Result Sheet - Undertaking Coaching within an Organisational Context

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| **Centre Number :** |  | **Centre Name:** |  |
| **Learner Registration No :** |  | **Learner Name:** |  |
| **INSTRUCTIONS FOR ASSESSMENT AND USE OF RESULT SHEET**  Assessment must be conducted with reference to the assessment criteria (AC). In order to pass the unit, every AC must be met.  Assessors willindicate with a ‘Pass’ or ‘Referral’ in the box (below right). In order to pass the unit every AC must receive a ‘Pass.’  **Any AC awarded less than a pass produces an automatic referral for the submission.**  Sufficiency descriptors are provided as guidance. The descriptors are not comprehensive, and cannot be, as there are many ways in which a submission can exceed or fall short of the requirements. | | | |

| **Assessment Criteria (AC)** | **Sufficiency descriptors**  ***(Typical standards that, if replicated across the whole submission, would produce a referral or borderline pass)*** | | | | | **Assessor feedback on AC** | | | **Pass / Referral (delete as applicable)** | |
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| Referral | | | Pass | |
| **Learning Outcome 1 Be able to plan and organise a minimum of 6 hours of effective coaching with a maximum of two individuals** | | | | | | | | | | |
| AC 1.1  Produce a plan for effective coaching to take place for 6 hours | * Plan is not provided or is incomplete or does not fully evidence requirements for 6 hours coaching | | | * A sufficient, appropriate and correct plan for 6 hours coaching is provided | |  | | | Pass / Referral | |
| AC 1.2  Agree appropriate topics, goals and/or outcomes relevant to the context of individual(s) being coached | * Goals and/or outcomes relevant to individuals being coached have not been provided * Agreed topics, goals and/or outcomes are imprecise or not appropriate to coaching within the individual’s context | | | * Provides sufficient evidence of agreeing topics, goals and/or outcomes appropriate to coaching within the individual’s context | |  | | | Pass / Referral | |
| AC 1.3  Agree an appropriate and confidential contract with individual(s) and other stakeholders | * An appropriate contract or agreement has not been produced * The contract or agreement is incomplete or imprecise or does not relate to coaching specifically * The agreement covers only individual(s) or stakeholders but not both | | | * A sufficient, appropriate and correct example of a contract has been provided for the purpose of effective coaching. * The agreement covers individual(s) and other relevant stakeholders | |  | | | Pass / Referral | |
| Learning Outcome 1 comments (optional): |  | | | | | | | | |
| Verification comments (optional): |  | | | | | | | | |
| **Learning Outcome 2 Be able to undertake and record a minimum of 6 hours of effective coaching with a maximum of two individuals** | | | | | | | | | | |
| AC 2.1  Use diagnostic or assessment tools to effectively coach within an organisational context | * Records do not show diagnostic or assessment tools used within coaching * Tools and diagnostics are imprecisely used or not appropriate to coaching in organisational context * Only one diagnostic or assessment tool has been evidenced | | | * Provides sufficient evidence of correctly using a minimum of two diagnostic or assessment tools, appropriate to coaching in organisational context. | |  | | | Pass / Referral | |
| AC 2.2  Use a recognised model of coaching during the coaching process which supports the individual to achieve their goal | * Has not provided evidence of using a recognised model of coaching * The model used is inaccurate or is not appropriate to coaching | | | * Provides sufficient evidence of using a recognised model of coaching and is appropriate to the individual in achieving their goal | |  | | | Pass / Referral | |
| AC 2.3  Demonstrate the knowledge, skills and behaviours of an effective and ethical coach, including communication techniques of questioning and listening | * Has not demonstrated evidence of applying knowledge and skills and behaviours * Evidence is incomplete and does not fully address: knowledge, skills and behaviours in a coaching context * The use of knowledge or skills or behaviours is demonstrated, but not all three * Questioning and listening techniques are not apparent in the evidence | | | * Demonstrates sufficient evidence of using the knowledge and skills and behaviours required of an effective and ethical coach * Provides sufficient evidence of using questioning and listening techniques | |  | | | Pass / Referral | |
| AC2.4  Record an auditable coaching process from initial contact to completion | * Has not provided an auditable record of the coaching process * The record is incomplete or does not cover the whole coaching process from initial contact to completion | | | * Provides a sufficient auditable record of coaching process from initial contact to completion | |  | | | Pass / Referral | |
| Learning Outcome 2 comments (optional): |  | | | | | | | | |
| Verification comments (optional): |  | | | | | | | | |
| **Learning Outcome 3 Be able to gather evidence of ongoing review of their own coaching practice** | | | | | | | | | | |
| AC 3.1  Reflect on each session and identify key learning to support continuous professional development | * Has not provided evidence of reflecting on own coaching experience for each session * Evidence is incomplete or lacking detail or does not link to own continuous professional development | | | * A sufficient reflective summary is provided for each session that highlights learning and supports own continuous development | |  | | | Pass / Referral | |
| AC 3.2  Gather ongoing feedback on effectiveness of their coaching for each session and show evidence of this | * Has not provided evidence of gathering feedback or the evidence is insufficient in covering each of the sessions | | | * Provides sufficient evidence that feedback has been gathered from each coaching session | |  | | | Pass / Referral | |
| AC 3.3  Review and evidence own ability to use effective communication skills, including questioning, listening and giving feedback in order to facilitate coaching practice | * Review has not been provided of own ability to use effective communication * Review is incomplete or does not cover questioning, listening and giving feedback within the coaching process | | | * A sufficient review of own ability to use effective communication that covers questioning, listening and giving feedback is provided | |  | | |  | |
| AC 3.4  Summarise the outcomes of on-going supervision for a minimum of one session of effective coaching to improve practice | * Has not provided evidence of one supervision session * The summary provided is insufficient and does not state outcomes or does not relate specifically to coaching practice | | | * Provides a clear set of outcomes to improve practice relating to at least one supervised coaching session | |  | | | Pass / Referral | |
| Learning Outcome 3 comments (optional): | |  | | | | | | | |
| Verification comments (optional): | |  | | | | | | | |
| Unit Outcome (delete as applicable): | | **PASS / REFERRAL** | **Date:** | |  | | **Signature of Assessor:** |  | |
| Unit Outcome (delete as applicable): | | **PASS / REFERRAL** | **Date of QA check:** | |  | | **Signature of QA:** |  | |