

COACHING PROFESSIONAL Level 5

Typical Job Roles: Business Coach, Career Coach, Coach, Coaching Practitioner, Coaching Professional, Leadership Coach, Performance Coach, Systemic Coach, Team Coach and Wellbeing Coach.



Duration: This apprenticeship will typically take 14 months + 3 months EPA

A coach can be found in private, public and third sector national and multinational organisations and employers. Coaches will work with a wide range of individuals and teams across the organisation, to empower and engage with them to enhance their professional performance.

As part of the apprenticeship, the learner will develop their skills in areas such as coaching to set clear goals, time management, communication, stakeholder management and delivering feedback. The learner will develop knowledge of theories of learning and reflective practice, organisational culture, and relevant legislation.

There are 9 occupational duties that will need to be completed as part of the apprenticeship.

Typical responsibilities include:

- Work with individual(s) receiving coaching ("the coachee") in one-to-one relationships, in person and via video or audio conferencing
- Work with groups and teams
- Increase collective awareness and increase accountability associated with making positive change

Qualifications

As part of this apprenticeship programme, you will study the **CMI Level 5 Certificate in Coaching and Mentoring**. Apprentices without Level 2 qualifications in maths and English will achieve these before the end of the programme. The CMI qualification will be studied by attending a number of live online group webinars and will be assessed by written assignments, a coaching journal and reflective practice.



On Programme Assessment

Alongside their CMI qualification, apprentices will independently gather evidence against the 9 professional duties. Knowledge, skills, and behaviours will be demonstrated using a mixture of observation reports, professional discussions, reflective accounts and other work-based evidence. A Development Coach will meet with the apprentice every 6-8 weeks, via online video calls, and will not only assess the portfolio of evidence but also provide opportunities for coaching to help improve developing skills.

End Point Assessment

For the Coaching Professional apprenticeship, the EPA consists of:

- Observation with Q&A
- Interview supported by a portfolio of evidence
- Knowledge test

BePro will provide full support with all elements of the assessment including preparation and practice.

We run several intakes of this apprenticeship programme throughout the year. We can also deliver in-house to a closed cohort of apprentices.

Month 1

Enrolment and induction. Familiarisation with online learning platforms.

Month 3

Attend workshop(s). Introduction to CMI assignments. Apprentice starts to identify coaching opportunities and discuss with development coach. Complete Bud tasks and provide workplace evidence.

Month 5-6

Attend workshop(s). Apprentice engages in workplace coaching. Development coach to give feedback on a live and/or recorded coaching session. Assignment writing workshop for CMI assignment 1 submission. Review of PDP. Take functional skills tests if applicable.

Month 9-10

Attend workshop(s). Assignment writing workshop for CMI assignment 2 submission. Apprentice engages in workplace coaching. Development coach to give feedback on a live and/or recorded coaching session. Complete Bud tasks and provide workplace evidence. Review of PDP.

Month 13-14

Attend EPA preparation workshops. Peer to peer interview and coaching practice, mock knowledge test papers. Complete Bud tasks and provide workplace evidence. Review of PDP.

Month 2

Settling in review with development coach. Planning off the job training, programme Q&A, targets identified. Attend webinars. Learner is starting to produce evidence independently. Agree PDP.

Month 4

Attend workshop(s). Apprentice starts to recruit candidates to coach and tests out coaching models with peers. Complete Bud tasks and provide workplace evidence.

Month 7-8

Attend workshop(s). Submission of CMI assignment 1. Development coach to give feedback on a live and/or recorded coaching session. Complete Bud tasks and provide workplace evidence.

Month 11-12

Attend workshop(s). Submission of CMI assignment 2. Apprentice engages in workplace coaching. Development coach to give feedback on a live and/or recorded coaching session. Complete Bud tasks and provide workplace evidence.

Month 15 - 19

Go through to EPA. Observation, interview, knowledge test, complete!