Apprenticeships

# Coaching Professional Level 5

**Overview**

There has been a growing demand for the professionalisation of coaching to include one-to-one coaching, team coaching, leadership coaching and for coaching skills to be embedded within culture and governance infrastructures to support future ways of working. The broad purpose of the occupation is to work with a wide range of individuals and teams across organisations, to empower and engage with them to enhance their professional performance. Coaching is a way of leading in a non-directive manner, helping people to learn through deep listening and reflective, open questions rather than instructing, giving advice, or making suggestions.

**What will I learn**

**The apprenticeship programme includes the following modules:**

- Introduction to Coaching
- Understanding Yourself and Others
- Coaching Skills
- Setting up Successful Coaching Sessions
- Goal Setting and Accountability
- Coaching Agreements, Ethics and Safeguarding
- Design Coaching Interventions
- Evaluating Coaching Sessions

**How it works**

Our virtual apprenticeship programme is delivered through a combination of online learning platforms, video conferencing tools, and digital collaboration software. Apprentices begin with an orientation session conducted via Microsoft Teams, where they receive an overview of the programme structure, objectives, and expectations. They then access a curated curriculum of eLearning modules and interactive courses that cover both theoretical knowledge and practical skills aligned to their standard subject. Throughout the programme, apprentices participate in regular virtual meetings with dedicated assessors and mentors, engage in hands-on projects using simulation tools or remote access to real-world systems, and receive continuous feedback through digital portfolios and performance assessments. This blend of synchronous and asynchronous learning ensures comprehensive skill development and real-time support, mirroring the experience of traditional apprenticeships in a digital environment.

**Earn while you learn**

You will have dedicated learning time that takes a blended approach, including eLearning, self-study, and attendance at workshops. As the apprenticeship is a work-based qualification, much of your learning and assessment will be completed on the job. This provides a perfect opportunity to gain the knowledge, skills, and behaviours required for holistic, evidence-based administration. You will build an apprenticeship portfolio of evidence using real pieces of work, guided by your dedicated assessor, allowing you to demonstrate your learning while performing your job.



**Create portfolio**

You will have access to a secure ePortfolio (Bud), which will enable you to access learning materials and develop your portfolio on demand using nothing more complex than a web browser on your chosen device, whenever and wherever you want. You will build an apprenticeship portfolio of evidence using real pieces of work, guided by your dedicated assessor, allowing you to demonstrate your learning while performing your job. This blended approach, including eLearning, self-study, and attendance at workshops, ensures that much of your learning and assessment is completed on the job. It is a perfect opportunity to gain the knowledge, skills, and behaviours required for holistic, evidence-based administration.

**Assessment**

As well as on programme assessments there will be an end-point assessment (EPA) which will be carried out by an external independent assessor. This will include a series of assessment elements completed by the apprentice. For an up-to-date assessment plan please visit the IfATE standards page. Each component of end-point assessment is graded with an overall grade given fail, pass or distinction.

**Progression**

After successfully completing the Level 5 Coaching Professional Apprenticeship, you'll have several exciting progression options:

**Professional Accreditation:** Consider obtaining accreditation from bodies like the European Mentoring and Coaching Council (EMCC).

**Advanced Coaching Qualifications:** Pursue coaching qualifications at Level 7, such as the ILM Certificate in Executive Coaching and Mentoring.

**Leadership Qualifications:** Explore leadership qualifications, such as our ILM Level 5 Operations Manager.

| | |
|---|---|
| **Category** | Business Support and Leadership Apprenticeships |
| **Applicable audience** | The Coaching Professional is ideal for professionals who wish to use coaching as a way of leading in a non-directive manner, helping people to learn through deep listening and reflective, open questions rather than instructing, giving advice or making suggestions |
| **Entry requirements** | To be eligible for our apprenticeship programme, you must be in an appropriate role that allows you to fulfil the requirements of each module. You should be employed for a minimum of 30 hours a week and have the support of your manager. Additionally, you will need to demonstrate the appropriate values and attitudes for the programme, and achieve a minimum initial assessment level of 1 in both Maths and English. Apprentices who do not already have level 2 qualifications in English and Maths will be required to achieve this level before taking the end-point assessment |
| **Delivery method** | Virtual Group Cohort |
| **Duration** | 15 months (plus 3 month for EPA) |
| **Routes available** | Not applicable |
| **Additional qualifications/ professional recognition** | This standard aligns with the following professional recognition:<br>• European Mentoring and Coaching Council for Accredited Coaching Practitioner<br>• The Association for Coaching for Accredited Coach<br>• The International Coach Federation for Associate Certified Coach |