



### Overview

#### **This unit is appropriate for you if your role involves:**

- using coaching as a way of encouraging individual learning

#### **The activities you are likely to be involved in:**

- identifying individual needs and learning styles
- choosing the manner and speed of coaching
- checking on the progress of learners
- giving feedback to learners
- reviewing the potential for e-learning support for learners
- helping learners to apply their learning
- giving ongoing support to learners

#### **What the unit covers:**

- 1 coaching individual learners
- 2 helping individual learners to apply their learning



### Element L12.1: Coach individual learners

#### Performance criteria

You must be able to do the following:

- a Identify individual needs and learning styles.
- b Choose a style of coaching which meets the learning objectives of the organisation.
- c Coach in a manner and at a speed which is appropriate to learners.
- d Analyse the skills needed and the order they need to be learned in.
- e Regularly check that learners are making progress towards learning outcomes.
- f Give learners positive feedback on the learning process.
- g Alter coaching in the light of learners' progress and feedback.
- h Identify anything that prevents learning and review this with learners.

### Element L12.2: Assist individual learners to apply their learning

#### Performance criteria

You must be able to do the following:

- a Give learners the opportunities to practise skills, apply their knowledge and get experience in a structured way.
- b Consider using technology-based support for learners, including e-support.
- c Identify opportunities for learners to achieve agreed learning objectives and give them positive feedback on their progress.
- d Identify opportunities to use different learning opportunities and agree action with learners.
- e Give learners clear and accurate information on the resources available to help them apply their learning.
- f Give learners positive feedback on the learning experience and the outcomes achieved.
- g Identify anything that prevents learning and review this with learners.
- h Explain to learners the ongoing support that is available to them.



### Knowledge requirements

You need the following knowledge to perform this Unit of Competence. You will show this through the outcome of your work activities and through evaluations of your systems and processes.

You need to be able to show that you have general knowledge and understanding of the following:

#### The nature and role of coaching

- 1 how to match coaching opportunities to individual learning needs and objectives
- 2 how to put information in order and decide whether the language you will be using is appropriate for individual learners
- 3 the separate areas of coaching which encourage learning
- 4 which types of learning are best achieved and supported through coaching
- 5 how to identify the opportunities available for learners to apply their learning

#### Principles and concepts

- 6 how to put learners at their ease
- 7 how to identify individual learning needs
- 8 what the different learning styles are and how they affect learning
- 9 how to identify and use different learning opportunities
- 10 how to structure learning activities
- 11 how to choose and prepare appropriate materials, including technology-based materials
- 12 how to encourage learners to recognise their own achievements
- 13 how to recognise the things that are likely to prevent learning and how to overcome them
- 14 how to check learners' understanding and progress

#### External factors influencing human resource development

- 15 how to make sure that everyone acts in line with health, safety and environmental protection legislation and best practice
- 16 how to analyse and use developments in learning and new ways of delivery, including technology-based learning