



City & Guilds Accredited

Coach Award

Level 3 Award in Facilitating Learning and Development (6318-02)

Accreditation Number: 600/2556/6



Two days training



Evidence-based activity



In person

Aligned to company
competence standards

Pre-requisite

There are no pre-requisites for the Coach Award

Recommended for

This is an ideal course for:

- Trainers and instructors looking to strengthen their individual coaching capabilities
- Operational staff taking on mentoring or one-to-one training roles

Overview

AssessTech delivers the Coach Award in person.

Learners will:

- Gain experience in planning and delivering training sessions
- Understand core Learning and Development principles
- Plan and deliver effective training sessions

Course outcomes

Candidates have a 3 month period in which to complete the course, and will achieve a **City & Guilds Level 3 Award in Facilitating Learning and Development**.

We understand how coaching works best in safety-critical environments

Our Coach Award helps you connect with individuals, offer meaningful guidance and support development in a way that's practical and engaging

What is it:

The Coach Award is designed to build essential one-to-one coaching skills for professionals delivering training in the workplace. It blends foundational knowledge with live practice sessions, equipping candidates to plan and deliver high-quality coaching sessions.

What you can expect:

During the training, you can expect:

- **Two days** of engaging, practical training covering the principles of learning and development, training delivery methods, and learner engagement strategies.
- **AssessBook Account:** An online learning platform where you'll upload your evidence, access support materials, and track your progress.
- **City & Guilds Registration:** All learners are registered with City & Guilds.
- **Practical Assessments:** You'll deliver

two short one-to-one coaching sessions to demonstrate your understanding and application of coaching techniques.

- **Ongoing Support:** Receive full guidance from experienced AssessTech trainers, including feedback on your delivery and help with portfolio development.
- **Award Certification:** Successful learners will receive the City & Guilds Level 3 Award in Facilitating Learning and Development, recognising your competence as a workplace trainer or coach.

Assessment criteria

Unit 001 - Understand the principles and practices of learning and development

- Online underpinning knowledge assessment

Unit 009 - Facilitate learning and development for individuals

- Two live training/coaching sessions (1-to-1 delivery)

Core Training Content

- Unit 001 - Understand the principles and practices of learning and development
- Unit 009 - Facilitating Learning and development for individuals
- Objectives of learning and development
- Contexts and environments of learning and development
- Learning and development cycle
- Understand learner needs
- Facilitating one-to-one learning and development
- Roles and responsibilities of a trainer/coach
- Managing risk and safeguarding learners
- Legislation in relation to learning and development
- Organisational requirements in relation to learning and development
- Understand the benefits of applying new knowledge and skills
- Application of knowledge and learning in practical contexts
- Individual self-evaluation
- Adapting delivery to individual learner needs
- Learners' rights in relation to equality and diversity
- Barriers to individual learning and motivation
- Monitor individual learner progress
- Assess learning with dynamic feedback
- Developmental discussions and feedback funnel
- Course evaluation and feedback
- Session planning
- Building a lesson plan

We help **improve performance, manage risks and reduce the rate of incidents on the railway** by empowering individuals and organisations with the tools and knowledge needed for continuous learning, development and competence management.

Level 3 Award: Facilitating Learning and Development

Unit 001 Understand the principles and practices of learning and development

The aim of **Unit 001** is to assess a candidates' understanding of how to facilitate learning and development for individuals.

This could be someone in a coaching or mentoring role. They are required to understand the use of a variety of methods.

Learning outcomes:

1. Understand the purpose and context of learning and development
2. Understand the learning and development cycle
3. Understand the needs of learners in relation to learning and development
4. Understand the roles and responsibilities of the learning and development practitioner
5. Understand legislative and organisational requirements in relation to learning and development

How will this be achieved?

This unit assesses the principles and practices of learning and development. There must be valid, authentic, and sufficient evidence for all the assessment criteria. Evidence for this unit will be submitted online as an underpinning knowledge assessment.

Unit 009 Facilitate learning and development for individuals

Unit 009 is intended to assess a candidate's understanding of how to effectively facilitate learning and development for individuals, such as in a coaching or mentoring capacity.

Candidates are expected to demonstrate knowledge of a range of methods to support individual learning.

Learning outcomes:

1. Understand principles and practices of one to one learning and development
2. Facilitate one to one learning and development
3. Assist individual learners in applying new knowledge and skills in practical contexts
4. Assist individual learners in reflecting on their learning and/or development

How will this be achieved?

Evidence for this unit will be gathered through observation of performance in the work environment, and examination of work products submitted online through the AssessBook learning platform.

Assessment of Learning Outcomes 2, 3, and 4 must include the following methods:

- Observation of performance in the work environment
- Examination of work products

Book your course:

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