



Coaching Models of Practice QQI Level 6 6N3087 Assignment Brief

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Introduction

Hello and welcome to our Coaching Models of Practice Programme, we are delighted that you have chosen to work with DCM Learning as you continue your education.

This course is at Level 6 of the National Framework of Qualifications. To receive an award at Level 6 you will be required to undertake self-directed learning after you complete the training course. This self-directed learning will typically include additional reading, research, self-reflection and preparation of your assessments.

This document contains important information about the assessment process and it is important that you read each part of the document carefully so you clearly understand what is required of you.

We hope your return to the learning experience is a positive one and we wish you every success in achieving your QQI Level 6 Certificate in Coaching Models of Practice Programme.

In addition to the information in this document, you should visit our [Guide to completing your Coaching Models of Practice Assessments](#) page.

Course Requirements and Assessments

You are required to complete two pieces of work for your certificate. These are detailed below.

Ideally, your assignments should be relevant to your current or previous work environment and practical work-based examples should be given to support your work. If this is not possible you can use an organisation that you are familiar with, maybe through a volunteer role or a hypothetical organisation.

You will be provided with an MS Word template for each assignment, the first page of each template will be a cover sheet which you **MUST** complete in order to submit your assignment. The cover sheet will detail to the grader, who you are, and specify the assessment you are submitting. An assessment template is a helpful tool and we recommend you use it to make sure that you do not leave any sections out and lose marks.

Pay attention to the required word count for each section and do not go significantly under or over the required word count (10% above or below is ok).

Pay attention to the formatting of your document - it matters! Use paragraphs and put headings in bold. Change the vertical spacing on your document to 1.5 or 2.0 (YouTube has how-to videos) to make your assignment easier to read.

Before submitting your assignments you should use a spelling and grammar checker and get somebody else to proofread your work. It's much easier to spot mistakes in another person's writing, and you can lose marks for careless mistakes.

Your work should show evidence of relevant reading around each topic and it MUST be clearly referenced and include a bibliography.

Assessment 1: Assignment (40% / 80 Marks)

This assignment has been designed to allow you to demonstrate your understanding of each topic in the table below and how it might apply to your real work as a coach.

Ideally, your assignment should be relevant to your current or previous work environment and practical work-based examples should be given to support your work.

If you are not currently working within an organisation, then you may complete this task in relation to an organisation with which you are familiar. This could include experience working in a voluntary capacity.

Tasks		Required Word Count
Task 1	Workplace Coaching	
(5 marks)	A. Outline the benefits of coaching to: - The Individual - The Organisation	175
(5 marks)	B. Identify potential barriers to coaching in the workplace and explain suitable strategies to overcome these barriers	200
Task 2	Coaching Skills, Attitude & Behaviours	
(5 marks)	A. Explain the role and responsibilities of an effective workplace coach	650
(10 marks)	B. Describe the behaviours and characteristics of an effective workplace coach	250
(15 marks)	C. Discuss why coaches require effective communication skills	500
Task 3	The Coaching Process	
(5 marks)	A. Explain how to manage a coaching process, agreeing on goals and following a simple coaching model	275
(5 marks)	B. Explain why it is important to maintain basic records of coaching activity and what these records should contain	200
Task 4	Coaching Models, Tools & Techniques	



(15 marks)	A. Compare and contrast 2 or more coaching models, one of which must be a GROW model	775
(15 marks)	B. Explain the range of tools and techniques (including diagnostic tools and those exploring learning preferences) that can be used to support effective coaching	600

Assessment 2: Skills Demonstration (60% / 120 Marks)

This Skills Demonstration requires you to demonstrate your understanding of effective coaching by conducting two separate pro-bono coaching intake and goal-setting sessions.

You are required to submit the evidence outlined in the table below for each client.

This assignment provides an opportunity to relate your learning directly to your current organisation. It is recommended that you discuss the assignment with your line manager to explore and agree how the task could be used to support the needs of your employer (as well as evidencing your learning as part of completing your QQI qualification).

If you are not currently working within an organisation, then you may complete this task in relation to an organisation with which you are familiar. This could include experience working in a voluntary capacity.

Tasks		Required Word Count
Task 1	Intake Sessions	
(10 marks)	A. Provide a copy of your signed coaching agreements including the data protection consents.	N/A
(15 marks)	B. Complete a wheel tool for each client and list 4 questions you used when analysing the wheels during the intake sessions, describe the reason you chose to focus your questions in this way and describe how you feel your questions helped the client to focus.	350 per Client
(15 marks)	C. Use the templates provided to write a summary of each intake session and action plan for next time.	Template

Task 2	Goal Setting Sessions	
(15 marks)	A. Use the templates provided to complete a session record document for each client.	Template
(15 marks)	B. Submit a complete GROW Model Form for each client. <ul style="list-style-type: none"> • Comment on what key questions you used to help your clients select their own goals and why? • Describe why you feel, the selected 'way forward', is achievable and sustainable for your clients. 	600 per Client
(15 marks)	C. Describe 1 area you feel could prove challenging to your clients, what coaching tool could you use during the next set of sessions to help them deal with these challenges? Describe why you would use this tool.	200
Task 3	Feedback Record	
(10 marks)	A. Provide each client with the template provided, to give written feedback on your coaching ability.	Template
(20 marks)	B. Write a personal reflection on the coaching sessions and include answers to the following questions: <ul style="list-style-type: none"> • Describe what you learned about your style of coaching from conducting these sessions? • Describe what you feel really worked well during the sessions? • How will you use the feedback from the pro-bono clients to improve your skills moving forward? 	650
Task 4	Session Sign-In Sheet	
(5 marks)	Provide a copy of the signed record of when the individual coaching sessions took place, signed by both the coach and client.	Template



Marking Guide

50 – 64 %	Pass	Show that you've learned and understood the course material.
65 – 79 %	Merit	Have learned the course material and show that you can apply that knowledge to real-world situations (use practical examples).
80 – 100%	Distinction	Show a deep understanding of the course material and how to apply it. Show evidence of having carried out additional reading, being able to show the pros and cons of the course materials and associated theories and offer alternatives based on solid research.

Bibliography & References

Whenever you mention another author's work in your assignment, you should credit that author in a Bibliography & Reference section. This is a list of books, research papers or websites you've referred to in your assignment. The purpose of referencing is to give the reader enough information to find the source material. The method you use to reference should be consistent; see the links below for referencing methods. Make sure to highlight in the body of your assignment when you do this so that the examiner knows you're not copying another author's work without crediting them.

For example, in the body of your project, your text might look something like this:

"Kirkpatrick (1) developed a four-level model for evaluating training, which was challenged and refined by Kaufman (2). "


References:

1. Kirkpatrick, D., & Kirkpatrick, J. 2006. *Evaluating Training Programs: The Four Levels*. Berrett- Koehler Publishers.
2. Kaufman, R., & Keller, J. M. (1994). *Levels of evaluation: beyond Kirkpatrick*. *Human Resource Development Quarterly*, 5(4), 371-380.

Online Referencing Tools:

<https://www.citethisforme.com/harvard-referencing>

<https://www.easybib.com/mla8/source>

<http://scholar.google.com> (search for the book/paper and click  the icon)

Submitting your Assignment

IT IS ESSENTIAL THAT YOU FOLLOW THESE GUIDELINES WHEN YOU ARE SUBMITTING YOUR WORK

1. You must submit 1 document for your assignment and 1 document for the demonstration of your skills.
2. Each file must include a signed cover sheet confirming the assignment is your own original work. This sheet will be on the first page of each assignment template.
3. Your name should be on each page (in the header) and each page should be numbered.
4. All files should be saved as PDFs before they are submitted. Files must be named as follows: -
 - a. DCM Learning CMP 6N3087 Assignment 1 - YOUR NAME.pdf
 - b. DCM Learning CMP 6N3087 Skills Demo - YOUR NAME.pdf
5. You must respect the word count guidelines
 - a. Assignment 1: 3,625 Words plus/minus 10%
 - b. Skills Demo: 2750 Words plus/minus 10%
6. Any information that you source from another writer **MUST** be referenced in your bibliography. (NOTE: Your bibliography is not included in your word count)
7. You must avoid plagiarism. Plagiarised work will not receive a mark.
8. **All work must be submitted on or before the date advised in your enrollment**
9. If you need an extension you must complete our extension request form
[Click this link to request an extension now](#)
10. [Click here if you need help completing the extension request form](#)

Once your assignments are ready click the button below to submit them for grading:



If you need help to complete our submission form visit [HERE](#).