

EUSNCO320 (SQA Unit Code - FA83 04)

Coach individual learners



Overview

This unit is for you if you are involved in coaching activities for workmates and colleagues. This unit is designed for the candidate to demonstrate competence in the application of recognised coaching techniques to assist with the development of learners. The candidate must give feedback on the levels of learning objectives and assist through coaching the achievement of these objectives.

This unit will apply to Network Construction Operations at Level 3 and is intended for Construction Supervisors.

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Performance criteria

You must be able to:

- P1 base your coaching on an accurate identification of individual needs and learning style
- P2 base your coaching on an accurate identification of agreed learning objectives
- P3 coaching is given in a manner and pace appropriate to learners
- P4 base your skills coaching on an accurate analysis of the components of the skill and the sequence in which they need to be learnt
- P5 regularly check the learners' progress and modify your coaching as appropriate
- P6 give timely feedback to learners, in a positive and encouraging manner, on the process of learning and their progress towards learning activities
- P7 identify and explore with the learner any factors which are inhibiting learning

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Knowledge and understanding

You need to know and understand:

- K1 how to identify individual learning needs
- K2 different learning styles
- K3 how to match coaching opportunities with individual learning needs and learning objectives
- K4 how to sequence and pace information and gauge appropriateness of language for individual learners
- K5 how to put learners at ease
- K6 how to give constructive feedback
- K7 likely factors which inhibit learning and possible ways of overcoming them
- K8 how to check learners' understanding and progress

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Additional Information

Scope/range related to performance criteria

1. learning objectives: Predetermined and informal, identified by the organisation, yourself or the individual
2. learners: employees, contractor's employees and members of public including customers
3. learning activities: In the workplace and other locations

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Developed by Energy and Utility Skills

Version number 1

Date approved 2010

Indicative review date 2015

Validity Current

Status Original

Originating organisation Energy and Utility Skills

Original URN NCO320

Relevant occupations Engineering and manufacturing technologies; Engineering

Suite Network Construction Operations

Key words Relationships, advise, mentor, professional relationships