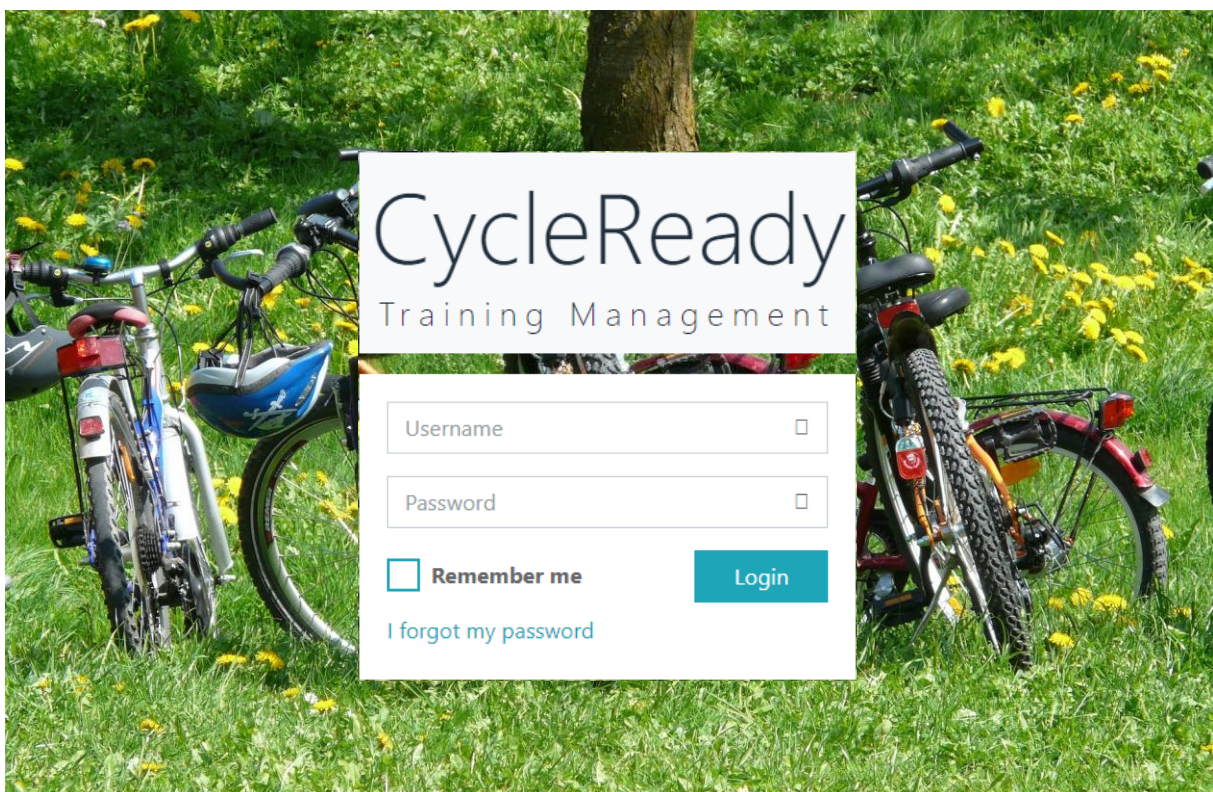


CYCLEREADY TRAINING MANAGEMENT PRODUCT OVERVIEW

MANAGING CYCLE TRAINING COURSES

CycleReady Training Management is a web-based course administration and online booking solution that is used to manage the delivery of cycling competency courses, including the DfT Bikeability scheme for schools and both 1-2-1 and group-based cycling courses.



BIKEABILITY FEATURE OVERVIEW

CTM provides a range of features to support Bikeability scheme administration.

- Schools can request Bikeability courses through an online enquiry form.
- Cycle training team leaders are alerted when new course requests are received. They can then contact schools to schedule mutually agreeable dates, which are logged in a CTM calendar.
- A Team Leader assigns the required number of instructors to a course, based on the anticipated number of pupils and instructors' availability, which is recorded in a CTM calendar.
- Schools add pupils to courses and identify any special requirements.
- Instructors record pupil-specific assessment information following a course.

CTM USER PROFILES

CycleReady includes separate interfaces and functionality for course administrators, schools and instructors.

Bikeability Courses



Schools

- Request courses
- View courses
- Register pupils
- Access resources



Administrators

- Schedule courses
- Allocate Instructors
- Monitor completion
- Manage users & resources
- Produce reports



Instructors

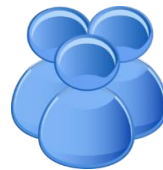
- Record availability
- Monitor allocation
- Update progress

1-2-1 Courses



Clients

- Register interest online
- Select a geographical area
- Receive confirmations, reminders and surveys



Administrators

- Register interest via phone
- Match clients to Instructors
- Monitor allocations and completions
- Report on Trainer fees



Trainers

- Agree/record session dates
- Schedule additional sessions
- Update completion status
- Upload completion forms

Group Courses



Clients

- Book and pay online
- Receive confirmations and reminders
- Receive post-course survey
- View history of courses attended



Administrators

- Create different course types
- Schedule and publish courses
- Allocate trainers to courses (based on declared availability)



Trainers

- View published courses
- Declare availability
- Receive alerts when allocated
- Confirm clients' attendance

COURSE SCHEDULING

Administrators can create new courses and allocate Instructors based on their availability and proximity. Individual courses can be configured to support specific requirements, including the date/s when the course will be delivered, the venues to be used, the number of sessions to be included in a course and the format, duration and timing of each session.

| Sun 11th October | Mon 12th October | Tue 13th October | Wed 14th October | Thu 15th October | Fri 16th October | Sat 17th October |
|-----------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| 05:00 Anallise Hesser | 05:00 Anallise Hesser | 05:00 Anallise Hesser | 05:00 Anallise Hesser | 05:00 Anallise Hesser | 05:00 Anallise Hesser | 05:00 Anallise Hesser |
| 05:00 Cody Lackemann | 05:00 Cody Lackemann | 05:00 Cody Lackemann | 05:00 Cody Lackemann | 05:00 Cody Lackemann | 05:00 Cody Lackemann | 05:00 Cody Lackemann |
| 05:00 Katerine Babar | 05:00 Katerine Babar | 05:00 Katerine Babar | 05:00 Katerine Babar | 05:00 Katerine Babar | 05:00 Katerine Babar | 05:00 Katerine Babar |
| 05:00 Leia Siney | 05:00 Leia Siney | 05:00 Leia Siney | 05:00 Leia Siney | 05:00 Leia Siney | 05:00 Leia Siney | 05:00 Leia Siney |
| | 08:00 Jonathan Henthorn | 08:00 Jonathan Henthorn | 08:00 Jonathan Henthorn | 08:00 Jonathan Henthorn | 08:00 Jonathan Henthorn | |
| | 08:00 Lois Road | 08:00 Lois Road | 08:00 Lois Road | 08:00 Lois Road | 08:00 Lois Road | |
| | 08:00 Victor Lane | 08:00 Victor Lane | 08:00 Victor Lane | 08:00 Victor Lane | 08:00 Victor Lane | |

MANAGEMENT DASHBOARD

The CTM Administrators' home screen includes a management dashboard that provides immediate access to key status indicators associated with course scheduling and delivery. Users can then access the content identified in any selected panel in order to attend to the most time-critical and/or otherwise high priority tasks (e.g. allocated Instructors to scheduled courses that have not yet been confirmed).

| | | |
|--|---|---|
| <p>School bookings Instructor led</p> <p>18 Unconfirmed Bookin Bookings which are yet to have instructors added More info →</p> | <p>4 Bookings with missing Bookings which have missing instructor allocation More info →</p> | <p>11 Provisional Sessions Bookings with provisional sessions which are yet to have a decision made from the instructor. More info →</p> |
| <p>4 Declined Sessions Sessions that instructors have declined More info →</p> | <p>15 Confirmed Bookings Bookings which are confirmed but yet to have an emails sent to the school More info →</p> | <p>19 Incomplete Bookings Bookings which aren't complete but all sessions occur in the past More info →</p> |

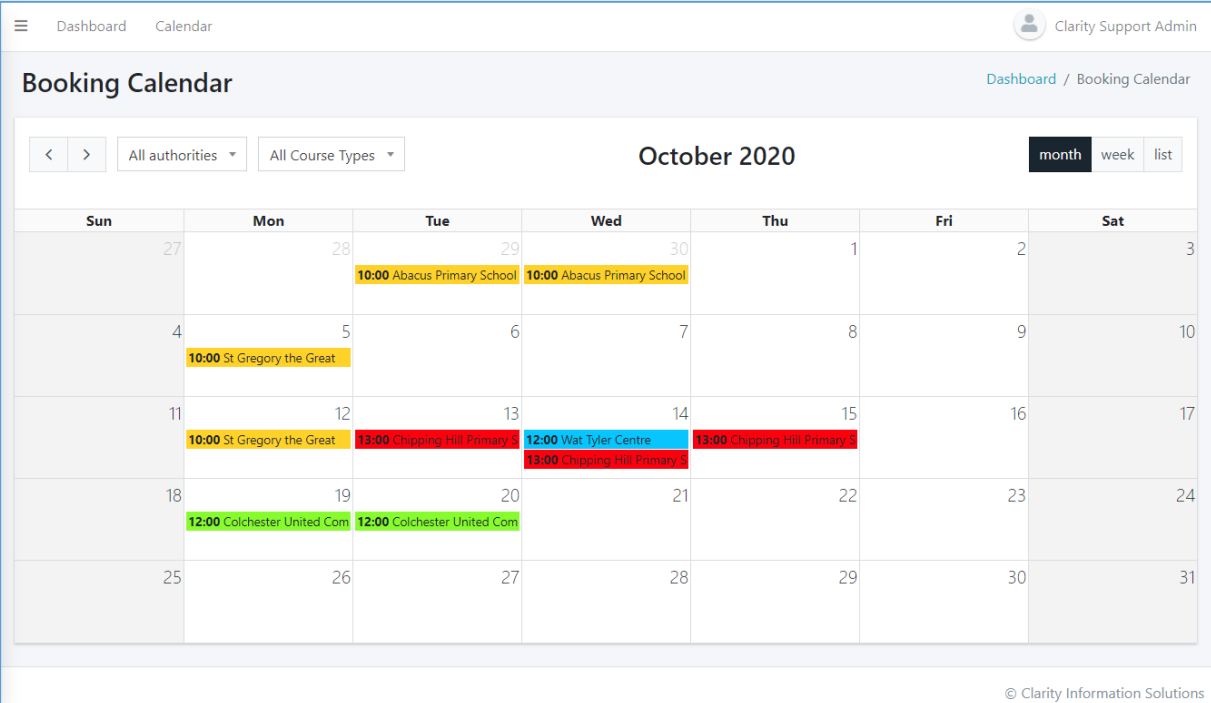
WORKLOAD MONITORING (CALENDARS)

The CTM Administrators' home screen also provides single click access to both course calendars and instructor availability calendars.

The course calendar displays all scheduled Bikeability, 1-2-1 and group courses that have been scheduled over a selected time period and filtering can be used to restrict the displayed content to specific local authority areas or specific course types.

Instructor availability calendars are used to identify the dates and times when Instructors have:

- Declared themselves as available to deliver courses.
- Been allocated to a course and have accepted the booking.
- Been allocated to a course and have not yet confirmed



The screenshot shows a 'Booking Calendar' interface for October 2020. The calendar is viewed in 'month' mode. It displays a grid of days from Sunday to Saturday. Bookings are represented by colored cells with text indicating the time and location. For example, on Tuesday 28th, there is a 10:00 booking at Abacus Primary School. On Wednesday 29th, there is another 10:00 booking at Abacus Primary School. On Monday 4th, there is a 10:00 booking at St Gregory the Great. On Monday 11th, there is a 10:00 booking at St Gregory the Great. On Tuesday 12th, there is a 13:00 booking at Chipping Hill Primary School. On Wednesday 13th, there is a 12:00 booking at Wat Tyler Centre and a 13:00 booking at Chipping Hill Primary School. On Thursday 14th, there is a 13:00 booking at Chipping Hill Primary School. On Thursday 15th, there is a 13:00 booking at Chipping Hill Primary School. On Friday 16th, there is a 13:00 booking at Chipping Hill Primary School. On Saturday 17th, there is a 13:00 booking at Chipping Hill Primary School. On Sunday 18th, there is a 12:00 booking at Colchester United Com. On Monday 19th, there is a 12:00 booking at Colchester United Com. On Tuesday 20th, there is a 12:00 booking at Colchester United Com.

MANAGEMENT REPORTING

CTM uses Microsoft SQL Reporting Services and Clarity can create any report formats that may be required by customers, including performance reports and financial reports. Clarity includes a commitment in our Service Level Agreements to provide any new report formats within 5 business days from receiving a request through our Help Desk.

Example formats include:

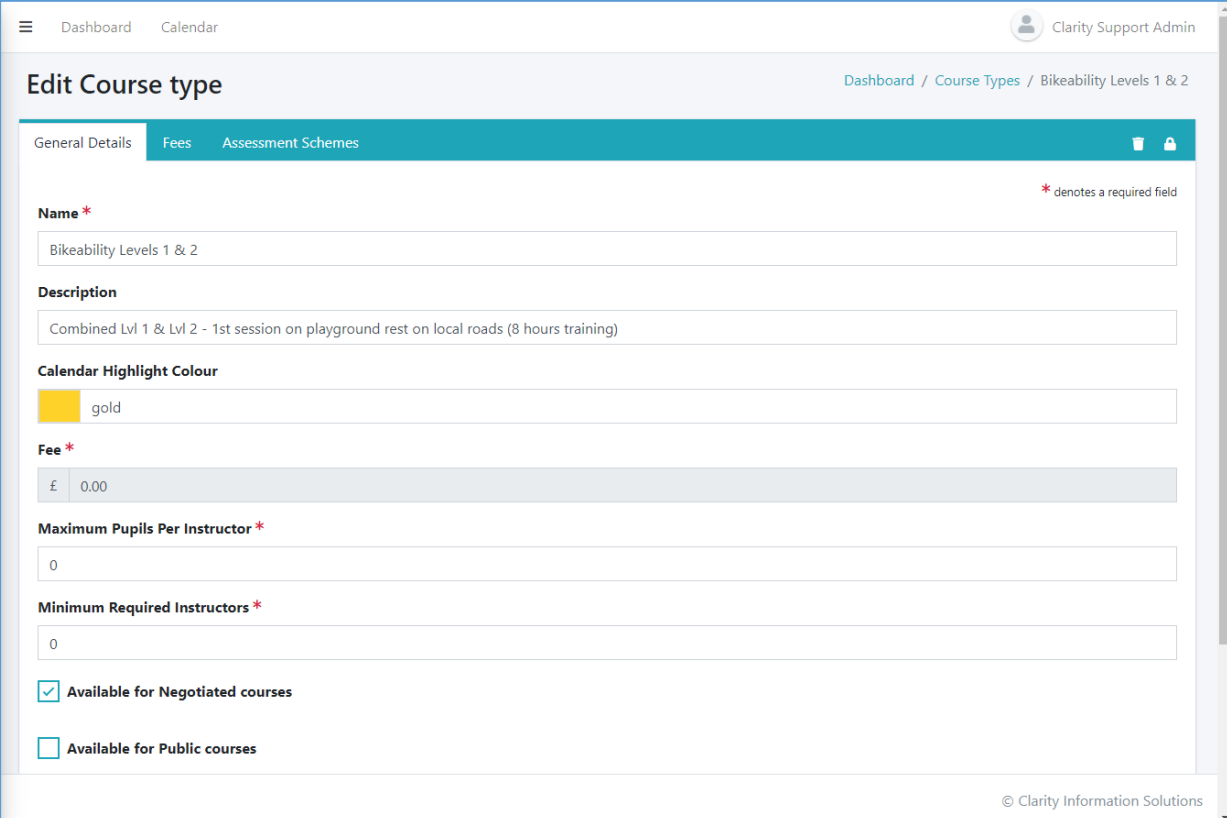
- **Contract targets:** Number of training places booked and/or delivered, measured against projected delivery volumes, grouped by course types within financial years (or parameter-driven date period).
- **School-based booking levels:** Measured across any user-specified date period and highlighting schools that have made no bookings.
- **Instructor invoicing:** - Identifying Instructors' claimable hours and mileage for any specified month.

COURSE AND SYSTEM ADMINISTRATION FEATURES

CTM includes a range of course and system administration features that are used to manage the delivery of cycle training courses.

Course Configuration

Administrators can create any new course types that may be required, including Bikeability courses, 1-2-1 courses and group courses. Standard course parameters are defined when new course types are created (e.g. pupil/instructor ratio).



Dashboard / Course Types / Bikeability Levels 1 & 2

General Details Fees Assessment Schemes

Name * * denotes a required field

Bikeability Levels 1 & 2

Description

Combined Lvl 1 & Lvl 2 - 1st session on playground rest on local roads (8 hours training)

Calendar Highlight Colour

gold

Fee *

£ 0.00

Maximum Pupils Per Instructor *

0

Minimum Required Instructors *

0

Available for Negotiated courses

Available for Public courses

© Clarity Information Solutions

System Administration

Routine system administration tasks can all be performed by customer representatives without requiring support from Clarity. In particular, authorised Administrators can:

- Add, amend or delete roles (e.g. Administrator, Instructor, School user and any other required role).
- Add or remove permissions and functionality to roles.
- Create and/or remove schools and venues.
- Add new users, change users' roles and permissions and delete users.
- Manage standard digital resources (e.g. Bikeability logos, risk assessment templates and pro-forma letters).

FEATURES FOR SCHOOLS

School users can:

- View all courses currently requested, currently booked and previously completed.
- Complete and submit online course request forms to the Course Administrators (i.e. the training service provider).
- Register pupils on courses and identify any medical conditions or SEND requirements for that pupil.
- Access standard digital resources, such as Bikeability logos and pro-forma letters, and access/save school-specific digital resources.

Request Booking

[Dashboard](#) / [Request Booking](#)

Course Request Details

Course Type * * denotes a required field

Suggested Dates

Number of pupils

Further Information

Add Pupil to Booking

[Dashboard](#) / [Schools](#) / [St Gregory the Great](#) / [Bikeability Levels 1 & 2](#) / [Add pupil](#)

Pupil Details

Forename(s) * * denotes a required field

Surname *

Year Group *

 Receives Free School Meals?
Gender *

Ethnicity *

Group tag

 Has SEND?

CYCLING INSTRUCTORS

Cycling Instructors are allocated to geographical areas and they can:

- Record their availability for courses.
- Monitor their workload and accept or decline course allocations.
- Record the attendance of pupils on courses and the associated outcomes.
- Update their personal details (e.g. address data, preferred working locations, etc.).

Dashboard
Lois Road

Provisional Sessions
You have been booked to provide in the following session(s) as you were available at the time of booking. If you are still **able** to provide the sessions, choose **Accept**, however if you are unable to run the session choose **Decline**.

| Session | Location | Course detail | Instructors | |
|--------------------------|--|--|-----------------------------|--|
| 13/10/2020 (13:00-15:00) | Chipping Hill Primary School Owers Road, CM8 1FR (Primary) | Bikeability Level 1 Bikeability Level 1 (up to 12 pupils) | Lois Road Cody Lackemann | <input type="button" value="Accept"/> <input type="button" value="Decline"/> |
| 15/10/2020 (13:00-15:00) | Chipping Hill Primary School Owers Road, CM8 1FR (Primary) | Bikeability Level 1 Bikeability Level 1 (up to 12 pupils) | Lois Road Cody Lackemann | <input type="button" value="Accept"/> <input type="button" value="Decline"/> |

< >

October 2020

month week list

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|---|---|-----|-----|-----|
| 27 | 28 | 29 10:00 Abacus Primary School | 30 10:00 Abacus Primary School | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

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Instructors' Dashboard

Pupils

Legend: ○ Not set ● Not yet attempted (1) 👤 With more assistance (2) 👤 With more practice (2) 👤 Independently (4)

| Group | Name | Comply with signals, signs and road markings. | Start and stop on-road journey. | Communicate with other road users. | Set off, slow down and stop. | Identify & respond to hazards. | Check the cycle is ready for a journey. | Maintain suitable riding positions. | Pedal. | Negotiate junctions (turn at T junctions). | Prepare myself for a journey. | Notes |
|-------|------------|---|---------------------------------|------------------------------------|------------------------------|--------------------------------|---|-------------------------------------|--------|--|-------------------------------|---|
| | D, Danny | ○ | ○ | 👤 | ○ | ○ | ○ | ○ | ○ | ○ | ○ | |
| Team1 | C, Clare ★ | 👤 | 👤 | ○ | 👤 | ○ | ○ | ○ | ○ | ○ | ○ | Well done work on signalling when turning corners |

Pupil Outcomes