

## 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 driving people, process and organisational performance through effective coaching »



Training provider  
**MTD Training Ltd**  
Employer reviews  
★★★★ Excellent



# Coaching Professional

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



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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



## 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



# How Is The Programme Delivered?

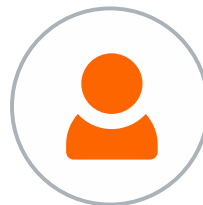


## We Offer 2 Delivery Routes



### 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.



## The Role Of A Coach

- Coaching vs mentoring
- Skills of an effective coach
- Benefits and impact of coaching



## Social & Emotional Intelligence

- Multiple intelligences
- Emotional intelligence
- Humanistic approach



## Communication & Relationships

- Communication methods and models
- Transactional analysis
- Stakeholder management



## Physiological Approaches

- Gestalt Psychology
- Neuro-Linguistic Programming
- Cognitive Behavioural Psychology



## Self-Awareness In Coaching

- Types of constructive feedback
- Developmental feedback
- Johari window



## Coaching Contracts

- Chemistry meeting
- Contracting and recontacting
- Models to support contracting



## Evaluation & ROI

- Monitoring performance
- Evaluating outcomes
- Demonstrating return on investment



## Organisational Culture & Leadership

- Organisational culture and values
- Impact on behaviour
- Leadership styles



## Impacts Of Behaviour

- Equality, diversity and inclusion
- Personality types
- Motivational theory



## Coaching Models & Techniques

- Learning styles
- Metaphors and clean language
- Solution focussed coaching



## Reflective Practice

- Self-reflection skills
- Learning cycles
- Experiential learning



## Code Of Practice

- Coaching protocols
- Competence, respect and integrity
- Conflict of interest



## Legislation & Ethics

- Data protection and confidentiality
- Safeguarding
- Code of ethics



## End Point Assessment Preparation

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

# 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
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# 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).

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



## 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 aged 16-18 will be required to have or achieve their Level 2 (GCSE grade 4+ or equivalent) English and Maths qualifications prior to undertaking End Point Assessment for this apprenticeship programme.



Education & Skills  
Funding Agency

**Enquire today**



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