Level 5
Coaching Professional
Apprenticeship

20+ years apprentice delivery experience

4,300+ apprenticeships qualifications per year

Progression and accreditation opportunities
Coaching Professional Apprenticeship Standard

Coaching Professional Apprenticeships are one of the most effective ways to develop the capabilities and boost the performance of those in a coaching role. Apprenticeships help to develop essential skills in existing employees as well as attract new talent, addressing the challenge of the workforce skills gap.

The Level 5 Coaching Professional Apprenticeship Standard aligns with the following professionally recognised coaching bodies:

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

"I have more confidence in myself and what I am doing. Now I have started applying the knowledge and skills I have learnt in my work, and I take the lead in some of the things that I was not doing before."

NHS Apprentice, 2022

Why should I apply?

- Personal development opportunity that is structured, bespoke and relevant
- Professional qualification for life and future career enhancement
- Opportunity to build relationships and connections with peer and stakeholder colleagues and gain a broader view of the NHS
- Support digital skill building and enhance maths and English, where relevant
- Develop coaching skills
- Build self-awareness - develop the skills to become a reflective practitioner - gain a better understanding of strengths as a leader and how to utilise them and support a team to play to their strengths
- Increase confidence as a coach - improved team performance
- Challenging and rewarding experience which enables apprentices to put coaching theory into practice
- Increased job satisfaction.
How is the programme structured?

**Knowledge, Skills and Behaviours (KSBs)**
- Theoretical knowledge is taught and developed
- Skills, behaviours and attitudes built into the Standard are reinforced, assessed and monitored in work
- Work-based projects and assignments will be undertaken
- Work-based evidence collected and assessed to form a portfolio
- A blend of resources and employer/provider-designed support materials can be used to deliver bespoke Apprenticeship programmes that meet the requirements of the Standard
- Appropriate qualifications delivered and assessed to meet the theoretical knowledge.

**Gateway**
- Tri-party decision (line manager, skills coach and apprentice) confirming all KSBs have been met and apprentice is ready for End Point Assessment.

**End Point Assessment**
- Must be passed before the apprentice is recognised as achieving their Apprenticeship
- Several externally assessed pieces of work or assessment opportunities must be passed to a set Standard
- The EPA can only be carried out by an End Point Assessment Organisation (EPAO)
- Each EPAO will develop their own assessment materials and guidance, in line with the Apprenticeship Standard Assessment Plan
- Apprentices' performance in the EPA will determine the overall Apprenticeship Standard grade of: Pass, Distinction, Fail.
- Certification is provided to the apprentice by the EPAO Innovate Awarding.

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“I’ve learnt things that I wasn’t aware of before – the theory side of things for example, and so I know how to put that into practice and my confidence has grown. I am currently working towards a management role and have learned a lot which will help me once I’ve finished the apprenticeship.”

NHS Apprentice, 2022
Programme overview

Coaching Professional Apprenticeship

Who is the programme for?
For those who coach a range of individuals and teams to empower and engage with them to enhance their professional performance.

Example occupations
Business coach, Career coach, Coach, Coaching practitioner, Coaching professional, Leadership coach, Performance coach, Systemic coach, Team coach, Wellbeing coach.

Key responsibilities
Include one-to-one coaching, team coaching, leadership coaching and to embed coaching within culture and governance infrastructures to support future ways of working.

Programme level
5 (equivalent to a foundation degree)

End Point Assessment Organisation (EPAO)

Programme length
14 months (excluding EPA).

Independent learning
Approximately 6 - 8 hours per week.

Off the job training
6 hours per week, as part of your contracted work hours.

Entry requirements
Determined by each employer but may typically be five GCSEs at Grade C or higher, including English and Mathematics. All apprentices must achieve Level 2 English and Mathematics prior to taking EPA.

Knowledge, Skills and Behaviours
Coaching, Communicating, Driving Towards Success.

Professional Recognition
It aligns with the following professional recognition:
- European Mentoring and Coaching Council for Accredited Coaching Practitioner
- The Association for Coaching for Accredited Coach
- The International Coach Federation for Associate Certified Coach.

"I've definitely been using a lot more management and coaching techniques when I've been working with my trainees and thinking about how we can help them with their development.

NHS Apprentice, 2022"
What will I learn?

Modules and Topics

Learning for Success
- Self-Assessment/ Development (CPD)
- Theories of self-awareness
- Unconscious bias
- Learning and reflective practice theories.

Modelling for success
- Definition of coaching/ mentoring/ training/ counselling/ consulting
- Coaching Models and different approaches

Communicating for Success
- Learning theories
- Emotional and social intelligence
- NLP
- Listening, questioning, providing feedback
- Documenting the process
- Assertiveness
- Negotiation.

Planning for Success
- Time-management
- Motivation theories
- Good practice
- Coaching goal setting
- Giving feedback.

Collaborating for Success
- Theories of stakeholder relationship building and management
- Problem-solving/ conflict management.

Evaluation
- ROI & delivering value
- Importance of contracting and re-contracting
- Documentation & Legalities
- Reviewing for success.

A Culture of Success
- Organisational culture, values and impact on behaviour.

Preparing for EPA Success
- Selecting evidence for Showcase Portfolio
- Mock Professional Discussion
- Observation guidance
- Mock Knowledge Test.

End Point Assessment

The EPA components for the Level 5 Coaching Professional Apprenticeship Standard are:
- Observations
- Professional discussion, informed by the Showcase portfolio
- Closed book knowledge test.

It’s a good networking opportunity, there is a sense of connecting with other people in the Trust which I enjoy. Decision making and understanding the type of manager I am, has changed my management style as it gives you the skills to do that. It’s about confidence, it has helped me see what I am good at, to see my strengths.

NHS Apprentice, 2022
A lot of the early modules that we’ve done around emotional intelligence and the importance of trust in leadership have helped me to gain a new appreciation of the underlying skills that are helpful to have as a manager and to think about other things that I can draw out to help myself in future positions.

NHS Apprentice, 2022

How will I learn?

We deliver this Apprenticeship programme using a variety of support, delivery and assessment methods including:

- Dedicated skills coach to guide the apprentice through their learning journey
- Regular one-to-one skills coach check-ins and progress reviews (every 10-12 weeks)
- Remote online interactive workshops
- Webinars and one-to-one mentoring
- Group Action Learning Sets
- Peer network to share ideas
- E-portfolio (OneFile) and e-learning
- Digital learner handbook
- Signposting to relevant in-house training
- Direct and recorded observations
- Knowledge test
- Portfolio and professional discussion.
Quality of training delivery

Pearson TQ, our trusted delivery partner, is one of the UK’s leading training providers, qualifying over 4,300 apprentices last year. They are passionate about helping to equip apprentices with the skills they need to enhance their employability prospects and to succeed in the changing world of work.

During her progress review today, Nicola explained that her team is the highest performing team in her service and is now seen as the gold standard for all other teams! This change has occurred over the last 12 months and both Nicola and her line manager stated that they felt that the Apprenticeship programme has been instrumental over the past six months in supporting this change.

Ofsted Report, 2022

Apprentices quickly develop the knowledge, skills and behaviours that are essential for managing their work and leading their teams effectively. Consequently, they improve their performance and make valuable contributions to their organisations ... A high number of apprentices are promoted during their apprenticeship.

Ofsted Report, 2022

[Pearson TQ’s] leaders and managers are highly ambitious for their apprentices. They ensure that the training apprentices receive includes additional qualifications beyond the requirements of the apprenticeship.

Ofsted Report, 2022

[Apprentices] benefit greatly from a well-planned curriculum and the effective teaching support they get from their coaches. As a result, apprentices have positive attitudes to learning and are highly motivated to succeed in their training and at work.

Ofsted Report, 2022

[Pearson TQ] has developed a curriculum which is specific to the employers’ needs and well aligned to employers’ leadership and management development strategies.

Ofsted Report, 2022

Key partners

Pearson TQ is listed on the Register of Apprenticeship Training Providers (RoATP) as a main provider

Ofsted graded ‘Good’ in November 2022

Quality Management ISO:9001

Investors in People Gold Award

Cyber Essential Plus certified

Defence Employer Recognition Scheme (Silver)

Pearson is listed in Stonewall’s top 30 employers for 2023

Pearson received a top score of 100% on the Disability Equality Index®

Pearson TQ is an approved CMI centre:

Shortlisted for the CMI Partner Awards ‘Outstanding Training Provider of the Year 2022’

One of their apprentices won Highly Commended CMI ‘Outstanding Apprentice of the Year 2022’ Award.

Pearson TQ programmes are accredited by
Association of Apprentices

Pearson TQ has partnered with the Association of Apprentices (AoA), a national, not-for-profit membership organisation which helps apprentices to connect, learn and fulfil their potential.

Apprentices can join the community, share experiences, communicate with people in similar situations, participate in specially curated events, and get support with everything from work skills to wellbeing.

Through our partnership, apprentices are eligible for free AoA membership with access to a bespoke social and professional networking platform that allows apprentices to unite with peers in a dedicated, inclusive virtual community and have access to thousands of resources to support apprentices work and life skills development.

Find out more
Visit our website for case studies and more information about our Apprenticeship programmes:
www.pearson.tq.com

Have further questions or need additional support? Contact Pearson TQ for more information:
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