



**ASSOCIATION FOR COACHING**

**Accredited Coaching Supervisor**  
**(Application for Accredited Coaches)**

**APPLICANT GUIDE**

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## THE AC COACHING SUPERVISOR ACCREDITATION SCHEME

The AC believes that supervision is an important and integral part of ensuring the credibility of the coaching profession. AC Coaching Supervisor Accreditation is a key part of the AC's drive to champion excellence. Its features are:

### **Inclusivity**

AC Coaching Supervisor Accreditation is inclusive, welcoming applicants from different backgrounds, training and experience.

### **Rigorous standards**

The process is designed to allow supervisors to benchmark themselves against the highest professional standards.

### **Development focus**

Applicants find the process of completing their application offers extensive professional and personal development.

The Accredited Coaching Supervisor scheme is for supervisors who are experienced, Accredited Coaches (accredited by any professional coaching body), offering services to all coaches, including coaches seeking Coach Accreditation and coaches seeking support for their work in a business or organizational context.

## DEFINITIONS:

**Coaching Supervision:** Coaching Supervision is a formal and protected time for facilitating in-depth reflection for coaches to discuss their work with someone who is experienced as a Coach. Supervision offers a confidential framework within a collaborative working relationship in which the practice, tasks, process and challenges of the coaching work can be explored.

The primary functions of Coaching Supervision are to support, develop and ensure ethical and best practice of coaches in service of their coaching clients (individuals and organisations) and their professional associations. Supervision is not a 'policing' role, but rather a trusting and collegial professional relationship.



The AC adopts the following descriptors for the functions of coaching supervision: support, development and professional assurance.

**Support:** where the coaching supervisor takes an encouraging perspective helping to restore the coach. This may include offering support to the coach to deal with any “unfinished business”, personal and emotional reactions to client work and to ensure self-care, in order that they have energy for future client work.

This function is also referred to as Restorative (Proctor 1986) or Supportive (Hawkins & Shoheit 1989, Kadushin 1992, Hay 2007) or Resourcing (Hawkins & Smith 2006)

**Development:** where the coaching supervisor takes a facilitative approach to the coach’s development, which may include reflecting on the coach’s work, the appropriate sharing of the supervisor’s own coaching experiences and offering new perspectives.

This function is also referred to as Formative (Proctor 1986) or Educative (Hawkins & Shoheit 1989) or Developmental (Kadushin 1992, Hawkins & Smith 2006)

**Professional Assurance:** the exploration of how the coach practises, taking into account the coach’s own coaching approach, what is commonly accepted as best practice, as well as conforming to the Global Code of Ethics for Coaches & Mentors .

This function is also referred to as Normative (Proctor 1986) or Managerial (Hawkins & Shoheit 1989) or Administrative (Kadushin 1992) or Qualitative (Hawkins and Smith 2006).

In order to be working at the standard expected for Accreditation we require that the applicant demonstrate a breadth and depth of experience.

“Breadth” could be indicated by a range (at least 3 types) of supervision clients (executive coaches, life coaches, internal coaches, coach managers, student coaches, coaching supervisors). It is likely that applicants will have gathered that experience across multiple organisations.

“Depth” could be indicated by the longevity/continuity of relationship. We would expect that at least 50% of clients will have been in the supervision relationship “over time”.

By “over time” we would have an expectation that the client would have been seen for a minimum of four sessions of 1 hour (or more) over a period of not less than 4 months. This applies to both group and individual applications.

## DOCUMENTS REQUIRED:

Please download these from the website if you have not done so already:

- Coaching Supervisor Accreditation Overview
- Applicant Guide (this document)
- Application Form



- Coaching Supervision Practice Supervisor Reference
- Coaching Supervisor Client Reference
- Coaching Supervisor Principles Framework
- Coaching Supervisor Accreditation FAQ
- Coaching Supervision Experience Log

## WHAT YOU NEED TO DO:

If you are interested in applying follow these steps:

1. The Applicant Guide contains all the information you need to complete the process. You will need to read through the guidelines thoroughly, possibly more than once. If something is not clear, the AC runs monthly support calls. You can book a place on an accreditation support via the website.
2. Work methodically through this Applicant Guide, requesting the support of your Coaching Supervision Supervisor and clients where required, and start to prepare your application.
3. When complete, submit your application following the instructions on the website.

## QUALIFYING CRITERIA:

Your hours of training and coaching supervision experience are qualifying criteria for the Coaching Supervisor accreditation scheme. You will also be assessed on the depth of your coaching supervision knowledge and the quality of your coaching supervision practice. Please see the **AC Coaching Supervisor Accreditation Scheme Overview** for further details.

**Exceptions.** In the rare event that as an experienced Coaching Supervisor you cannot satisfy one or more of the qualifying criteria above, and believe that your application should still be considered, please email [accreditation@associationforcoaching.com](mailto:accreditation@associationforcoaching.com) for further advice.

## FEES:

On submission of your application you are required to pay fees for assessment and five year accreditation. For current AC Coaching Supervisor Accreditation fees please see the website.



## SUBMITTING YOUR APPLICATION:

Please submit your application by following the instructions on the website.

### **Please note before you submit your application:**

It is important that you complete the application in full as specified or you will be requested to make changes and resubmit it. Resubmissions may be requested at one of two stages:

1. After a first stage assessment of eligibility and completeness of application.
2. After a second stage competency assessment where insufficient evidence of competencies has been provided.

In the unlikely event that you are unable to resubmit sufficient evidence, you will be advised if you qualify for any partial refund of your assessment fee depending on how much assessment work has been undertaken. For current AC Accreditation resubmission fees contact [accreditation@associationforcoaching.com](mailto:accreditation@associationforcoaching.com)

Once you have submitted your application you will receive confirmation of receipt and will be required to pay the relevant fee. Your application will then move into the assessment process.

You are responsible for your 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 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 trained assessors who are themselves AC Accredited Coaching Supervisors. Every effort is taken to ensure your application is not assessed by anyone to whom you are known. AC Accreditation Assessors abide by a Code of Conduct which includes the confidential treatment of all information accessed through assessing.

Applications are assessed against the AC Coaching Supervision Principles Framework.

You are encouraged to make links between the different parts of your application. The assessors take an inclusive stance, reflecting the current diversity of supervisors of coaches. It is anticipated that many different styles of supervision will deliver an effective experience for coaches. It is important that you describe the model or philosophy that underpins your approach, as this will provide the bedrock alongside which your recorded sample session and your reflective review will be assessed.



The most important and crucial aspect of your application is that it is congruent and this is what the assessors will be checking for. By this, what we mean is: what you say you do (Philosophy), is borne out by what you do (Fitness to Practice recording), and is confirmed by what others say you do (Supervisor reference and Supervisee references). Where there is a variance, we would expect you to be telling us about the reasons for this, in your reflection.

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

- A pass
- A referral for resubmission of some elements
- A fail

You will receive feedback including strengths and development areas, as well as a decision on the outcome of your application. The AC will endeavour to assess your application as quickly as possible. If your application is complete in every respect, this should take no more than three months, although in most cases will be much sooner. Should any items be missing, then the assessment may take longer. All feedback will be given in writing.

Where an Applicant is requested to re-submit part or all of their application, and the re-submission falls short of the requirements for Accreditation, the applicant must wait a minimum of 12 months from the date of feedback, before submitting a new application.

If you have further questions after your application is assessed please submit these to the accreditation office in writing at [accreditation@associationforcoaching.com](mailto:accreditation@associationforcoaching.com). These will be forwarded to your assessors. There is no requirement for them to respond but wherever possible they will provide more information.

Details of your application remain confidential, known only to AC administration and the panel of assessors. After your successful assessment your assessors do not retain any part of your application. On completion of your assessment and your successful accreditation, your application will be kept on file by the Accreditation Office for a period of five 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 five years.

When you are awarded Accreditation you will receive a certificate of accreditation and the relevant AC Accredited Coaching Supervisor logo to use on your website or printed literature.

## **MAINTAINING AND RENEWING YOUR ACCREDITATION:**

AC Coaching Supervisor Accreditation is valid for a period of five years and is dependent on your continued AC Membership, AC Coach Accreditation (or accreditation or credentialing from another recognised Coaching body), your on-going coaching supervision and own supervision, and CPD.



As the purpose of accreditation is to confirm that a supervisor has an active supervision practice and is continuing to develop skills, gain experience and develop him or herself, there will be a requirement to renew accreditation at expiry.

## **FURTHER SUPPORT:**

A range of support is available to applicants for AC Coaching Supervisor Accreditation:

1. This Applicant Guide gives detailed guidance as to how to fulfil each section of the Application Form.
2. The AC Coaching Supervisor Accreditation Scheme Overview gives you a summary of qualifying criteria, and what is required for your application.
3. Regular AC Coaching Supervisor Accreditation Briefing calls take place in which you can raise questions with AC Accreditation experts and network with other applicants. View dates of forthcoming Briefings and book via the website.
5. 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).





## 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 and the date at the end of the declaration page.

## 2. COACH ACCREDITATION

This section is only to be completed if you have not achieved individual Coach Accreditation with the AC.

### WHAT YOU NEED TO DO:

Complete the table with details of:

- a. Awarding body
- b. Level of Accreditation
- c. Date Accreditation awarded
- d. Number of hours evidenced for accreditation

Please upload your Coach Accreditation certificate.

## 3. SUPERVISION EXPERIENCE

There are four sections to this element of the application:

- 3.1 Coaching Supervision Training
- 3.2 Coaching Supervision Experience
- 3.3 Evidence of CPD Activity
- 3.4 Own Coaching Supervision

### 3.1 COACHING SUPERVISION TRAINING

In this section, you are required to outline the training and development you have undertaken to build your supervision knowledge and skills.



### WHAT YOU NEED TO DO:

- **Provide a record of your supervision training** in the log within the application form, ensuring you have at least 60 hours of tuition plus practice and self-guided learning over a period of no less than 6 months.\*
- **Differentiate between your core training** (recorded in this section of the application) and your CPD (recorded in Section 3.3). By core training we mean that which first enabled you to practice as a coaching supervisor. Additional training designed to build on your supervision expertise, should be included in Section 3.3, CPD. Please log each training in only one section.

**NOTE:** The AC reserves the right to randomly check a proportion of applications each year, requiring the applicant to provide a full log of hours delivered. **Please ensure you declare only what you can evidence.**

\*We expect that the majority of applicants will have completed a supervision-specific training which may or may not have a coaching supervision bias. If the training you have received does not conform to these criteria, please explain how it provided the fundamental underpinnings to your fitness to practice in the space on the application form using between 400 and 500 words.

If you have not undergone any supervision training, it is unlikely that you would be eligible for AC Coaching Supervisor accreditation, unless you can otherwise demonstrate your fitness to practice. For example a solid track record of at least 5 years / 250+ hours of working in this field and /or can demonstrate a notable contribution to the Coaching Supervision field eg. Academic Lecturer, published author (not self-published) or professional speaker.

## 3.2 COACHING SUPERVISION EXPERIENCE

This section is designed for you to record your accumulated practical coaching supervision experience.

### FOR APPLICANTS FOR ACCREDITATION OF INDIVIDUAL COACHING SUPERVISION

#### WHAT YOU NEED TO DO:

##### **Complete the table:**

- To ensure that you have over 60 hours of coaching supervision experience delivered over a minimum period of one year.
- To provide a count of your individual coaching supervision hours *only*.



- Include pro bono (no charge) hours comprising no more than 25% of the total.
- Provide a log of your coaching supervision hours using the separate coaching log template.

## FOR APPLICANTS FOR ACCREDITATION OF GROUP COACHING SUPERVISION

### WHAT YOU NEED TO DO:

#### **Complete the table:**

- Ensure that you have over 60 hours of group coaching supervision experience delivered over a minimum period of one year.
- Provide a count of your group coaching supervision hours *only*.
- Include pro bono (no charge) hours comprising no more than 25% of the total.
- Provide a log of your coaching supervision hours using the separate coaching log template.

## FOR APPLICANTS FOR ACCREDITATION OF INDIVIDUAL & GROUP COACHING SUPERVISION

### WHAT YOU NEED TO DO:

#### **Complete the table:**

- Ensure that you have over 90 hours of coaching supervision experience delivered over a minimum period of one year.
- If applying for both Individual and Group Coaching Supervision Accreditation ensure that at least 40 of your coaching supervision hours have been delivered in individual settings and 40 in group settings.
- Ensure that at least 40 of your coaching supervision hours have been delivered in individual settings.
- Ensure that at least 40 of your coaching supervision hours have been delivered in group settings.
- Provide a count of your group and individual coaching supervision hours.
- Include pro bono (no charge) hours comprising no more than 25% of the total.
- Provide a log of your coaching supervision hours using the separate coaching log template.



## **GUIDANCE ON DIFFERENT TYPES OF CLIENT THAT ARE ALLOWABLE WITHIN THE HOURS LOG:**

- We would expect the majority of your coaching supervision to have been delivered with clients who work as independent or internal coaches.
- Client's with whom you have worked with for only one session, may be included, but may not exceed 25% of your total hours logged.
- Where you provide supervision services for other helping professions (eg. Counselling, social work) and you have clients with a mixed portfolio which includes coaching, you should be careful to only count the hours that genuinely represent the supervision of their coaching client work.
- Clients who coach as part of their role as a line manager (and who ARE NOT part of an internal coaching pool) may be included, but may not exceed 25% of your total hours logged.
- Clients who coach as part of their role as a line manager (and who ARE part of an internal coaching pool) may be included, but may not exceed 40% of your total hours logged.
- Where you are including clients who coach as a line manager and clients who are line managers as well as being part of an internal coaching pool, then the combined total of these hours may not exceed 50% of your total hours logged.

NOTE: The AC reserves the right to randomly check a proportion of applications each year. **Please ensure you declare only what you can evidence.**

### **3.3. EVIDENCE OF CPD ACTIVITY**

In this section you demonstrate your commitment to continuous deepening of your coaching and coaching supervision knowledge and your personal and professional development as a coaching supervisor.

You do not need to include evidence of your CPD activities with your application, but you may be requested to provide it during the assessment process. Please therefore ensure that you can evidence any activities logged.

#### **WHAT YOU NEED TO DO:**

- Undertake at least 10 hours per annum coaching supervision-oriented CPD.
- Complete the CPD log in the application form for your Coaching Supervision-oriented CPD.
- In the table provided please give a brief account of your reflection on each activity. Please choose one activity that had a particular impact on your Coaching Supervision practice to reflect upon more deeply. This reflection should be between 400-500 words.



- In addition, undertake the required number of CPD hours for your Coach Accreditation / Credentialing level coaching-related CPD per annum.

### 3.4 OWN SUPERVISION

This section underlines the importance of supervision in the development of professional Coaching Supervisors. Your Supervisor is asked to offer their thoughts on your fitness to practise as a Coaching Supervisor in individual, group or both settings.

#### WHAT YOU NEED TO DO:

- Have a qualified, experienced supervisor\* of coaching supervisors who will give testimony to a regular and current supervision relationship of a minimum of 12 months. The intensity of supervision received may be at an appropriate ratio of client work to supervision hours. To ensure a developmental perspective can be provided, the reference should be based on no less than 10 hours of supervision. Ideally, they will be a qualified, experienced supervisor of coaching supervisors.

*\*For the purposes of this Accreditation, we define a suitably qualified supervisor as one who is accredited by a professional body or who has sufficient qualifications and experience to be accredited.*

- Ask your Coaching Supervisor to complete a Coaching Supervision Practice Supervisor Reference and e-mail the completed reference to you as a pdf file.
- If you are applying for both Group and Individual Supervision please ensure the reference reflects your work in both contexts.

#### **Notes:**

- If applying for both Group and Individual Coaching Supervision Accreditation and you have different supervisors for different contexts, each supervisor will need to complete a reference.
- These references should be from an objective supervisor and therefore not someone with whom you have a “dual relationship” e.g. business partner, colleague, Associate.
- When calculating the number of hours engaged in supervision it is anticipated that any reflective practice completed with peers should be included as CPD (Section 10) rather than supervision.

If your supervisor, your supervision relationship or supervision arrangements do not meet with one or more of the criteria yet you believe they are robust enough to be considered, please make a case in less than 500 words and send this to [accreditation@associationforcoaching.com](mailto:accreditation@associationforcoaching.com) prior to completing and uploading your application. You will be advised of next steps.



## 4. FITNESS TO PRACTICE AS A COACHING SUPERVISOR

This part of the application invites you to explore and describe what informs your coaching supervision and how this manifests in your individual approach– the essence of how you work.

There are four sections to this element of the application:

- 4.1 Coaching Supervision Model/Philosophy
- 4.2 Recorded Coaching Supervision Session
- 4.3 Two Coaching Supervision References

### 4.1 COACHING SUPERVISION MODEL/PHILOSOPHY

#### WHAT YOU NEED TO DO:

Provide a statement of 1000-1500 words to articulate how you work as a coaching supervisor. If you work as both an individual and a group supervisor then you will need to explain how you apply your model/philosophy in **both** situations within this word limit.

In this section we are interested in what ideas, theories and principles guide your practice, and how you use these with your clients. This is about what makes your practice yours, rather than what you know to be the basic requirements of supervision generally. You may choose to describe your journey to Coaching Supervision and how this informs your work.

Please include the models and context within which you work and describe how you deliver the supportive, educative and administrative elements of supervision, as well as how you demonstrate the AC's Coaching Supervision Principles Framework. You need to outline what it is that you do which clearly identifies your work as Coaching Supervision rather than any other intervention such as training, mentoring, consulting, or coaching.

Please remember your recorded sample session will be assessed in the context of your Supervision Model/Philosophy and assessors will be looking for congruence.



## 4.2 RECORDED COACHING SUPERVISION SESSION

This part of the application allows you to demonstrate and reflect on your coaching supervision with a typical client or group. You show how you work in practice and how you reflect, learn and develop as a coaching supervisor. Experience shows that witnessing someone at work is the most powerful piece of evidence for the quality of his or her practice.

### WHAT YOU NEED TO DO:

#### **Part One: A Coaching Supervision session excerpt:**

Please record a recent (within the last 12 months) sample of your coaching supervision work, from which you need to extract a 20-40 minute excerpt from this session (please make sure you can edit accordingly).

Depending on the nature of your application the requirement for this sample is:

Applicants for Accreditation of <b>Individual</b> Coaching Supervision	An individual session
Applicants for Accreditation of <b>Group</b> Coaching Supervision	A group session
Applicants for Accreditation of <b>both Individual and Group</b> Coaching Supervision	An individual session

- Upload an mp3 file with your application. If your file is over 30Mb, please paste a link to the file in the relevant area.

#### Notes:

- This should be an excerpt from a client session and of 20 -40 minutes duration.
- Please choose a client that is representative of your general practice and which is consistent with the type of Accreditation your application covers i.e. Individual or Group. This client will have been supervised over time\*, and will have worked with you within the last 12 months.  
*\*Note: by “over time” we anticipate this would mean you had worked with them for a minimum of 4 sessions of at least 1 hour duration over a period of not less than 4 months.*
- As outlined in the guidance on Client References – the client in the recording may not be someone with whom you have a dual relationship such as a business partner, colleague, a current student on one of your own training programmes, or an Associate. Please ensure that the coach providing the reference is a professional coach (whether working internally or independently) they should not be a student coach or a line-manager coach.



- It is not expected that assessors will hear a “perfect” piece of coaching supervision; your reflections on the session will also be taken into account as provided in your reflective review (Part Two).

**In assessing the sample session, we will be looking for you to:**

- Demonstrate that your work is congruent with your Coaching Supervision Model/ Philosophy (4.1)
- Demonstrate the AC’s Coaching Supervision Principles Framework
- Demonstrate that your work is recognisable as Coaching Supervision as opposed to coaching the coach, training, mentoring or supervision of another helping profession.
- Demonstrate your ability to reflect on the session and comment on its congruence with Section 4.1 (Coaching Supervision Model/Philosophy); what you believe you did well and where you think it highlights development needs (more guidance provided below).

**Part Two: Reflective Review of your sample session:**

Please provide a reflective statement of 500 – 1000 words evaluating your sample session. Some questions you may wish to consider are:

- What immediately preceded or followed the excerpt so that we can place the sample in context?
- How did you come to choose this particular part of the session?
- What prompted you to do what you did in the session?
- What informed your practice?
- How does this relate to your philosophy?
- How does this showcase what you mean by ‘coaching supervision’?
- How indicative is this sample session of your general coaching supervision practice?
- What did you think you did well?
- What would you seek to do differently next time?
- What learning did this session provide you with?

### 4.3 COACHING SUPERVISION CLIENT REFERENCES

This part of the application is designed to gauge the effectiveness of your coaching supervision from a client perspective.

**WHAT YOU NEED TO DO:**

- Ask the client featured in your recorded supervision session to complete the Supervision Client Reference Form, including the section that refers to the recording.





- Ask a second client to provide a reference, using the same form *excluding* the section that refers to the recording. This client should be typical of your practice, have been supervised over time \*, and have worked with you within the last 12 months.  
*\*Note: by “over time” we mean you had worked with them for a minimum of 4 sessions of at least 1 hour duration over a period of not less than 4 months.*
- For applicants for both Group and Individual Supervision, please ensure you have one reference for individual work and one from a client who has participated in Group Supervision with you. As mentioned above, both clients should be typical of your practice, have been supervised over time\*, and have worked with you within the last 12 months.  
*\*Note: by “over time” we mean you had worked with them for a minimum of 4 sessions of at least 1 hour duration over a period of not less than 4 months.*
- Please do not submit references from people with whom you have a dual relationship such as a business partner, colleague, a current student on one of your own training programmes, or an Associate.
- Please ensure that the coach providing the reference is a professional coach (whether working internally or independently). They should, not be a student coach or a line-manager coach.
- **Ask your clients to supply a reference. Send him/her a Client Reference form**, complete with your name.
- Ask your client to e-mail the completed reference to you saving as a PDF.

## 5. FINAL REFLECTIONS

This Accreditation process is intended to be developmental. Once you have completed all the component parts of the Application Form including reviewing your Client and Supervisor references – please provide one further reflection.

The word count for this section is **200-300** words.

Typical questions you may seek to consider are:

- How did you find the process of applying?
- What did you learn about yourself and/or your Coaching Supervision practice as a result of the application process?
  - What did you find affirming about the process?
  - How might the application process inform your future development?
- What themes emerge through the application process and how might they inform your understanding of your Coaching Supervision work?