

Customised



We'll partner with you to customise this apprenticeship so it is specific to your company and industry.

Practical



Providing your learners with the relevant knowledge, skills and behaviours to make an impact.

Blended



A mixture of masterclasses, online learning, coaching and assessment. All designed to engage your learners.

Coaching Professional

Level 5 Apprenticeship



« Ideal for those who want to develop and improve the performance of their people »»

Coaching Professional

Ideal for those who want to develop and improve the performance of their people



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Apprenticeship Programme Overview



There is a **growing demand** for the professionalisation of coaching to include one-to-one coaching, team coaching, leadership coaching and for coaching skills to be **embedded within culture and governance infrastructures**.

Whether you're an **aspiring coach or looking for ways to develop your existing skills**, then our Coaching Professional Level 5 apprenticeship will be a good fit.

This programme focuses on the philosophies of coaching, core coaching activities, advanced listening and questioning techniques based on neuroscience, models and theories of coaching in the workplace, deep emotional intelligence and equipping the coach with a toolkit to **respond to a wide range of coaching scenarios**.

A coaching professional will work with a wide range of individuals and teams across organisations, **empowering and engaging** them to **enhance their professional performance**.

Responsibilities include planning coaching needs analysis and strategy, delivering effective and responsive coaching sessions using a variety of coaching tools and techniques, providing further support through goal setting and designing and reviewing coaching interventions that **meet the required organisational goals**.

This programme is **fully customisable**.



At a glance

- ✓ Induction & onboarding
- ✓ 5 Masterclasses
- ✓ Coaching sessions
- ✓ Regular reviews
- ✓ Online learning
- ✓ Unlimited support
- ✓ End point assessment



The average feedback score that we receive for our training courses

What Will Your Employees Improve?



Here's a high level overview of the knowledge, skills and behaviours taken from directly from the apprenticeship standards that your learners can expect to improve on this programme.

Knowledge & Skills



- ✓ Learning & reflective practice
- ✓ Coaching contracting & re-contracting
- ✓ Emotional and social intelligence
- ✓ Organisational culture & leadership
- ✓ Maintaining good practice
- ✓ Diversity & inclusion
- ✓ Models, tools & techniques
- ✓ Goal setting
- ✓ Communication
- ✓ Delivering feedback
- ✓ Questioning techniques
- ✓ Effective meeting objectives
- ✓ Legislation
- ✓ Return on investment

Behaviours



- ✓ Self-reflection
- ✓ Self-awareness
- ✓ Self- development
- ✓ Open & flexible
- ✓ Inclusivity
- ✓ Ambassador for coaching
- ✓ Engenders trust

? Did You Know...

We also offer a Team Leader/Supervisor Level 3 programme for First Line Managers and a programme for managers who run projects as part of their job - Associate Project Manager Level 4 Apprenticeship Programme.

Apprenticeship Programme Details



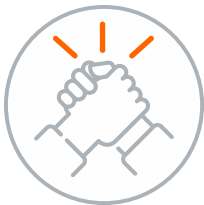
Length Of Programme

This programme takes a minimum of 14 months to complete. We'll create a development schedule that aligns with your business requirements and availability of your people.



Entry Requirements

Learners will be required to have or achieve level 2 English and Maths prior to taking the end point assessment.



Need Maths & English Support?

Learners will be supported to develop and improve their English and Maths skills prior to sitting their Functional Skills exams by our specialist functional skills trainers.



Developing Knowledge, Skills & Behaviours

Achieved through a programme of masterclass workshops, tasks, activities and research. The masterclasses can be delivered face to face or online delivered by our specialist trainers.



Personalised Skills Coaching & Support

Learners will be required to demonstrate their skills, knowledge and behaviours in the work setting. This activity will be supported by one of our experienced skills coaches.



End Point Assessment

Throughout their apprenticeship journey, learners will be given support to develop their understanding and approach to completing their end point assessment.

Programme Structure

Designed in a way that will maximise the performance of each learner



Learning the theory of a topic is great but it's what the learner does to **embed the learning** and actually use it, that matters most. All **learning is reinforced** with ongoing coaching, online resources and off-the-job activity to bring it all to life. Each part of the programme supports the learner to apply their knowledge and skills via **INTENT – IMPLEMENT – IMPACT**.

♥ What did they plan to change? ♥ What did they change and how? ♥ What impact did it make?



Onboarding & Induction

Initial workshop and event about the programme and how to get a high grade.



Skills Individual Learning Plan

Creation of a pre-programme learning and development plan. Includes goal setting and actions.



5 x 1-Day Masterclasses

Practical and engaging. Can be classroom based or delivered virtually. Run by best in class trainers.



Regular Coaching Sessions

One to one development with a designated skills coach. Covers skills and an assessment progress review.



Digital Learning

To take in-between masterclasses and to help embed the learning. Self-study and in the flow of work resources.



Off-The-Job Training

20% of the learner's total working hours is used for "off-the-job" learning and development activities.



Ongoing Reviews

Held between the learner, employer and skills coach to monitor progress and to make any adjustments.



Support & Help

Our designated skills coaches will always be on hand to help your learners throughout the programme.



End Point Assessment

End of programme assessment. Consists of activities like observations, evidence, tests and discussions.



Certification

Learners gain a pass, merit or distinction from their end point assessment based on their results.

Customised Blended Programmes

Your programme will be unique and designed in a way that gets the best out of your people



We'll work with you to create a unique programme for each of your learners. This can include face to face training, LIVE webinars, online training, action learning sets, work based projects, coaching and microlearning.

Our solutions are flexible and focused on results. What's right for one client may not be the best approach for your people so we will work together to determine the best design of your programme to maximise the results.



Face to Face Masterclasses



LIVE Virtual Workshops



Digital Learning



Coaching



Assessments



Self-Directed Learning



Action Learning Sets



Peer to Peer Coaching



Work Based Project



Flipped Classroom

Core Programme Of Masterclasses

Whether face to face or virtual, these 5 masterclasses underpin the programme



We don't provide "chalk and talk" courses delivered by the same trainer throughout. Instead, we create **engaging and practical masterclasses** where we use **best in class, hand picked specialist trainers, experts and guest speakers** to develop and deliver each workshop.

At the core of this programme are the following 5 masterclasses. Delivered either face to face in the classroom, as LIVE virtual sessions or blended.

- 1 The Principles of Coaching
- 2 The Fundamental Skills of Coaching
- 3 The Coaching Toolbox
- 4 Designing & Delivering Effective Coaching
- 5 Evaluation & Improvement



Masterclass Overview

Here are the overall topics and areas covered within each masterclass.



The following topics will be covered before, during and after each masterclass and as part of the off-the-job learning.



Masterclass 1

The Principles of Coaching

- Understand what coaching is, its purpose and benefits
- Understand how strengths, limitations, values and beliefs affect coaching
- Understand how coaching relates to organisational goals
- The theories of stakeholder management
- Understanding theories of emotional and social intelligence
- Understand the theories of learning and reflective practice
- Understanding legislation, ethical issues and boundaries



Masterclass 2

The Fundamental Skills of Coaching

- The fundamental skills to deliver coaching excellence
- Good practice coaching protocols and code of conduct
- The coaching process and roles and responsibilities
- Structuring and managing coaching conversations
- Communication including active listening and questioning skills
- How to deliver non-directive and non-judgmental feedback
- Encouraging engagement and building rapport and trust



Masterclass 3

The Coaching Toolbox

- The coaching contract - what it involves and how to implement it
- How to use coaching to develop career plans
- The range and applications of coaching models and techniques
- Related psychological approaches
- How to select the right application and approach
- Theories of increasing self-awareness
- How to set and write goals using the SMART technique

✓ Specialist Trainer ✓ Engaging ✓ Practical ✓ Customised ✓ Face to Face or Virtual

Masterclass Overview

Here are the overall topics and areas covered within each masterclass.



The following topics will be covered before, during and after each masterclass and as part of the off-the-job learning.



Masterclass 4

Designing & Delivering Effective Coaching

- Design coaching interventions that frame, challenge AND meet the desired outcomes
- Deliver effective and responsive coaching sessions
- Review alternative coaching practices
- Provide coaching support through clearly defined actions and timescales
- How to be a coaching ambassador and develop a positive approach to personal development
- Time management and self-leadership to resolve conflicting priorities



Masterclass 5

Evaluation & Improvement

- Evaluating the effectiveness of coaching interventions
- Evidencing ongoing self-development and effectiveness
- Maintaining records of coaching practice
- Reviewing/renewing coaching contracts
- Ongoing quality assurance reviews
- Reviewing/renewing coaching needs analyses
- Maintaining records and communication with other professional services
- Furthering the coaching culture with new ideas and practices

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Progress Reviews & End Point Assessment



Ongoing Reviews

As part of this programme your learners will receive regular coaching sessions. This will develop their knowledge, skills and behaviours further and also ensure that they're on track for passing the apprenticeship through tailoring the learning and development to each individual. Evidence of their development will be collated and stored within their e-learning account. This will allow their coach to review the skills and knowledge they have learnt and continually tailor their individual learning plan to their training needs.

Gateway

Before each learner is able to progress to the End Point Assessment (EPA) both you (employer) and their coach will ensure that they have the sufficient levels of knowledge, skills and behaviours required to pass - this is known as Gateway.

Once everyone is in agreement that the learner is ready, they can then progress to the End Point Assessment.

End Point Assessment

All apprenticeships contain a compulsory end of programme assessment which is called an End Point Assessment (EPA).



Assessment

Assessment methods (or components of) can be:

- ✓ Observations
- ✓ Practical Assessments
- ✓ Tests
- ✓ Discussion
- ✓ Interview
- ✓ Presentation & questioning
- ✓ Project
- ✓ Evidence Portfolio
- ✓ Logbooks

How Much Does This Apprenticeship Cost?

Coaching Professional Level 5



**For Levy
Employers**

£5,000 per person



**For Non-Levy
Employers (SMEs)**

£250 per person
(you receive 95% funding)

Each learner receives

- ✓ Onboarding & Induction
- ✓ 5 x 1-Day Masterclasses
- ✓ Digital Learning
- ✓ Ongoing Reviews
- ✓ End Point Assessment
- ✓ Skills Individual Learning Plan
- ✓ Regular Coaching Sessions
- ✓ Off-The-Job Training
- ✓ Support & Help
- ✓ Certification



Enquire today



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