**Level 5 Coaching Professional Apprenticeship with Mary Seacole Programme**

**Provider: BPP**

**FAQ Sheet**

**Coaching Professional Apprenticeship**

**Q.** Coaching 5 people over 12 months, is that 50 hours in total or each?

**A.** 50hrs in total across a min of 5 coachee’s.

**Q.** Do the people you need to coach as part of the programme have to be colleagues/members of staff, or can some of your coachees be part of a therapeutic relationship with service users where you are able to utilise coaching techniques?

**A.** The coachee’s can be a mixture of all of the above, in or outside of your organisation, although when considering ‘therapeutic relationships’, boundaries of practice would need to be considered for ethical reasons. Advice would be given at the start of the programme also giving the learners a good understanding of identifying coachee’s / coachee relationships etc

**Q.** Is this offer extended to all colleagues working in health and care, voluntary sector etc. in Integrated Care Systems?

**A.** Yes

**Q.** Is there a maximum capacity per cohort?

**A.** Cohorts will be restricted to 30 initially to ensure learners have the best support and learning experience. BPP will be delivering 4 cohorts a year to start with and will investigate increasing capacity if there is the demand.

**Q.** When will the cohorts run throughout the year?

**A.** July 21, Sept 21, then one every quarter from 2022 (4x a year). This is our initial plan which can be subject to change based on demand.

**Q.** Could Integrated Care Systems contract with BPP to increase the number of Cohorts that are run across the year?

**A.** Of course ICS can contract, BPP will have to judge if they have the capacity to increase the number of cohorts per year or whether sizes of cohorts can increase - they are open to both. as demand dictates

**Q.** Is the Coach Mentor - BPP's Tutor? Or is there additionally a Coach Mentor from each NHS employer needed?

**A.** The coach mentor is a BPP Tutor/employee.

**Q.** Do you have dedicated FS tutors to support to Level 2 or is its online learning?

**A.** It is online learning however there is a dedicated FS skills team who will be supporting through online support.

**Q.** How flexible is the programme for part time staff who may need extra time to complete in relation to the number of hours they work?

**A.** People who work less than 30 hours can complete apprenticeships, but the duration of the apprenticeship is extended on a pro rata basis.

**Q.** Is the 20% development time the 20% off the job portion?

**A.** Yes

**Q.** What does the EPA of this apprenticeship look like?

**A.** Please refer to slide 13 of presentation, & click on the following link - <https://www.instituteforapprenticeships.org/media/4166/st0809_coaching-professional_l5_ap-for-publication_07042020.pdf>

**Q.** Can people who applied for Coaching Apprenticeship starting in May defer to this programme to include Mary Seacole?

**A.** Yes, in discussion with BPP.

**Q.** Does the coaching include support around Inclusion and diversity?

**A.** Yes, the assessment standard considers inclusivity & diversity within coaching

**Q.** Do we get a coaching qualification and a leadership Mary Seacole award?

**A.** Yes, the learner will come out with both qualifications.

* Level 5 Coaching Professional Apprenticeship Qualification
* NHS Leadership Academy award in Healthcare Leadership (Mary Seacole).
* also, with additional funding European Mentoring and Coaching Council (EMCC) Accreditation (£185 through BPP for first 5 years – additional cost)

**Q.** Can people join a Coaching Professional Apprenticeship cohort without completing Mary Seacole?

**A.** Yes.

**Q.** Can you provide more clarification on time commitments.

**A.** This was covered within the presentation however as a general overview:

Coaching Apprenticeship – 15 months which consists of 12 months working through on programme content (4 modules, workshops, coaching observations, building portfolio etc), & 3 months EPA preparation

Mary Seacole programme will run parallel for the first 12months of the programme and is not included within the 20% development time.

The 20% development time throughout the apprenticeship (approx. 6 hours a week) consists of attending workshops / webinars or reviewing online content and carrying out the assigned tasks for each module. This is not necessarily 6hrs a week every week as some weeks you will be contributing more, so an average is taken over the life of the apprenticeship (this is fully supported/advised/guided through your BPP Coach Mentor)

Please review slides 10,11,12 also

**Mary Seacole Programme**

**Q.** Considering Mary Seacole's Programme starts as well in June, when will the cohort participants be announced? In the rare case that we have been offered both, until when can we decide?

**A.** If a place is granted to Mary Seacole through the leadership Academy as well as on the apprenticeship through BPP you would be entitled to withdraw from the NHS leadership Academy Offer.

**Q.** Will the Mary Seacole attendance be via the national programme, how does it fit in with the Mary Seacole Local programme?

**A.** Mary Seacole is embedded within this apprenticeship so the learner will be engaging in 2 qualifications. If you have colleagues who want to do the Mary Seacole without the apprenticeship, they can apply to the standard programme through the NHS Leadership Academy or through your local license if applicable.

**Q.** Has there been any thoughts by the Academy about how this might affect areas which are already running Mary Seacole Local? If they've already done Mary Seacole can they not join coaching apprenticeship?

**A.** If a learner already has Mary Seacole, they do not need to complete it again and can opt out, they will just complete the apprenticeship. It is an optional add-on so a bonus to any learner who does not have the certificate and a bonus to the employer who won't have to pay £995 (£150 for organisations with a local licence).

**Q.** If we deliver Mary Seacole Local in our Trust how would we connect with the coaching apprenticeship?

**A.** If a learner is on the Apprenticeship, they would complete Mary Seacole with BPP, which would release a space for others on the Mary Seacole local within the Organisation and negate the £150 cost for learners on the apprenticeship option.

**Q.**I wondered if you could tell us a bit more about how the Mary Seacole programme is embedded into the L5 Coaching programme. Will there be specialist workshops regarding the Mary Seacole content run?

**A.** BPP have purchased the MS Local License therefore the NHS Leadership Academy faculty will be training BPP staff to deliver Mary Seacole; they will deliver the workshops and monitor the discussion on the Virtual Campus. NHS Leadership Academy will mark the assignment and quality assess as we do with all local licenses.

**Q.** There is a substantial amount of work to complete for Mary Seacole so is this on top of the coaching apprenticeship?

**A.** Yes, the Mary Seacole content is on top of, but the mapping makes sure there is no duplication and all work can be used in the portfolio. It will be more work so individual’s will need to decide if they feel they have the capacity to undertake the additional work, which has been structured to be as little as possible and is supported through the journey by tutors so that learners will be able to embed the learning as they go along and cross reference.

**Q.** I’d like to understand more about how Mary Seacole and the apprenticeship go together please

**A.** We have mapped the Mary Seacole programme to run parallel to our Coaching Programme with the same start/end dates. The coaching professional acknowledges any links with the Mary Seacole content to ensure organisational context is applied whilst also minimising duplication. Of course there will be a strong commitment needed, as in essence you are committing to completing an apprenticeship and the Mary Seacole accreditation, however we feel that by completing the Mary Seacole programme over 12 months (rather than 6) you will have enough time & resource, & ultimately support through BPP to successfully complete both programmes.

Please also view Slide 10 – Mary Seacole Mapping document/overview.

**Application and enrolling**

**Q.** where and how do you enrol?

**A.** Through BPP enrolment link to our online application system. The enrolment link & instructions will be sent once all agreements are finalised between BPP / NHS LA.

**Q.** How will applications be assessed?

**A.** Our (BPP) onboarding team will be responsible for processing/assessing applications. They will be checking eligibility criteria which consist of a number of factors (e.g. job role analysis/job description, previous qualifications / prior learning etc), as well as funding criteria set by the ESFA. They will also refer to the programme lead if necessary, to assess/clarify any individuals circumstances if needed, which is done on a case by case basis. They will also be very clear that Mary Seacole is optional.

**Funding**

**Q.** Is there a discount in cost if you have already done the Mary Seacole/opt out?

**A.** The funding for the Apprenticeship is fixed at £5,000 and to be paid from an Organisations Levy. MS content is not covered by the levy, instead this cost is covered by the Provider BPP.

**Q.** Would trusts need to pay the Academy separately for Mary Seacole on top of the Coaching qualification which is paid for by the levy?

**A.** There is no additional cost to organisations for Mary Seacole as part of the apprenticeship. A Mary Seacole license has been purchased by BPP, so they have absorbed the costs (£995) - it won't be funded by the levy as it is an optional add on to the apprenticeship.

**Q.** With regards to any EPA resit, is this included in the agreed apprenticeship funding?

**A.** Only the 1st attempt at EPA is covered by the levy, & any resits fall outside the levy.

**Procurement**

**Q.** Do Trusts need to procure directly with BPP for Apprenticeship contracts as we do for all other Apprenticeship programmes?

**A.** No, it would still need to be procured. It is on the Salisbury Procurement Framework. Trusts need to request the contract to be prepared and sent to BPP by Salisbury Procurement. Some Trusts may request additional contracting elements to be added - in, for example, Information Sharing Agreements. This stage needs to be completed prior to any applications and enrolments for a cohort.