

Bespoke Courses
Process

Bespoke courses

Information Pack



Mountain Biking

leader and instructor courses

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CTC National Mountain Bikes Leader Award Scheme Bespoke Course Procedures



Introduction

This document outlines the process and procedures in the setting up of a bespoke course for your group. General course details, content and scheme outlines are available at www.promtb.net/courses/courses.htm

Over half of all CTC courses are bespoke courses, which we provide throughout the UK and Europe via our team of specialist Leader Trainers.

All bespoke courses fulfill the requirements of the National Assessment Criteria, but they can be tailored within boundaries to suit the circumstances of the delegates working environments

Process to Bespoke Courses

1. You return an expression of interest form, which doesn't hold you to having a course, but identifies some preliminary factors we both require.
2. Together, we identify suitable location for riding and classroom activities.
3. CTC will send you a booking confirmation to detail these factors, which you sign and return with a purchase order.
4. CTC dates, times, venue and tutors are confirmed. We issue a final confirmation for you.
5. Delegates call the booking line to reserve their place and receive confirmation and pre-course information by email.
6. Invoice issued.
7. Your course runs.
8. Invoice is paid.
9. Course reviewed and delegates certificates issued.

This is demonstrated graphically below

Outline working arrangements

CTC provide the pre-course information, the course itself and course follow up. This includes for the tutor, course resources and supporting information as well as certificates and individual reviews.

You need to provide a suitable venue, classroom and AV equipment. Where transport is required, you or the delegates will also be required to provide this.

Delegates need to provide bikes and riding equipment.

Further information and expression of interest

- General [course information](#);
- Bespoke course [information](#), including numbers and costs;
- Bespoke course [expression of interest form](#) to get the ball rolling without any commitment at this stage.

For any further information, please contact us.

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Diagrammatic Process to Bespoke Courses

