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 1.3Agree 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
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| AC 3.4Summarise 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:** |  |