

Cycling Scotland

How to guide for candidates – Cycling Hub

Date 10/04/2023

Register on the Cycling Hub

Course Types

Click Register

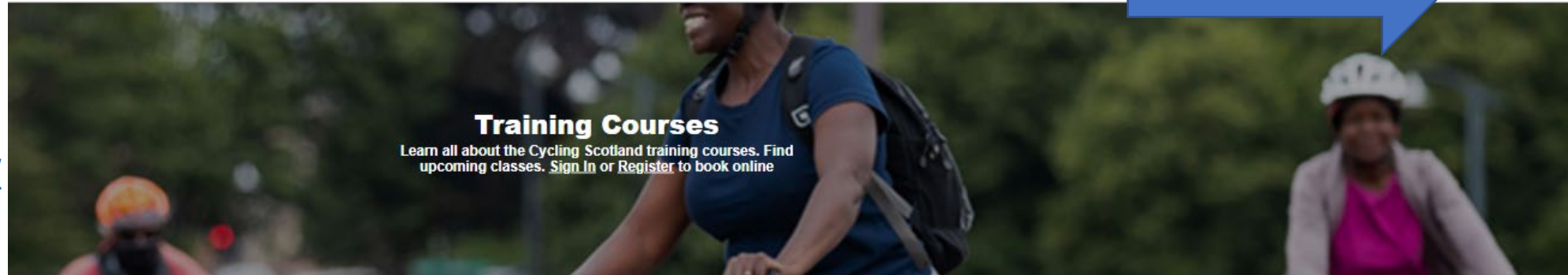
Register

Register Account

Go to:

<https://www.cyclinghub.scot/>

- Select Register



Bikeability Scotland Instructor (BSI)

Bikeability Scotland Instructors deliver Bikeability Scotland Levels 1 and 2 training to children.



Cycle Ride Leader & Assistant Cycle Ride Leader

This course covers the skills necessary to lead group rides, both on quiet roads and on recognised cycle paths.



Cycle Trainer

Cycle Trainers are able to deliver all three levels of the UK National Standards of cycle training to both children and adults.



Family Cycle Training

Tailored training to support families build confidence and skills to cycle together on local roads and paths.



Register on the Cycling Hub

Create an Account

Already have an account? [Sign in](#) Or complete the form below to get started.

Contact Information
All fields are mandatory.

First name *
Surname *
Email address *
Contact phone number *
House No / Name *
Address line 1 *
Address line 2
Town / City *
Post code *

Fill in personal details on the form

- Your username will be what you use to sign in – best practice to make this your email address
- Once all details complete click submit

Please tell us which local authority you operate under or expect to operate under?

Select 

Create your login details

Username

Username

Password *

Password *

Confirm password *

I agree to the [Terms & Conditions](#) of this site

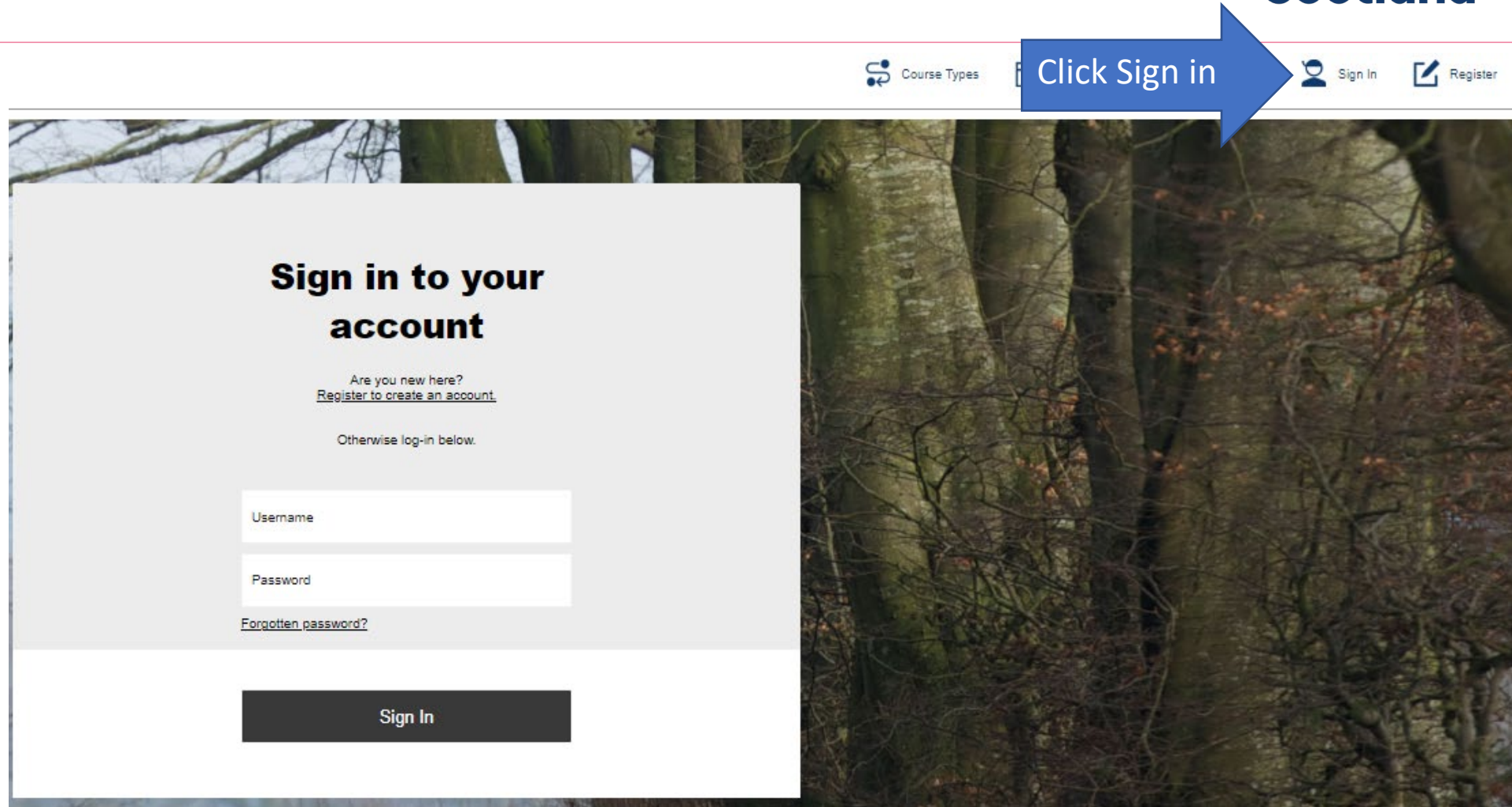
We would like to contact you to share information we think would be of interest to you regarding our programmes and services. By ticking this box, you agree for us to occasionally contact you by email with relevant Cycling Scotland information and updates. You can unsubscribe at any time. Please refer to our [Privacy Policy](#) for more information.

Submit

Log in to the Cycling Hub

Once you have registered your account you can log in

- Sign in to your account using username and password you have created



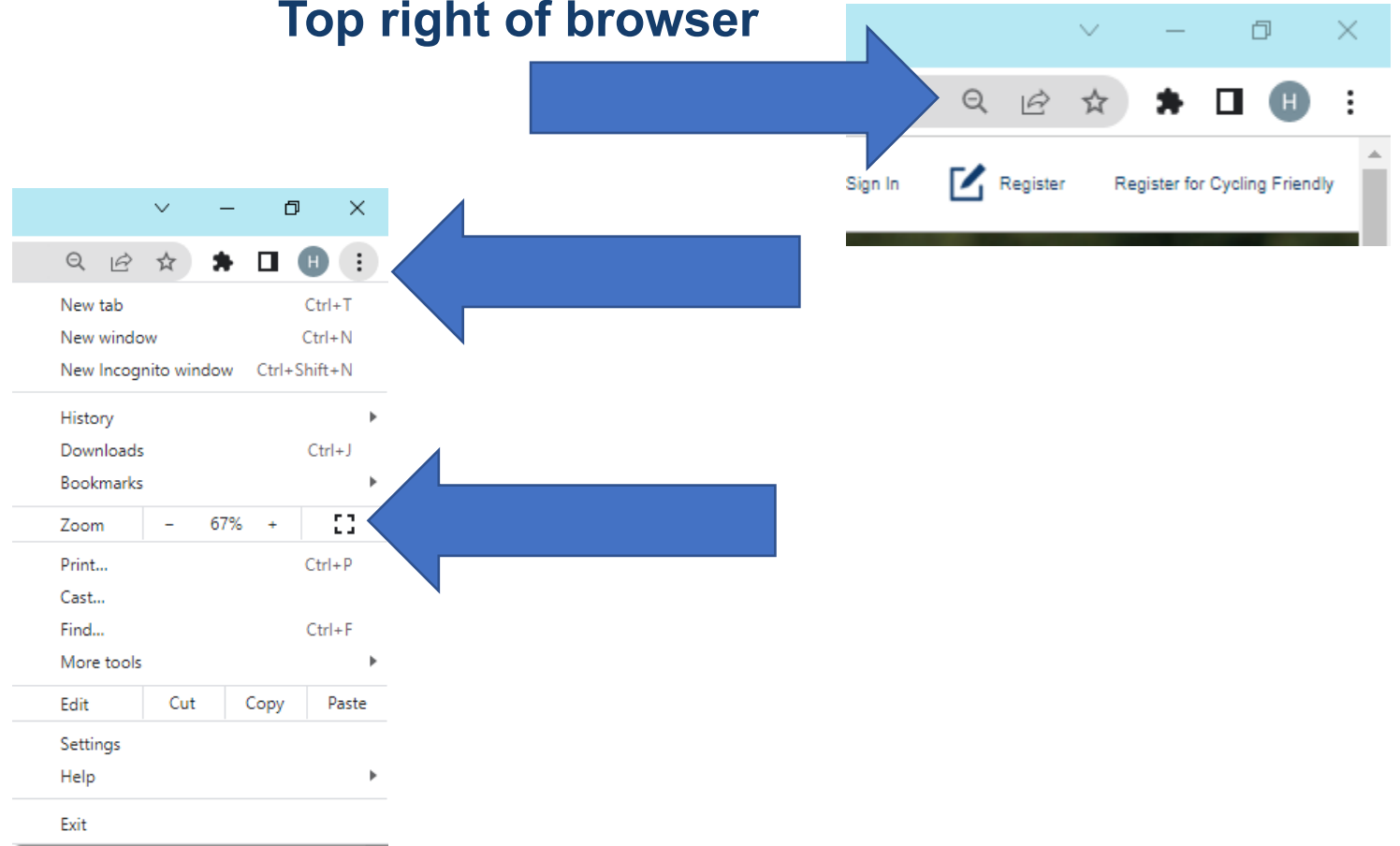
Log in to Cycling Scotland account

Issues finding 'Sign in' tab

May be due to browser zoom size

- Cycling Hub best viewed at 67%
- Click the magnifying glass icon – set to 67%
- If not visible go to settings icon – three dots horizontal or vertical

Top right of browser

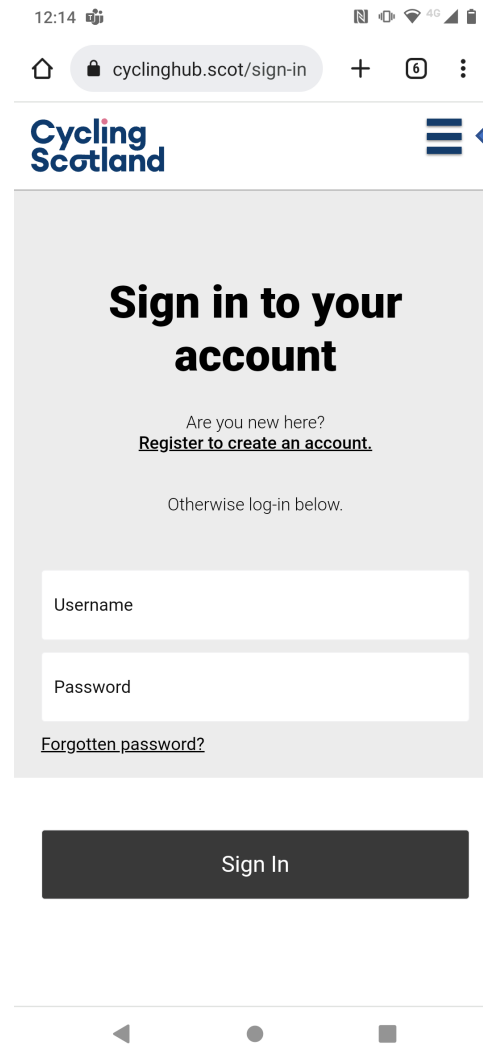


Log in to Cycling Scotland account

Logging in on mobile or tablet

When logging in from a mobile or tablet

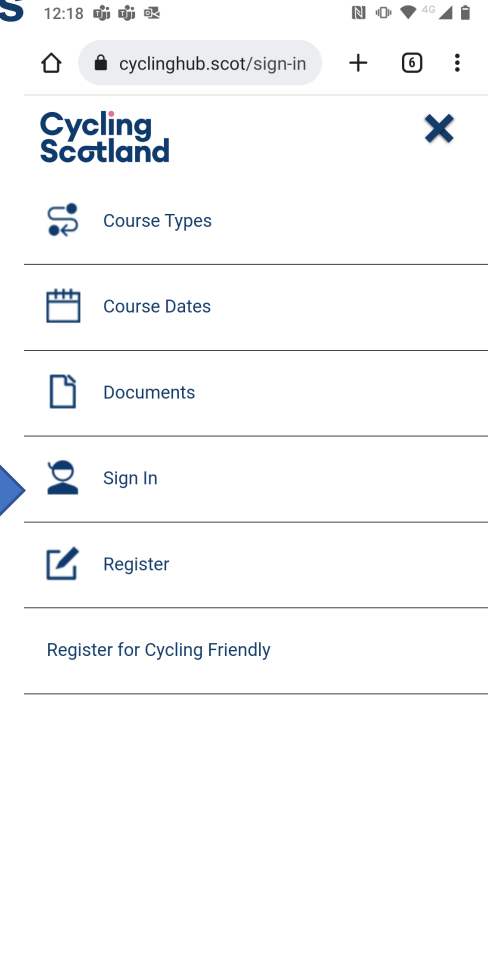
- Click the three horizontal lines
- Select Sign in



Click dropdown options



Select Sign in

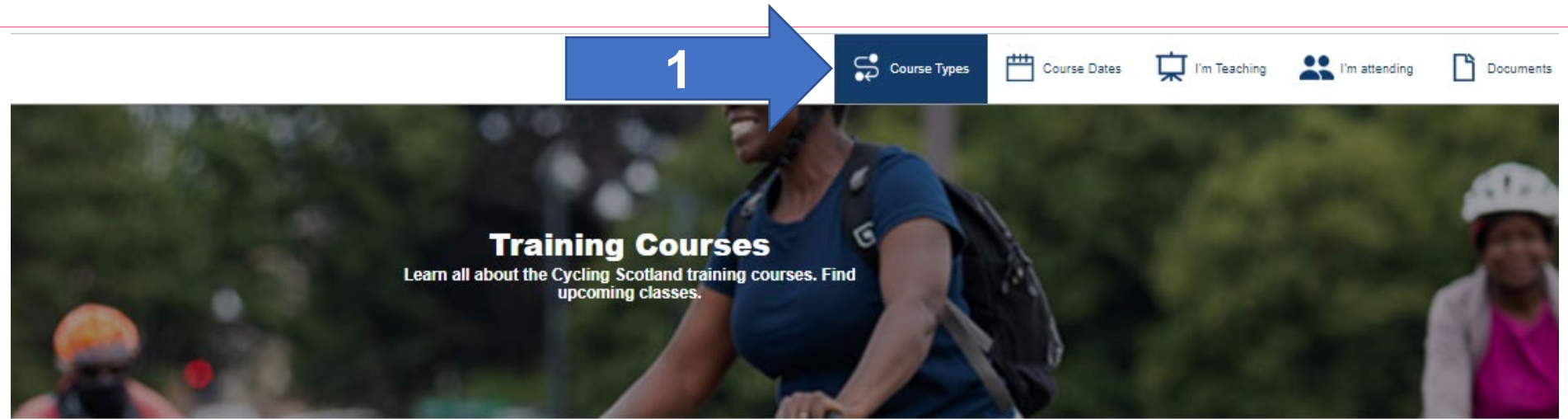


Browse courses

Once logged in you will be brought to the Course Types tab

Here you will see information about all Cycling Scotland training courses

- Click on courses to learn more about them



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Family Cycle Training

Tailored training to support families build confidence and skills to cycle together on local roads and paths.



Each course will have:

- Overview
- Details on skills needed, length of time, cost etc.



Overview

By completing the course, a Bikeability Scotland Instructor (BSI) can plan and deliver Levels 1 and 2 Bikeability Scotland training to children in a school setting.

To become a BSI you should be a competent rider and must be a minimum of 16 years old or 18 where working independently.

In some areas you may receive mentoring and supervision from a Cycle Trainer while you gain experience.

What skills do I need?

Candidates should be confident riding on minor roads with moderate traffic.

How long does it take?

This is a 10 hour course which includes three hours of self supported learning and seven hours of practical training time which is delivered over a minimum of two sessions.

This course is SCQF accredited at Level 5 with 1 credit point when you complete the question paper after the practical course.

Course Dates							
Date	Course Type	Course Title & Instructor	Location	Local Authority	Capacity & Availability	E. Cost	Book
Fri 14th Apr 2023	Bikeability Scotland Instructor (BSI)	Aberdeen (Private) Sam Moody	Linx Ice Arena Beach Esplanade, Aberdeen	Aberdeen City	Capacity 12 Places Left 7	FREE	
Mon 17th Apr 2023	Bikeability Scotland Instructor (BSI)	Aberdeenshire BSI-07 (Private) June Andrew	Midmill School Carnie Road, Kintore	Aberdeenshire	Capacity 6 Places Left 2	FREE	
Tue 18th Apr 2023	Bikeability Scotland Instructor (BSI)	QMU1 (Private) Lynne Hogg	Queen Margaret University Queen Margaret University Drive, Musselburgh	East Lothian	Capacity 6 Places Left 5	FREE	
Wed 19th Apr 2023	Bikeability Scotland Instructor (BSI)	BSI 1 (Private) Sam Moody	Rookfield Primary School 1 Soroba Road, Soroba	Argyll & Bute	Capacity 6 Places Left 0		

Course Dates

- Scrolling to the bottom of the page you will see course dates
- (Private) in course titles indicates this course is not open to the public
- If the course is not private a cost may be associated with the course

Course Dates

- If there is a capacity on a course you may be able to book by clicking the Book plus sign - 1
- Full courses have the option
 - 2 - Add to Waiting List
 - If a place becomes available the tutor may contact you to offer it

Booking a course

After clicking book on a course you will be taken to the following page

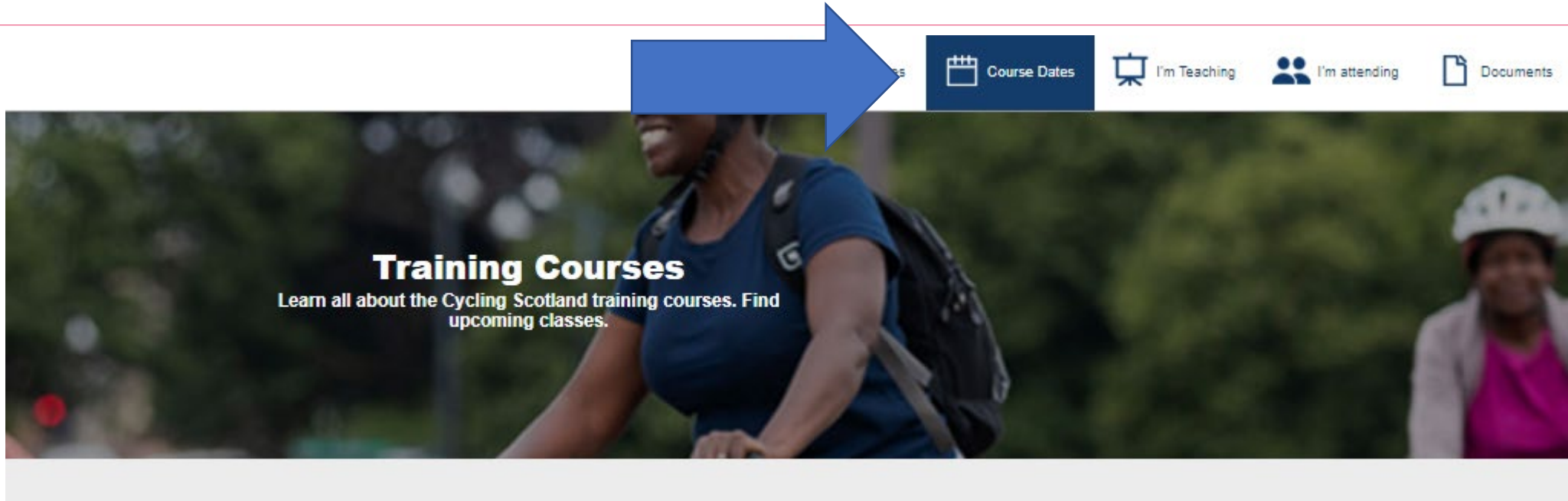
- This gives details of the course you are going to book
- For private classes an invite code will be required
 - If you have been offered a place you will have been provided this
- If there is a cost for the course you will be linked to the PayPal account of the tutor
- Email confirmation will be sent after you have booked
- Please check junk and spam folders if you do not receive a confirmation email.
- Check the spelling of your email address if you still can't find the email



Book a Course

Course Information	
Type:	Cycling
Title:	Bikeability Scotland Instructor (BSI)
Instructor:	Sam Moody
Bicycle Needed:	Yes
Lunch Provided:	No
Dates & Time	
Start Date / Day 1:	Fri 14 Apr 2023, 09:30 - 17:30
Duration:	1 day
Location	
Linx Ice Arena Beach Esplanade Aberdeen Aberdeen AB24 5NR United Kingdom	
Cost	
£0.00	
This is a private class, please enter your invite code below.	
<input type="text" value="enter invite code and unlock"/>	<input type="button" value="Unlock"/>

Booking a course



To view all course dates

- Select Course Dates tab

Booking a course

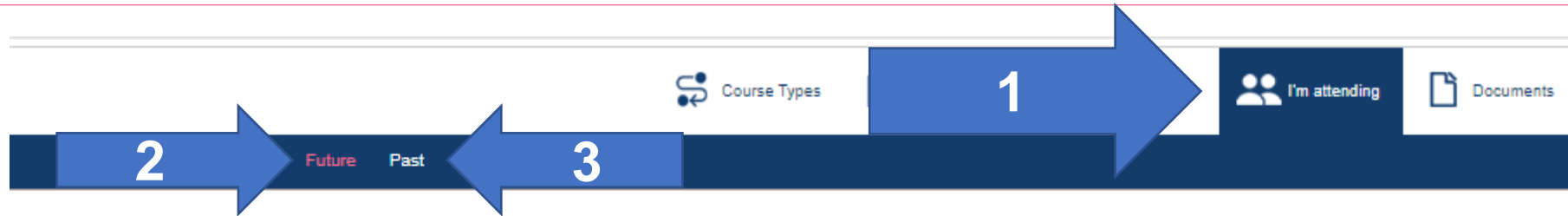
April 2023

Date	Course Type	Course Title & Instructor	Local Authority	Location	Capacity & Availability	Cost	Book
Thu 13th Apr 2023	Bike Set Up, Maintenance and Roadside Repairs	SIC BIKE FIT (Private) Elaine Skinley			Capacity: 2 Places Left 0	FREE	Add to Waiting List
Fri 14th Apr 2023	Teaching Complete Beginners	Teaching Complete beginners Strathclyde Park (park in Clyde car park) (Private) Bill Ross		Strathclyde Park ML1 3ED	Capacity: 8 Places Left 6	FREE	+
Fri 14th Apr 2023	Play on Pedals Instructor	Bells Brae Nursery (Private) Elaine Skinley		Bell's Brae Primary School Lerwick ZE1 0QJ	Capacity: 5 Places Left 4	FREE	+
Fri 14th Apr 2023	Bikeability Scotland Instructor (BSI)	Aberdeen (Private) Sam Moody		Linx Ice Arena Aberdeen AB24 5NR	Capacity: 12 Places Left 7	FREE	+
Sat 15th Apr 2023	Play on Pedals Instructor	Bells Brae Nursery (Private) Elaine Skinley		Bell's Brae Primary School Lerwick ZE1 0QJ	Capacity: 5 Places Left 5	FREE	+
Sat 15th Apr 2023	Cycle Ride Leader & Assistant Cycle Ride Leader	Kinross CC CRL (Private) Chris Bryant		Loch Leven (Kinross) Community Campus Kinross KY13 8FQ	Capacity: 8 Places Left 1	FREE	+
Sat 15th Apr 2023	Adult Cycle Training	Essential Cycling Skills: Complete Beginner Steven Robertson		CamGlen Bike Town Glasgow G73 2RR	Capacity: 4 Places Left 4	FREE	+



This will show all upcoming courses

- From here you can book onto courses with availability
- Note - private courses require invite codes



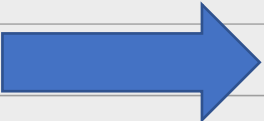
Courses I'm Attending

After you have booked onto a course

- 1 - Select the I'm attending tab to view your booked courses
- 2 – Selecting 'Future' will show upcoming courses you've booked
- 3 – Selecting 'Past' will show courses you have attended

Courses I've Attended

Course Type	Course Title & Instructor	Date & Time	Location	Certificate Awarded	Action Plan
Cycling	Adult Cycle Training Harriet Trumble	Monday, 3 Apr 2023 Start 8:00AM - 9:00AM	Glasgow		
Cycling	Bikeability Scotland Instructor (BSI) Jennifer Ferguson	Wednesday, 8 Feb 2023 Start 9:00AM - 12:30PM	Glasgow		
Cycling	Bikeability Scotland Instructor (BSI) Harriet Trumble	Thursday, 2 Feb 2023 Start 9:45AM - 5:30PM	Glasgow		
Cycling	Cycle Trainer Harriet Trumble	Thursday, 2 Feb 2023 Start 9:00AM - 5:00PM	Glasgow		
Cycling	Bikeability Scotland Instructor Trainer (BSIT) Harriet Trumble	Sunday, 29 Jan 2023 Start 9:00AM - 5:00PM	Glasgow		
Cycling	Adult Cycle Training Ileene Mulholland	Tuesday, 24 Jan 2023 Start 10:00AM - 12:30PM	Glasgow By the Skatepark		



Select Action Plan arrow to view outcomes and notes

- If you have areas to work on before a certificate is awarded these will be noted here

Past courses and outcomes

Action plan for Bikeability Scotland Instructor (BSI) course attended on Wed, 8th Feb 2023
Harriet Trumble

Congratulations on successfully passing your course! Any feedback provided by your instructor is detailed below. Please click [here](#) if you'd like to attend any further Cycling Scotland courses

Outcomes	Outcome Completed	Notes
1. The candidate has been observed cycling with confidence, competence and consistency in a range of traffic conditions applicable to the Level 2 Bikeability Scotland standard.	Yes	
2. The candidate has been observed completing personal bike, helmet clothing and equipment checks and demonstrated how to teach others to do these checks.	Yes	
3. The candidate can describe activities to teach complete beginners.	Yes	
4. The candidate has been observed planning, delivering and reviewing a Bikeability Scotland Level 1 outcome.		
5. The candidate has been observed planning, delivering and reviewing a Bikeability Scotland Level 2 outcome.	Yes	

On opening your action plan for a course you will see

- Outcome Completed column – this will read Yes or No
- If No – notes will be added to the notes column by your instructor
- These are often small improvements you can make to achieve the qualification
- A note in the top of this page will let you know if you have completed the course or not

Accessing certificate

The screenshot displays the Cycling Scotland user interface. At the top right, there are navigation icons for 'Course Types', 'Course Dates', 'I'm Teaching', and 'I'm Attending'. A blue arrow points from the 'I'm Attending' icon to a user profile icon labeled 'Harriet Trumble' with a notification badge. Below this is a dark blue navigation bar with links: 'My Activity', 'Account Info', 'My Profile', 'Payment', 'Certificates', 'My Cycle Friendly', 'Time Tracker', 'Admin', and 'Sign Out'. The main content area is divided into two sections. The left section, titled 'I'm Attending', lists 'Adult Cycle Training' for Harriet Trumble, scheduled for Monday, 3 Apr 2023, from 08:00 to 09:00 at the Cycling Scotland Office. Below this is 'Bikeability Scotland Instructor (BSI)'. A blue arrow points from the 'I'm Attending' header to the 'Notifications' section. The 'Notifications' section has buttons for 'Mark All as Read' and 'Mark All as Unread'. A notification from Harriet Trumble congratulates the user on passing their training course, dated 03/04/23, with a 'Mark as Unread' button.

Once you have completed your Cycling Scotland training course you will receive an email detailing your outcome

- To find your emails click on your name at the top right of the screen
- This will take you to the My Activity page
 - Under Notifications tab you will see all communications about your courses
- These are also sent as emails to your registered account; however these emails sometimes get sent to junk folders
- It is best to check your Cycling Scotland account for communications

Accessing certificate

A similar email will let you know the outcome of your course

- The evaluation survey linked in this email must be completed before a certificate is generated

Congratulations on passing your Cycling Scotland training course! Mark as Unread

Mon, 3rd Apr at 11:03 am
From: Harriet Trumble
To: Harriet Trumble

Dear Harriet,

Congratulations on passing your Cycling Scotland training course! We're very pleased to say that you've been awarded a Adult Cycle Training certificate.

Once logged in, please fill out a short evaluation form about the course by clicking [here](#), and then you can access your certificate by clicking on 'Certificates' in the menu at the top.


Once you're logged in, you can also click on 'Documents' in the top right-hand corner to access the various resources you might need, and you can also view 'Course Types' and 'Course Dates' if you're interested in attending other Cycling Scotland courses. Please don't hesitate to get in touch by emailing info@cyclingscot.scot if you have any queries, and happy cycling!

Kind regards,
Harriet Trumble

Cycling Scotland
160 West George Street, Glasgow G2 2HG

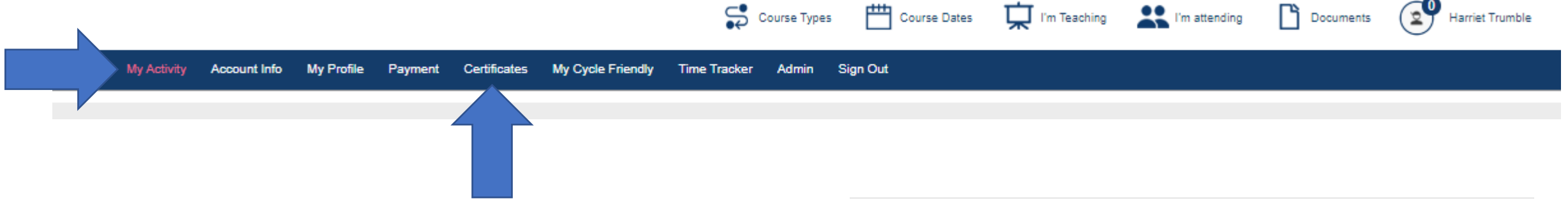
0141 229 5350
info@cyclingscot.scot
www.cyclingscot.scot

Cycling Scotland is a recognised Scottish Charity no SC029760



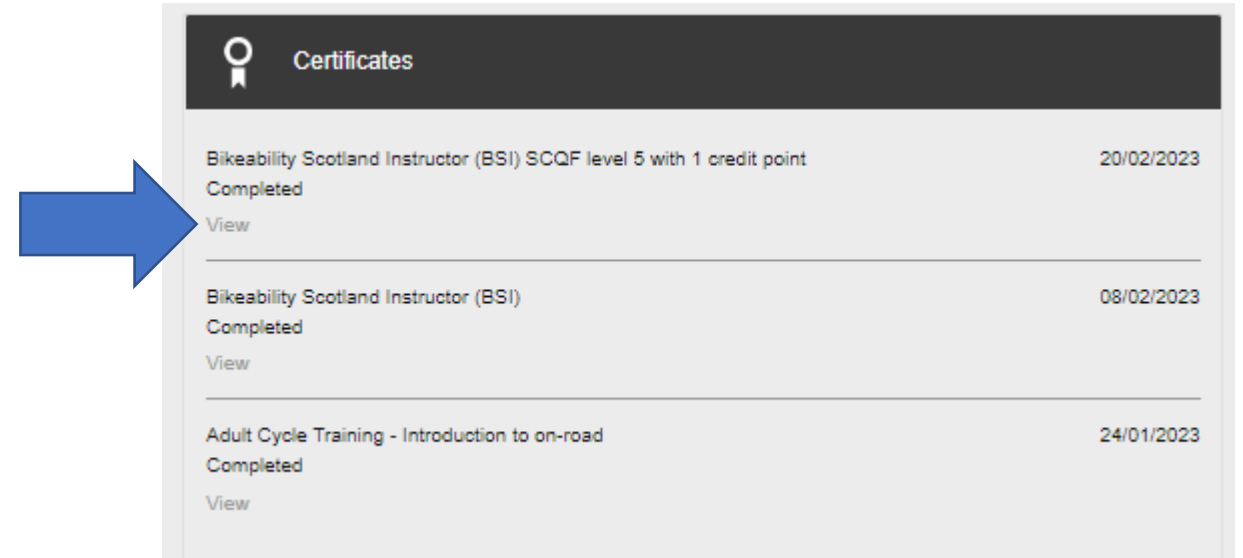
In order to generate your certificate you must complete the course evaluation survey

Accessing certificate

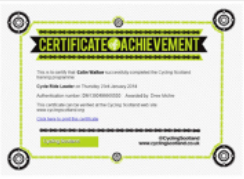





Once the evaluation survey has been completed

- Certificates can be accessed via the My Activity or Certificates tab
- You can view and then download certificates from either tab
- Please download your certificates and keep them in a safe place



Certificates

Certificate	Info	Notes & Alerts	Download Print View
	<p>20 February 2023 Bikeability Scotland Instructor (BSI) SCQF level 5 with 1 credit point Harriet Trumble Awarded by Jennifer Ferguson</p>		  



Once the evaluation survey has been completed

- Certificates will be visible on the hub
- Certificates can be downloaded from here

Select your name

Course Types

Course Dates

I'm Teaching

I'm attending

Harriet Trumble

Training Courses

Learn all about the Cycling Scotland training courses. Find upcoming classes.



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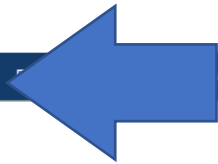


Updating your personal details

Use 'Account Info' to change password or address



Account Info My Profile



My Activity

Use 'My Profile' to change profile image and information

Course Types Course Dates I'm Teaching I'm attending Documents Harriet Trumble

My Cycle Friendly Time Tracker Admin Sign Out

I'm Teaching

I'm Attending

Notifications

Updating your personal details

Account Info

Change password (Your username is HarrietTrumble@cycling.scot)

New Password

Confirm New Password

Change Password

Account Information

House Name / Flat No

Address line 1

Address line 2

Town/City

Postcode


Telephone

Email

Update

Make sure to use 'Update' to save any changes

My Profile


Select profile image

Profile info Cycle Training Admin Assistant for Cycling Scotland. Passionate about cycling for health, mental health and environmental health reasons.

Network settings Allow other members to contact me through the site
 Yes No
Are you currently active as a Cycling Scotland Trainer?
 Yes No

Please help us to improve our services by answering the following questions
Age Group

Please tell us which local authorities you operate under?

+ Add Additional

Additional info Cycling Scotland would like to send you news or information about other projects, programmes or events that may be relevant to you.
 I do not want to receive this information.
Cycling Scotland may also pass details about you to other carefully selected, reputable partners who may wish to offer you other goods and services which may be of interest to you.
 I do not want to receive this information.

Update

Keeping account active

- You will need to login to your account at least once every three years to keep your account active and qualifications valid
- Any issues with your Cycling Hub account please contact training@cyclingscot
- We will be happy to help you

**Cycling
Scotland**

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Glasgow G2 2HG
0141 229 5350
www.cycling.scot**

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