



*ASSOCIATION FOR COACHING*

*COACH TRAINING ACCREDITATION*

*APPLICANT GUIDE*



## Contents

## Page

<b>THE AC COACH TRAINING ACCREDITATION SCHEME .....</b>	<b>3</b>
WHAT YOU NEED TO DO .....	3
QUALIFYING CRITERIA.....	4
DECIDING THE RIGHT LEVEL OF ACCREDITATION FOR YOU .....	5
BEFORE YOU APPLY .....	6
FEES.....	6
ASSESSMENT OF YOUR APPLICATION .....	7
FURTHER SUPPORT .....	8
1. DECLARATION .....	9
2. COACHING COMPETENCIES AND CODE OF ETHICS .....	9
3. HOURS OF COACH TRAINING COURSE .....	110
4. COACH TRAINING COURSE STRUCTURE.....	121
5. COACHING APPROACHES AND MODELS .....	132
6. LESSON PLAN OUTCOMES .....	143
7. LESSON PLAN CONTENT .....	154
8. SELF-STUDY .....	165
9. COACHING PRACTICE.....	176
10. FEEDBACK, REFLECTIVE WORK AND SUPERVISION.....	187
11. WRITTEN ASSIGNMENTS .....	198
12. COURSE TUTORS.....	19
13. ASSESSMENT METHODS .....	210
14. COURSE ASSESSORS .....	221
15. COURSE EVALUATION .....	232
16. PARTICIPANT REFERENCES.....	23
<b>APPENDIX I</b>	
USE OF AC COACHING COMPETENCIES, ETHICS AND GUIDELINES.....	24
<b>APPENDIX II</b>	
LESSON PLAN OUTCOMES – WORKED EXAMPLE.....	25
<b>APPENDIX III</b>	
LESSON PLAN CONTENT – WORKED EXAMPLE.....	26



# THE AC COACH TRAINING ACCREDITATION SCHEME

## INTRODUCTION

The Association for Coaching (AC) Coach Training Accreditation Scheme is designed to further the AC's purpose of championing standards of excellence in the coaching professions. Its core features are:

### **Inclusivity**

The AC welcomes Training Course Providers from different disciplines, backgrounds, training and experience to submit coach training courses to become accredited. The Scheme focuses on accrediting training courses that entail a blended learning approach with a balance of practical and theoretical content.

### **Rigorous standards**

AC Coach Training Accreditation offers reassurance to buyers of coach training with regard to the level of knowledge, practical experience and application of coaching competencies, all benchmarked against best practice.

### **Developmental focus**

The AC offers four different levels of coach training accreditation to reflect the development of a coach from novice to mastery.

- **Accredited Award in Coach Training (AACT)**
- **Accredited Certificate in Coach Training (ACCT)**
- **Accredited Diploma in Coach Training (ADCT)**
- **Accredited Advanced Diploma in Coach Training (AADCT)**

### **Requirements**

To apply for AC Coach Training Accreditation the course(s) must have been run and completed at least once with a minimum of six participants.

Participants on your AC Accredited Coach Training should be awarded certificates of successful completion, subject to them meeting your standards at assessment. Should they choose to apply for AC Coach Accreditation this certificate will evidence their coach training and form part of their application. Please note that your participants will **not** become AC Accredited Coaches as a result of attending your AC Accredited Coach Training Course and this should be made clear to them. Individual AC Coach Accreditation needs to be applied for when the coach has had experience, CPD and supervision as well as training, and has developed the required level of competence. More information on AC Coach Accreditation can be found on the AC website.

## WHAT YOU NEED TO DO

If you are interested in applying for AC Coach Training Accreditation, follow these steps:

1. Read the Qualifying Criteria section on **page 5** to determine which accreditation your Coach Training Course qualifies for and you wish to apply for.
2. Read this Applicant Guide and all other supporting documentation which can be downloaded from the AC website to get an understanding of what is required.
3. Work methodically through this Applicant Guide, complete the documentation and then submit your application following the instructions on the website.



## QUALIFYING CRITERIA

The amount of theoretical learning, practical application, reflective practice and supervision are qualifying criteria for different levels of the AC Coach Training Accreditation Scheme. Training courses will also be assessed on the specific use of the AC's coaching competency framework within the coach training course and how it is incorporated. Higher levels of accreditation require demonstration of a greater breadth and depth of coaching capabilities, as indicated in the table on **Page 5**

# DECIDING THE RIGHT LEVEL OF ACCREDITATION FOR YOU

<i>ELIGIBILITY</i> <i>Training Course must have run at least once prior to application</i>	Accredited Award in Coach Training (AACT)		Accredited Certificate in Coach Training (ACCT)		Accredited Diploma in Coach Training (ADCT)		Accredited Advanced Diploma In Coach Training (AADCT)	
Membership	AC Coaching Provider, Training Provider, Voluntary & Community Member or Corporate Member							
	Option 1	Option 2	Option 1	Option 2	Option 1	Option 2	Option 1	Option 2
Class based training hours (face to face)*	40 hours	21 hours	60 hours	40 hours	80 hours	60 hours	80 hours	60 hours
Self-study hours *	10 hours	33 hours	40 hours	80 hours	70 hours	110 hours	120 hours	160 hours
Actual hours of Training Course *	<b>50 hours</b>	<b>44 hours</b>	<b>100 hours</b>	<b>120 hours</b>	<b>150 hours</b>	<b>170 hours</b>	<b>200 hours</b>	<b>220 hours</b>
Coaching practice **	6 hours	20 hours	20 hours	30 hours	40 hours	50 hours	60 hours	70 hours
<b>DESCRIPTORS OF TRAINING COURSE</b>	<ul style="list-style-type: none"> <li>~ Trains core coaching skills (listening, questioning, raising awareness and designing actions)</li> <li>~ Includes at least one coaching approach or model</li> <li>~ Develops participants' ability to carry out basic coaching conversations within a specific set of coaching competencies and ethical guidelines</li> <li>~ Includes reflective practice and in-class supervision</li> <li>~ AACT Course provides sufficient training hours for coaches wishing to pursue Foundation/Foundation Executive Coach Accreditation with the AC</li> <li>~ Entry level for those new to and starting out in coaching</li> </ul>							
	<ul style="list-style-type: none"> <li>~ Trains comprehensive core coaching skills including skills drawn from a range of theory, models and practice. This might include examples from CBC, NLP, Clean, Behavioural, Neuroscience etc.</li> <li>~ Further develops coaching skills and practice</li> <li>~ Includes three or more Coaching Approaches or Models</li> <li>~ Develops participants' ability to use a broad range of methods and tools to work with clients</li> <li>~ Includes working with a specific set of coaching competencies and ethical guidelines</li> <li>~ Includes reflective practice based on observation, feedback and in-class supervision</li> <li>~ ACCT Course provides sufficient training hours for coaches wishing to pursue Coach / Executive Coach or Professional / Professional Executive Coach Accreditation with the AC</li> </ul>							
	<ul style="list-style-type: none"> <li>~ Trains, in-depth, comprehensive understanding of the knowledge, theories, models, skills and practice required to coach to a high standard</li> <li>~ Further develops coaching skills and practice</li> <li>~ Includes in-depth study of one or more coaching approaches or models</li> <li>~ Develops participants' ability to use a broad range of techniques and approaches flexibly in response to coachee/situations</li> <li>~ Includes working with a specific set of coaching competencies and ethical guidelines</li> <li>~ Includes reflexive practice, critical enquiry and group discussion based on observation, feedback and one to one supervision</li> <li>~ ADCT Course provides sufficient training hours for coaches wishing to pursue Professional / Professional Executive Coach or Master / Master Executive Coach Accreditation with the AC</li> <li>~ For Coaches with existing training and significant coaching experience looking for more training at an advanced level</li> </ul>							
	<ul style="list-style-type: none"> <li>~ An advanced training that develops an expert knowledge and deep understanding of the art and practice of coaching.</li> <li>~ Further develops coaching skills and practice</li> <li>~ Includes in-depth study of one or more coaching approaches or models</li> <li>~ Develops participants' ability to use a broad range of techniques and approaches flexibly in response to coachee/situations</li> <li>~ Includes working with a specific coaching set of competencies and ethical guidelines.</li> <li>~ Includes reflexive practice, critical enquiry and group discussion, plus one to one supervision, observation and feedback</li> <li>~ AADCT Course provides sufficient training hours for coaches wishing to pursue Professional / Professional Executive Coach or Master / Master Executive Coach with the AC</li> <li>~ For very experienced Coaches who have already completed basic (and possibly further) training who are looking to develop coaching mastery</li> </ul>							

*\*See Applicant Guide for further details*  
*\*\* In addition to class-based practice undertaken by participants*



## BEFORE YOU APPLY

Be certain that your training course meets all of the criteria for the scheme and level of AC Coach Training Accreditation you wish to apply for before submitting your application.

## FEES

On submission of your application you are required to pay fees for assessment and three year accreditation.

Assessment and Accreditation Fees will be reviewed on April 1<sup>st</sup> each year.

Please contact [accreditation@associationforcoaching.com](mailto:accreditation@associationforcoaching.com) for the current fees.

## YOUR APPLICATION

Please submit your application as follows:

1. Enter all information into the Application form and ensure all the elements requested as part of the application form are included in the document, preferably a PDF.
2. In addition to the completed Application form, please submit:
  - a. a copy of the learning log used on the course
  - b. the relevant number of Participant References for the level of accreditation you are applying for
3. If you have any questions on the requirements, please contact [accreditation@associationforcoaching.com](mailto:accreditation@associationforcoaching.com) before submitting your application online.



## PLEASE NOTE BEFORE YOU SUBMIT YOUR APPLICATION

It is important to complete the application in full as specified or you will be requested to make changes and resubmit it. A resubmission fee is chargeable. Please contact [accreditation@associationforcoaching.com](mailto:accreditation@associationforcoaching.com) for the current resubmission fees.

Once you have submitted and paid for your application, you will receive emailed confirmation of receipt of both and your application will move into the assessment process.

You are responsible for your Coach Training Accreditation application. Any documentation submitted in support of your application must be authentic and truthful. If it is discovered that any dishonest information has been provided as part of an application this may invalidate the whole application and give cause to remove any accredited status awarded.

## ASSESSMENT OF YOUR APPLICATION

Your application will be assessed by AC Assessors who abide by a Code of Conduct which includes the confidential treatment of all information accessed through assessing. Applications are assessed using the specified criteria and in conjunction with the coaching competencies used. The AC Coaching Competency Framework is available on the AC website.

The outcome of the assessment of your application could be one of the following:

- A pass
- A referral for resubmission
- A fail

The AC will endeavour to assess your application as quickly as possible, and this will take no longer than three months although in most cases will be sooner. All feedback will be given in writing.

Details of your application remain confidential, known only to AC administration and those AC Coach Training Accreditation Assessors involved in the assessment of your application. On completion of the assessment your application will be kept on file by the Accreditation Office for a period of 3 years. You are advised to keep your own copy of your application for future reference as this will help you when applying for accreditation renewal after three years.

When you are awarded AC Coach Training Accreditation you will receive a certificate of Accreditation, the relevant AC Accredited Coach Training logo for marketing purposes and the appropriate recognition on the AC website. You will also qualify for the special AC Student Affiliate Membership for your course participants. This is a high value 12-month reduced-fee AC membership that you can market as part of your accredited training course. More information is available on the AC website.



## MAINTAINING AND RENEWING YOUR ACCREDITATION

AC Coach Training Accreditation is valid for a period of three years, and is dependent upon your continued AC Membership.

As the purpose of AC Coach Training Accreditation is to confirm that a training course meets current best coaching practice, it is subject to review for the purposes of continuous improvement and evaluation, and there will be a requirement to renew accreditation at expiry.

## FURTHER SUPPORT

A range of support is available to applicants for AC Coach Training Accreditation:

1. This Applicant Guide gives detailed guidance as to how to fulfil each section of the Application Form.
2. The AC Coach Training Course Accreditation Overview gives you a summary of qualifying criteria, and what is required for your application.
3. FAQs can be accessed via the Coach Training Accreditation page on the AC website.
4. If you cannot find the information you need elsewhere, you may also raise questions with the Accreditation Office on [accreditation@associationforcoaching.com](mailto:accreditation@associationforcoaching.com).

## TIPS

### Do:

- Read through the whole of the Overview and the Applicant Guide to ensure your training course is eligible for the level of AC Coach Training Accreditation for which you are applying
- Work systematically through the Application Form using the Applicant Guide to support you through the process

### Do not:

- Submit documentation pertaining to the training course that has not specifically been requested





## 1. DECLARATION

### WHAT YOU NEED TO DO

- Read the Terms and Conditions carefully and complete the box regarding your Professional Indemnity Insurance if appropriate.
- Enter your name, Organisation name and the date at the end of the declaration page.

## 2. COACHING COMPETENCIES AND CODE OF ETHICS USED WITHIN THE COACH TRAINING COURSE

In this section you are required to demonstrate when and how the AC Coaching Competency framework and Code of Ethics is covered in the Coach Training course.

### WHAT YOU NEED TO DO

Please provide details of which coaching competencies and Code of Ethics you have built your Training Course around and how you train to these within the course.

For all applications:

- **Complete** Section One in the table provided detailing which additional coaching competency framework is used in the training course, if applicable
- **Complete** Section Two in the table describing in brief at which stages during the Training Course each of these competencies are met

### TIPS

**Do:**

- Identify which competency is covered at which stage during the training course
- Add more rows as required to incorporate all of the elements of your training course
- Complete the competencies for Executive Coaches, if applicable
- Refer to worked example at the end of this Applicant Guide (Appendix I)



### 3. HOURS OF COACH TRAINING COURSE

In this section you are required to record the hours of your training course.

#### WHAT YOU NEED TO DO

Please ensure that your Coach Training Course meets the requirements for the level at which you are applying (see table below):

Level	Accredited Award in Coach Training (AACT)		Accredited Certificate in Coach Training (ACCT)		Accredited Diploma in Coach Training (ADCT)		Accredited Advanced Diploma in Coach Training (AADCT)	
	OPTION 1	OPTION 2	OPTION 1	OPTION 2	OPTION 1	OPTION 2	OPTION 1	OPTION 2
Dates the Coach Training Course has been delivered*	From - To	From - To	From - To	From - To	From - To	From - To	From - To	From - To
Class based training hours and coaching practice	40 hours	21 hours	60 hours	40 hours	80 hours	60 hours	80 hours	60 hours
Self-study hours	10 hours	33 hours	40 hours	80 hours	70 hours	110 hours	120 hours	160 hours
Actual hours of Coach Training Course	50 hours	44 hours	100 hours	120 hours	150 hours	170 hours	200 hours	220 hours
Participants' coaching practice hours (in addition to class-based practice)	6 hours	20 hours	20 hours	30 hours	40 hours	50 hours	60 hours	70 hours

Please complete the table:

- **Specifying** the class based face-to-face training and coaching practice time in hours.
- **Specifying** the hours of self-study as part of the training.
- **Specifying** the actual number of hours of learning undertaken by the participant (total of class-based training plus self-study hours).
- **Specifying** the expected hours of practical coaching sessions undertaken as part of the learning (not necessarily observed, or during the face to face taught sessions)

\* **Coach Training Course must run at least once prior to application**

#### TIPS

Do:

- **Ensure** that your Coach Training Course meets the minimum number of hours for the level of accreditation for which you are applying.

## 4. COACH TRAINING COURSE STRUCTURE



In this section of the application you give specific information about the content and running order of your Coach Training Course

### WHAT YOU NEED TO DO

Complete the table

- **List** all elements for your Coach Training Course from induction through to the end of the course
- **Use** your Coach Training Course Outline to complete the table clearly showing the breakdown of:
  - Modules/Units - induction, ethical coaching practice, recommended reading, supervision etc.
  - Method/Resources used – tutor-led presentation, group discussion, Code of Ethics & Good Practice etc.
  - Content of each Module/Unit
  - Blended Learning – state whether it is theory, practice, reflective practice and supervision, other (such as mandatory attendance at a related workshop or talk, observation of a video, participation in a VOIP call)
  - Time – how long is spent on this activity and whether it is:
    - in class
    - self-study
    - coaching practice (in addition to class-based practice)
  - Assessment criteria – what the participant is required to do as a result of this module
- **Complete** the total hours spent on activities

### TIPS

#### Do:

- Provide as much information as you can about each of the elements of the training course
- Ensure that the content is a blended learning experience covering theory, practice, reflective practice and supervision
- Ensure that the total hours for class based training and self-study hours add up to the actual hours of the training course listed in **Section 3** of the application form
- Ensure that the total coaching practice hours (in addition to class-based practice add up to the hours listed in **Section 3** of the application form

#### Do not:

- Attach a training course outline

## 5. COACHING APPROACHES AND MODELS



In this section of the application you give specific information about the coaching approaches and models your Coach Training Course covers.

### WHAT YOU NEED TO DO

**Complete** the table in the application form.

	Accredited Award in Coach Training (AACT)	Accredited Certificate in Coach Training (ACCT)	Accredited Diploma in Coach Training (ADCT)	Accredited Advanced Diploma in Coach Training (AADCT)
Specific coaching approaches and models trained	One or more	Three or more	In-depth study of <b>one</b> or more	

- **Complete the table** including all coaching approaches and models taught during the training, for example:
  - Clean Coaching
  - Appreciative Coaching
  - NLP Coaching
  - GROW (Whitmore and Alexander)
  - Solutions Focused Coaching
  - GAPS (Hicks and Peterson)
  - Executive Coaching
  - OUTCOMES™ (Mackintosh)
  - Company's own model (please specify)
- **Do not use acronyms** –e.g. GROW – write out approach or model in full - Goals, Reality, Obstacles/Options, Will/Way Forward
- **Identify** the method used to explain and use the coaching approach or model
- **Indicate** whether it was covered in the training hours for:
  - in class
  - self-study
  - coaching practice (in addition to class-based practice)

### WHAT WILL BE ASSESSED

- That the required number of coaching approaches and models are covered (see table above)
- That the participant has the opportunity to learn the theory and practical application of the coaching approaches and models used in the Coach Training Course

### TIPS

#### Do:

- Detail all coaching approaches and models used within Coach Training Course
- Provide as much information as you can about the methods used

#### Do not:

- Attach diagrams or articles to support your explanation of your training of coaching approaches and models

## 6. LESSON PLAN OUTCOMES



In this section of the application you give specific information about the learning outcomes for one particular lesson plan which focuses on a coaching approach or model in your Coach Training Course.

### WHAT YOU NEED TO DO

Complete in full the table in this section.

- **Select** one coaching approach or model that is taught on the training course - for example the GROW model
- **Enter** the unit or lesson title
- **Refer** to worked example in **Appendix II** to complete the following elements of the table:
  - **Describe** all of the learning outcomes required as a result of this learning module, adding in more rows as required
  - **List** the assessment criteria linking it to the learning outcomes

### TIPS

#### Do:

- Provide as much information as you can about each of the elements of the coaching approach and model used

#### Do not:

- Assume that the AC Assessors have any prior knowledge of the coaching approaches and models covered in the Coach Training Course



## 7. LESSON PLAN CONTENT

In this section of the application you give specific information about the lesson plan content covering the coaching approach or model selected in **Section 5**.

### WHAT YOU NEED TO DO

Complete in full the table in this section.

- **Refer** to worked example in **Appendix III** to complete the following elements of the table:
- **Enter** content of learning module
- **Detail** activity undertaken
- **List** materials used
- **Detail** time allocated for each element of the learning module

### TIPS

#### Do:

- Provide as much information as you can about each of the elements of the coaching approach and model used

#### Do not:

- Assume that the AC Assessors have any prior knowledge of the coaching approaches and models covered in the Coach Training Course



## 8. SELF-STUDY

In this section of the application you give specific information about the self-study element of your training course.

### WHAT YOU NEED TO DO

- **Complete the table** detailing the type of all self-study undertaken by participants, for example:
  - Reading
  - Research
  - Written work, including the written assignments assessed as part of the course
  - Peer discussion
  - Questionnaires
  - Reflective logs/journals
  - Action Learning Groups
- **Insert** more rows as required
- **Identify** how much time you expect participants to spend on the activity
- **Total** the hours of self-study undertaken

### TIPS

#### Do:

- Ensure that the total hours for self-study add up to the hours listed in **Section 3** of the Application Form



## 9. COACHING PRACTICE

In this section of the application you give specific information about the practical coaching that the participants undertake in and outside of class.

### WHAT YOU NEED TO DO

	Accredited Award in Coach Training (AACT)	Accredited Certificate in Coach Training (ACCT)	Accredited Diploma in Coach Training (ADCT)	Accredited Advanced Diploma in Coach Training (AADCT)
Observed/Recorded Coaching Practice	None required	Minimum <b>one</b>	Minimum <b>three</b>	

- **Complete** the **in-class** practice table specifying:
  - Who observes the class-based coaching practice sessions
  - How many sessions are observed
- **Complete** the **in addition** to class-based practice table:
  - **Detail** the guidance for coaching practice that is given to course participants
  - **Explain** how the additional coaching practice is verified and include any supporting evidence that participants are required to submit





## 10. FEEDBACK, REFLECTIVE WORK AND SUPERVISION

In this section of the application you give information about the feedback given to participants, the reflective work (coach development) and supervision undertaken as part of the training course.

### WHAT YOU NEED TO DO

- **Complete** the table according to the requirements of the level of AC Coach Training Accreditation for which you are applying. See below:

	Accredited Award in Coach Training (AACT)	Accredited Certificate in Coach Training (ACCT)	Accredited Diploma in Coach Training (ADCT)	Accredited Advanced Diploma in Coach Training (AADCT)
In-class feedback, reflective work (coach development) and supervision undertaken as part of the training course	<ul style="list-style-type: none"> <li>~ Feedback</li> <li>~ Learning Logs</li> </ul>		<ul style="list-style-type: none"> <li>~ Observation and Feedback</li> <li>~ Learning Logs</li> <li>~ Reflective Journaling</li> <li>~ Reflective Group discussion</li> <li>~ 1-1 Supervision</li> </ul>	

- **For all levels:**
  - **Upload a copy of the Learning Log**
  - Detail:
    - How many sessions, when, and by whom the observation and feedback is given
    - What guidance is given to participants with regard to completing a learning log
    - What evidence is required to demonstrate the participants have completed the learning logs
- **For ACCT, ADCT and AADCT also detail:**
  - What guidance is given to participants with regard to completing a reflective journal
  - How many reflective group discussions take place
  - How many 1-1 supervision sessions take place
  - Who is the Supervisor? E.g. tutor, external supervisor

### TIPS

- Do:**
- Ensure that the total number of observed coaching sessions equal or exceed those required for the level of AC Coach Training Accreditation you wish to apply for



## 11. WRITTEN ASSIGNMENTS

In this section of the application you are required to detail what written assignments your participants undertake as part of the Coach Training Course.

### WHAT YOU NEED TO DO

- **Complete** the table according to the requirements of the level of AC Coach Training Accreditation for which you are applying. See below:

	Accredited Award in Coach Training (AACT)	Accredited Certificate in Coach Training (ACCT)	Accredited Diploma in Coach Training (ADCT)	Accredited Advanced Diploma in Coach Training (AADCT)
Written assignments undertaken as part of the training course	None required	Written case study <i>or</i> personal coaching approach	Written case study <i>plus</i> personal coaching approach	

- **Give a brief description** of all of the written work a participant is required to do. Please include:
  - Guidelines given to participants
  - Word counts

### TIPS

#### Do:

- Give full details of the instruction the participants are given



## 12. COURSE TUTORS

In this section you are required to give information about your Course Tutors.

### WHAT YOU NEED TO DO

- **Write** 200 words outlining the experience and expertise of **each** of the course tutors to deliver the specified training course to the required standard. Please include their:
  - name
  - role specifically relating to the training course (e.g. tutor, assessor, NLP specialist etc.)
  - relevant experience, qualifications and expertise
  - details of memberships and accreditations to any coaching and supervisory body they have

### TIPS

#### Do:

- Provide sufficient information so that the AC Assessors are able to identify the role, involvement and relationship that each tutor has to your training course.
- Specifically mention any relevant memberships or accreditations that the tutors hold e.g. of professional coaching bodies.



## 13. ASSESSMENT METHODS

In this section of the application you are required to describe how you will assess your Coach Training Course participants in terms of fitness to practise.

### WHAT YOU NEED TO DO

#### Assessment Style

- **Give a brief 500 word description** of the assessment methods used to determine fitness to practise. These can be either or both:
  - **Formative** – monitoring participants' learning, providing feedback during the face to face learning
  - **Summative** – evaluating learning at the end of a training course to a benchmark standard

### TIPS

#### Do:

- Provide details of how participants' knowledge and understanding of the all the elements of the Coach Training Course are assessed including:
  - Class-based training hours (face to face)
  - Self-study hours
  - Coaching practice (in addition to class-based practice undertaken by delegates)
  - Observed/recorded coaching practice
  - In-class feedback, reflective work (coach development) and supervision undertaken as part of the Coach Training Course
  - Written assessments



## 14. COURSE ASSESSORS

In this section of the application you are required to provide details of who undertakes the final assessment of coaches learning and fitness for practice **if not the Course Tutors**.

### WHAT YOU NEED TO DO

- **Complete** the table in the Application form:
  - Insert **“Undertaken by Course Tutors”** if they undertake the final assessment of the participants’ learning and fitness for practice

**OR**

- **Complete** the table in the Application form for each Assessor with details of their:
  - name
  - role
  - experience
  - qualifications
  - expertise
  - memberships and accreditations

### TIPS

#### **Do:**

- Provide sufficient information so that the AC Assessors are able to identify the role, involvement and relationship that each Assessor has to your training course.
- Specifically mention any memberships or accreditations that the tutors hold.

### ADDITIONAL GUIDANCE

- Individuals who assess the participants’ learning and fitness to practise may be:
  - Tutors
  - Independent Assessors



## 15. COURSE EVALUATION

In this section of the application you provide details of all the evaluation methodologies you employ to evaluate the effectiveness of the Coach Training Course and further develop it

### WHAT YOU NEED TO DO

- Complete the table outlining all methods used to evaluate your Coach Training Course. For example:
  - Continuous Improvement Process
  - Written evaluations and feedback from participants
  - Questionnaires or surveys
  - Learning log summaries
  - Individual interviews
  - Feedback from those coached by participants
  - References from participants



## 16. PARTICIPANT REFERENCES

This part of the application is designed to gauge the effectiveness of your training course from a participant perspective.

### WHAT YOU NEED TO DO

- **Ask** participants to supply a reference.
- **Send him/her a Participant Reference Form**, complete with your name and details of which level of Coach Training Accreditation you are applying for. Reference forms are available to download on the AC website.
- Ask your participant to e-mail the completed reference to you as a PDF.
- Submit the references in the relevant place on the online application
- The number of references that you should submit are as follows:

References to submit	No.
Accredited Award in Coach Training (AACT)	2
Accredited Certificate in Coach Training (ACCT)	2
Accredited Diploma in Coach Training (ADCT)	3
Accredited Advanced Diploma in Coach Training (AADCT)	4

**NOTE:** The AC reserve the right to contact the Participants to confirm that the content is genuine.

### WHAT WILL BE ASSESSED

All elements of the training course will be assessed in this section.

### TIPS

#### Do:

- Ask for references from participants that you have trained within the last 18 months



## APPENDIX 1

### 2. USE OF AC COACHING COMPETENCIES, ETHICS AND GUIDELINES WITHIN THE COACH TRAINING COURSE – WORKED EXAMPLE

#### Coaching Competencies for all Coaches

##### AC Coaching Competency:

##### 1. Meeting ethical, legal and professional guidelines

How coaching competencies were covered within Coach Training Course (in brief)

When:	How:
Introduction:	Adherence to a Code of Ethics and good practice guidelines Insurance requirements Confidentiality
Day 1:	Boundaries of coaching relationships and difference between mentoring, consultancy, training, counselling. Referral process to another professional Use of supervision in coaching
Day 2:	Record keeping Data protection





## APPENDIX II

### 6. LESSON PLAN OUTCOMES – WORKED EXAMPLE

Please enter full details of one lesson plan relating to the training of the use of a specific coaching approach or model. Refer to Applicant Guide for further information.

<b>Unit/Lesson Title</b>	Use of the GROW Model
--------------------------	-----------------------

Learning Outcomes	Number	Description of outcome
	1	Be able to explain the elements of the GROW Model
	2	Be able to understand the use of each element
	3	Be able to use the model within a coaching session
	4	Be able to obtain feedback from observer/s on use of the model
Assessment Criteria	Linked to Learning Outcomes	Specific requirements
	1.1	Explore and discuss the elements of the GROW model
	1.2	Contract the scope and content of the coaching session
	1.3	Agree learning objectives for this session
	2.1	Explain each element of the GROW Model
	2.2	Demonstrate the use of the GROW model within the parameters of a coaching session
	3.1	Deliver a 10 minute coaching session
	3.2	Reflect and assess effectiveness of the use of this coaching model
	3.3	Review own coaching performance making links to different elements of the GROW Model
	4.1	Obtain feedback from observers
	4.2	Plan continuing personal development in use of the GROW Model



## APPENDIX III

### 7. LESSON PLAN CONTENT – WORKED EXAMPLE

Please enter full details of one lesson plan relating to the training of the use of a specific coaching approach or model. Refer to Applicant Guide for further information.

Item	Content	Activity	Materials	Time
1.	Introduction	Introduction to GROW model Explanation of relevance to participants Overview of learning objectives	Slides	0.15
2.	Demonstration	Tutor led demonstration of GROW in action	Slides	0.20
3.	Coaching Skills Part (1)	Group plan and prepare a 10 minute coaching session using the GROW model and questions to ask in each element	Exercise	0.20
4.	Review	Debrief of key points to be covered in session	Slides	0.10
5.	Coaching Skills Part (2)	In triads, participants demonstrate use of the GROW model	Group exercise	0.45
6.	Coaching Skills Part (3)	Individual completion of learning log on effectiveness of use of GROW model	Exercise	0.15
7.	Coaching Skills Part (4)	Group obtain feedback from peers on performance using GROW model	Group Exercise	0.30
8.	Review and Debrief	Tutor led discussion	Slides	0.10
9.	Action Plan	Plan continuing personal development in use of the GROW Model	Exercise	0.15