

## 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

For Cohorts or  
Individual Learners



« 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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### Did you know?

We can run this as an in-house training programme for a cohort or we can use our eco-delivery model and run the programme completely through virtual training and virtual coaching enabling us to run the programme for individual learners.

# Apprenticeship Programme Overview



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

Coaching is a key skill that will develop your people and enhance your organisational culture. A coach works with their people to **engage, motivate and enhance their professional performance**.

Our programmes are completely flexible in terms of delivery with minimum numbers of 1!

We can run this as an **internal in-house training programme** for a cohort or we can use our eco-delivery method all through **virtual training and online coaching** enabling us to run the programme on a personalised, individual basis.



## At a glance

- ✓ Induction & onboarding
- ✓ Blended Learning
- ✓ Coaching sessions
- ✓ Regular Reviews
- ✓ Online Learning
- ✓ Unlimited Support
- ✓ End Point Assessment



The average feedback scores that we receive for our training courses

# How Is The Programme Delivered?



## We Offer 2 Delivery Routes



### Cohort Delivery

In-house, customised delivery for a number of you from the same company. Choose from face to face, virtual and online delivery methods.



### Individual Learner

Monthly 2 hour virtual training and coaching sessions for individual learners. Flexible, remote learning that is personalised to your role.

## Cohort Delivery Options Can Include



### 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

# What Will Learners Improve?



Here's a high level overview of the knowledge, skills and behaviours taken from directly from the apprenticeship standards that 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.

# Core Content Outcomes

Here are the overall topics covered across the programme.



## 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.
- 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

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



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

# Core Content Outcomes

Here are the overall topics covered across 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.
- Theories of increasing self-awareness.
- How to set and write goals using the SMART technique.



## Evaluation & Improvement

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



## End Point Assessment Preparation

- Planning and preparation
- Practice and techniques
- One on one help and guidance

# 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.



## Apprenticeship

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

# 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

#### Duration

Typically, this programme will take 14 months.

#### Eligibility

Learners without level 2 English and Maths will need to achieve this level prior to taking the end point assessment.



Education & Skills  
Funding Agency

### Enquire today



0333 320 2883



enquiries@mtdtraining.com