

Ref	Assessment Criteria	Evidence Ref	Location/ Page in evidence
Knowledge			
K4	The importance of coaching contracting and recontracting, and models enabling its effectiveness		
K9	Evaluation: theories of return on investment and delivery of value		
Skills			
S1	Time management, including scheduling coaching sessions, and self-leadership to resolve conflicting priorities and ensure sufficient time for record keeping and other role activities		
S4	Contracting with all relevant stakeholders, including logistics, preferences of the coach and those receiving coaching, considerations of the system within which the coaching relationship sits, goal setting, outcome realisation and contract conclusion. This includes holding oneself to high ethical standards, particularly in the areas of confidentiality (including when maintaining coaching records) and management of boundaries (including their own competence and values, relevant codes of ethics, and relevant legislation, policies and procedures)		
S5	Stakeholder management, including a range of challenging and senior people, and focus on their agenda and outcomes throughout		
S13	Identifies energy shifts within a coaching context, enabling these to be aired and addressed and managed		
S14	Manages and celebrates diversity in their coaching practice, including demonstrating how diversity and inclusion informs their professional practice		
Behaviours			
B1	Committed to self-development, including self-reflection, gathering information on the effectiveness of their own practice, producing personal development plans and receiving coach supervision		
B2	Self-awareness, including of their own behaviours, values, beliefs and attitudes, and attending to their own wellbeing, resilience and maintaining mental capacity		
B3	Act as an ambassador for a coaching mindset and positive approach to personal development		

Employer Declaration

I confirm that the evidence contained within this portfolio is valid and the apprentice's own work.

Employer signature:

Date:

Apprentice Declaration

I confirm that the evidence contained within this portfolio is all my own work and any assistance given and/or sources used have been acknowledged.

Apprentice signature:

Date:

Please ensure this Portfolio Matrix Sheet is submitted with your portfolio and that all evidence submitted is saved in one of the following file formats:

.docx

.xlsx

.pptx

.pdf

.jpg

.png

.mp3

.mp4

.m4a