

Qualification Guide

Level 6 Certificate in Certified Master Coach

OCN London Qualification Guide

OCNLR Level 6 Certificate in Certified Master Coach
Qualification No: 610/4537/8

OCN London aims to support learning and widening opportunities by recognising achievement through credit-based courses and qualifications, promoting high standards of excellence and inclusiveness.

We are proud of our long-term role and unique history in providing innovative learning solutions for a wide range of learners and particularly those who have not previously benefitted from education.

At the heart of what OCN London offers is:

- a commitment to inclusive credit-based learning;
- the creative use of credit with responsive, demand-led qualification development;
- high quality service and support;
- respect for and encouragement of diversity – in learners and learning approaches, partners and settings;
- the development of people, capacity and resources that will ensure effective business partnerships.

To navigate within this Qualification Guide

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General Information

This qualification guide contains details of everything you need to know about the OCNLR Level 6 Certificate in Certified Master Coach. It makes reference to the curriculum areas covered, identifies the learners for whom the qualifications have been developed and specifies the rules of combination for achievement of the qualifications. The guide also covers important aspects of assessment and quality assurance that are particular to the qualifications. The guide should be used by all involved in the delivery and assessment of the qualifications.

The Account Manager for your centre will provide support and advice on how to seek approval to offer these qualifications. Please contact the main switchboard for the name of your Account Manager if you do not already know it. If you are not yet an OCN London Approved Centre but wish to use these qualifications, please contact the administrative team at OCN London for details of the Centre Approval application process.

Qualification Overview

The OCNLR Level 6 Certificate in Certified Master Coach has been designed for practitioners involved in the formal coaching of employees within organisations (via internal coaching and executive coaching). It focuses on the practical skills involved in undertaking formal, developmental coaching in the workplace as well as developing the skills to support sustainable coaching cultures using Operational Coaching. It offers opportunities to review and practise a range of coaching and leadership tools and to develop and reflect on their own coaching practice.

The OCNLR Level 6 Certificate in Certified Master Coach is accredited by Ofqual, the qualifications regulators for England and Northern Ireland and is part of the Registered Qualifications Framework (RQF).

Qualification details

The OCNLR Level 6 Certificate in Certified Master Coach is available at Level 6 only.

Level 6 Certificate

- Qualification Number: 610/4537/8
- Qualification credit value: 14
- Operational start date: 01/08/2024
- Review date: 31/03/2029
- Total Qualification Time (TQT): 135 hours
- Guided Learning Hours (GLH): 70 hours

Purpose of the qualification

The OCNLR Level 6 Certificate in Certified Master Coach aims to provide practical learning opportunities for individuals to conduct formal coaching sessions in the workplace in order to develop the performance of and support other colleagues in the organisation. The units are divided into three mandatory areas to enable learners to follow a programme which is tailored to their current work and development needs and/or future career aspirations.

Who the qualification is for

The OCNLR Level 6 Certificate in Certified Master Coach is suitable for work-based practitioners involved in coaching colleagues in the workplace. Learners must hold a relevant Level 5 qualification in Operational Coaching or an equivalent STAR®-Operational Coaching certification.

Entry guidance

The minimum age for access to the qualification is 18 years and all learners must hold either an Ofqual Level 5 Certificate in STAR Operational Coaching and Management Practitioner or have

evidence of having achieved a STAR[®] Manager Practitioner accreditation prior to starting this qualification.

Progression and related qualifications

This qualification enables practitioners to gain experience in the formal coaching of colleagues in the workplace which may allow them to progress to a higher-level post graduate qualification or to secure or maintain their employment within an internal coaching pool within their workplace or as an external executive coach.

Structure of the qualification

Rules of combination for achievement

The OCNLR Level 6 Certificate in Certified Master Coach consists of 3 mandatory units. In order to gain the Certificate, learners must achieve 14 credits in total.

Qualification units

Ofqual Unit No.	OCNLR Unit Code	Unit title	Level	Credit Value	GLH
Mandatory					
L/651/2586	AA3/6/LQ/001	Understanding the principles, practices and skills required for effective coaching in the workplace	6	7	30
T/651/2589	AA3/6/LQ/002	Delivering effective coaching in the workplace	6	4	20
D/651/2590	AA3/6/LQ/003	Reviewing and reflecting on own ability to deliver effective coaching in the workplace	6	3	20

Assessment and Quality Assurance

Assessment process

The assessment process for these qualifications is as follows:

- the learners are assessed through activities that are internally set by tutor/assessors;
- the activities must be designed to enable learners to meet the assessment criteria of the unit;
- learners' portfolios of assessed evidence must be internally quality assured at the centre;
- the portfolios of assessed evidence will be externally quality assured by an OCN London External Quality Assurer.

There is no additional external assessment for these qualifications.

Devising assessments

Each unit has a supplementary page with suggestions for the types of assessment activities that can be used to assess learners against the unit. Tutor/assessors should refer to this page before devising assessment tasks.

The activity or activities set must enable the learners to meet the standards detailed in the assessment criteria. Please contact OCN London for further guidance on devising appropriate assessments.

Centre-devised assessments should be scrutinised by the Internal Quality Assurer before use to ensure that they are fit for purpose. Centre-devised assessments will be scrutinised by the External Quality Assurer to ensure reliability and validity of assessment.

Marking assessment activities

Each activity must be marked against the identified assessment criteria in the unit and judged to be either achieved or not achieved.

Tutor/assessors need to ensure that the work in a learner's portfolio is:

- authentic – it is the result of the learner's own performance or activity;
- sufficient – enabling the tutor/assessor to make a consistent and reliable judgement;
- adequate – appropriate to the level.

Where a series of activities are set, learners must demonstrate the achievement of the required standard identified in the assessment criteria in all activities. All the assessment criteria in a unit must be met before the unit is deemed achieved.

The unit achievement is not graded. Units are either achieved or not achieved.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards in relation to assessment. It:

- compares assessment judgements from different tutor/assessors;
- promotes consistent judgements by different tutor/assessors;
- identifies good practice in assessment;
- promotes the sharing of good practice in assessment between centre staff.

Standardisation events should be held periodically within centres to ensure consistent and effective assessment practice. Standardisation events may also be held by OCN London and it is a requirement that each Centre offering units from the qualification must contribute assessment materials and learners' evidence for standardisation, if requested.

OCN London will notify centres of the required sample for standardisation purposes and assessment materials, learners' evidence and tutor/assessor feedback may be collected by External Quality Assurers.

Learners with particular requirements

If learners have particular requirements, the centre should refer to the [Access to Fair Assessment Policy and Procedure](#) which gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty, without compromising the achievement of the assessment criteria.

Requirements for tutor/assessors

To be sufficiently competent

In addition to being qualified to make assessment decisions, each tutor/assessor must be capable of carrying out the full requirements within the competency of the units they are assessing. This competence should be maintained annually through clearly demonstrable continuing learning and professional development.

Expert witnesses can be used where they have suitable expertise for specialist areas. The use of expert witnesses should be determined and agreed by the tutor/assessor.


To be sufficiently knowledgeable


Each tutor/assessor should possess relevant knowledge and understanding of the subject and so be able to make robust and reliable assessment decisions in relation to the subject.




 **OCN London**

24 Angel Gate, 326 City Road, London EC1V 2PT

 www.ocnlondon.org.uk

 enquiries@ocnlondon.org.uk

 020 7278 5511