# Coaching Apprenticeship – Guidelines for Managers

The Coaching Apprenticeship offers an incredible opportunity for colleagues at the University to develop coaching skills that can be embedded within a wide variety of roles, including management, leadership, advisory and guidance, partnering and teaching etc. Some who complete the programme may also be interested in joining the internal bank of coaches in the future.

The provider currently launches an open cohort every few months meaning that colleagues and their managers can consider the best time to start according to workloads and development commitments of the wider team.

Mangers are asked to discuss the apprenticeship with interested colleagues and colleagues that they feel would benefit from developing coaching skills. The following questions and principles should be considered and help to inform decisions around prioritising and supporting requests to participate:

* How does coaching fit with the individual’s role?
* Will colleagues be able to incorporate the required coaching practice (a minimum of 50 hours with 5 coachees) into their roles and access this number of coachees?
* What will be the benefit of colleagues developing and embedding coaching into their roles? How will you know that the programme has been successful?
* If several members of one team want to participate, how will you prioritise fairly? Ensure that you discuss the opportunity with all members of the team who would benefit. Ideally through PDR or 1:1 conversations.
* Consider how many can be accommodate on an apprenticeship (not just coaching) and other development programmes at any one time from a service delivery perspective.
* If an individual is currently on a seconded role in your team, ensure that discuss the appropriateness of the programme with their substantive line manager in order to ensure that the apprenticeship is relevant and can be supportive if they move back to their original role whilst still completing the apprenticeship.
* Familiarise yourself with the [apprenticeship programme](https://livelancsac-my.sharepoint.com/:b:/g/personal/robins28_lancaster_ac_uk/EUXwe4YhXb9Hgcw_BtxIcOgBHmQku5OUoZ3Pk6wyb8WC1A?e=zL68DJ) to ensure that you can support the colleague whilst they are learning and so that you understand the commitment.

If you have any general queries regarding coaching, please contact [OED@Lancaster.ac.uk](mailto:OED@Lancaster.ac.uk)

If you have any specific queries regarding this apprenticeship, please contact the [provider](https://livelancsac-my.sharepoint.com/:b:/g/personal/robins28_lancaster_ac_uk/EUXwe4YhXb9Hgcw_BtxIcOgBHmQku5OUoZ3Pk6wyb8WC1A?e=zL68DJ).

For more information about apprenticeships for current staff please see the [Apprenticeships webpages.](https://portal.lancaster.ac.uk/intranet/services/people/apprenticeships/about-apprenticeships/)