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

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

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

Blended

Coaching Professional
Level 5 Apprenticeship
For Cohorts or Individual Learners

Ideal for driving people, process and organisational performance through effective coaching
Coaching Professional
Ideal for driving people, process and organisational performance through effective coaching

TABLE OF CONTENTS

Apprenticeship Programme Overview .................................................. 3
How Is The Programme Delivered? .................................................. 4
What Will Learners Improve? .................................................. 5
Core Content Outcomes .......................................................... 6
Programme Structure ............................................................. 8
Progress Reviews & End Point Assessment ...................................... 9
How Much Does This Apprenticeship Cost? ................................. 10

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

Who Is This Programme For?

As a Human Resources or Learning & Development professional or an aspiring coach, our Coaching Professional Level 5 apprenticeship will enable you to enhance your coaching delivery and support your people to develop and improve.

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.**

What Will You Learn?

This **14-month 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.

It will cover all the **essential knowledge, skills and behaviours** that are required to be a successful coach and is ideal for those who have had little or no formal coaching and mentoring training in the past.

---

At a glance

- Individual training needs analysis
- Monthly coaching sessions
- Role-based tasks and activities
- Online and blended learning
- Real-world projects
- Tangible outputs and impacts
- End Point Assessment

---

Rated Excellent by our employers

Apprenticeships

Education & Skills Funding Agency

Coaching Professional | Level 5 Apprenticeship | www.mtdtraining.com
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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Role Of A Coach</td>
<td>• Coaching vs mentoring</td>
</tr>
<tr>
<td></td>
<td>• Skills of an effective coach</td>
</tr>
<tr>
<td></td>
<td>• Benefits and impact of coaching</td>
</tr>
<tr>
<td>Organisational Culture &amp; Leadership</td>
<td>• Organisational culture and values</td>
</tr>
<tr>
<td></td>
<td>• Impact on behaviour</td>
</tr>
<tr>
<td></td>
<td>• Leadership styles</td>
</tr>
<tr>
<td>Social &amp; Emotional Intelligence</td>
<td>• Multiple intelligences</td>
</tr>
<tr>
<td></td>
<td>• Emotional intelligence</td>
</tr>
<tr>
<td></td>
<td>• Humanistic approach</td>
</tr>
<tr>
<td>Impacts Of Behaviour</td>
<td>• Equality, diversity and inclusion</td>
</tr>
<tr>
<td></td>
<td>• Personality types</td>
</tr>
<tr>
<td></td>
<td>• Motivational theory</td>
</tr>
<tr>
<td>Communication &amp; Relationships</td>
<td>• Communication methods and models</td>
</tr>
<tr>
<td></td>
<td>• Transactional analysis</td>
</tr>
<tr>
<td></td>
<td>• Stakeholder management</td>
</tr>
<tr>
<td>Coaching Models &amp; Techniques</td>
<td>• Learning styles</td>
</tr>
<tr>
<td></td>
<td>• Metaphors and clean language</td>
</tr>
<tr>
<td></td>
<td>• Solution focussed coaching</td>
</tr>
<tr>
<td>Physiological Approaches</td>
<td>• Gestalt Psychology</td>
</tr>
<tr>
<td></td>
<td>• Neuro-Linguistic Programming</td>
</tr>
<tr>
<td></td>
<td>• Cognitive Behaviour Psychology</td>
</tr>
<tr>
<td>Reflective Practice</td>
<td>• Self-reflection skills</td>
</tr>
<tr>
<td></td>
<td>• Learning cycles</td>
</tr>
<tr>
<td></td>
<td>• Experiential learning</td>
</tr>
<tr>
<td>Self-Awareness In Coaching</td>
<td>• Types of constructive feedback</td>
</tr>
<tr>
<td></td>
<td>• Developmental feedback</td>
</tr>
<tr>
<td></td>
<td>• Johari window</td>
</tr>
<tr>
<td>Coaches &amp; Contracts</td>
<td>• Chemistry meeting</td>
</tr>
<tr>
<td></td>
<td>• Contracting and recontacting</td>
</tr>
<tr>
<td></td>
<td>• Models to support contracting</td>
</tr>
<tr>
<td>Physiological Approaches</td>
<td>• Coaching protocols</td>
</tr>
<tr>
<td></td>
<td>• Competence, respect and integrity</td>
</tr>
<tr>
<td></td>
<td>• Conflict of interest</td>
</tr>
<tr>
<td>Evaluation &amp; ROI</td>
<td>• Monitoring performance</td>
</tr>
<tr>
<td></td>
<td>• Evaluating outcomes</td>
</tr>
<tr>
<td></td>
<td>• Demonstrating return on investment</td>
</tr>
<tr>
<td>Legislation &amp; Ethics</td>
<td>• Data protection and confidentiality</td>
</tr>
<tr>
<td></td>
<td>• Safeguarding</td>
</tr>
<tr>
<td></td>
<td>• Code of ethics</td>
</tr>
<tr>
<td>End Point Assessment Preparation</td>
<td>• Planning and preparation</td>
</tr>
<tr>
<td></td>
<td>• Practice and techniques</td>
</tr>
<tr>
<td></td>
<td>• One-to-one help and guidance</td>
</tr>
</tbody>
</table>
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
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.

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

**Skills Individual Learning Plan**
Creation of a pre-programme learning and development plan. Includes goal setting and actions.

**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.

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

Upon successful completion of the Coaching Professional apprenticeship, learners will achieve a nationally recognised Higher Apprenticeship.
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.

Enquire today

0333 320 2883
enquiries@mtdtraining.com

Coaching Professional | Level 5 Apprenticeship | www.mtdtraining.com