

# APPRENTICESHIP INFORMATION PACK

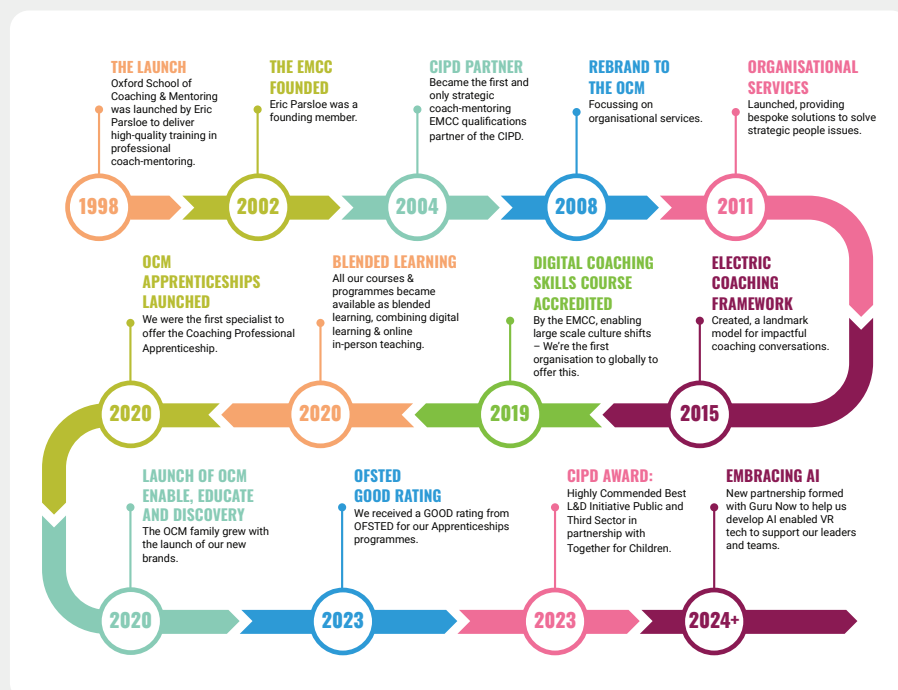
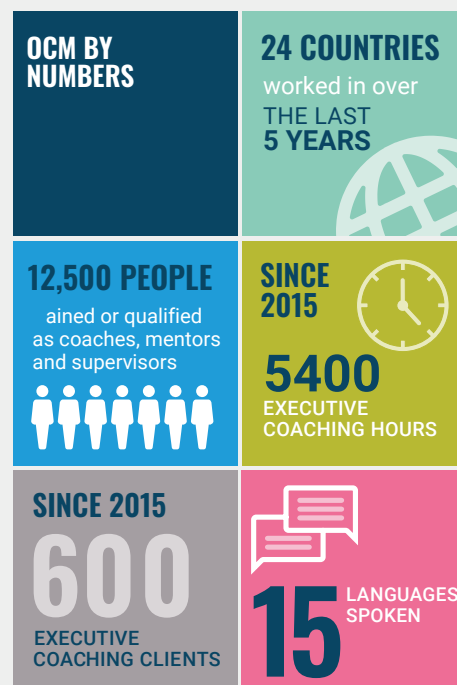
## COACHING PROFESSIONAL APPRENTICESHIP

## LEARNING & SKILLS MENTOR APPRENTICESHIP

## ABOUT US

The OCM is, and always has been, a purpose driven organisation. What unites, drives and rewards us is the impact we have on the individuals, teams and organisations we work with. We will equip you to thrive now, to grow into your future and to realise your purpose through the power of coaching and mentoring.

From our founding in Oxford in 1998, we have consistently brought best practice coaching and mentoring to our clients with simplicity and pragmatism. Whether you are an individual seeking to build your own coaching capability, or an organisation looking to integrate coaching and mentoring into your culture, we will put your success at the heart of our relationship. You'll find us genuinely supportive, and constructively challenging; we constantly seek to make our work and your world better through powerful reflection, targeted measurement and authentic partnership.



EMCC Global  
Individual  
Accreditation

**EIA**

# Why Choose The OCM for Your Coaching & Mentoring Apprenticeships?

With over 25 Years of expertise, The OCM has been a leader in Coaching and Mentoring since our inception. We're coaching and mentoring experts with a proven track record of delivering apprenticeships that develop impactful and agile coaches and mentors.

We have been recognised by Ofsted as a 'Good' provider in May 2023, highlighting the quality of our programmes.

## Rated 'Excellent' by Employers and Apprentices, with 4/4-star reviews on gov.uk

We're proud to deliver the Coaching Professional and Learning and Skills Mentor Apprenticeships as digitally led learning programmes, supported by our team of expert coaches and supervisors. Each programme is underpinned by over 25 years of The OCM's specialist knowledge in coaching and mentoring.

- The Level 5 Coaching Professional Apprenticeship is accredited by the European Mentoring and Coaching Council (EMCC) at Practitioner Level, providing apprentices with a respected and internationally recognised professional credential.
- Our performance consistently exceeds national benchmarks; our 2024/25 Achievement Rate is 19.5% higher than the published National Benchmark, and our 2024/25 Retention Rate is 18% higher than the national average.
- Every apprentice is supported by a dedicated Coach-Mentor Supervisor – a practising professional coach committed to their growth and success.



**“Leaders have a clear focus on supporting organisations to develop the coaching abilities of their workforce in order to manage and implement effective change”**

Ofsted Report, May 2023

## APPRENTICESHIP VIDEOS

OCM Coaching Professional Apprenticeships candidate Jon Cribbens talks to Ed Parsloe about his learning experience and the impact his experience has had on his organisation.

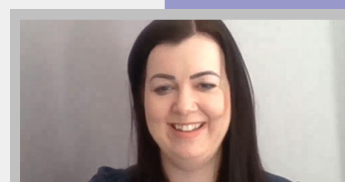
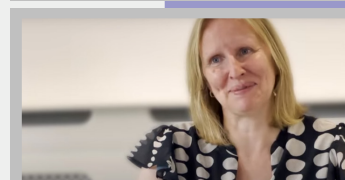
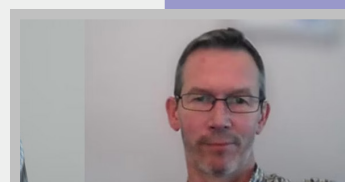
<https://www.theocm.co.uk/ocm-apprenticeships/insights/jon-cribbens-chats-about-his-apprenticeship-learning-experience>

Pippa Simpson - Pippa Simpson talks us through her learning experience with The OCM.

<https://theocm.co.uk/ocm-apprenticeships/apprenticeships>

A conversation with Gemma Prowse about her OCM Apprenticeship Journey.

<https://www.theocm.co.uk/ocm-apprenticeships/insights/conversation-gemma-prorowse-about-her-apprenticeship-journey>



## COACHING PROFESSIONAL (FULL PROGRAMME)

The Coaching Professional Apprenticeship from The OCM is a dual accredited programme, holding both a Level 5 Apprenticeship and professional accreditation from the **European Mentoring and Coaching Council (EMCC)** at Practitioner Level. It is ideal for any organisation who wishes to develop a professional level internal coaching pool to support their strategic people objectives.

Delivered over 14 months we teach learners not just the practical side of coaching and mentoring, but also the critical elements such as the importance of becoming a reflective practitioner, contracting in client relationships, working safely and ethically, handling dependency, working with a range of models and approaches including our own ELECTRIC, to enable you to effectively deliver different types of coaching and mentoring in different contexts like life, career, skills/ performance, change and transition.

Most importantly, a combination of 121 coaching, mentoring and supervision, we teach learners how to develop their own signature style, how to take charge of their own development and how to use supervision to support the future practice. By developing a signature style, they will deliver coaching and mentoring that is aligned to their vision, purpose and values whilst creating a flexible and agile internal coaching resource that can support a broad range of organisational transformations and impact.

## FULL APPRENTICESHIP PROGRAMME (14 MONTH, 5 MODULES)

- ..... • **MODULE 1 - 3 MONTHS**  
Establishing effective coaching relationships.
- ..... • **MODULE 2 - 3 MONTHS**  
Exploring tools, techniques and processes to support effective coaching.
- ..... • **MODULE 3 - 3 MONTHS**  
Using coaching models and techniques to surface insight and learning.
- ..... • **MODULE 4 - 4 MONTHS**  
Coaching evaluation and impact.
- ..... • **MODULE 5 - 1 MONTH**  
Finalising evidence and preparing for End Point Assessment.

## BLENDLED LEARNING FULL APPRENTICESHIP PROGRAMME



### Webinars

7 x facilitated webinars and 3 x listen anytime webinars throughout the programme.



### Online Sessions

9 sessions with an external Coach-Mentor-Supervisor, a mix of 1-1 and group coaching.



### Coaching Sessions

Practice with 4 clients, ideally 1 external and 3 internal for the first 6 months and then repeat again with another 4 clients from month 7.



### Self Managed Action Learning Sets

4 x 2 hour sessions.



### Self Assessment and Review

2 x Client Feedback Reports from clients that have been coached.



### Reading/Review

2 books (mandatory texts).



### Multimedia Online Resources

Learning Pathway contains hours of study materials - video, audio and text based resources.



### Learning Reflection and Planning

Completing reflection notes, written statements, PLPs, 2 Case Studies and a Coaching Journal. Collecting testimonials from a range of stakeholders.

## COACHING PROFESSIONAL

### (FAST TRACK PROGRAMME)

The Coaching Professional Apprenticeship from The OCM is a dual accredited programme, holding both a Level 5 Apprenticeship and professional accreditation from the **European Mentoring and Coaching Council (EMCC)** at Practitioner Level. It is ideal for any organisation who wishes to develop a professional level internal coaching pool to support their strategic people objectives.

Suitable for learners with some existing knowledge of coaching and delivered over 12 months we teach learners not just the practical side of coaching and mentoring, but also the critical elements such as the importance of becoming a reflective practitioner, contracting in client relationships, working safely and ethically, handling dependency, working with a range of models and approaches including our own ELECTRIC, to enable you to effectively deliver different types of coaching and mentoring in different contexts like life, career, skills/ performance, change and transition.

Most importantly, through a combination of 1-2-1 and group coaching, mentoring and supervision we teach learners how to develop their own signature style, how to take charge of their own development and how to use supervision to support the future practice. By developing a signature style, they will deliver coaching and mentoring that is aligned to their vision, purpose and values whilst **creating a flexible and agile internal coaching resource** that can support a broad range of organisational transformations and impact.

## FAST TRACK APPRENTICESHIP PROGRAMME

### (12 MONTH, 6 MODULES)

- ..... • **MODULE 1 - 1 MONTH**  
Establishing effective coaching relationships.
- ..... • **MODULE 2 - 2 MONTHS**  
Exploring tools, techniques and processes to support effective coaching.
- ..... • **MODULE 3 - 2 MONTHS**  
Using coaching models and techniques to surface insight and learning.
- ..... • **MODULE 4 - 3 MONTHS**  
Coaching evaluation and impact.
- ..... • **MODULE 5 - 3 MONTHS**  
The Role of the Internal Coach.
- ..... • **MODULE 6 - 1 MONTH**  
Finalising evidence and preparing for End Point Assessment.

## BLENDLED LEARNING FAST TRACK APPRENTICESHIP PROGRAMME



### Webinars

7 x facilitated webinars and 3 x listen anytime webinars throughout the programme.



### Online Sessions

4x 1-1 sessions and 3 group sessions with an external Coach-Mentor-Supervisor



### Coaching Sessions

Practice with 4 clients, ideally 1 external and 3 internal for the first 6 months and then work as an internal coach for 3 months.



### Self Managed Action Learning Sets

4 x 2 hour sessions.



### Self Assessment and Review

Online questionnaires and self assessments. Client Feedback Report from people that have been coached.



### Reading/Review

2 books (mandatory texts).



### Multimedia Online Resources

Learning Pathway contains hours of study materials - video, audio and text based resources.



### Learning Reflection and Planning

Completing reflection notes, written statements, PLPs, 2 Case Studies and a Coaching Journal. Collecting testimonials from a range of stakeholders.



## LEARNING AND SKILLS MENTOR

The Learning and Skills Mentor is delivered by coaching experts The OCM and provides a Level 4 Apprenticeship qualification. It's ideally suited for any organisation who wishes to deliver formal mentoring programmes in support of strategic talent initiatives or develop the mentoring and coaching skills of their team leaders and people managers.

Delivered over 12 months with a 3-month End Point Assessment period, we teach learners the core skills, tools and processes of effective mentoring and coaching relationships. Learners will develop a range of models that allow them to be flexible and agile in their approach, adapting their style to the needs of their clients and direct reports.

## APPRENTICESHIP PROGRAMME (12 MONTH, 7 MODULES)

- ..... • **MODULE 1 - 2 MONTHS**  
Introduction to Mentoring.
- ..... • **MODULE 2 - 2 MONTHS**  
Setting up Successful Mentoring Relationships.
- ..... • **MODULE 3 - 2 MONTHS**  
Developing Communication Skills.
- ..... • **MODULE 4 - 2 MONTHS**  
Adapting and Tailoring your Approach.
- ..... • **MODULE 5 - 2 MONTHS**  
Monitoring and Evaluating Progress.
- ..... • **MODULE 6 - 1 MONTH**  
Ongoing Evolution of Practice.
- ..... • **MODULE 7 - 1 MONTH**  
Finalising evidence and preparing for End Point Assessment.

## BLENDED LEARNING APPRENTICESHIP PROGRAMME



### Webinars

9 x facilitated webinars.



### Online Sessions

5 sessions with an external Coach-Mentor Supervisor.



### Coaching Sessions

Practice with 3 mentees for 12 months.



### Self Managed Action Learning Sets

4 x 2 hour sessions.



### Self Assessment and Review

Online questionnaires and self assessments.  
1 x Client Feedback Report from clients that have been mentored.



### Reading/Review

2 books (mandatory texts).



### Multimedia Online Resources

Learning Pathway contains hours of study materials - video, audio and text based resources.



### Learning Reflection and Planning

Completing reflection notes, written statements, PLPs, 1 Case Study and a Mentoring Journal. Collecting testimonials from a range of stakeholders.

## FURTHER INFORMATION

For further information, please visit our website [www.theocm.co.uk](http://www.theocm.co.uk) or contact us directly.  
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