
The OCM Qualification Prospectus 2012



global provider of premium coach-mentoring services,
qualifications and personal development products



This is the 12th year of our programmes. We provide you with a range of high quality, rigorous academic and practical qualifications at Certificate, Diploma and Advanced Diploma levels.

Our programmes are all professionally accredited by the European Mentoring and Coaching Council (EMCC) and/or credit rated academically by Oxford Brookes University. All programmes meet or exceed the UK National Occupational Standards issued by the UK Qualification and Curriculum Authority (QCA).

Our programmes are continually upgraded to keep pace with the developing profession, supported by respected research, and therefore represent a widely acknowledged leading edge reputation internationally.

Our programmes are consciously very rigorous and challenging to meet the highest possible standards. We advocate no single theoretical coaching model but encourage the serious development of a wide range of approaches to suit the variety of situations in which coaching and mentoring occurs.

Our approach is essentially holistic and has been labelled as 'Situational Coach-Mentoring'.

The programmes are therefore very practice orientated with a strong theoretical underpinning. Our focus is on the highly practical and experiential 'self-managed learning by doing'.

You will work with volunteer 'learners' of your choice and undertake regular coach-mentoring sessions with your own personal, qualified and experienced coach-mentor who also acts as your tutor and supervisor.

The programmes also have the benefit of being a fully blended experience with significant access to Internet-based self-assessments, learning modules and video-based Master Classes from internationally recognised experts. There are also several skills development workshops for interaction with fellow candidates.

However, it is a flexible experience and whilst you are guided through a structured programme you are able to undertake both study and practice at a time and pace that suits your personal circumstances.

We understand it is important for you to find the right organisation and right approach for you: our award winning team is on hand to guide and support you through each step of your learning journey.

ACCREDITED PROGRAMMES

The OCM has gained EMCC quality awards at Foundation, Practitioner and Senior Practitioner Level.



ASSOCIATE COACH-MENTORS AND VISITING GUEST SPEAKERS

We have 40 associate Coach-Mentors members spread across the UK and internationally and you will be allocated to work with one who most closely matches your geographic location and professional interests.

In addition you will have access to a number of video-based Master Classes including sessions on 'Instant coaching' and 'A Gestalt approach to coaching'; as well as modules on 'Building Rapport', 'Coaching to overcome de-motivation', 'Coaching in the context of change', 'Coaching to build on strengths' and 'Coaching Pitfalls'.

Visiting guest speakers for the next academic year include:

David Clutterbuck, author of *Everybody needs a Mentor* will focus on 'Work and Life balance'.

Mary Connor and Julia Pokora, authors of *Coaching and mentoring at Work* will focus on 'Egan's Skilled Helper framework'.

| | CERTIFICATE | DIPLOMA | ADVANCED DIPLOMA | APEL |
|------------------------------------|-----------------------------------|---|---|---|
| EMCC / ACADEMIC LEVEL | Foundation | Practitioner / Undergraduate | Senior Practitioner / Masters | Senior Practitioner / Masters |
| 2012 START DATES | Start at any time | 13th and 14th March 25th and 26th September | 13th and 14th March 2012 and 25th and 26th September | Start at any time |
| DISTANCE LEARNING OPTION? | Yes | Yes | No | No |
| WHAT ARE YOU INTERESTED IN? | Individual coaching and mentoring | Working as a professional coach and mentor | Professional Coach-Mentor Practitioner working with senior executives and board directors | Experienced professional already working with senior executives and board directors who is looking to gain formal accreditation |
| WHAT IS YOUR BUDGET? | £2950 (plus VAT) | £5375 (plus VAT) | £6575 (plus VAT) | £1,850 — £5,350 (plus VAT) |
| HOW MUCH TIME DO YOU HAVE? | 6 months (flexible, part-time) | 7 months (flexible, part-time with 5 days of workshops) | 12 months (flexible, part-time with 8 days of workshops) | 4 — 9 months (flexible, part-time with 1 x ½-day briefing) |

The programme will develop your capacity to act as an effective coach-mentor, to help and support others to take responsibility and control of their own learning in order to improve and maximise their performance. You will examine tools, techniques and theories to develop appropriate skills for improving the performance of your colleagues and volunteer learners.

SUITABILITY

For those wishing to develop and extend their knowledge and skills in the context of individual coach-mentoring to help support others.

As a basic requirement, you should have English as the first language (GCSE grades A-C), O-level English Language, IELTS 6.0 or TOEFL at 600 equivalent.

ACCREDITATION

Practice and Professional: EMCC Foundation Level.

DURATION

6 months (flexible)
Number of input days: No mandatory days
Average hours required per month: 10 — 15 hours.

NUMBER OF PARTICIPANTS

This is an individual programme with no group activities PLUS Invitation to join The OCM Alumni Network.

DISTANCE

It is possible to enrol on the Certificate as a distance learning candidate replacing the face-to-face elements, with online webinars and coaching sessions. The distance learning version also carries an added benefit of reducing the cost by £200.

COST

£2,950 (+ VAT) or £2,750 (+ VAT) for the distance learning version.

LOCATION

You will be allocated your own Coach-Mentor Supervisor (CMS) with coach-mentoring sessions held at a mutually convenient time and location.

AIMS OF THE PROGRAMME

- To provide a range of practical opportunities and experiences for your personal development of the essential competences
- To provide opportunities to develop your knowledge, understanding and skills through practice and debate
- To develop your ability for independent thought to enhance your practice
- To develop your ability for objective reflection on personal strengths and needs
- To develop your awareness of relevant ethical issues.

APPROACH

You will be guided by your personal, qualified Coach-Mentor Supervisor (CMS) through a range of blended learning opportunities. This will include one-to-one coaching sessions; practice sessions with volunteer learners; Internet-based self-assessments of competences; a Learning Portal; guided reading and written reflections.

LEARNING OUTCOMES

- Ability to act consistently as an effective coach-mentor
- Ability to demonstrate comprehensive knowledge and understanding of models and their application for the development and improvement of coaching and mentoring practice

- Ability to anticipate and manage ethical issues within coach-mentoring practice
- Ability to reflect critically on your own strengths and needs as a coach-mentor.

ASSESSMENT

The practice and professional component of your submission file will be assessed against the following standards:

- EMCC Foundation Level competences
- The stated learning outcomes of the programme.

BRIEFING

The programme starts with a Briefing session with your Coach-Mentor Supervisor.

FACE-TO-FACE OR TELEPHONE COACHING

You will arrange 8 hours of face-to-face/telephone (or online if a distance learning candidate) conversations and feedback with your own Coach-Mentor Supervisor and a minimum of 20 hours with your 3 volunteer learners. If requested, additional hours of coaching with your personal coach-mentor may be purchased.

PEER GROUP SUPERVISION

You can also choose to join one of our many local support groups near you for Continuous Professional Development (CPD) and peer group supervision of your ongoing practice.

ONLINE SELF-ASSESSMENTS & RESOURCES

Learning to learn using electronic communication is an important aspect of the programme. You will be required to use the **Programme Support System (PSS)** to access all your programme resources, documentation and communications.

Online competence self-assessments and a very extensive range of online resources and products will be available for the duration of your programme. On graduating you will automatically be eligible to benefit from The OCM's alumni package, that caters for all your ongoing CPD and Supervision needs.

KNOWLEDGE MODULES

You will be required to read 2 recommended books and write 1 reflection note each month on your total learning from all that month's blended learning activities.

180° FEEDBACK BENCHMARKING

After you have held at least 4 coach-mentoring sessions with your learners, our 180° feedback benchmarking questionnaire will provide you with quantitative and qualitative evidence to evaluate your progress in meeting the standards required for your award.

MASTER CLASSES

Video-based Master Classes from leading experts are only available as standard on Diploma and Advanced Diploma programmes. If desired, they may be purchased additionally.

TECHNICAL REQUIREMENTS

You will need to be in a location where there is access to, and the ability to competently use:

- an Internet connection — preferably broadband (ISDN is acceptable, but will be slow)
- Microsoft Internet Browser Version 6 or above
- a computer with a CD-ROM drive, ability to play audio and a printer
- Flash Player 9 for video plug-ins
- Microsoft Windows 97 and Office 97 or above
- a regularly updated virus checker installed.

If you are a MAC user please check with us for compatibility.



Overview

| | WORKSHOPS AND COACH-MENTORING | DEVELOPING HANDS-ON EXPERTISE | KNOWLEDGE MODULES AND LEARNING RESOURCES | SELF-ASSESSMENTS | SUBMISSION EVIDENCE |
|-----------------|--|---|---|--|---|
| BRIEFING | 1/2-day briefing with Coach-Mentor Supervisor (CMS) | Contracting sessions with 3 x Learners | | | Personal Learning Plan (PLP) for programme |
| MONTH 1 | Individual session with Coach-Mentor Supervisor (CMS) | F2F or telephone sessions with 3 x Learners | Online Learning Portal Foundation level | 12 Core coaching and mentoring competences | Reflection Note 1 on total learning from Month 1 activities |
| MONTH 2 | Individual session with CMS | F2F or telephone sessions with 3 x Learners | Online Learning Portal | Peter Honey internet-based 'Learning Styles' | Reflection Note 2 on total learning from Month 2 activities |
| MONTH 3 | | F2F or telephone sessions with 3 x Learners | Coaching and Mentoring by Eric Parsloe and Melville Leedham | Foundation Level coaching and mentoring competences | Reflection Note 3 on total learning from Month 3 activities |
| MONTH 4 | Individual session with CMS | F2F or telephone sessions with 3 x Learners | Online Learning Portal | Values and ethics | Reflection Note 4 on total learning from Month 4 activities |
| MONTH 5 | Individual session with CMS | F2F or telephone sessions with 3 x Learners 180° Feedback from identified learners | Coaching for Performance by John Whitmore | Foundation Level coaching and mentoring competences re-visited | Reflection Note 5 on total learning from Month 5 activities |
| MONTH 6 | Individual session with CMS 180° feedback benchmarking report | F2F or telephone sessions with 3 x Learners | Online Learning Portal Submission file date for assessment and certification: Within 12 months of the initial briefing session. | | Reflection Note 6 on total learning from Month 6 activities. Reflection Note 7 on learning from the 180° feedback report and total learning from all activities on the programme. Final PLP for ongoing learning. |

The programme builds on the Foundation level of coaching and mentoring and will develop your ability as a professional coach-mentor to help support others to manage their own learning in terms of process, style and coaching skills in a range of workplace contexts. You will develop skills that will enable you to work with middle and senior management to develop them as leaders.

SUITABILITY

For specialists within an organisation, senior managers and independent professionals working with senior and middle management.

As a basic requirement, you should have English as the first language (GCSE or grades A-C), O-level English Language, IELTS 6.0 or TOEFL at 600 equivalent PLUS at least two years' practical experience or a Foundation level qualification in coaching and mentoring.

ACCREDITATION

Practice and Professional: EMCC Practitioner Level
Academic: 20 CAT Credits, Credit rated by Oxford Brookes University.

DURATION

7 months (flexible, part-time)
Number of input days: 5 mandatory days
Average hours required per month: 30 — 35 hours.

NUMBER OF PARTICIPANTS

4 — 20 PLUS Invitation to join The OCM Alumni Network.

COST

£5,375 (+ VAT).

LOCATION

Our open Diploma programmes are delivered by qualified coaching experts as well as your own personal Coach-Mentor Supervisor (CMS) who will be assigned to you. Our workshops are usually run in Oxford, UK with personal coach-mentoring sessions normally held in your workplace or at a mutually convenient time and location.

AIMS OF THE PROGRAMME

- To provide opportunities to develop knowledge, understanding, skills and experience in relation to professional coach-mentoring competences
- To develop an awareness of personal communication and learning styles issues in the context of coaching and mentoring
- To develop an awareness of ethical, diversity and organisational issues for the context of coaching and mentoring
- To provide a range of opportunities for professional and personal development of the essential competences.

APPROACH

You will be guided by your personal, qualified Coach-Mentor through a range of blended learning opportunities. This will include one-to-one coaching sessions with a qualified coach-mentor; practice sessions with volunteer learners; Internet based self-assessments of competences; a Learning Portal; guided reading and written reflections. You will also attend 5 days of workshops and participate in a learning community via telephone conference tutorials and an optional action learning set.

LEARNING OUTCOMES

- Ability to act consistently as an effective coach-mentor
- Ability to demonstrate comprehensive knowledge and understanding of models and their application for the development and improvement of coaching and mentoring practice
- Ability to anticipate and manage ethical issues within coach-mentoring practice
- Ability to reflect critically on your own strengths and needs as a coach-mentor
- Ability to articulate your practice via a Summary of Practice Report to academic Level 6, Undergraduate Level standard.

ASSESSMENT

The practice and professional component of your submission file will be assessed against the following standards:

- EMCC Practitioner Level competences
- The stated learning outcomes of the programme.

SKILLS DEVELOPMENT WORKSHOPS

2 x 2-day and 1 x 1-day skills development workshops provide assessment feedback and peer group reviews. You will gain experience of collaborating in a learning community through these development workshops and an appreciation of psychological aspects of coaching and mentoring.

FACE-TO-FACE OR TELEPHONE COACHING

You will arrange 12 hours of face-to-face/telephone conversations and feedback with your own Coach-Mentor Supervisor for the duration of the programme. You will also meet regularly for a minimum of 20 hours with your 3 volunteer learners. If requested, additional hours of coaching with your personal coach-mentor may be purchased.

ACTION LEARNING SETS & PEER GROUP SUPERVISION

Action learning sets are self-managed and organised on a convenient geographic or online basis. You can also choose to join one of our many local support groups near you for Continuous Professional Development (CPD) and peer group supervision of your ongoing practice.

ONLINE SELF-ASSESSMENTS & RESOURCES

Learning to learn using electronic communication is an important aspect of the programme. You will be required to

use the **Programme Support System (PSS)** to access all your programme resources, documentation and communications.

Online competence self-assessments and a very extensive range of online resources and products will be available for the duration of your programme. On graduating you will automatically be eligible to benefit from The OCM's alumni package, that caters for all your ongoing CPD and Supervision needs.

KNOWLEDGE MODULES

Throughout the programme you will be required to complete knowledge modules to develop understanding and explore the application of theory to practice. There are 5 prescribed knowledge modules and 2 optional topic choice modules. You will be provided with books that cover the prescribed texts. A full list of knowledge modules can be provided on request.

180° FEEDBACK BENCHMARKING

After you have held at least 4 coach-mentoring sessions with your learners, our 180° feedback benchmarking questionnaire will provide you with quantitative and qualitative evidence to evaluate your progress in meeting the standards required for your award.

MASTER CLASSES

Video-based Master Classes are led by qualified experts and published authors such as John Leary-Joyce, Eric Parsloe and Julie Starr. Subjects covered include instant coaching, executive coaching and the Gestalt approach of coaching and mentoring.

TECHNICAL REQUIREMENTS

You will need to be in a location where there is access to, and the ability to competently use:

- an Internet connection — preferably broadband (ISDN is acceptable, but will be slow)
- Microsoft Internet Browser Version 6 or above
- a computer with a CD-ROM drive, ability to play audio and a printer
- Flash Player 9 for video plug-ins
- Microsoft Windows 97 and Office 97 or above
- a regularly updated virus checker installed.

If you are a MAC user please check with us for compatibility.

Overview

| | WORKSHOPS AND COACH-MENTORING | DEVELOPING HANDS-ON EXPERTISE | KNOWLEDGE MODULES & TELEPHONE TUTORIALS | SELF-ASSESSMENTS |
|------------------|--|--|---|---|
| MONTH 1 | <p>2-day briefing workshop</p> <p>Contracting with Coach-Mentor Supervisor (CMS)</p> | Contracting sessions with 3 x Learners | Online Learning Portal - Practitioner Level (for ongoing use throughout the programme) | <p>Peter Honey internet-based 'Learning Styles'</p> <p>Pen portraits on 'The CoachVine'</p> |
| MONTH 2 | Individual session with CMS | Coaching sessions with 3 x Learners | Knowledge Module 1 Telephone Tutorial 1 | EMCC Foundation Level Coaching and Mentoring competences |
| MONTH 3 | <p>2-day workshop</p> <p>Individual session with CMS</p> | Coaching sessions with 3 x Learners | Knowledge Module 2 | Coaching Values and Behaviours |
| MONTH 4 | <p>Individual session with CMS</p> <p>Optional self-managed action learning set (ALS)</p> | Coaching sessions with 3 x Learners | Knowledge Module 3 Telephone Tutorial 2 | Coaching ethics |
| MONTH 5 | Individual session with CMS | Coaching sessions with 3 x Learners | Knowledge Module 4 | EMCC Practitioner Level Coaching and Mentoring competences |
| MONTH 6 | <p>Individual session with CMS</p> <p>Optional self-managed ALS</p> <p>180° feedback benchmarking exercise</p> | Coaching sessions with 3 x Learners | Knowledge Module 5 | |
| MONTH 7-8 | <p>1-day workshop</p> <p>Individual session with CMS</p> <p>180° feedback benchmarking report</p> <p>Optional self-managed ALS</p> | Coaching sessions with 3 x Learners | <p>Knowledge Modules 6 and 7</p> <p>Telephone Tutorial 3</p> <p>Submission file date for assessment and certification: Within 12 months of the initial briefing session</p> | Review EMCC Practitioner Level Coaching and Mentoring competences |

The programme builds on the Foundation level of coaching and mentoring and will develop your ability as a professional coach-mentor to help support others to manage their own learning in terms of process, style and coaching skills in a range of workplace contexts. You will develop skills that will enable you to work with middle and senior management to develop them as leaders.

SUITABILITY

For specialists based outside the UK who are working within an organisation, with senior managers and independent professionals working with senior and middle management.

As a basic requirement, you should have English as the first language (GCSE or grades A-C), O-level English Language, IELTS 6.0 or TOEFL at 600 equivalent PLUS at least two years' practical experience or a Foundation level qualification in coaching and mentoring.

ACCREDITATION

Practice and Professional: EMCC Practitioner Level
Academic: 20 CAT Credits, Credit rated by Oxford Brookes University.

DURATION

7 months (flexible, part-time)
Average hours required per month: 30 — 35 hours.

NUMBER OF PARTICIPANTS

This is an individual distance learning programme with no group activities PLUS Invitation to join The OCM Alumni Network.

COST

£4,000 (+ VAT).

LOCATION

Our distance learning Diploma programmes are delivered online by qualified coaching experts as well as your own personal Coach-Mentor Supervisor (CMS) who will be assigned to you.

AIMS OF THE PROGRAMME

- To provide opportunities to develop knowledge, understanding, skills and experience in relation to professional coach-mentoring competences
- To develop an awareness of personal communication and learning styles issues in the context of coaching and mentoring
- To develop an awareness of ethical, diversity and organisational issues for the context of coaching and mentoring
- To provide a range of opportunities for professional and personal development of the essential competences.

APPROACH

You will be guided by your personal, qualified Coach-Mentor through a range of blended learning opportunities. This will include online one-to-one coaching sessions with a qualified coach-mentor; practice sessions with volunteer learners; Internet based self-assessments of competences; a Learning Portal; guided reading and written reflections.

LEARNING OUTCOMES

- Ability to act consistently as an effective coach-mentor
- Ability to demonstrate comprehensive knowledge and understanding of models and their application for the development and improvement of coaching and mentoring practice

- Ability to anticipate and manage ethical issues within coach-mentoring practice
- Ability to reflect critically on your own strengths and needs as a coach-mentor
- Ability to articulate your practice via a Summary of Practice Report to academic Level 6, Undergraduate Level standard.

ASSESSMENT

The practice and professional component of your submission file will be assessed against the following standards:

- EMCC Practitioner Level competences
- The stated learning outcomes of the programme.

SKILLS DEVELOPMENT WEBINARS

1 x 1/2-day briefing webinar and 3 x 1/2-day skills development webinars.

ONLINE COACHING

You will arrange 12 hours of online conversations and feedback with your own Coach-Mentor Supervisor for the duration of the programme. You will also meet regularly for a minimum of 20 hours with your 3 volunteer learners. If requested, additional hours of coaching with your personal coach-mentor may be purchased.

ONLINE SELF-ASSESSMENTS & RESOURCES

Learning to learn using electronic communication is an important aspect of the programme. You will be required to use the **Programme Support System (PSS)** to access all your programme resources, documentation and communications.

Online competence self-assessments and a very extensive range of online resources and products will be available for the duration of your programme. On graduating you will automatically be eligible to benefit from The OCM's alumni package, that caters for all your ongoing CPD and Supervision needs.

KNOWLEDGE MODULES

Throughout the programme you will be required to complete knowledge modules to develop understanding and explore the application of theory to practice. There are 5 prescribed knowledge modules and 2 optional topic choice modules. You will be provided with books that cover the prescribed texts. A full list of knowledge modules can be provided on request.

180° FEEDBACK BENCHMARKING

After you have held at least 4 coach-mentoring sessions with your learners, our 180° feedback benchmarking questionnaire will provide you with quantitative and qualitative evidence to evaluate your progress in meeting the standards required for your award.

MASTER CLASSES

Video-based Master Classes are led by qualified experts and published authors such as John Leary-Joyce, Eric Parsloe and Julie Starr. Subjects covered include instant coaching, executive coaching and the Gestalt approach of coaching and mentoring.

TECHNICAL REQUIREMENTS

You will need to be in a location where there is access to, and the ability to competently use:

- an Internet connection — preferably broadband (ISDN is acceptable, but will be slow)
- Microsoft Internet Browser Version 6 or above
- a computer with a CD-ROM drive, ability to play audio and a printer
- Flash Player 9 for video plug-ins
- Microsoft Windows 97 and Office 97 or above
- a regularly updated virus checker installed.

If you are a MAC user please check with us for compatibility.



Overview

| | WORKSHOPS AND COACH-MENTORING | DEVELOPING HANDS-ON EXPERTISE | KNOWLEDGE MODULES & TELEPHONE TUTORIALS | SELF-ASSESSMENTS |
|------------------|--|--|---|---|
| MONTH 1 | <p>1/2-day briefing webinar</p> <p>Contracting with Coach-Mentor Supervisor (CMS)</p> | Contracting sessions with 3 x Learners | Online Learning Portal - Practitioner Level (for ongoing use throughout the programme) | Peter Honey internet-based 'Learning Styles' |
| MONTH 2 | Individual session with CMS | Coaching sessions with 3 x Learners | Knowledge Module 1 | EMCC Foundation Level Coaching and Mentoring competences |
| MONTH 3 | <p>1/2-day webinar</p> <p>Individual session with CMS</p> | Coaching sessions with 3 x Learners | Knowledge Module 2 | Coaching Values and Behaviours |
| MONTH 4 | Individual session with CMS | Coaching sessions with 3 x Learners | Knowledge Module 3 | Coaching ethics |
| MONTH 5 | <p>1/2-day webinar</p> <p>Individual session with CMS</p> | Coaching sessions with 3 x Learners | Knowledge Module 4 | EMCC Practitioner Level Coaching and Mentoring competences |
| MONTH 6 | <p>Individual session with CMS</p> <p>180° feedback benchmarking exercise</p> | Coaching sessions with 3 x Learners | Knowledge Module 5 | |
| MONTH 7-8 | <p>1/2-day webinar</p> <p>Individual session with CMS</p> <p>180° feedback benchmarking report</p> | Coaching sessions with 3 x Learners | <p>Knowledge Modules 6 and 7</p> <p>Submission file date for assessment and certification: Within 12 months of the initial briefing session</p> | Review EMCC Practitioner Level Coaching and Mentoring competences |

The programme builds on the Practitioner level of coaching and mentoring and includes levels of knowledge and practical experience to enable you to work with senior management and boards. You will develop your potential to act as a professional coach-mentor in terms of process, style and coaching skills in complex contexts and specifically in relation to work-life-balance, team coaching, leadership, creating a coaching culture and psychological issues.

SUITABILITY

For specialists working with executives, directors and boards as well as senior managers and independent professionals working with senior and middle management.

As a basic requirement, you should have English as the first language (GCSE or grades A-C), O-level English Language, IELTS 6.0 or TOEFL at 600 equivalent PLUS a degree or equivalent professional qualification and 4 years' practical experience.

ACCREDITATION

Practice and Professional: EMCC Senior Practitioner Level.

Academic: 40 CAT Credits at Masters Level 7
Credit rated by Oxford Brookes University.

DURATION

10 months (flexible, part-time)
Number of input days: 8 mandatory days
Average hours required per month: 50 hours.

NUMBER OF PARTICIPANTS

4 — 20 PLUS Invitation to join The OCM Alumni Network.

COST

£6,575 (+ VAT).

LOCATION

Our Advanced Diploma programmes are delivered by qualified coaching experts as well as your own personal

Coach-Mentor Supervisor (CMS) who will be assigned to you. Our workshops are usually run in Oxford, UK with personal coach-mentoring sessions normally held in your workplace or at a mutually convenient time and location.

APPROACH

You will be guided by your personal, qualified Coach-Mentor Supervisor through a range of blended learning opportunities. This will include one-to-one coaching sessions; practice sessions with volunteer learners; Internet-based self-assessments of competences; a Learning Portal; guided reading and written reflections. You will also attend 4 x 2-day workshops and participate in a learning community via telephone conference tutorials, Internet discussion groups and 2 optional action learning sets.

AIMS OF THE PROGRAMME

- To develop critical and independent thought as a basis for enhanced coaching-mentoring practice and participatory learning
- To develop the capacity to act as an effective coach-mentor, including acting as a consultant to colleagues
- To develop the capacity to communicate and collaborate effectively with learners, colleagues, clients and / or the wider community
- To develop an awareness of pertinent ethical, psychological, diversity, technological and organisational issues for the context of coaching and mentoring

- To develop the ability to contribute to contemporary debate in the area of coaching and mentoring.

LEARNING OUTCOMES

- Ability to act consistently as an effective coach-mentor
- Ability to demonstrate comprehensive knowledge and understanding of models and their application for the development and improvement of coaching and mentoring practice
- Ability to anticipate and manage ethical issues within coach-mentoring practice
- Ability to reflect critically on your own strengths and needs as a coach-mentor
- Ability to articulate your practice via a Summary of Practice Report to academic Level 7, Masters Level standard.

ASSESSMENT

The practice and professional component of your submission file will be assessed against the following standards:

- EMCC Senior Practitioner Level competences
- The stated learning outcomes of the programme.

SKILLS DEVELOPMENT WORKSHOPS

4 x 2-day skills development workshops provide assessment feedback and peer group reviews. You will gain experience of collaborating in a learning community through these skills development workshops.

FACE-TO-FACE OR TELEPHONE COACHING

You will arrange 15 hours of face-to-face/telephone conversations and feedback with your own Coach-Mentor Supervisor who will work with you to select your own context for coaching and mentoring practice. You will also meet regularly for a minimum of 20 hours with your 3 volunteer learners. If requested, additional hours of coaching with your personal coach-mentor may be purchased.

ACTION LEARNING SETS & PEER GROUP SUPERVISION

Action learning sets are self-managed and organised on a convenient geographic or online basis. You can also choose to join one of our many local support groups near you for Continuous Professional Development (CPD) and peer group supervision of your ongoing practice.

ONLINE SELF-ASSESSMENTS & RESOURCES

Learning to learn using electronic communication is an important aspect of the programme. You will be required to

use the **Programme Support System (PSS)** to access all your programme resources, documentation and communications.

Online competence self-assessments, Internet-based discussion groups and a very extensive range of online resources and products will be available for the duration of your programme. On graduating you will automatically be eligible to benefit from The OCM's alumni package, that caters for all your ongoing CPD and Supervision needs.

KNOWLEDGE MODULES

Throughout the programme you will be required to complete knowledge modules to develop understanding and explore the application of theory to practice. There are 5 prescribed knowledge modules and 2 optional topic choice modules. You will be provided with books that cover the prescribed texts. A full list of knowledge modules can be provided on request.

180° FEEDBACK BENCHMARKING

After you have held at least 4 coach-mentoring sessions with your learners, our 180° feedback benchmarking questionnaire will provide you with quantitative and qualitative evidence to evaluate your progress in meeting the standards required for your award.

MASTER CLASSES

These video-based Master Classes are led by qualified experts and published authors such as John Whitmore, John Leary-Joyce, Eric Parsloe and Julie Starr. Subjects covered range from transpersonal coaching, informal coaching, executive coaching, to the Gestalt approach to coaching and mentoring.

TECHNICAL REQUIREMENTS

You will need to be in a location where there is access to, and the ability to competently use:

- an Internet connection — preferably broadband (ISDN is acceptable, but will be slow)
- Microsoft Internet Browser Version 6 or above
- a computer with a CD-ROM drive, ability to play audio and a printer
- Flash Player 9 for video plug-ins
- Microsoft Windows 97 and Office 97 or above
- a regularly updated virus checker installed

If you are a MAC user please check with us for compatibility.

Overview

| MONTH | WORKSHOPS AND COACH-MENTORING | DEVELOPING HANDS-ON EXPERTISE | KNOWLEDGE MODULES AND LEARNING RESOURCES | SELF-ASSESSMENTS AND DISCUSSION THREADS |
|-------|--|--|--|--|
| 1 | <p>2-day briefing</p> <p>Contracting session with Coach-Mentor Supervisor (CMS)</p> | Contracting sessions with 4 x Learners | <p>Online Learning Portal - Senior Practitioner Level (for ongoing use throughout the programme)</p> <p>Knowledge Module 1</p> | <p>Peter Honey internet-based 'Learning Series'</p> <p>Thread 1</p> |
| 2 | Individual session with CMS | Coaching sessions with 4 x Learners | <p>Knowledge Module 2</p> <p>Telephone Tutorial 1</p> | <p>EMCC Practitioner Level coaching and mentoring competences</p> <p>Thread 2</p> |
| 3 | <p>2-day workshop</p> <p>Individual session with CMS</p> | Coaching sessions with 4 x Learners | <p>Knowledge Module 3</p> <p>Telephone Tutorial 2</p> | <p>Coaching Values and Behaviours</p> <p>Thread 3</p> |
| 4 | <p>Individual session with CMS</p> <p>Optional self-managed Action Learning Session (ALS)</p> | Coaching sessions with 4 x Learners | <p>Knowledge Module 4</p> <p>Telephone Tutorial 3</p> | <p>Coaching ethics</p> <p>Thread 4</p> |
| 5-6 | <p>2-day workshop</p> <p>Individual session with CMS</p> <p>Optional self-managed ALS</p> <p>180° feedback benchmarking exercise</p> | Coaching sessions with 4 x Learners | <p>Knowledge Module 5</p> <p>Telephone Tutorial 4</p> | <p>EMCC Senior Practitioner Level Coaching and Mentoring competences</p> <p>Thread 5</p> |
| 7-8 | <p>2-day workshop</p> <p>180° feedback benchmarking report</p> | Coaching sessions with 4 x Learners | <p>Knowledge Module 6</p> <p>Telephone Tutorial 5</p> | Thread 6 |
| 9-10 | <p>Optional self-managed ALS</p> <p>Individual session with CMS</p> | | Knowledge Module 7 | Thread 7 |
| 11-12 | | | <p>Submission file date for assessment and certification: Within 15 months of the initial briefing session</p> | Review EMCC Senior Practitioner Level coaching and mentoring competences |

A tailor-made programme to accredit experienced coach-mentors at EMCC Senior Practitioner level. The programme is designed to confirm competence and allows you to gain recognition from experience and learning against the EMCC competence framework.

SUITABILITY

The programme is intended for those individuals who already have, or believe they have and can demonstrate, existing experience and capability at the equivalence of EMCC Senior Practitioner.

It is not suitable for those individuals who do not have appropriate levels of theoretical, philosophical and practical competence in coaching and mentoring. As a basic requirement you will need to have completed at least 500 learning hours within the past 3-5 years, from a range of relevant experiences.

The APEL programme is not a developmental process. Those who are looking for that level of input will enrol on the Advanced Diploma programme.

ACCREDITATION

Practice and Professional: EMCC Senior Practitioner Level.

DURATION

Usually 4—9 months (flexible, part-time) Number of input days: ½-day briefing
Average hours required per month: Depends on individual circumstances.

NUMBER OF PARTICIPANTS

Individual or in groups PLUS Invitation to join The OCM Alumni Network.

COST

Having successfully completed the Senior Practitioner self-assessment and been accepted onto the programme you will then need to choose your route through the programme.

The invoicing structure is as follows:

Self-managed Track - £1,850 +VAT

Fast Track (6 hours of CMS support) - £2,500 +VAT

Supported Track (12 hours of CMS support) - £3,500 +VAT

Additional coaching sessions (minimum of 2 hours) - £450 +VAT.

LOCATION

Our Senior Practitioner in Coaching and Mentoring (APEL) programme is self-managed and your personal supervision sessions (as required) are held at mutually convenient times and locations and can also be conducted over the telephone.

AIMS OF THE PROGRAMME

- To provide opportunities to confirm existing knowledge, understanding, skills and experience in relation to the EMCC Practitioner Level standards and then at the Senior Practitioner Level standards
- To identify any 'gaps' in current capability and develop a planned approach to address them
- To provide a clear upgrade path from a range of earlier qualifications to the new EMCC Senior Practitioner Level standards
- To identify any 'gaps' in current capability and provide a personal development approach to address them.

APPROACH

After assessing competence via 2 x self-assessment exercises at Practitioner and Senior Practitioner Levels, you will participate in a ½-day briefing with your Coach-Mentor Supervisor (CMS), who will help you identify your route through the programme. The CMS will, if required, provide ongoing support and guidance on evidence

collection and portfolio building to meet the EMCC Senior Practitioner Level competences.

COMPETENCES

- Ability to display appropriate personal attributes for effective coach-mentoring
- Ability to explain the skills and knowledge needed for effective coach-mentoring
- Ability to apply learning and experience to your own practice for the benefit of your learners/clients
- Ability to manage the coach-mentoring process to maintain and develop an effective and professional approach to your practice.

ASSESSMENT

The practice and professional component of your submission file will be assessed against the following standards:

EMCC Senior Practitioner Level competences.

APPLICATION

- 1 x self-assessment at EMCC Practitioner Level
- 1 x enrolment application form including a signed statement of competence
- C.V.

GETTING STARTED

Following formal acceptance onto the programme you will enter the APEL programme process. This is shown on the next page.

You will be assigned a Coach-Mentor Supervisor (CMS) who will support you through the APEL process.

PORTFOLIO BUILDING

With guidance and support from the CMS, you will build a comprehensive personal portfolio which accurately reflects on your coaching and mentoring practice and processes together with critical reflections on past experiences and learning.

If continuing on the APEL programme, you will then identify at least 5 of your previous or current learners/clients to complete our 180° feedback benchmarking exercise. The analysed output of these will produce quantitative and qualitative evidence to confirm you are meeting the standards required at Senior Practitioner Level.

SUBMISSION FOR ASSESSMENT

When you have completed your chosen route through the programme, you will be required to provide a submission file containing evidence that shows you have demonstrated equivalence to the Senior Practitioner Level competences. The following list is an indicative checklist of the evidence you will need to put into your online submission file:

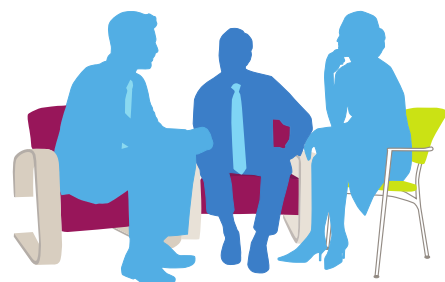
- Feedback from the Senior Practitioner Level self-assessment
- A Reflective Statement (750-1,000 words) indicating ease of collection of the required evidence to meet the requirements of the programme
- A Personal Learning Plan: to address any 'competence gaps' at Senior Practitioner Level
- APEL Log of Learning Hours
- The 180° feedback benchmarking report from the required number of past/current learners/clients
- 4 x Summary Reflective Statements (1,500-2,000 words each), and other appropriate, cross referenced evidence, relevant to demonstrating your competence at Senior Practitioner Level
- Copies of relevant coach-mentoring practice documents, Continuous Professional Development (CPD) and supervision activities.

TECHNICAL REQUIREMENTS

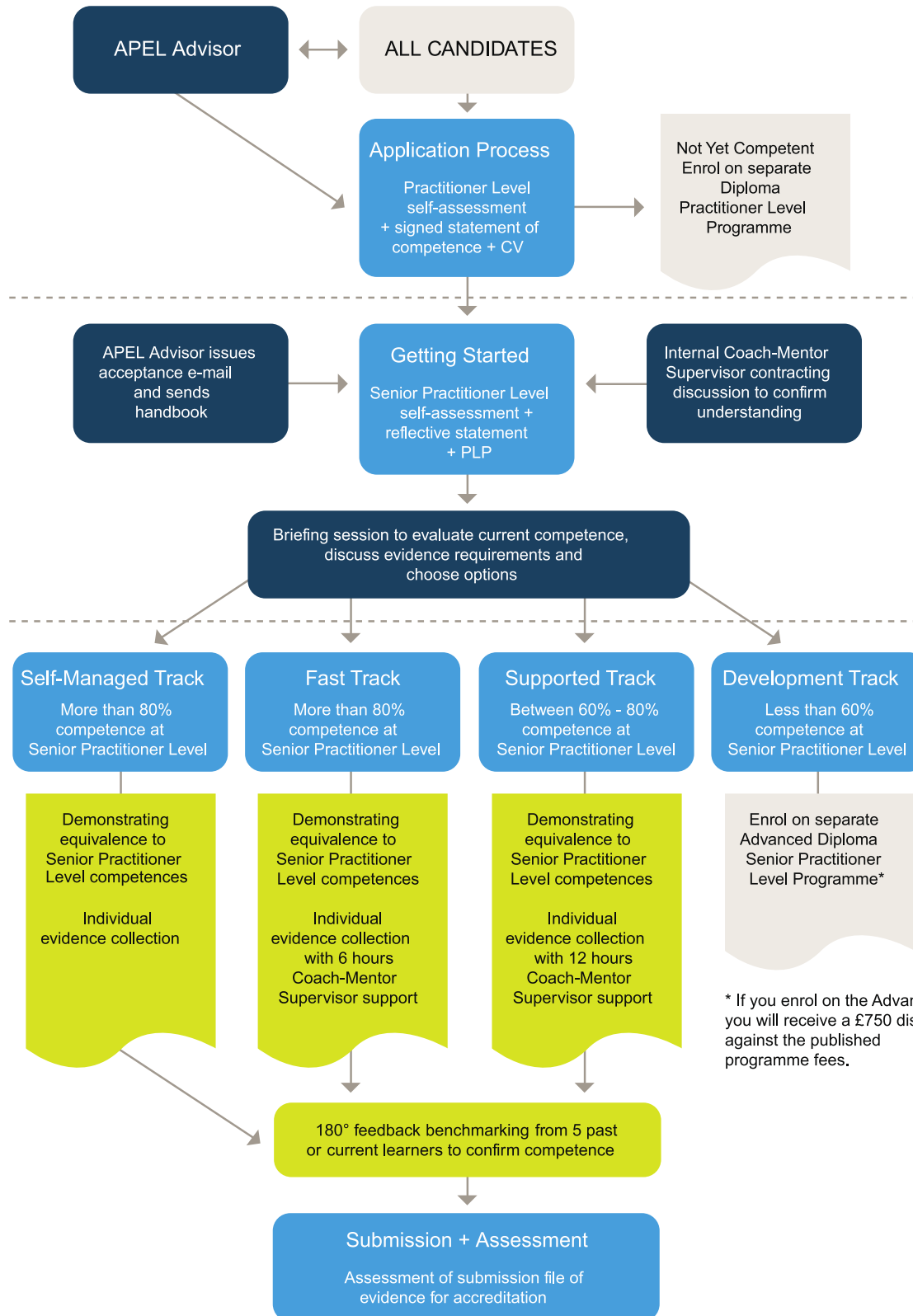
You will need to be in a location where there is access to, and the ability to competently use:

- an Internet connection — preferably broadband (ISDN is acceptable, but will be slow)
- Microsoft Internet Browser Version 6 or above
- Microsoft Windows 97 and Office 97 or above
- a regularly updated virus checker installed.

If you are a MAC user please check with us for compatibility.



Senior Practitioner in Coach Mentoring (APEL)



* If you enrol on the Advanced Diploma you will receive a £750 discount against the published programme fees.

This programme offers a rigorous yet flexible development programme for seasoned coaches who wish to offer professional supervision services to other coach-mentors. The programme will introduce you to a range of models and perspectives in supervision as a means of achieving a well informed and grounded practice in supervision.

SUITABILITY

Suitable for coaches accredited to EMCC Senior Practitioner Level or equivalent, looking to offer supervision in a professional capacity.

ACCREDITATION

Oxford Brookes University accreditation with 20 CAT Credits at Masters Level.

DURATION

8 months (flexible, part-time)

Number of input days: No mandatory days

Average hours required per month: 35 hours.

NUMBER OF PARTICIPANTS

This is an individual programme with no group activities PLUS Invitation to join The OCM Alumni Network.

COST

£3,750 (+ VAT).

LOCATION

You will be allocated your own personal Coach-Mentor Supervisor to provide individual support while on the programme. Supervision sessions are held at a mutually convenient time and location and can also be conducted over the telephone.

APPROACH

You will be guided by your personal, qualified Coach-Mentor Supervisor (CMS) through a range of blended learning opportunities. This will include one-to-one coaching sessions with a qualified Coach-Mentor Supervisor; practice sessions with volunteer supervisees;

Internet based self-assessments of competences; a Learning Portal; online discussions; guided reading and written reflections.

LEARNING OUTCOMES

- Ability to act as a consistently effective coach-mentoring supervisor for practicing coaches and mentors
- Ability to demonstrate knowledge and understanding of models and their application for supporting learning and change for supervisees
- Ability to anticipate and manage relationship and ethical issues within supervision and coach-mentoring
- Ability to reflect on your own strengths and needs as a coach-mentoring supervisor
- Ability to articulate your practice via a documented Case Study and Anticipated Issues Report to academic Level 7, Masters Level standard.



ASSESSMENT

The practice and professional component of your submission file will be assessed against the following standards:

- The stated learning outcomes of the programme.

FACE-TO-FACE OR TELEPHONE COACHING

You will arrange 12 hours of face-to-face/telephone conversations and feedback with your own Coach-Mentor Supervisor for the duration of the programme. You will also meet regularly for a minimum of 20 hours with your 4 volunteer supervisees. If requested, additional hours of coaching with your personal Coach-Mentor Supervisor may be purchased.

ONLINE SELF-ASSESSMENTS & RESOURCES

Learning to learn using electronic communication is an important aspect of the programme. You will be required to use the **Programme Support System (PSS)** to access all your programme resources, documentation and communications.

Online competence self-assessments and a very extensive range of online resources and products will be available for the duration of your programme. On graduating you will automatically be eligible to benefit from The OCM's alumni package, that caters for all your ongoing CPD and Supervision needs.

KNOWLEDGE MODULES

Throughout the programme you will be required to complete knowledge modules to develop understanding and explore the application of theory to practice. There are 6 prescribed knowledge modules, ranging from covering core definitions and competencies, through to developing psychological and systems perspectives and an optional

topic choice module. You will be provided with books that cover the prescribed texts. A full list of knowledge modules can be provided on request.

180° FEEDBACK BENCHMARKING

After you have held at least 4 coach-mentoring supervision sessions with your supervisees, our 180° feedback benchmarking questionnaire will provide you with quantitative and qualitative evidence to evaluate your progress in meeting the standards required for your award.

MASTER CLASSES

Video-based Master Classes are led by qualified experts and published authors such as Michael Carroll, John Leary-Joyce, Eric Parsloe and Julie Starr. Subjects covered include The Seven Eyed Supervision model, instant coaching, executive coaching and the Gestalt approach of coaching and mentoring.

TECHNICAL REQUIREMENTS

You will need to be in a location where there is access to, and the ability to competently use:

- an Internet connection — preferably broadband (ISDN is acceptable, but will be slow)
- Microsoft Internet Browser Version 6 or above
- a computer with a CD-ROM drive, ability to play audio and a printer
- Flash Player 9 for video plug-ins
- Microsoft Windows 97 and Office 97 or above
- a regularly updated virus checker installed.

If you are a MAC user please check with us for compatibility.



Overview

| MONTH | WORKSHOPS AND COACH-MENTORING | DEVELOPING HANDS-ON EXPERTISE | KNOWLEDGE MODULES AND LEARNING RESOURCES | SELF-ASSESSMENTS |
|-------|--|--|--|---|
| 1 | <p>1/2-day briefing with Coach-Mentor Supervisor (CMS).</p> <p>Introduction to the Programme, Learning Outcomes, Key Supervision Models and Core Processes</p> <p>Programme Personal Learning Plan (PLP)</p> | Contracting or re-contracting sessions as appropriate with the supervisees | <p>Online Learning Portal - Senior Practitioner Level (for ongoing use throughout the programme)</p> <p>Knowledge Module 1</p> | Self-assessment - Learning Outcomes for the Programme |
| 2 | Individual session with CMS - Review of taped/recorded supervision session | Coaching sessions with 4 x Supervisees | Knowledge Module 2 | Peter Honey internet-based 'Learning Styles' |
| 3 | Individual session with CMS - Deepening Coaching Presence | Coaching sessions with 4 x Supervisees | Knowledge Module 3 | Self-assessment – Emotional Intelligence |
| 4 | Individual session with CMS - Review of taped/recorded supervision session | Coaching sessions with 4 x Supervisees | Knowledge Module 4 | Self-assessment – Ethics in Coaching and Mentoring |
| 5 | Individual session with CMS - Psychological Mindedness in Supervision | Coaching sessions with 4 x Supervisees | Knowledge Module 5 | |
| 6 | <p>Individual session with CMS - Discussion of Case Study and Anticipated Issues Report</p> <p>180° feedback benchmarking exercise</p> | Coaching sessions with 4 x Supervisees | Knowledge Module 6 | Review: Self-assessment - Learning Outcomes for the Programme |
| 7-8 | <p>Individual session with CMS to review 180° feedback benchmarking report</p> <p>PLP for ongoing learning</p> <p>Case Study Report (1,500 words)</p> <p>Anticipated Issues Report (1,500 words)</p> | | <p>Submission file date for assessment and certification: Within 12 months of the initial briefing session</p> | |



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