

#### **AC 1.1**

**Define what coaching and mentoring is within an organisational context, explaining the similarities and differences between coaching and mentoring**

*Correct and sufficiently detailed definitions of both coaching and mentoring within an organisational context are provided*

*Both the similarities and differences between coaching and mentoring are correctly provided*

*At least two similarities between coaching and mentoring and two differences are provided*

#### **AC 1.2**

**Evaluate how the organisational context affects coaching or mentoring**

*A correct evaluation is provided of how organisational factors affects coaching or mentoring*

*The evaluation includes three or more factors of ways in which organisational context affects coaching or mentoring.*

#### **AC 1.3**

**Present the business rationale for using coaching or mentoring to benefit individuals and organisations.**

*A correct and appropriate rationale for using coaching or mentoring is presented*

*At least two benefits to individuals and at least two benefits to organisations are presented*

#### **AC 1.4**

**Assess how the impact of coaching or mentoring can be measured for individuals and organisations**

*A sufficient, correct and appropriate assessment of how the impact of coaching or mentoring can be measured for both individuals and organisations is undertaken*

*At least one example of an effective measure for individuals and at least one example of an effective measure for the organisation is provided*

#### **AC 1.5**

**Identify potential barriers to coaching or mentoring and develop appropriate strategies to minimise these barriers.**

*A sufficient, correct and appropriate identification of at least two potential barriers to individuals for using coaching or mentoring and at least two potential barriers to organisations for using coaching or mentoring are made.*

***Appropriate strategies are developed for minimising all of the identified potential barriers for the individuals and organisations are identified***

**AC 2.1**

**Review the knowledge, skills and behaviours required to be an effective coach or mentor  
*A sufficient, correct and appropriate review is provided of the knowledge and skills and behaviours of an effective coach or mentor***

***A referenced example is provided from recognised sources for each of the three areas of knowledge and skills and behaviours to enhance the review.***

**AC 2.2**

***Analyse the communication skills required by an effective coach or mentor***

***An appropriate analysis is provided of the communication skills required by an effective coach or mentor***

***At least four communication skills are considered in the analysis***

***Conclusions are drawn based on the analysis undertaken***

**AC 2.3**

**Review the responsibilities of the coach or mentor to manage relationships effectively**

***An appropriate review of the responsibilities of the coach or mentor to manage relationships is undertaken***

***The review is based on an appropriate combination of suitable evidence from recognised sources***

***Appropriate judgements are formed based on the review***

***Ethical and non-judgmental behaviours are included as part of the review.***

**A.C 2.4**

**Review an effective coaching or mentoring model which can be followed within an organisational Context.**

***A sufficient, correct and appropriate review of a model or process which should be followed when formally coaching or mentoring within an organisation is provided***

***The essential features of the model are apparent***

***The review is based on an appropriate recognised sources***

***Conclusions and/or recommendations are based on the review undertaken***

### **A.C 2.5**

**Justify the importance of reflective practice and supervision for an effective coach or mentor**

*A sufficient, correct and appropriate justification is presented of the importance of reflective practice and individual and peer and group supervision for an effective coach or mentor*

*A correct rationale is presented that support the justification*

*Reflective practice and individual and peer and group supervision are considered in the justification.*

### **AC 3.1**

**Analyse the reasons for and the characteristics of effective contracting in coaching or mentoring**

*A sufficient, correct and appropriate analysis for effective contracting within coaching or mentoring is provided*

*A range of sufficient, correct and appropriate and correct characteristics of effective contracting within coaching or mentoring are analysed.*

*The essential features of the reasons and characteristics of effective contracting in coaching or mentoring are clear*

*Reference to a code of practice from a coaching or membership body has been included in the analysis*

### **AC 3.2**

**Explain how to manage the coaching or mentoring process with an organisation**

*A correct explanation is given of how to manage the coaching or mentoring process within an organisation*

*The main stages of the process are included*