



COACHING PROFESSIONAL

#REACHWITHRHG

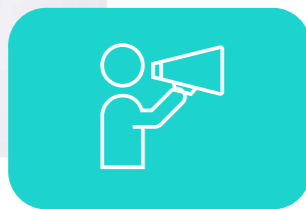
What is a Coaching Professional Apprenticeship?

A coaching professional is found in private, public and third sector national and multinational organisations and employers. The role can be found in every sector nationally. Sometimes performed by a qualified coach sitting within an HR or team development role; sometimes performed by a team leader or manager with a coaching mindset but not necessarily any formal coaching qualifications.

During your apprenticeship, which typically lasts 14-17 months, you will develop your knowledge, skills and behaviours in the theories of learning, methods of communication, coaching models and practices, coaching legislation, organisational culture, and diversity and inclusion. This apprenticeship is a stepping stone into more senior, executive or strategic coaching roles, or advancing onto level 6 and level 7 qualifications.

Topics covered:

- Theories of social and emotional intelligence, reflective practice and self awareness
- Communication theory and practice such as transactional analysis and power dynamics
- Coaching models, their benefits, drawbacks and application
- Codes of ethics, competency frameworks, coaching contracts and relevant legislation
- Non-judgementalism, unconscious bias, values, beliefs and attitudes
- Organisational culture and leadership styles
- Feedback models, goal setting and positive psychology
- NLP, Self-actualisation, motivational theory and personality types
- Coaching practice and self reflection



Who is it for?

This apprenticeship is suited to individuals who have a keen interest in coaching and using coaching techniques to improve the performance, effectiveness and motivation of their colleagues, teams or workforce. Typically, applicants will have 5 GCSE's or equivalent at grade C or above. If not already achieved, then Level 2 in English and maths will be required prior to end point assessment.

What qualifications will you gain?

In addition to the apprenticeship, RHG offer the value added ILM Certificate in Effective Coaching and Mentoring. The Coaching Professional standard also aligns with:

- The European Mentoring and Coaching Council for Accredited Coaching Practitioner
- The Association for Coaching for Accredited Coach
- The International Coach Federation for Associate Certified Coach

Want to know more?

Read more about the programmes we offer on our website at www.rhgconsult.co.uk or contact us directly and we will be happy to answer your questions and give you more detail on the apprenticeship programmes we offer, how to access funding or even how to hire staff.



The apprenticeship standard journey



Initial assessment



Induction



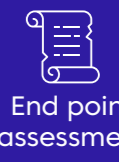
Learning & assessment



Learning reviews



Gateway



End point assessment



Exit review

What do our learners say?

The online resources and scheduled one to ones from RHG flexibly incorporate learning into my everyday role – helping me to build confidence and understanding within my role and the industry that I work within. Prior to this apprenticeship, I had no knowledge in my industry and due to the support from my tutor and the learning strategies employed, I have been able to develop independence and expertise.

The tutors go out of their way to make the course as relatable and personable as possible – creating a friendly and welcoming experience that inspires personal growth and skills that can be applied to everyday life as well as course specific learning.



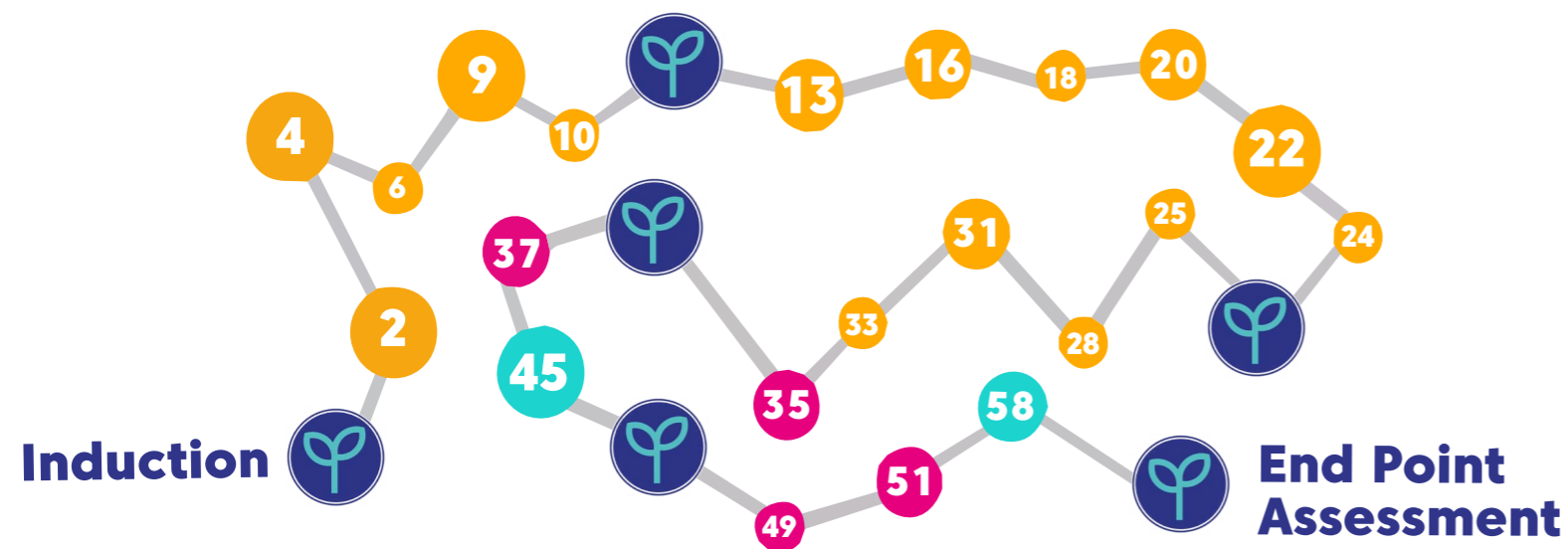
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The sessions are thorough and there are direct communication channels to ensure that learners can achieve, at a manageable pace which is bespoke to individual learning styles.

Saffron Gordon-Leah

COACHING PROFESSIONAL

Mindmap of weekly timescales



Week No.	Learning Unit
1	INDUCTION
2	Introduction to coaching
4	Theories of learning
6	Emotional intelligence
9	Self awareness and self reflection
10	Methods of communication
12	PROGRESS REVIEW
13	Coaching theory
16	Legislation and compliance
18	Diversity and inclusion
20	Unconscious bias and self actualisation
22	Organisational culture and values
24	Leadership styles
24	PROGRESS REVIEW
25	Coaching models
28	NLP and positive psychology
31	Goal setting
33	Coaching contracts
35	Preparation for coaching practice 1
36	PROGRESS REVIEW
37	Coaching practice 1
45	Self reflection
48	PROGRESS REVIEW
49	Preparation for coaching practice 2
51	Coaching practice 2
58	Self reflection
60	GATEWAY END POINT ASSESSMENT



What to include in your portfolio of evidence?

Your portfolio of evidence will showcase your knowledge, skills and behaviours across the following learning outcomes – Coaching contracts, scheduling and delivering coaching sessions, adapting coaching sessions to suit the individual, situation and organisational needs, reflective practice and personal development plans.

Interview underpinned by a portfolio of evidence

The interview will last for 60 minutes (+/- 10%) during which time the independent assessor will ask you a minimum of 9 open questions to test your knowledge, skills and behaviours evidenced in your portfolio.

Did you know?

All three components of the final end-point assessment must be passed for the apprentice to be deemed competent. Satisfactorily meeting the criteria is a pass, exceeding them can lead to a distinction.

Multiple choice test

The knowledge test will consist of 40 questions closed response questions (multiple-choice questions) - 10 of which will be based on 2 given scenarios. You will have 90 minutes to complete the closed book test.

Observation followed by questions and answers

You will be observed carrying out two, one hour-long coaching sessions with different individuals receiving the coaching, followed by a 20 minutes question and answer session. The observation can be completed via video conferencing.

Grading

All three assessment methods are weighted equally to give an overall of grade of Fail/ Pass/Distinction.

End point assessment explained



Apprentice



Employer/
Training provider



Independent
assessor

Creates and submits a portfolio of evidence, which is discussed in an interview, completes a knowledge test and completes an observed coaching session.

Ensures the apprentice has covered all the knowledge, skills and behaviours and evidenced them all in their portfolio. They will also ensure the apprentice is confident and competent in delivering coaching sessions.

Assess and grades the apprentice based on the interview underpinned by the portfolio of evidence, multiple choice test answers and observation of their coaching session followed by questions and answers.



FAQs

We have compiled a list of frequently asked questions so whether you're looking to grow your team by hiring new members, or upskill your current workforce, you can gain maximum benefits from apprenticeship schemes.

Background

The Apprenticeship Levy was introduced from 6 April 2017 to inspire employees to expand existing and introduce new apprenticeship schemes.

Here at RHG, we help employers to deliver high-quality, professional apprenticeship programmes to grow existing employees by closing skills gaps and hire new team members.

What is the Apprenticeship Levy?

The Apprenticeship Levy is a compulsory levy on employers that is used to fund the delivery of and increase the quantity and quality of apprenticeships within the UK.

Who has to pay the levy?

From April 2017, UK employers within the private and public sector with a bill of over £3 million pay the Apprenticeship Levy.

Non-levy paying employers will contribute 5% towards the cost of training and assessing apprentices, with the government paying the remaining 95%.

How much do organisations pay?

The levy is set at 0.5% of an organisation's pay bill, however employers receive a £15,000 annual allowance to offset against the levy.

How are levy payments made?

HM Revenue and Customs (HMRC) will collect monthly payments. Businesses are required to calculate and report the levy that they owe each month.

What happens to the levy?

The payments made by levy-paying organisations go into the Digital Apprenticeship Service account where employers can get access to funding as well as find relevant apprenticeships and training providers.



How can funds be accessed?

Levy-paying employers can access their Apprenticeship Levy contributions through their Digital Apprenticeship Service (DAS) account to pay for their apprenticeship training.

For non levy-paying organisations please contact us or visit <https://www.apprenticeships.gov.uk/employer/funding-an-apprenticeship-non-levy#>

How are funds spent?

The funding can be put towards the cost of training and assessments within the apprenticeship and can only be used with an approved training provider who is on the register of apprenticeship training providers.

Are there any funding rules?

Yes, and a key one is that apprentices must be permitted to dedicate at least 6 hours of their working week to off the job training.

Who can become an apprentice? Is there a time limit to spend the levy funds?

The apprenticeship scheme is available for both new and existing employees to enable you to develop existing team members, as long as they meet eligibility criteria. There are no age restrictions on the apprenticeship scheme.

Levy funds will expire 24 months after they enter the account unless they are spent on apprenticeship training.



Did you know?

A 10% top-up is applied by the government to funds added into the account. So for every £1 an employer adds, the organisation has £1.10 to spend on apprenticeships.



How do I find out more?

Contact us today to discuss how you could fill skills gaps within your existing team, hire new team members through the apprenticeship scheme or for more information about the Apprenticeship Levy.

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