
Overview

This unit covers the competence required to use coaching as a way of encouraging individual learning.

This unit deals with the following:

1. Coach individual learners
2. Assist individual learners to apply their learning

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Previous Version:

Adapted from Unit N428 of Nuclear Decommissioning NOS – version October 2005. This unit has been imported from the ENTO suite of NOS (reference L12).

COGN428

Enable individual learning through coaching

Performance criteria

You must be able to:

- P1 identify individual needs and learning styles
- P2 choose a style of coaching which meets the learning objectives of the organisation
- P3 coach in a manner and at a speed which is appropriate to learners
- P4 analyse the skills needed and the order they need to be learned in
- P5 regularly check that learners are making progress towards learning outcomes
- P6 give learners positive feedback on the learning process
- P7 alter coaching in the light of learners' progress and feedback
- P8 give learners the opportunities to practise skills, apply their knowledge and get experience in a structured way
- P9 consider using technology-based support for learners, including e-support
- P10 identify opportunities for learners to achieve agreed learning objectives and give them positive feedback on their progress
- P11 identify opportunities to use different learning opportunities and agree action with learners
- P12 give learners clear and accurate information on the resources available to help them apply their learning
- P13 give learners positive feedback on the learning experience and the outcomes achieved
- P14 identify anything that prevents learning and review this with learners
- P15 explain to learners the ongoing support that is available to them

Knowledge and understanding

You need to know and understand:

- K1 how to match coaching opportunities to individual learning needs and objectives
- K2 how to put information in order and decide whether the language you will be using is appropriate for individual learners
- K3 the separate areas of coaching which encourage learning
- K4 which types of learning are best achieved and supported through coaching
- K5 how to identify the opportunities available for learners to apply their learning
- K6 how to put learners at their ease
- K7 how to identify individual learning needs
- K8 what the different learning styles are and how they affect learning
- K9 how to identify and use different learning opportunities
- K10 how to structure learning activities
- K11 how to choose and prepare appropriate materials, including technology-based materials
- K12 how to encourage learners to recognise their own achievements
- K13 how to recognise the things that are likely to prevent learning and how to overcome them
- K14 how to check learners' understanding and progress
- K15 how to make sure that everyone acts in line with health, safety and environmental protection legislation and best practice
- K16 how to analyse and use developments in learning and new ways of delivery, including technology-based learning

COGN428

Enable individual learning through coaching

Developed by Cogent

Version number 1

Date approved September 2008

Indicative review date September 2010

Validity Current

Status Imported

Originating organisation ENTO

Original URN L12

Relevant occupations Professional Occupations; Engineering Professionals; Engineering and manufacturing technology; Engineering

Suite Nuclear Decommissioning

Key words apply, coaching, enable, individual, learning