FWM FAQ's

1. ***How many Reflection Sheets do we need to fill in for the accreditation?***

- **Ideal:** Fill out a Reflection Sheet after every coaching session.
- **Minimum:** While there is no fixed number, it is unlikely that fewer than five would suffice to demonstrate adequate reflection.

2. ***How many Coaching Diaries do we need to fill in for the accreditation?***

- **Ideal:** Complete a diary entry after every such session.
- **Minimum:** At least one entry is required to demonstrate your reflection on a significant coaching experience.
- There is an Example Reflection Sheet in the Accreditation Paperwork folder in Simplero.

3. ***How many Critical Reflection sheets do we need to fill in for the accreditation?***

- **Ideal:** Complete Part 1 after a coaching session and identify action points to improve your practice (your reflection and action points should be grounded in theory). Once you have implemented your actions in another coaching session, fill in Part 2.
- **Minimum:** At least one full Critical Reflection (Part 1 and Part 2) is required to demonstrate your reflection on your performance as a coach.
- There is an Example Critical Reflection in the Accreditation Paperwork folder in Simplero.
- You can find out more about referencing later on in this document.

4. ***What information must we put on a learning log to comply with the accreditation? For the 60h taught content, and the 40h self-study components?***

- Date of the entry, Details of your activity, Key learning, Time spent.
- You can add a column for Actions to take (SMART), and a column to tick when the action is complete, and this info can either be used as an action plan or transferred over to your Action Plan. .
- There is an Example Log for Accreditation Hours in the Accreditation Paperwork folder in Simplero.

5. ***Can we have written examples of all the above?***

- Yes, there are now sample answers/examples of all the reflection Sheet, Coaching Diary, Critical Reflection and Learning Log in the Accreditation Paperwork folder in Simplero.

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6. ***Regarding self-study: When a time is given for how long the self-study would take, and it takes me two to three times as long to watch, reflect on and write up, how many hours do I log?***

- 40 hours is the minimum requirement for self-study. Within these 40 hours, we have specified 20 hours of mandatory self-study and allowed for 20 hours of self-study of your choice.
- The 20 hours of mandatory self-study requirements specified for the course do need to be completed, even if they take longer than the minimum requirement of 40 hours.
- If you spend longer than the specified hours on any activity in the mandatory section you can put the additional hours towards the 20 hours of self-study of your choice.
- If it takes time for you to absorb the learning from self-study, then these hours can be put towards the additional 20 hours, but there is no need to spend a long time filling in Reflection Sheets or making long entries in a learning log.

7. ***How should we reference theory?***

- Referencing guide for written sources: https://www5.open.ac.uk/library/referencing-and-plagiarism/quick-guide-to-harvard-referencing-cite-them-right
- Citing an audiobook and other resources, along with citing generator: https://www.citethisforme.com/citation-generator/citation-basics/citing-an-audiobook

8. ***Can we log the hours we spent in Action Learning Sets as self-study?***

- Yes. You can count the hours spent in Action Learning as an experiential mini-course. For example, out of 10 hours spent working in sets together, you could log 3 hours of coaching and 7 hours of self-study.

9. ***How do we access the student accreditation from the Association For Coaching?***

- TBC

10. ***I have already sent an email with The Big File attached - is that OK?***

- Yes. You can reflect on that: "I want to do something different and more personalised next time I start contracting with someone. I will give more explanation before the first session (by phone call and email follow-up) and then start the first session with the contract already in place."

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11. ***Is there anything else we need to know about the accreditation process?***

- You need to meet the criteria laid out in the Coaching Competency Framework document.

12. ***I don't feel I have done it right and I don't want to redo everything. What do I do?***

- Write a reflection about it. What did you notice? What went well? What did not go so well? What do you need to do differently next time?
- This is not about getting it all completely perfect the first time. You are unlikely to get it to meet your and your coachee's requirements straight away. That is ok. The great thing is to demonstrate your learning, and your growth as a coach. This is ultimately what will help you to be at your best. Enjoy the process!

13. ***What insurance do we need?***

- Charlie uses Towergate Insurance. Other Insurance companies do exist! Decide what you need insurance for. You will probably need Professional Indemnity and possibly Public Liability if you meet people face to face. Here is some guidance about what you might need and why: https://www.abi.org.uk/products-and-issues/choosing-the-right-insurance/business-insurance/
- If you decide you would like Professional Indemnity Insurance through Towergate you and I can both get a £20 Amazon voucher if you follow this link: https://www.towergateinsurance.co.uk/refer?utm_source=SilverpopMailing&utm_medium=email&utm_campaign=Towergate%20TPR%20Newsletter%20Q4%202024%20-%20Live%20Deployment%20161124&utm_conten=

14. ***Is there additional training referenced in the policies?***

- Here are some links to examples of additional training for coaches, which are mentioned in our policies. These particular examples are available through a 'free' trial which leads to a paid subscription option.
- Equality, diversity and human rights: https://alison.com/course/equality-diversity-and-human-rights
- Safety for Lone Workers: https://alison.com/course/safety-for-lone-workers?utm_adgroup=Course-4947_Safety-For-Lone-Workers
- Health and Safety fundamentals: https://alison.com/course/fundamentals-of-health-and-safety-in-the-workplace-revised
- Safeguarding children and vulnerable adults: https://alison.com/course/safeguarding-children-and-vulnerable-adults

FWM FAQ's

15. ***How many Evaluations do we need to collect? Do we need to do one for each session?***

- **Ideal:** Request and record feedback from coachees every session (verbal or written, at the end of the session or afterwards)
- **Minimum:** At least 2 full Evaluations collected across 20 hours of Coaching Practice.

16. ***How many hours can we log as coaching hours (out of the 20h required) for the Action Learning sets we did?***

- Keep to 6 hours or less (unless you have a specific justification for using more ALS hours).

17. ***What do we need to have in place for our business? ICO membership?***

- GDPR and ICO - In order to be compliant with General Data Protection Requirements (GDPR) you need to be registered with the Information Commissioner's Office (ICO) if you hold anyone's personal information.
- Here is more information about GDPR: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/
- Here is how to register: https://ico.org.uk/for-organisations/data-protection-fee/register/
- For most small companies it will cost £40 - £60 per year