|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Cornwall Advanced Motorcyclists](http://www.cornwalladvanced.co.uk/)  CAM Rider Development Procedure | | | | |
| Numbers | What and How | Who | Time scales | Response |
| 1 | Send out email for new LO and NO training | Chair TSG | Open for 2 weeks | To Chair TSG |
| 2 | Review applications | TSG committee | Next TSG meeting or if longer than 4 weeks by email | At meeting or within 5 days of email |
| 3 | Provide feedback to applicants to say they will be assessed | Chair TSG | Within 5 days of decisions | To Applicants |
| 4 | Arrange meeting with prospective candidates to undertake knowledge test and ride out | Associate Coordinator | Within 14 days | To Individuals |
| 5 | Conduct assessments | TSG/National Observers | 1 day duration (am knowledge; pm ride out) | Associate Coordinator |
| 6 | Arrange assessment review meeting | Associate Coordinator | Within 10 days | To TSG with recommendations |
| 7 | Allocate Trainers to candidates | Associate Coordinator | At review meeting | Notify trainers |
| 8 | Notify successful and unsuccessful candidates | Associate Coordinator | Within 5 days | Individuals cc trainers for successful candidates |
| 9 | Register candidates with IMI | IAM/IMI POC | Within 10 days | To IMI |
| 10 | Commence training and confirm start date | Trainers | Within 28 days | To Associate Coordinator |

December 2016