



## Level 5 Coaching Professional

This programme is designed for those who work with a wide range of individuals and teams across organisations, to empower and engage with them, to enhance their professional performance.

**Coaching is a way of leading in a non-directive manner, helping people to learn through deep listening and reflective, open questions rather than instructing, giving advice or making suggestions.**

This occupation is found in private, public and third sector national and multinational organisations and employers. It is found in every sector across the country including, for example; the health sector, finance sector, engineering and manufacturing sectors, business and professional services, education sector, retail sector, leisure sector, technology sector and construction.

### Duration

Typical duration to gateway - 14 months (this does not include EPA period).

### Industry-specific requirements

- This programme is suitable for those with significant responsibility for effective coaching and mentoring as part of their daily role within an organisational context

## Benefits for Learners

1. Provides the learner with the necessary knowledge, skills and understanding to effectively coach others within an organisational context
2. Opportunity to further develop communication and language, personal and professional strengths
3. Learners will receive a pass or distinction upon the successful completion of the apprenticeship

## Benefit to the Business

1. Motivated, engaged and productive staff
2. Demonstrates organisational commitment to personal development

## Delivery

Our blended approach means that our programmes are flexible and enable apprentices to experience a range of learning and support opportunities in a variety of formats such as online or at a local ACL centre. The apprentice will have a dedicated tutor who they will meet (online or face to face) once a month who will guide them through their apprenticeship and prepare them for their End Point Assessment. Additional workshops and seminars will be available to all learners to support additional learning and the off job learning requirement.

## Commitment

6 hours a week (based on a 30 hour week) of a learner's contracted hours must be given to support the completion of the programme. Tutor led sessions are a mandatory part of the course along with any other learning activities set by the assessor or tutor.

Maths and English may need to be undertaken in addition to the main qualification depending on previous attainment in these areas. It is likely that the learner will be required to undertake research, reading and write ups to support their learning. The programme requires 100% commitment from the learner & employer to ensure successful completion.

## End Point Assessment (EPA)

End Point Assessment (EPA) takes place at the end of the apprenticeship programme and is a comprehensive holistic assessment of the skills, knowledge and behaviours required as laid out in the apprenticeship standard.

The Level 5 Coaching Professional EPA is made up of:

**Observation with questions and answers** - by independent assessor in apprentice's own workplace setting. This will be to check the competence of the apprentice to the relevant standard.

**Interview supported by portfolio of evidence** - Apprentice will submit the portfolio at least three weeks before the competence interview is due to be held. The portfolio will be reviewed by the assessor and will be the subject of the competence interview.

**Knowledge test** - Apprentices must have 90 minutes to complete the test. It will consist of 40 questions closed response questions (multiple-choice questions) - 10 of which will be based on 2 given scenarios.

## Entry Requirements

Applicants must:

- Achieve the required level of Maths and English as part of the apprenticeship if a recognised qualification is not already held
- Be employed in an appropriate job role and have the support of their employer to undertake the programme

## Application Process

Applicants will:

- Complete an application form
- Undertake an Initial Assessment test that includes Maths and English
- Have an interview with an ACL team member to assess suitability and eligibility

Employers will:

- Sign a contract with ACL
- Consent to a health and safety checklist to be completed by an ACL team member

## Contact

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