate prior to future sessions.

Tutor Resources

- The MTO will consider the appointment of tutors with regard to the number of current active tutors and the number, or projected number, of associate members seeking, or likely to seek, training.
- The size and make of the tutor cadre will be kept under review by the MTO.
- Tutor posts will only be filled or created if there is a significant likelihood that they are required to meet demand. This is seen as an efficient approach to maintain the skill levels of active tutors and to ease the burden of the QA process etc.
- Where there is an increase demand for training every care will be taken to ensure that tutors are not allocated an excessive number of associates, in order that training remains both focused and achievable overall. The commitment of Tutors should not be tested by being overburdened.
- In line with the group accreditation document group tutors are subject to annual quality assurance. This will be carried out as per the agreed group process.

- The MTO will maintain regular communication with group tutors, to ensure that they are informed of, and can contribute to, any changes to, any matters that effect group training. It is important that the group maintain an inclusive training team approach.

Appointment of Tutors

- Appointment as a group tutor will be dependent on successful completion of the group tutor training process.
- Individuals who have been accredited as a tutor whilst a member of another group will not automatically be appointed as group tutors. The group retain the prerogative in this respect.
- In respect to the point above, any individual who holds a tutor accreditation and is considered for appointment, as a group tutor, will be required to undergo the group tutor accreditation process. This may be in an abridged form dependant on individual circumstances.
- Irrespective of their existing qualification those already holding a tutor accreditation will be able to demonstrate the core competencies as highlighted in this section prior to being considered aa a group tutor.
- In addition to being graded at Gold or Silver potential tutors must be able to demonstrate:
 - Positive interpersonal skills.
 - A diversity of motorcycle experience.
 - The commitment required to support the groups aims including adhering to the training framework.
 - The practicality of being able to contribute to group training activity e.g., their availability, the ease with which associates can be allocated to them allowing for the efficient allocation of group resources.
 - The ability to positively contribute to the training team.

Advanced Tutors

- Advanced Tutors are utilised to assist in the management of the tutor resource and associate progress.
- The number of advanced tutors actively engaged in group activity and their appointment will be at the discretion of the group in consultation with the MTO and the training team.
- The group recognises that undergoing advanced tutor accreditation is a matter of individual personal development. However, whether an individual member who is accredited as an advanced tutor is utilised as such rests with the group.
- Individuals who have been accredited whilst members of other groups or by virtue of holding a RoSPA Diploma (level 3 or 4) will not automatically be appointed as advanced tutors on joining the group or on receiving their accreditation should they already be group members.
- In respect to the point above, any individual who holds, or gains, such accreditation and is considered for appointment, as an advanced tutor, may be required to complete a group tutor training input to ensure familiarisation with group aims, protocols and quality

assurance processes. This will ensure these are highlighted and met. Any input in relation to this may include both assessed practical and non-practical sessions.

- Irrespective of their qualification advanced tutors will be able to demonstrate the core competencies as highlighted in the appointment of tutors section above before consideration for appointment.
- Nothing in this section is designed to discourage an individual from seeking or maintaining their advanced tutor accreditation should they not be utilised in an advanced tutor capacity within the group.

Tutor Conduct

- Group tutors are required to comply with RoSPA policy and procedures as laid out in the group accreditation document. The group's code of conduct for tutors can be found*

Post Test Member Training

- The group will strive to support full members, who have tested, and who continue to seek assistance in their riding development.
- Wherever possible, members committing to a retest will, should they wish, be provided with tutor support in preparation for it.
- The group will continue to review how training to full members may be best delivered.

Footnote

It is recognised that group activity relies on the commitment of volunteer tutors. All members should note that events/tuition can only take place if that training resource is available and that competing demands on tutors may limit what is achievable.