



IRISH LIFE COACH INSTITUTE

QQI Assessment Brief

Module Title: Coaching Models of Practice

Module Code: 6N3087

Level: 6

Assessment Technique: Skills Demonstration (Skills)

Weighting: 20%

Title: **Setting the Foundation and Co-Creating the Relationship (20%)**

Guidelines:

In the skills demonstration the coach will display the skills of setting the foundation of the coaching contract and co-creating and developing the coaching relationship. In doing this the coach will ensure the client is aware of what coaching and how it will work and will create a safe and supporting environment for the client to express him or her self as fully as possible

Assessment Criteria:

- Clearly communicates the coaching process to the client and reaches agreement to continue session
- Demonstrates respect for client’s perceptions, learning style and personal being
- Provides ongoing support for client and champions their new behaviours and actions
- Coaches client sensitively when client speaking about sensitive new areas (asks permission if needed) and respects client’s silence
- Is confident, present and flexible during coaching process and is open to not knowing and taking risks
- Demonstrates confidence in working with client’s emotions, particularly strong emotions
- Uses humour effectively to create lightness and energy

Date Brief issued:

Submission Date:

I, _____, confirm that this is my own original work

Signed: _____ **Date:** _____



IRISH LIFE COACH INSTITUTE

QQI Assessment Brief

Module Title: Coaching Models of Practice
Module Code: 6N3087
Level: 6
Assessment Technique: Skills Demonstration (Skills)
Weighting: 20%
Title: **Communicating Effectively (20%)**

Guidelines:

The Coach will display the coaching core competencies of active listening, powerful questioning and direct communication throughout the session

Assessment Criteria:

- Summarizes, paraphrases, reiterates, mirrors back what client has said to ensure clarity and understanding and remains on client’s agenda throughout session rather than own agenda for client
- Encourages, accepts, explores and reinforces client’s expression of feelings, perceptions, concerns, beliefs and suggestions
- Uses client’s words, tone of voice and body language to bring more clarity and understanding to client
- Asks questions that reflect an understanding of client’s perspective and ones that evoke discovery, insight, commitment or action (challenging client assumptions)
- Asks open-ended questions that create greater clarity, possibility or new learning and questions that move the client forward rather than ones that keep them in the past
- Reframes and articulates to help client understand from another perspective what client wants or is uncertain of
- Is clear, articulate and direct in sharing and providing feedback and in stating coaching objectives

Date Brief issued:

Submission Date:

I, _____, confirm that this is my own original work

Signed: _____ **Date:** _____



IRISH LIFE COACH INSTITUTE

QQI Assessment Brief

Module Title: Coaching Models of Practice

Module Code: 6N3087

Level: 6

Assessment Technique: Skills Demonstration (Skills)

Weighting: 20%

Title: **Facilitating Learning and Results (20%)**

Guidelines:

In the skills demonstration the coach will display the coaching core competencies of creating awareness, designing actions, goal setting and planning and managing progress and accountability to prompt progress and change for the client

Assessment Criteria:

- Identifies for client his/her underlying concerns, typical and fixed ways of perceiving him/herself and the world, and differences between facts and interpretation, disparities between thoughts/feelings/action
- Goes beyond client's description and invokes greater understanding, awareness and clarity
- Helps client to discover own new thoughts, beliefs, perceptions, emotions etc. and helps client shift viewpoints and find new possibilities for action
- Invites or allows client to explore progress towards what s/he wants to achieve in the session
- Helps client to create actions/thinking to progress towards desired outcome after session
- Assists client to consider support mechanisms, resources, potential barriers and ways of being accountable to her/himself to stay on track
- Notices and reflects client's progress to date and partners with client to close the session

Date Brief issued:

Submission Date:

I, _____, confirm that this is my own original work

Signed: _____ **Date:** _____



IRISH LIFE COACH INSTITUTE

QQI Assessment Brief

Module Title: Coaching Models of Practice & Developing Emotional Intelligence

Module Code: 6N3087 & 6N2926

Level: 6

Assessment Technique: Writing Skills (Assignment)

Weighting: 20%

Title: Assignment 1: The Theory and Practice of Coaching (1000 words)

Guidelines:

- Plan, research and discuss the theory and practice of coaching and reference a range of coaching models. Include the Co-Active Coaching Model and the GROW Model and the theories that underpin them and detail core principles of coaching (to include non judgement, present and future focus, goal setting and outcome attainment). Use the criteria below to further inform your essay.

Assessment Criteria:

- Explore a range of coaching techniques (to include powerful questioning, reflecting, paraphrasing, summarizing, challenging and giving feedback to encourage client self-discovery)
- Articulate how coaching can positively impact upon individuals and within the workplace
- Examine key emotional intelligence concepts including self-awareness, self-management, social awareness, relationship management and empathy
- Demonstrate how beliefs, values and attitudes inform strategies and choices based on both theory and practice
- Appraise your use of personal intuition, humour and energy during coaching
- Assess the impact of own behaviours and thinking on the coach - client relationship
- Outline the characteristics of different levels of active listening required to fully attend to the words, non-verbal cues and body language of the client

Date Brief issued:

Submission Date:

I, _____, confirm that this is my own original work

Signed: _____ **Date:** _____



IRISH LIFE COACH INSTITUTE

QQI Assessment Brief

Module Title	Coaching Models of Practice & Developing Emotional Intelligence
Module Code	6N3087 & 6N2926
Level	6
Assessment Technique	Writing Skills (Assignment)
Weighting	20%
Title	Assignment 2: Critical Reflection of Coaching as an Observer and a Client (500 words)

Guidelines:

Write an assignment on your experience of coaching as an observer of two sessions and as a client for two sessions covering what you learnt about coaching and your increased knowledge and awareness of the key coaching skills and the impact they can have. Use the criteria below to inform your assignment.

Assessment Criteria:

- comprehensive summary of student's learning from the sessions as an observer and how their own coaching can be improved as a result
- evidence of the coaching skills used by the coach and the impact these made on the client, using specific examples from the coaching sessions as an observer
- refer to the range of relationship building methods used by the coach(s) you observed including building trust and rapport and the impact these had on the client's self-awareness
- insightful evaluation of the effectiveness of coaching as a client referencing increased self-awareness and changes made as a result.
- Assess the impact of the coaching relationship on your experience as a client

Date Brief issued:

Submission Date:

I, _____, confirm that this is my own original work

Signed: _____ **Date:** _____



IRISH LIFE COACH INSTITUTE

QQI Assessment Brief

Module Title:	Developing Emotional Intelligence & Professional Coaching Practice & Ethics
Module Code:	6N2926 & 6N2925
Level:	6
Assessment Technique:	Writing Skills (Project)
Weighting:	60%
Title:	Keeping and Presenting a Learner Record

Guidelines:

Compile a detailed learner record highlighting the following three categories (1) insights gained and increased self-awareness (2) a clear application of personal and professional learning and (3) increased confidence and competence in coaching. Include the evaluation of the theoretical basis of reflective practice mentioning the key principles upon which the practice is based. Use the criteria below to inform your record.

Assessment Criteria:

- display a willingness to address your inner blocks and limiting beliefs as they arise
- concrete examples of improvements in personal effectiveness both in personal and professional relationships
- evidence of openness to and application of feedback received as part of your learning and growth
- evidence of increased self-awareness in context of coaching and coaching skills
- Implement the learning identified through reflective practice in enhanced behaviours and capabilities
- Comprehensive exploration of lessons learned from your sessions as coach, client and observer
- Evaluation of the theoretical basis of reflective practice and how it has helped to increase your confidence and competence in coaching

Date Brief issued:

Submission Date:

I, _____, confirm that this is my own original work

Signed: _____ **Date:** _____



IRISH LIFE COACH INSTITUTE

QQI Assessment Brief

Module Title	Professional Coaching Practice and Ethics
Module Code	6N2925
Level	6
Assessment Technique	Writing Skills (Assignment)
Weighting	20%
Title	Assignment 1: Evaluation of Ethics in Coaching (750 words)

Guidelines:

- Evaluate the key professional standards and best practices for the coaching profession to include membership of professional associations, adherence to ethical guidelines and participation in supervision, continuous professional development (CPD) and contractual arrangements between coach and client. Use the criteria below to inform your assignment.

Assessment Criteria:

- Demonstrate a knowledge of ethical guidelines for the coaching profession to include laws and regulations that relate to the coaching profession
- Outline the characteristics of a contract to include how coach and client work together, confidentiality, practical arrangements and responsibilities
- Describe a range of contractual relationships to include individual, team, group coaching and multi-handed contracts
- Analyze the differences between coaching, psychotherapy, mentoring, consulting and other support professions and their role in personal and or workplace development
- Detail the essential components of a coaching agreement/contract
- Explore the essential components of a strategy for ongoing reflective practice including supervision and CPD
- Evaluate when a coaching client should be referred to another coaching professional or for mentoring, counselling or psychotherapy
- Articulate the benefits of CPD including supervision for coaches
- Layout, structure and word count criteria satisfied

Date Brief issued:

Submission Date:

I, _____, confirm that this is my own original work

Signed: _____ **Date:** _____



IRISH LIFE COACH INSTITUTE

QQI Assessment Brief

Module Title	Professional Coaching Practice and Ethics
Module Code	6N2925
Level	6
Assessment Technique	Writing Skills (Assignment)
Weighting	20%
Title	Assignment 2: Critical Reflection of Coaching as a Coach (750 words)

Guidelines:

Write a critical reflection of your experience of coaching as a coach based on five sessions you completed and include the five completed coaching log forms with your assignment. The content of these forms will not be included in the word count. Use the criteria below to inform your assignment.

Assessment Criteria:

- Describe the necessary conditions to ensure effective and professional coaching to include planning for your sessions and maintaining appropriate records
- Implement professional standards in all aspects of coaching practice
- evidence of increased self-awareness, openness to feedback and actions identified for the enhancement of coaching skills and/or personal development as a result of this self- assessment.
- Manage the arrangements which support the coaching relationship effectively to include frequency, ground rules, cost, evaluation, monitoring, progress and ending of contract
- Assess the impact of your own behaviour and thinking on the coach-client relationship
- Comprehensive summary of learning from the sessions as a coach and the application of the learning in your own work as a coach

Date Brief issued:

Submission Date:

I, _____, confirm that this is my own original work

Signed: _____ **Date:** _____