

## Highfield Level 5 End-Point Assessment for ST0809 Coaching Professional

### Apprentice Details

Name	
Employer	
Training Provider	

### Portfolio of evidence

It is a requirement of this assessment plan that a portfolio of evidence is submitted at Gateway to support the interview. This is **not** assessed. Please see EPA-kit for more information on the requirements for the portfolio of evidence.

Please indicate below which piece of evidence is mapped to each KSB covered in the interview. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

KSB	Evidence Reference	Evidence Location
K4: The importance of coaching contracting and recontracting, and models enabling its effectiveness (IN1)		
K9: Evaluation: theories of return on investment and delivery of value (IN1, IN9)		
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 (IN3)		
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) (IN4, IN7)		

S5: Stakeholder management, including a range of challenging and senior people, and focus on their agenda and outcomes throughout (IN4, IN7)		
S13: Identifies energy shifts within a coaching context, enabling these to be aired and addressed and managed (IN5)		
S14: Manages and celebrates diversity in their coaching practice, including demonstrating how diversity and inclusion informs their professional practice (IN6)		
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 (IN2)		
B2: Self-awareness, including of their own behaviours, values, beliefs and attitudes, and attending to their own wellbeing, resilience and maintaining mental capacity (IN5)		
B3: Act as an ambassador for a coaching mindset and positive approach to personal development (IN4, IN8)		

### Apprentice Declaration

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

Signed by apprentice (name)	Signature	Date

### Employer Declaration

I confirm that the portfolio of evidence is valid and attributable to the apprentice.

Signed on behalf of employer (name)	Signature	Date