



Minimum Standards for Coaches in the Wales Coaching Network

Formal coaching is the provision of a 1:1 contracted relationship which focuses upon the coachee's agenda, and the use of coaching skills to help the coachee find their own outcomes and solutions.

As a formal coach within the Coaching Network you will:

1. Need to obtain your line manager's approval to become a member of the Wales Coaching Network and have been given permission to operate as a coach.
2. Determine by referencing your own organisations public liability insurance or equivalent that you are insured whilst undertaking any coaching for the Wales Coaching Network. This is on condition that any coaching is for the sole purpose of Welsh public service organisations and is non fee based.

All coaches should have their coaching commitment formally recognised as a part of their job description and/or included in their performance plan.

3. Abide by a recognised coaching code of ethics e.g. [Association for Coaching \(AOC\)](#) or European Mentoring and Coaching Council (EMCC). Any membership subscriptions to professional bodies will be met by the individual and not by Academi Wales.
4. If you are new to the network you should hold or be working towards an appropriate coaching qualification/ accreditation of ILM5 or equivalent

If you are a currently practicing coach without a qualification you must satisfy your local Coaching Lead that you have attained a sufficient standard of proficiency.*

5. Undertake a minimum of 12 hours of formal contracted coaching per year.
6. Engage in coaching supervision through one or more of the following agreed formats (a minimum of 2 sessions per year, increasing in line with activity):
 - 1:1 supervision with a qualified coach supervisor
 - Group supervision with a qualified coach supervisor
 - Group reflective practice with a peer support group of coaches
 - 1:1 reflective practice session with a qualified coach
7. Undertake a minimum of 10 hours of coaching CPD each year, for example:
 - Attending conferences or workshops
 - Attending local coaching network meetings
 - Reading books, online journals or blogs

8. Maintain accurate records to include:

- Requests for coaching
- All formal contracted coaching activity
- CPD activity
- Coaching contracts and evaluations
- Supervision

You will be required to submit evidence of coaching, supervision and CPD to your Coaching Lead as requested (e.g. quarterly).

9. Client records must be collected, stored and disposed of in accordance with the records management policy of the coach's employing organisation, the Data Protection Act 2018 and the General Data Protection Regulation.
10. Coaches must ensure that any diagnostics, tools, psychometrics or instruments used to support a coaching relationship are compliant with GDPR and have a no-deal Brexit plan in place.
11. Seek written feedback from each coachee, to evaluate the impact of your coaching and to improve your own coaching performance.
12. Maintain an up-to-date coaching profile on the Academi Wales website in order to inform the All Wales coaching agenda. Your profile will be visible on the site as a source of information for potential coachees. If you are unavailable to coach you should hide your profile from coaching search results.
13. Welsh public service and third sector coaches available through the Academi Wales Coaching Network will offer services without payment.

* Proficiency may be determined by evidence of appropriate training or development and/or significant experience of coaching. Coaches must be practicing in line with these minimum standards. Coaches may be supported and encouraged to pursue a qualification as appropriate.

Please Note: This standard set is the minimum requirement for coaches on the Wales Coaching Network. Your organisation may have additional requirements which can be provided by your Coaching Lead.