



Accredited Supervisor & Accredited Master Supervisor (Application for Non-Accredited Coaches)

Applicant Guide



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The AC Supervisor Accreditation Scheme

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

Inclusivity

AC 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 Supervisor scheme is for supervisors who are experienced in offering supervision services to any coaches, including coaches seeking supervision of their client work, coach accreditation and support for their work in a business or organisational context.

Definitions

Coach Supervision: Coach supervision is a formal and protected time for facilitating in-depth reflection for coaches to discuss their work. 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 coach 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 coach supervision: support, development and professional assurance.

Support: where the supervisor of the coach 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 & Shohet 1989, Kadushin 1992, Hay 2007) or Resourcing (Hawkins & Smith 2006).

Development: where the supervisor takes a facilitative approach to the coach’s development, which may include reflecting on the coach’s work, and offering new perspectives.

This function is also referred to as Formative (Proctor 1986) or Educative (Hawkins & Shohet 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,
- adherence to the Global Code of Ethics for Coaches, Mentors and Supervisors

This function is also referred to as Normative (Proctor 1986) or Managerial (Hawkins & Shohet 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, leader coaches, student coaches, coach 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:

- Coach Supervisor/Supervisor Accreditation Overview
- Accredited Supervisor Applicant Guide (this document)
- Supervisor Application Form
- Supervision Practice Supervisor Reference
- Supervision Coach Client Reference
- Coach Supervisor/Supervisor Competency Framework
- Coach Supervisor/Supervisor Accreditation FAQ
- Supervision of Coaches 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, please email individual@associationforcoaching.com with your question.
2. Work methodically through this Applicant Guide, requesting the support of the supervisor who supervises your supervision work and your clients as required (to be willing to have a session recorded and give you a reference).
3. When complete, submit your application following the instructions on the website.

Qualifying Criteria:

Your hours of training and supervision of coaches experience are qualifying criteria for the Supervisor Accreditation scheme. You will also be assessed on the depth of your coach supervision knowledge and the quality of your supervision of coaches practice.

There are two levels of accreditation for Accredited Supervisor:

- Accredited Supervisor
- Accredited Master Supervisor

Please see the **AC Coach Supervisor/Supervisor Accreditation Scheme Overview** for further details.

Exceptions. In the rare event, that as an experienced Supervisor of coaches, you cannot satisfy one or more of the qualifying criteria above, and believe that your application should still be considered, please email individual@associationforcoaching.com for further advice.

Fees:

On submission of your application, you are required to pay fees for assessment and three-year accreditation. For current AC 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 enough 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 individual@associationforcoaching.com

Once you have submitted your application you will receive confirmation of receipt and payment of the fees. 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 the AC discovers any inaccurate information that could cause us to question the integrity of the applicant, it is possible that the application could be invalidated.



Assessment of Your Application:

Your application will be assessed by trained assessors who are themselves AC Accredited Coach 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 Coach Supervisor/Supervisor Competency 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 Practise 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 individual@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. 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 four 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 Accreditation, you will receive a Certificate of Accreditation and the relevant AC Accredited Supervisor logo to use on your website or printed literature.

Maintaining and Renewing Your Accreditation

AC Supervisor Accreditation is valid for a period of three years. 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.

Renewal is dependent on:

- your on-going work as a supervisor of coaches or coach supervisors
- your on-going own supervision and
- your ongoing CPD.

Further Support:

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

1. This Applicant Guide gives detailed guidance as to how to fulfil each section of the Application Form.

2. The AC Coach Supervisor/Supervisor Accreditation Scheme Overview gives you a summary of qualifying criteria, and what is required for your application.
3. If you cannot find the information you need elsewhere, you may also raise questions with the Accreditation Office on individual@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. Supervision Experience

There are four sections to this element of the application:

1. Supervision Training
2. Supervision of coaches Experience
3. Evidence of CPD Activity
4. Own Supervision of your supervision of coaches

2.1 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. To be eligible, your qualification needs to evidence a minimum 30 hours training over 3 months for Accredited Supervisor or a minimum 60 hours training over 6 months for Accredited Master Supervisor.
- **Differentiate between your core training** (recorded in this section of the application) and your CPD (recorded in Section 2.3). By core training we mean that which enabled you to practise as a qualified supervisor. CPD should be logged in Section 2.3. Please log each training in only one section. If your core training exceeded 30 hours but was less than 60 hours you will need to demonstrate additional core training hours to meet the 60-hour

minimum requirement. You must also include 10 hours of supervision oriented CPD and no training can be counted twice. If you are unsure whether your additional hours of training will count as "core training" please include an explanation of how these additional hours address the core coach supervision competencies.

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.**

2.2 Experience of Supervision of Coaches

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

What You Need To Do:

Decide which level of accreditation and type (i.e. Individual, Group or both) for which you are eligible and you are applying for.

	Accredited Supervisor (number of hours)	Accredited Master Supervisor (number of hours)
Individual	50	100
Group	50	100
Individual and Group	60 (25 individual +25 group/team +10 either)	120 (50 individual +50 group /team +20 either)
Team Coaching	If you are competent to supervise coaches engaged in team coaching and want to include this in your accreditation, please submit an additional statement outlining your training and experience (500 words) and include this aspect in your Coach Supervision Model/Philosophy	
Over time	Minimum 1 year	Minimum 2 years

Complete the table on the form:

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

Guidance On Different Types Of Clients That Are Allowable Within The Hours Log:

- We would expect the majority of your supervision of coaches to have been delivered with clients who work as independent or internal coaches (only 25% of the required number of hours can be working with students).
- Clients with whom you have worked 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 (e.g. 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 and them as a coach.
- Clients who are leader coaches may be included but may not exceed 40% of the eligible hours.

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

2.3 Evidence of CPD Activity

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

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 the number of hours per annum of coach supervision oriented CPD that is required for the level of accreditation for which you are applying.
- Complete the CPD log in the application form for your supervision-oriented CPD for the last 12 months.
- 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 supervision of coaches practice to reflect upon more deeply. This reflection should be between 400-500 words.

2.4 Own Supervision

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

What You Need To Do:

- Have a qualified, experienced supervisor* 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.

**For the purposes of this Accreditation, we define a suitably qualified supervisor as one who is accredited as a supervisor by a professional body such as AC, EMCC, BACP, BPS (please note professional bodies are not certification schools or universities) or who has sufficient qualifications and experience to be accredited by a professional body. They also need to have experience of supervising supervisors who supervise coaches.*

- Ask your supervisor to complete an AC 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 Supervision Accreditation and you have different supervisors for different contexts, each supervisor will need to complete a reference.
- 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

individual@associationforcoaching.com prior to completing and uploading your application. You will be advised of next steps.



3. Fitness To Practise As A Supervisor Of Coaches

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

There are three sections to this element of the application:

1. Supervision of Coaches Model/Philosophy
2. Recorded Supervision of a Coach Session
3. Two References from Coaches that you supervise

3.1 Supervision of Coaches Model/Philosophy

What You Need To Do:

Provide a statement (of 1000+/- 10% words for Accredited Supervisor or 1500+/- 10% words for Accredited Master Supervisor) that describes how you work as a supervisor of coaches. If you are applying for accreditation 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.

If you are applying to include supervision of coaches engaged in team coaching, please include this aspect in this statement.

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 supervision and how this informs your work.

Please include the models and context within which you work and describe how you deliver the supportive, developmental and professional assurance elements of supervision, as well as how you demonstrate the AC's Coach Supervisor/Supervisor Competency Framework. You need to outline what it is that you do which clearly identifies your work as a supervisor of coaches, rather than any other intervention such as training, mentoring, consulting, or coaching.



Please include a Reference list for any models, theories etc. to which you refer. For example, page 4 of this document refers to various sources, and the full details of these sources are given in the Reference list at the end of the document on page 18. Please remember your recorded sample session will be assessed in the context of your Supervision Model/Philosophy and assessors will be looking for congruence.

3.2 Recorded Session of Supervision of a Coach

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

What You Need To Do:

Part One: A session excerpt:

Please record a recent (within the last 12 months) session of supervision of a coach, from which you need to extract a 30-40-minute excerpt (please make sure you can edit accordingly).

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

Applicants for Accreditation of Individual Supervision	An individual session
Applicants for Accreditation of Group Supervision	A group session
Applicants for Accreditation of both Individual and Group Supervision	An individual session

- In order to allow us to access the link to your MP3 audio file or MP4 Zoom audio recording of your 30-40 minute recording you first need to upload the audio file to a third party service. Once uploaded you need to click on the hyperlink this creates. Copy then paste this hyperlink into the box labelled “Enter your audio file hyperlink here”. Please note we can only accept audio recordings. Examples of these third party services are:
 - [dropbox.com](https://www.dropbox.com)
 - [yousendit.com](https://www.yousendit.com)
 - [wetransfer.com](https://www.wetransfer.com)
 - [sendthisfile.com](https://www.sendthisfile.com)
 - [transferbigfiles.com](https://www.transferbigfiles.com)
 - [mailbigfile.com](https://www.mailbigfile.com)



Notes:

- This should be an excerpt from a client session within the last 12 months and of 30 -40 minutes duration.
- Please choose a client that is representative of your practice, and which is consistent with the type of Accreditation your application covers i.e. Individual or Group. This client will have been supervised by you over 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.
- It is not expected that assessors will hear a “perfect” piece of coach supervision; your reflections on the session will also be considered 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 Supervision of Coaches Model/ Philosophy (3.1)
- Demonstrate the AC’s Coach Supervisor/Supervisor Competency Framework
- Demonstrate that your work is recognisable as 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 3.1 (Supervision of Coaches 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 recorded session:

Please provide a reflective statement (of 1000+/- 10% words for Accredited Supervisor or 1500+/- 10% words for Accredited Master Supervisor) critiquing your recorded session. Some questions you may wish to consider are:

- What immediately preceded or followed the excerpt so that we can place the recording 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 ‘coach supervision’?
- How indicative is this recorded session of your supervision of coaches 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?

3.3 References from Coaches that you Supervise

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

What You Need To Do:

- Ask the client featured in your recorded supervision session to complete the *Coach Supervision Coach Client Reference Form*, including the section that refers to the recording.
- Ask a second client (coach supervisee) 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 for a minimum of 4 sessions of at least 1-hour duration over a period of not less than 4 months and have worked with you within the last 12 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 by you for a minimum of 4 sessions of at least 1-hour duration over a period of not less than 4 months within the last 12 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.
- **Ask your clients to supply a reference. Send them a *Coach Supervision Client Reference form*, complete with your name.**
- Ask your client to e-mail the completed reference to you saving as a PDF.



4. 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 **500 words +/-10%**.

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 supervision of coaches 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 supervision of coaches' work?

5. References

Hawkins, Peter & Shoet, Robin (1989) **Supervision in the Helping Professions**, Open University Press

Hawkins, Peter & Smith, Nick (2006) **Coaching, Mentoring and Organizational Consultancy: Supervision and Development**, Open University Press

Hay, Julie (2007) **Reflective Practice and Supervision for Coaches**, Open University Press

Kadushin, Alfred (1992) **Supervision in Social Work**, Columbia University Press

Proctor, Brigid (1986) **Supervision: A Co-operative Exercise in Accountability**. In Mary Marken & Malcolm Payne (Eds.) **Enabling and Ensuring: Supervision in Practice**, National Youth Bureau and Council for Education and Training in Youth and Community Work

