

Learning & Development Coaching Offer



Introduction

The Learning & Development team currently has a number of qualifications and training available for those wishing to improve their coaching skills and/or gain a formal qualification.

There are three routes to access coaching skills training or qualifications:

Barts Health apprenticeship levy – the levy is a form of government funding available to all Trust staff who wish to undertake a qualification for personal and/or career development. There are strict rules applicable that we have to adhere to and we strongly recommend that you have a conversation with our apprenticeship team before applying for any apprenticeship qualification. Contact details can be found on the next page.

In-house Learning & Development Institute of Leadership & Management (ILM) qualification – the L&D team offer an ILM Level 3 Certificate in Workplace Coaching. This workshop is held over a number of 1-day workshops and attendees must identify one or two people who they can coach as part of the qualification.

NHS Elect – the Trust has access to a range of coaching resources such as on-line workshops, face to face workshops through NHS Elect. There is a cost involved in these resources and those who are interested in attending either should register their interest as outlined at the end of this document.

Please see the following pages for overviews of all the above programmes

Apprenticeship Qualifications:

Entry Criteria

To apply for an apprenticeship you must satisfy the below eligibility criteria:

- Aged 16 and over
- In a genuine job with a legal contract of employment
- UK nationals who have been resident in the UK/EEA for the previous three years
- Irish nationals who have been resident in Ireland/UK/EEA for the previous three years
- EEA nationals who have obtained settled status under the EU Settlement Scheme; and have been resident in EEA, Gibraltar, or UK for the previous three years
- Non-UK/EEA nationals who have permission to live and work in the UK, and have been resident in the UK for the previous three years; or EEA nationals with the right of abode in the UK, and have been resident in the UK for the previous

Level 2 English and mathematics

The Education and Skills Funding Agency (ESFA) has made it a mandatory requirement that all individuals in England undertaking any apprenticeship standard at level 3 and above, must evidence Level 2 English and Maths before attempting the end point assessment. This is regardless of any other academic qualification they have already achieved.

Providers of higher and degree apprentices (Levels 5 – 7) often require certificated evidence of Level 2 English and maths, or equivalent, at the point of enrolment.

The Learning and Development team offer a range of ways in which you can achieve the required functional skills qualifications if you are unable to provide evidence (certificates) of previous achievement.

For more information on functional skills please contact:

Bartshealth.functionalskills@nhs.net

Contacting the apprenticeship team:

The Trust Apprenticeship team offers information, advice and guidance to managers and prospective apprentices allowing them to make informed choices about the most appropriate standard, level, and training providers for the individual and service needs.

To contact the team email:

apprenticeships.bartshealth@nhs.net

Level 5 Coaching Professional Apprenticeship – with NHS Leadership Academy’s Mary Seacole Programme

Who is this programme for?

Individuals who want to start their coaching journey

Leaders and people managers, to further develop their coaching understanding and expertise

Individuals who have the opportunity to coach 5 people across 12 months (min 50 hours)

Duration:

15 months

Provider:

Grant Thornton and BPP

Study modes:

Online teaching, face to face workshops with one-to-one coaching and workplace development

Qualification achieved:

Level 5 Coaching Professional Apprenticeship

Structure:

1. Principles of coaching
2. Building your coaching toolkit
3. Developing client capability
4. Your coaching philosophy
5. Reflection/evaluation of coaching and End Point Assessment (EPA) preparation

Mary Seacole Leadership Programme

The NHS Leadership Academy’s Mary Seacole programme is offered to all those registering for the Level 5 Coaching Professional qualification. The Mary Seacole programme runs alongside the coaching programme and uses an online format for teaching. On successful submission of a 2000-word assignment, attendance at 3 online workshops and contributing to online discussion forums participants will be awarded an NHS Leadership Academy Award in Healthcare Leadership

Upon successful completion of the Level 5 Coaching Professional, participants may apply for accreditation from the European Mentoring and Coaching Council (EMCC) or the Association for Coaching and membership from the International Coaching Federation.

Coaching Professional for People Leaders

Level 5 Coaching Professional Apprenticeship for People Leaders - with NHS Leadership Academy's Mary Seacole Programme

Who is this programme for?

This programme is designed for managers who work with individuals and teams within an organisation, to empower them to enhance their performance through a range of coaching skills.

Attending the programme will support participants in understanding the difference between informal coaching skills and formalised coaching arrangements.

Duration:

15 months

Provider:

Grant Thornton and BPP

Study modes:

Online teaching, face to face workshops with one-to-one coaching and workplace development

Qualification achieved:

Level 5 Coaching Professional Apprenticeship

Structure:

1. Principles of coaching
2. Building your coaching toolkit
3. Developing client capability
4. Your coaching philosophy
5. Reflection/evaluation of coaching and End Point Assessment (EPA) preparation

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In-House delivery - ILM Level 3 Certificate – Effective Coaching

Introduction:

This qualification is for staff at all levels who want to develop their knowledge and skills in effective coaching within an organisational context. It will equip participants with the tools and techniques to coach in a work-based environment.

In addition to classroom sessions participants will be required to complete 12 hours of workplace coaching with two coachees (6 hours per coachee). Each of these coaching sessions is evaluated by you and the people you coach, records of this will be required for your portfolio of evidence.

Suitable for:

Those who would like to develop their coaching knowledge, skills and understanding to help them to have effective and meaningful conversations in the working environment.

Learning Outcomes:

- Understand effective coaching within an organisational context
- Understand the importance of effective and ethical contracting in coaching
- Understand the process of effective coaching within their own workplace
- Understand the role of recording, reflection and supervision within their own practice or other contexts

Programme Content:

- Module 1 – Understanding good practice in coaching within an organisational context
- Module 2 – Undertaking an extended period of coaching within an organisational context
- Module 3 – Reflecting on coaching skills within an organisational context

Method of Assessment:

- Written assignment | Reflective coaching log | completion of a Coaching diary
- Tutor observations and feedback

Duration:

- 5 x 1-day workshops
- 12 hours of planned coaching

Awarding Body:

City & Guilds (ILM)

NHS Elect – Coaching Skills Options

NHS Elect can provide coaching skills training for clinicians, leaders, and managers in the NHS. Their short course introduces the fundamentals of a coaching approach, enabling people to work more effectively through understanding and developing the skills needed to empower those that they work with.

There are two options for delivery of this skills-based workshop either virtually or face-to-face both options are accredited by the Association for Coaching. There is a cost involved for both of these options, therefore our approach is to take expressions of interest and advise people when training dates have been confirmed.

Suitable for:

This course will benefit anyone who needs to develop the principles and practices of adopting a coaching management style, including senior/junior managers, senior nurses and doctors with management responsibility, supervisors, and all staff in leadership positions.

Programme Content:

Delegates will develop core coaching skills in listening and questioning to help get the best out of their teams. We explain through discussion, role-play and case study how to coach staff to improve team development and performance.

This course will show delegates tried and tested methods to develop their coaching style and introduce them to tools and models that they can apply in the workplace.

Participants will:

- Have an understanding of the benefits of coaching to the individual and the organisation
- Have an understanding of the differences between mentoring, coaching and directing
- Have a set of 'tools' that they can use to introduce a coaching style in the leadership of their teams
- Have experienced feedback on their approach

To express your interest in the NHS Elect options please email

Sandra Brighton s.brighton@nhs.net stating whether you would be interested in the virtual or face-to-face option.

Contact Information:

Level 5 Coaching Professional qualifications:

apprenticeships.bartshealth@nhs.net

or

Kevin Garay, Trust Apprenticeship Manager k.garay@nhs.net

ILM Level 3 in workplace Coaching

[Barts Health Course Bookings](#)

Or

Fabia Ghany, Project & Support Co-ordinator, Learning & Development f.ghany@nhs.net

Lynda McKeith, Learning & Development Manager Lynda.mckeith@nhs.net

NHS Elect Coaching Options:

Sandra Brighton, Associate Director – Learning & Development s.brighton@nhs.net

Or

Lynda McKeith, Learning & Development Manager Lynda.mckeith@nhs.net

Other resources and programmes

For more information on programmes offered by the Education Academy please visit our course booking system

<https://booking.bartshealth.nhs.uk/home>

For more information on the Education Academy including **Apprenticeships and NHS Elect** please visit our website:

[Home - Barts Health Academy](#)

To access your statutory, mandatory and essential skills information please visit the learning portal (you will need your profile ID to access)

[Barts Health NHS Trust Education Academy Portal](#)