



# Excelling in Professional Coaching

Overview Pack



# Programme Overview

Our Excelling in Professional Coaching programme is a comprehensive coaching development programme. This programme aligns to the Coaching Professional apprenticeship standard and will develop the skills, knowledge and behaviours required for this level of role.

It is suitable for people who are working in roles such as Operations Manager, Department Manager, Performance Coach or L&D practitioner. Their key responsibilities may include:

- Developing Teams and Individuals
- Solving performance problems
- Guiding individuals through career change
- Creating, planning and delivering improvement plans
- Supporting career and life planning
- Building foundations for behavioural change

## Key Facts

Level	The programme maps to a Level 5 advanced apprenticeship standard
Duration	The average programme length is 12 months plus 3 months for End Point Assessment
Commitment	Average of 29 working hours per month. (See page 6 for more information)
Eligibility	<ul style="list-style-type: none"><li>• You must work at least 50% of the time in England</li><li>• You must not have a qualification at the same level or above in this subject area</li></ul>
Entry Requirements	There are no specific entry requirements unless specified by your Employer
Maths & English	All advanced apprenticeship standards include a requirement for Maths & English skills at Level 2 (See page 6 for more information)
Assessment	Achievement is gained through completion of End Point Assessments which are carried out by an Independent End Point Assessment Organisation. (See page 7 for more information)
Achievement	Level 5 Certificate in Professional Coaching from the Institute of Apprenticeships.



## Coaching Principles

It all starts here! We launch your professional coaching journey by establishing a coaching mindset, ethical practice, profiling coaching models, and the philosophy of coaching. You will learn the skills to begin planning your sessions, covering a wide format of coaching scenarios.



## Coaching Competency

The best coaches in the world recognise and analyse coaching needs in others. Here you will explore raising awareness, questioning techniques, setting smarter goals and objectives and how to read a person's verbal and non-verbal cues, all with the goal of moving your coachee forward.



## Self-Awareness

Knowing yourself is a key part of your performance as a professional coach. We will research your personality and learn how you positively impact on others including what drives and motivates you to perform at your best. We will also discover the methods and techniques you can implement to analyse and improve your communication.



## Coaching Culture (2 days)

Making your sessions engaging, efficient and worthwhile for your client is a crucial element to promote and build successful outcomes. Here we will develop an understanding of how to create successful thinking, unearth a range of Cognitive Behavioural coaching and Positive Psychology techniques to keep yourself and your client motivated to achieve. All the while balancing your time effectively and increasing your focus and energy.



## Communication

How do you get your point across? Here we will learn about the fundamentals of communication including the range of models and preferences at your disposal, with a focus on developing the right skills for delivering constructive feedback conversations. We will also formulate an understanding of unconscious bias, diversity, inclusion and embedding your organisations core values into every session.



## Reflecting on Practice

Professional coaches are always learning and developing; in this final topic we will bring to light a range of methods on how to evaluate your client's performance, demonstrate a return on investment and review what you have learned to further propel your performance and fine tune that next coaching challenge.

# Apprenticeship Learning Outcomes

	Standard
Outcome 1	Plan, conduct and record coaching needs analysis to inform their coaching practice, coaching strategy and the organisation's coaching culture.
Outcome 2	Agree and develop coaching contracts with all the relevant parties that also consider ethical issues in coaching and boundaries.
Outcome 3	Deliver effective and responsive coaching sessions, ensuring they reflect boundaries and professional requirements and contribute towards wider objectives, such as embedding an organisation's values, improving workplace resilience.
Outcome 4	Select and use a suitable variety of coaching tools and techniques and/or psychometrics to challenge/support, analyse and enable learning and insights, such as awareness of others' perspectives to increase team functioning and accountability.
Outcome 5	Review and interpret coaching needs analysis, identifying when coaching is / isn't appropriate, and signpost those receiving coaching to other professional services when needed to complement or replace the coaching process.
Outcome 6	Provide support to those receiving coaching in the definition and delivery of valid goals, through clearly defined and committed to actions. Review the context of the cultures and systems within which those receiving coaching operate, and facilitate challenge to those systems where appropriate.
Outcome 7	Design coaching interventions that frame, challenge and meet the agreed objectives in the coaching contract and conform to the coaching sponsor's objectives and constraints, including budget considerations.
Outcome 8	Evaluate the effectiveness of coaching interactions for the purposes of quality assurance, self-development for the coach and to measure return on investment (including being a recipient of regular coach supervision, and recording CPD, coaching hours, feedback and reflection, while ensuring confidentiality)
Outcome 9	Maintain records of coaching practice including the logging of coaching hours, supervision, recording CPD and maintaining logs of practice.

# On Programme Support

The Excelling in Professional Coaching programme has been mapped against the Coaching Professional apprenticeship standard using over 270 hours worth of specially developed learning content, activities and curated content. Our content is wide-ranging in its formats such as bite-sized learning, webinars and podcasts to ensure your learning is always varied and interesting.

Our programme is delivered via our Apprenticeship Management System – Bud. Bud provides you with an intuitive easy to use platform giving you round the clock access to your learning programme, content and resources. The user friendly learner platform guides you through the programme whilst giving you clear visibility of your progress and outstanding tasks. Your Coach will be assessing your work throughout through different forms of assessment such as observations, written statements and professional discussions.

Every apprenticeship standard comes with a requirement for 20% 'Off the Job' training to be completed. This means you will need to spend 20% of your time in work on your apprenticeship programme. This allows you to demonstrate the skills and knowledge you are developing in your workplace whilst you are working through your programme.

Your Employer is aware and supportive of this commitment and will permit you the required time.

On average, 20% equates to approximately 29 hours per month. We designed our programme in a way that ensures you are achieving these hours through the completion of the tasks that are set. These are often naturally occurring activities that you will be undertaking in work.

In addition to the learning through Bud, you will have six engaging workshops to attend with our Coaching and Development experts, Coaching Insight podcast series with ground breaking thought leaders and monthly 121 sessions with your personal Coach.

Another requirement of apprenticeship standards is for a minimum level of Maths and English skills. For an advanced apprenticeship standard, the minimum Level 2. If you have evidence of achieving equivalent qualifications previously, you will be exempt from studying Functional Skills as part of the programme. We will still, however, require you to complete initial assessments covering Maths, English and IT skills and will ensure throughout the programme that your skills are refreshed. Anyone who is not exempt will need to sit Functional Skills exams and will receive support from their Coach to achieve this.



# Assessment



## On Programme

This is the substantive part of the programme and will involve ongoing assessment by your Coach of the knowledge skills and behaviours you have developed and will be required to demonstrate to achieve the programme. You will build a portfolio of evidence during this stage and in the last six months you will develop a work based project ready for End Point Assessment.



## Gateway

This is the point in the programme where you will meet with your Line Manager and Coach to review your progress and agree whether you are ready to progress to the End Point Assessment. You will need to have met all the required outcomes for the programme, been on programme for a minimum of 12 months and have evidence of completion of Functional Skills (or equivalent qualification).



## End Point Assessment

The End Point Assessment (EPA) is made up of these components:

- 1) Observations with questions and answers
- 2) Interview supported by portfolio of evidence
- 3) Online Knowledge Test

The EPA can only be carried out by an End Point Assessment Organisation (EPAO). Each EPAO has developed their own assessment materials and guidance and your employer will be involved in deciding which EPAO to select for your programme.



## Achievement

Performance in the End Point Assessment will determine the overall apprenticeship standard grade of Distinction, Pass or Fail. On achievement you will receive a Level 5 certificate of Professional Coaching from the Institute of Apprenticeships.



Scan the QR code with your smartphone to watch animation with important information about the programme.





Formed in 2004, we harness the knowledge of industry experts and the latest technology to develop Leadership and Management skills both face to face and remotely.

What sets us apart is the quality of our people and programmes, and our unerring focus on providing the best learner experience and tangible performance improvements for the organisation and individual.

With access to over 700 high profile thought leaders and the best learning consultants available we embrace modern, fresh and engaging approaches to developing people and teams with digital learning technologies as a key feature of the Raise the Bar experience.

We have unrivalled expertise in adapting to multiple client platforms, and our desktop and App solutions enhance the learner experience and interactivity to give a modern experience. Raise the Bar is an accredited, award-winning apprenticeship training provider enabling us to help our clients to optimise value from their Levy professionally developing their current and future leadership and management talent. In addition to the apprenticeship (qualification), we are also able to offer various professional qualifications and accreditation options via our relationships with the Institute of Leadership and Management and ILM.

In 2018 we won a Princess Royal Training Award recognising the quality and results achieved by our clients and their learners on our development programmes.



## Contact Us

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