

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



Select how you want your programme to run. Workshops, virtual, coaching, self-study or mix and match.

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



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
- ✓ Blended Learning
- ✓ 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

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



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 blended delivery mix that is right for your organisation - workshops, virtual, coaching, self-study & action learning sets. Or mix and match.



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.



Practical Learning Events

These can consist of workshops, masterclasses, virtual training, action learning sets, projects or coaching.



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 learning events and to help embed the learning. Selfstudy 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 Content Outcomes

Here are the overall topics covered across the programme.



Learning Styles

- Informal and formal learning
- Learning styles models
- Learning agility



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.



Principles of Coaching

- Understanding theories of emotional and social intelligence
- Understand the theories of learning and reflective practice.
- Understanding legislation, ethical issues and boundaries.



The Fundamental Skills of Coaching

- Recruitment
- The fundamental skills to deliver coaching excellence.
- Good practice coaching protocols and code of conduct
- The coaching process and roles and responsibilities



The Fundamental Skills of Coaching

- Communication including active listening and questioning skills.
- How to deliver non-directive and non-judgmental feedback.
- Building engagement, rapport and trust



Coaching the Coach

- Tri-Party Coaching session.
- Observation and feedback of coaching activity.
- There will be several coach the coach sessions throughout the programme



The Coaching Toolbox

- The range and applications of coaching models and techniques
- Related psychological approaches.
- How to select the right application and approach



The Coaching Toolbox

- Theories of increasing self-awareness
- How to set and write goals using the SMART technique



Designing & Delivering Effective Coaching

- Design coaching interventions that frame, challenge AND meet the desired outcomes
- Review alternative coaching practices.
- Provide coaching support through clearly defined actions and timescales.



Designing & Delivering Effective Coaching

- How to be a coaching ambassador and develop a positive approach to personal development
- Time management and self-leadership to resolve conflicting priorities



Evaluation & Improvement

- Evaluating the effectiveness of coaching interventions
- Evidencing ongoing self-development and effectiveness
- Reviewing/renewing coaching needs analyses

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
- ✓ Customised Programme
- ✓ 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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