



DEVELOPING A COACHING CULTURE

Assessment Guide

DEVELOPING A COACHING CULTURE

Your programme offers the opportunity to complete a micro-credential qualification in Developing a Coaching Culture. The Social Enterprise Academy's Coaching Award is a 10-credit SCQF Level 9 qualification that is credited by **Glasgow Caledonian University**.

The qualification introduces learners to coaching approaches and techniques with the aim of supporting individuals and organisations to achieve their goals. Learners will evaluate coaching skills and competencies, utilising a range of coaching and leadership tools in their practice. As well as considering the direct impact of coaching on participants, you will explore strategies for embedding a coaching culture across an organisation, including identifying potential barriers and benefits.

On completion of the SEA Award in Coaching (Developing a Coaching Culture), you should be able to:

1. **Identify, evaluate, and demonstrate the application of, a range of key coaching skills**
2. **Plan, conduct, and reflect on a series of coaching sessions**
3. **Evaluate how the culture and systems within an organisation impact on the adoption of coaching practices**
4. **Propose a strategy for embedding a coaching culture within an organisation**

Assessment Arrangements

In order to gain the Award in Coaching, you will complete a two-part assignment that includes a Coaching Practice Portfolio and a Coaching Implementation Plan. Full details of the assignment are provided below.

If the qualification is an optional part of your programme and you would like to complete it, **please submit the online registration form before the final day of your programme**. Further information on registration and fee arrangements can be found on your programme and qualification pages on the online learning platform.

The Academy's online learning platform includes a page dedicated to your qualification, that includes all of the key information you will need to complete and submit your assessment. It will also give you access to the Learner Quality Assurance page, which is where you will find copies of SEA's policies and processes for managing nationally accredited qualifications.

Anyone completing the qualification is required to attend at least 80% of the programme. The Academy cannot support completion of the assessment if you have not regularly attended the associated programme, because you will not have covered enough of the required content.

You are required to submit both parts of the assignment **within three calendar months of the last day of your programme.**

The assessment is graded as pass/refer only, as that is how the qualification is awarded, there are no percentage grades or grade bands awarded. You have a maximum of three attempts to pass the assignment and are required to demonstrate achievement of all four Learning Outcomes (listed above). Full details of how your assignment will be assessed are provided on the qualification page of the online learning platform. It is essential that you read through the assessment and feedback form, as it clearly outlines the requirements for all assessment criteria and provides pass and referral indicators for each one.

If you have any questions about the qualification, please contact: learnersupport@socialenterprise.academy

ASSESSMENT

Part A: Coaching Practice Portfolio

Your portfolio will provide evidence that you have planned, conducted, and reflected on a series of coaching sessions. Your portfolio must include:

- A coaching plan for each coachee you work with
- Records of 2 to 3 coaching sessions*
- Reflections on each of the coaching sessions

*Your coaching practice can be made up of 2 longer conversations of 45-minutes in duration OR 3 shorter sessions with a total duration of 1.5 hours. You can work with 1 or 2 coachees to make up the sessions.

Please use the templates provided, as these will ensure you cover all requirements. The records of, and reflections on, your coaching should demonstrate your ability to identify, evaluate, and apply a range of key coaching skills. Across the three sessions you should show that you have utilised a range of appropriate skills, behaviours, and techniques required for coaching – your reflections on each session should evaluate these.

As these are practical documents that you need to be able to use for your coaching, there is no maximum wordcount for the assignment, only a 1250 minimum. Your records should be concise and clear though, and they should be practical to use. You can write in the first person and also use bullet points, lists, and diagrams as appropriate. The portfolio should demonstrate your application of relevant programme learning, so please ensure you name/reference any theories or techniques you use or evaluate. As these are working documents, you do not need to use any specific referencing system, but links to your theoretical learning should be made clear.

Part B: Coaching Implementation Plan

Once you have completed your coaching practice portfolio, you should go on to consider how a coaching approach can be implemented across your organisation. Start by providing an overview of the culture and relevant systems within the organisation, evaluating how they might impact on the adoption of a coaching approach. You should then outline a suitable strategic plan for embedding a coaching culture across the organisation. Please follow the template provided, which includes defining three actions that could be taken to implement a coaching approach.

Please keep your plan clear, concise, and straightforward to follow. The wordcount is 1250, or you can choose to present the Coaching Implementation Plan verbally, filming the presentation, which should be no longer than 10 minutes in duration and include slides.

LEARNING SUPPORT

The Academy aims to create a safe learning environment, respond to your learning needs, and ensure your learning experience is transformational. If you have any difficulties during your programme, please speak to the programme facilitator or learning co-ordinator at any time.

Our main aim is to support all learners to successfully complete the qualification. If you have any learning support needs or requirements in relation to your assessment, please get in touch using the email address above and the Academy's Qualifications and Quality Specialist will ensure an appropriate Individual Learning Plan is put in place. Any support needs will be assessed on an individual basis, in line with relevant Social Enterprise Academy policy. The Academy's Access and Learner Support Policy can be found on the learner QA page on the online learning platform.

If you have any questions, or have any specific learning support needs that will impact on your assessment, please contact learnersupport@socialenterprise.academy