FWM Sample Answers and Plagiarism

The sample paperwork provided is to offer guidance and inspiration. They are examples of how you might approach and structure your Reflections, Coaching Diary, Critical Reflection, Case Study and Personal Approach. They are not meant to be copied or followed word-for-word.

The purpose of the paperwork associated with the course accreditation is to reflect on your own practice, experiences, and learning outcomes. The samples have been written by Charlie using her own preferred methods. As such, copying a sample answer would not demonstrate your own understanding and will not allow you to achieve accreditation.

What is plagiarism?
Plagiarism is using someone else's work, ideas, or words without acknowledging them, and presenting them as your own. This includes:

- Copying parts of the sample answers or any other source without proper acknowledgement.
- Rewriting someone else's work too closely without giving credit.
- Using ideas or information from a source without referencing it correctly.

Plagiarism is not acceptable in professional education or training. If plagiarism is detected, it could result in failing the assessment.

How to avoid plagiarism:

1. **Use your own words.** Use the sample answers to understand the task, but reflect on your unique practice and insights when completing your work.
2. **Provide a reference for your sources.** If you use any ideas, quotes, or information from books, articles, or online materials, give credit to the original author.
3. **Use a referencing technique.** In this course, we recommend using the Harvard referencing system.

Example - How To Reference Your Sources Using The Harvard Referencing System

In this section, you'll find examples of how to use the Harvard Referencing System to build a bibliography for your written work. You DO NOT NEED to use this system, it's an example of a way to evidence what you learned and where it came from and to deepen your own learning about the origins of coaching theories.

These referencing examples show you how to reference different types of sources that you might use during the course. When referencing within your work, be sure to identify the specific page number or time stamp you are citing, and then provide a complete bibliography at the end of your document.

So, the citation might look like this in your work:

Learning Log:

Date	Title	Key Learning / Takeaways	Actions to take: (SMART)	Done	Hours
24/11/24	Brene Brown 'Dare To Lead' Part 2: Living Into Our Values.	"A value is a way of being or believing that we hold most important" p186 "Integrity - choosing courage over comfort…it's practising our values not just professing them" p189	Recreate the list of values on p188 by 28/11/24 (for use with Coachee 1 on 29/11/24).	☑	3h

And, then the reference would look like this in the bibliography:

- Brown, B. (2018) *Dare to Lead: Brave Work. Tough Conversations. Whole Hearts*. New York: Random House.

And it would appear in alphabetical order based on the surname of the author (you can see the Brene Brown example in red below).

The bibliography should list all of the sources you have referenced in your work. You do not need to include sources you have come across but have not referenced (e.g. if you listened to a podcast about coaching but did not reference it in your learning logs or reflection sheets, it does not need to be included).

Here's some examples from the self-study list:

Example of a book reference:

- Martin, C., 2004. *The Life Coaching Handbook: Everything You Need to Be an Effective Life Coach*. 2nd ed. Carmarthen: Crown House Publishing.
- Whitworth, L., Kimsey-House, H., Kimsey-House, K., and Sandahl, P., 2011. *Co-Active Coaching: Changing Business, Transforming Lives*. 3rd ed. Boston: Nicholas Brealey Publishing.
- Heath, C. and Heath, D. (2010) *Switch: How to Change Things When Change Is Hard*. New York: Broadway Books.

Example of a YouTube reference:

- Brach, T., 2001. *The Power of Deep Listening, Part 1*. [video online] Available at: https://www.youtube.com/watch?v=RfpEfni_t_4&t=35s [Accessed 1 January 2025].
- Brach, T., 2001. *The Power of Deep Listening, Part 2*. [video online] Available at: https://www.youtube.com/watch?v= 1svkcCjAQYw [Accessed 1 January 2025].
- Coactive Leaders (2020) *Power of Co-Active Coaching (Demo & Debrief)*. Available at: https://www.youtube.com/watch?v=d1CX_T4xzdI (Accessed: [insert date of access]).

Example of a podcast reference:

- Brown, B. (2024) *The "Living Beyond Human Scale" Podcast Series* [Podcast]. *Dare to Lead Podcast*. Available at: https://brenebrown.com/podcast/the-living-beyond-human-scale-podcast-series-2/ (Accessed: [insert date of access]).

Example of a reference for a PDF downloaded from a website:

- Hartman, K. (n.d.) *Summary of Switch: How to Change Things When Change Is Hard by Chip and Dan Heath*. Available at: www.kimhartman.se (Accessed: [insert date of access]).

Example of an audio-book reference:

- Martin, C. (2019) *The Life Coaching Handbook: Everything You Need to Be an Effective Life Coach* [Audiobook]. Narrated by Janey Lee Grace. Audible Studios. Available at: https://www.audible.com/pd/The-Life-Coaching-Handbook-Everything-You-Need-to-Be-an-Effective-Life-Coach-Audiobook/B07TVFR7P1 (Accessed: [insert date of access]).

Example of a resource from Finding What Matters:

- Starseed Parenting (n.d.) *Overview of Dual Listening* [Pre-recorded lecture] in *Finding What Matters* course. Available at: https://www.starseedparenting.org/courses/72992-finding-what-matters/lessons/1511954-overview-of-dual-listening (Accessed: [insert date of access]).

The Bibliography would only contain the sources you reference within your work. Compile the Bibliography in alphabetical order like this:

Example of a Bibliography:

- Brown, B. (2018) *Dare to Lead: Brave Work. Tough Conversations. Whole Hearts*. New York: Random House.
- Brown, B. (2024) *The "Living Beyond Human Scale" Podcast Series* [Podcast]. *Dare to Lead Podcast*. Available at: https://brenebrown.com/podcast/the-living-beyond-human-scale-podcast-series-2/ (Accessed: [insert date of access]).
- Brach, T., 2001. *The Power of Deep Listening, Part 1*. [video online] Available at: https://www.youtube.com/watch?v=RfpEfni_t_4&t=35s [Accessed 1 January 2025].
- Brach, T., 2001. *The Power of Deep Listening, Part 2*. [video online] Available at: https://www.youtube.com/watch?v= 1svkcCjAQYw [Accessed 1 January 2025].
- Coactive Leaders (2020) *Power of Co-Active Coaching (Demo & Debrief)*. Available at: https://www.youtube.com/watch?v=d1CX_T4xzdI (Accessed: [insert date of access]).
- Hartman, K. (n.d.) *Summary of Switch: How to Change Things When Change Is Hard by Chip and Dan Heath*. Available at: www.kimhartman.se (Accessed: [insert date of access]).
- Heath, C. and Heath, D. (2010) *Switch: How to Change Things When Change Is Hard*. New York: Broadway Books.
- Martin, C., 2004. *The Life Coaching Handbook: Everything You Need to Be an Effective Life Coach*. 2nd ed. Carmarthen: Crown House Publishing.
- Martin, C. (2019) *The Life Coaching Handbook: Everything You Need to Be an Effective Life Coach* [Audiobook]. Narrated by Janey Lee Grace. Audible Studios. Available at: https://www.audible.com/pd/The-Life-Coaching-Handbook-Everything-You-Need-to-Be-an-Effective-Life-Coach-Audiobook/B07TVFR7P1 (Accessed: [insert date of access]).
- Starseed Parenting (n.d.) *Overview of Dual Listening* [Pre-recorded lecture] in *Finding What Matters* course. Available at: https://www.starseedparenting.org/courses/72992-finding-what-matters/lessons/1511954-overview-of-dual-listening (Accessed: [insert date of access]).

- Whitworth, L., Kimsey-House, H., Kimsey-House, K., and Sandahl, P., 2011. *Co-Active Coaching: Changing Business, Transforming Lives*. 3rd ed. Boston: Nicholas Brealey Publishing.

As previously stated, you DO NOT NEED to use the Harvard Referencing System as long as you can provide a clear signpost to where your references come from. What's important is that you can deepen your learning around theories and concepts and be able to demonstrate what is your idea and which ideas have originated in the work of coaching theorists. It can be helpful to use this information in your own marketing once you have developed a unique approach.