

Learning Assessment Guide

Unit Standard 7114 – Version 3

Coach adult learner(s)

Level 5 – 8 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

Introduction

The tasks in the Learning Assessment Guide for unit standard **7114 V3** are designed to show evidence of your demonstrated performance to **Coach adult learner(s)**:

- Prepare coaching sessions for adult learner(s).
- Deliver coaching sessions for adult learner(s).
- Review coaching of adult learner(s).

The Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Stakeholder Verification Form to be completed by your adult candidate(s) and their manager.
- Assessor Checklist that the assessor will use to assess your coaching plans.
- Observation Checklist that will be used by the observer of your coaching sessions
- Review Activity Form that you may use to record your review of coaching.
- Assessment Guide that the assessor will use to assess your competence

Special notes relating to this unit standard:

Special Notes:

- 1 Definitions
Coaching develops skills, knowledge, and attitudes and assists with the transfer of learning in a particular area. Coaching may include but is not limited to – performance coaching, business coaching, career coaching, life coaching.
Stakeholders include the coach and learner(s) and may include supervisor, management, trainer, and assessor.
- 2 This standard is intended for assessing adult coaching sessions. To assess on-job training use unit standard 7108. To assess the facilitation of an individual's learning use unit standard 7095.

- 3 Delivery and assessment of adult training is subject to compliance with the: Health and Safety in Employment Act 1992, Organisation policies and practices.
- 4 Sufficiency for this unit standard is coaching of an individual or group incorporating at least four related sessions that build on each other, with a total of 90 minutes coaching time.

Assessment Task One – Element 1

Assessment task one is designed to assess your ability to:

- Prepare for coaching adult learners.

Introduction

Throughout this unit standard assessment you are required to provide evidence of coaching of an adult candidate or group, incorporating at least four related sessions that build on each other, with a total of 90 minutes coaching time.

Please ensure that you select an adult candidate or group who is comfortable with their coaching plans and achievements being shown to the assessor, and who will give permission to be observed during the coaching sessions.

Your evidence of preparing for coaching adult candidate(s) will form the basis of assessment tasks two and three.

As this is a level 5 assessment it is expected that comprehensive evidence is provided.

Task Instructions

You will need to produce coaching plans for the four coaching sessions you have prepared for an adult candidate or group of adults.

Often these will be the individualised learning plans of the adult candidates modified to emphasise the coaching component. It may also be a learning contract which details both candidate and coach commitments. You will need to provide copies of any documents referred to in the coaching plan, for example associated skills schedules, syllabus or similar which identify the skills, knowledge and/or attitudes which are to be developed.

Your documented evidence needs to include the following:

- learner competency prior to commencing coaching
- expected outcomes
- intended coaching timeframes
- targeted and relevant coaching sessions
- venues
- planned stages of development
- resources

Your assessor will use the Assessor Checklist to review your preparation.

Have each adult candidate and their manager complete and sign the accompanying Stakeholder Verification Form as confirmation that each coaching plan meets the needs of both the adult candidate or group and the organisation, and that it is realistic in terms of access to venues, resources, timeframes etc. This part of the assessment may be facilitated by the assessor. You should not need to be present if the plan is well presented in writing. However it is the responsibility of the learner to ensure its completion.

Assessor Checklist

Unit Standard 7114 V 3 Element 1

Adult Learner:	
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Evidence is required of a total of four coaching plans of an adult individual or group of adults. The four coaching plans are in the context of at least four related sessions that build on each other, with a total of 90 minutes coaching time.

Please complete one of these forms for each plan provided.

Please indicate ✓ or x whether or not the evidence listed has been covered in the two coaching plans and associated materials. Use the 'comments' section if you need to elaborate, and to record any additional evidence gained by you during observation or discussion.

1a. Coaching plans identify:

- current level of learner competency
- expected outcomes
- intended coaching timeframe

1b. Coaching plans provide relevant and targeted coaching sessions

2. Outcomes are agreed between coach, learner(s), and other relevant stakeholders

3. Coaching schedule has been negotiated to meet agreed outcomes and includes:

- timeframes
- venues
- planned stages of development
- resources

4. Consider all four coaching plans provided. Each coaching plan builds on each other, with a total of 90 minutes coaching time

Comments:

Assessor signature: _____

Date: _____

Stakeholder Verification Form

Name of learner:	
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This learner is currently being assessed toward unit standard **7114 V3 Coach adult learner(s)**.

A completed Stakeholder Verification Form is required for each adult candidate being coached. Your assistance is sought to confirm that the learning / coaching plan(s) prepared by the learner meet the requirements of the adult candidate being coached, and the manager of the adult candidate.

Please complete this form together and arrange for it to be passed on to the 7114 assessor.

Any training or coaching schedule, competency list or list of training needs negotiated with you is relevant to the training needs of the workplace.	Yes	No
You agree with the learner's assessment of the current level of learner competency (prior to coaching commencing).	Yes	No
The expected outcomes and intended coaching timeframes provide relevant and targeted coaching sessions.	Yes	No
The expected learning outcomes have been confirmed with you.	Yes	No
The coaching schedule agreed to lists timeframes, venue(s), planned stages of development, and resources which are likely to result in outcomes being met.	Yes	No

Comments:

Adult Candidate signature:		Date:	
Manager signature:		Date:	
Manager email:		Phone:	

Assessment Task Two – Element 2

Assessment task two is designed to assess your ability to:

- Deliver coaching sessions for adult learner(s).

Introduction

For this assessment task you are required to deliver coaching sessions based on the coaching plans from assessment task one.

As this is a level 5 assessment it is expected that comprehensive evidence is provided.

Task Instructions

Your assessor, or an observer approved by your assessor, will need to observe you conducting at least four related coaching sessions that build on each other, with a total of 90 minutes coaching time.

Please obtain the permission of the adult candidate(s)' to have an observer present.

The accompanying Observation Checklist will be used to document each of the four sessions.

Four completed Observation Checklists are required for completion of this task.

Please contact your assessor or approved observer when you are about to timetable a thirty minute or more coaching session.

Observation Checklist

Learner name:	
Adult Learner name:	
Topic:	
Venue:	
Start and finish times:	

This learner is currently being assessed toward unit standard **7114 V3: Coach adult learner(s)**. This requires the learner to be observed conducting at least four related coaching sessions that build on each other, with a total of 90 minutes coaching time.

An approved observer can be asked to observe between one and three coaching sessions. The assessor will observe the remaining coaching sessions.

Use a separate Observation Checklist to document each of the coaching sessions that you observe. Please use ✓ or x to indicate whether or not you have observed the performance criteria demonstrated sufficiently to be confident of the learner’s ability in that area. Use the ‘comments’ section to record examples and to take notes for your feedback to the learner. As this is a level 5 assessment it is expected that comprehensive evidence is provided

Please complete this form and arrange for it to be passed on to the 7114 assessor

1. Coaching practice is provided in accordance with stakeholder requirements.

Comments:

2. Coaching methods are tailored to meet individual needs, develop individual potential, and to achieve agreed outcomes.

Comments:

3. Progress is documented and monitored, and any modifications are agreed between coach and learner(s).

Comments:

Observer name:		Phone:	
Position:		Date:	
Email:			

Assessment Task Three – Element 3

Assessment task three is designed to assess your ability to:

- Review coaching of adult learner(s).

Introduction

For this assessment task you are required to review coaching of adult candidate(s) based on the four coaching sessions assessed in assessment task two.

Task Instructions

You will need to provide your assessor with evidence of their review of their four coaching sessions. This will need to include:

- Stakeholder feedback on coaching process and learner achievement of outcomes.
- Analysis of stakeholder feedback.
- Self review of coaching, including the identification of possible areas for future refinement.

If you already have a review procedure which addresses the performance criteria of element three of this unit standard, or have agreed on one as part of this coaching contract, you should use that procedure. Otherwise use the accompanying Review Activity Form to record your review activity.

Alternatively, this review could be completed orally with your assessor, provided the stakeholder feedback has been provided in writing. If so, your assessor will use the Review Activity Form to document this assessment activity.

Review Activity Form

Unit Standard 7114 V 3 Element 1

Adult Learner 1:	
Adult Learner 2:	
Adult Learner 3:	

Achievement of outcomes; stakeholder perspective

1. Were desired outcomes achieved for the adult candidate or group?

2. What was the stakeholder feedback related to the achievement of outcomes?

Coaching process; stakeholder perspective

3. What was the stakeholder feedback related to the provision of coaching and the coaching process?

Achievement of outcomes; coach perspective

4. What was your view about the achievement of outcomes for the learner(s) / group(s)?

Coaching process; coach perspective

5. What was your view of the provision of coaching and your coaching process?

6. What changes are you likely to make to your coaching following review of your coaching of the adult learner(s) / group(s)?

Assessment Guide

Use the assessment guide to assess the learner's competence for unit standard **7114 V3**

Task / Element	Evidence Required	Judgement	
<i>Task 1 / Element 1</i>			
The learner prepares coaching sessions for adult learner(s).	The learner provides four plans for coaching sessions with a learner(s) or groups of learners they are coaching.	Four coaching plans are provided.	Yes / No
The coaching plan provides evidence of preparation for relevant and targeted coaching.	The Assessor Checklist is used to review coaching plans including any associated skills schedules. The Assessor Checklist attests that each coaching plan builds on each other, with a total of 90 minutes coaching time. Documented current learner competency.	A completed Assessor Checklist is provided for each coaching plan. The four completed Assessor Checklists confirm this.	Yes / No Yes / No
Stakeholders verify their agreement to the coaching plan content.	Stakeholder Verification Forms for each coaching plan, attest that it provides: an accurate assessment of the adult candidate(s)' current competency; relevant and targeted coaching sessions with confirmed expected outcomes and intended coaching time frames; a list of timeframes, venue(s), planned stages of development, and resources which are likely to result in outcomes being met; relevant coaching to the training needs of the workplace; the outcomes were agreed between learner, coach and other relevant stakeholders.	A record of current learner competency is provided for each learner. A completed Stakeholder Verification Form is provided for each coaching plan.	Yes / No Yes / No
<i>Task 2 / Element 2</i>			
The learner delivers four related coaching sessions	Observations are completed by the assessor	A completed Observation Checklist is provided for	Yes / No

Task / Element	Evidence Required	Judgement	
for adult learner(s) based on the prepared coaching plans.	<p>or by an observer approved by the assessor.</p> <p>Comparison of the four completed Observation Checklists to attest that the sessions are related to each other and built on each other, with a total of 90 minutes coaching time.</p>	<p>each of the four coaching sessions.</p> <p>The comparison of the four Observation Checklists confirms this.</p>	Yes / No
Task 3 / Element 3			
The learner reviews coaching of the adult learner.	<p>The learner obtains documented feedback from stakeholders on the coaching process and learner achievement for each of the coaching sessions.</p> <p>The learner analyses the stakeholder feedback.</p> <p>The learner self reviews his/her coaching provision and identifies possible areas for future refinement.</p> <p>The Review Activity Form may be used to document this task if the organisation does not have relevant procedures.</p>	<p>Stakeholder feedback is provided for each of the coaching sessions.</p> <p>Completed analysis of the stakeholder feedback is provided.</p> <p>Self review includes identification of possible areas for future refinement.</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>