Apprenticeship Training Log

During your programme you are expected to spend 6 hours per week of your time at work on activities relating to the learning outcomes of your programme. Some of this time is fixed (eg. attending webinars) and some is flexible (gaining experience at work completing new tasks at work, attending coaching sessions, attending training sessions at work related to your role, reflections etc).

This document will help you keep a record of the time you're spending on programme activities at work and is important for 2 reasons:

1. You will be asked to share this record at your End Point Assessment
2. Evidence of your time may be requested by the Education and Skills Funding Agency for audit purposes.

Please complete the sections below to track completion of your professional qualification modules and skills and behaviour assignments. This will automatically update the required number of hours for you.

We've also included a Continuous Professional Development for you to record details of any additional training or learning undertaken at work. Please keep this up to date as it will support your End Point Assessment and discussions with your coach.

Apprentice name Ellen Collier

Start date of Apprenticeship Nov-25

NB: This table includes all OTJ hours you MUST complete for the programme, incl. all online module materials you work through via the Hub, as well as all webinars and workshops that you attend. These do not need to be entered separately into the second table further down.

Skills & Behaviours	Submitted	Date Module Completed	Hours	Additional Time spent during contractual working hours if applicable	TOTAL
Module 1: Foundations of coaching and reflective practice Please see an Module 1 more information	Yes		76		76
Module 2: Coaching relationships and practice Please see an Module 2 more information	Yes		65		65
Module 3: Coaching within an organisational environment Please see an Module 3 more information	Yes		82		82
Module 4: Developing your coaching philosophy Please see an Module 4 more information	Yes		86		86
TOTAL			342	0	342

Continuing Professional Development Log - include below any additional training courses provided by your employer that fulfils the following criteria:

1. The training completed has helped you to perform in your role more effectively

2. The training aligns to the learning outcomes of your programme. (Note that courses made available to all new employees such as Health and Safety don't count unless they specifically benefit your role.

	Enter any additional Employer Provided Training (delivered internally or externally), or ways you have embedded coaching practice into your day to day role in the workplace	*Select which learning outcome this related to	Week Commencing	What did you learn from this? How has the activity benefitted your understanding?	Hours	
Example	*Used coaching questioning techniques in a 1:1*	*LO2*	*02-Dec-24*	*Applied open question style during a 1:1 with a team member. Enabled open discussion, with them sharing their ideas and solutions to support their development*		
Example	*Facilitated a reflective learning session for the close of phase 1 of Project 'X'*	*LO*	*16-Dec-24*	*Applied feedback in a coaching style to support personal and group learnings from the project. This supported meaningful discussion, allowing themes to emerge, that will help improvements for phase 2.*		
	Listened to Stretch podcast episode about creative coaching and 'mistakes, mess and title'. Interesting to hear presenters reflect on whether you need to embed basics before using creativity, and also that if you've been coached creatively you are more likely to feel confident coaching creatively.	LO 2	16-Dec-24	Action is to see if I can find or attend creative coaching sessions to experience it firsthand. This will help me know if it's something I want to embed in my own practice.	1	
	Used coaching technique in g 1:1	LO 2	17-Dec-25	Asked team member what was on her mind, noticed she used the word 'regret' so used open questioning to examine why she used that term and what it might indicate. Resulted in discussion on workload management and clearer boun.	0.75	
	Attended CUP&A Coaching Community of Practice meeting. Results of survey of internal coaches. Interesting to see confidence and career dev are biggest areas. Line mgt, barriers to career dev, too much change. Interesting to learn about internal processes, issues. Sarah, Zoe and Helen are internal coach supervisors (quarterly). Put in a request. Also plan group supervision and ad hoc	B1	01-Jan-26	I set up a Teams channel for all apprentices (I think about 8 started in Oct/Nov). Good to know there is this network of experienced coaches at CUP&A. Wonder if I will get enough coaches through this scheme, with so many trainees. Might have to promote myself elsewhere.	1	
	Stretch podcast episode about niches within coaching	B1	04-Jan-26	Benefits/pitfalls of niching vs generalist. Seems to benefit self-employed to be niche, but in organisations seems to be better to be generalist.	1	
	Meeting with other apprentices from CUP&A from our cohort. Introduced ourselves and talked about the solar/ wordle	LO8	08-Jan-26	Not everyone had done all the study. I was able to help by demonstrating my work. Interesting comment from Hems about how to get a distinction you need to think beyond the taught content (ie ethics of coaching people in another jurisdiction)	1	
	Created a Trello board and mapped out what work I would do when, including when to look for and book clients, and when to hold sessions, to ensure I have enough time for the practical work alongside the study, revision for tests and creation of portfolio	LO	16-Jan-26	Realised that I need to be disciplined and that there is a huge benefit to planning ahead, to manage my time and workload and ensure I am prepared for all elements of this apprenticeship. I was able to find 4 volunteers to be clients this week.	3	
	Meeting with other apprentices from CUP&A from our cohort. Shared experiences of how our conversations have changed since we began and examples of how listening has helped	LO8	29-Jan-26	Listening to other CUP&A apprentices has changed how I think about coaching conversations. It has made me even more aware of the importance of leaving time to think and putting faith that the other person has the answers. I will continue to practice this, as I have a long way to go. I feel as though the other apprentices are better at this than me, and it has encouraged me to keep going.	1	
	Breathe and started to read 'Time to Think'	LO 2	w/c 1 Feb 26	Realised that I am not always giving my full attention to quality listening and how that looks and feels in practice. I have applied giving my full attention to people and tasks in my working and home life this week. If I can't give full attention, I say so and either delay the conversation, or adjust things so I can give my full attention (such as switch off phone, close window in browser, take a few deep breaths and ground myself).	1.5	
	Noticed that despite being online, I was body mirroring during a 1-1 meeting with a peer in our Manila office	LO7	05-Feb-26	That I felt comfortable doing this with someone I am relaxed with. It started spontaneously, but was interesting to notice and see how long it felt okay for, and when the energy changed (the subject changed) and it didn't feel natural any more. I don't think it's something you can do all the time, but it helps when you are actively listening to build a rapport.	0.25	
	Leveraging presence in coaching webinar by Bronwyn Nash of the GMCC	LO7	12-Feb-26	Learnt to invite reflections and feedback understanding. Not to rely too much on coaching questions, but take myself out of the equations. Probably biggest learning is how to put people at their ease, taught by Bronwyn.	1	***For each course identified show how it maps to the knowledge, Skills and Behaviours set out in the Apprenticeship Standard in Column C. See Appendix tab for Descriptions and learning outcomes for Knowledge, Skills and Behaviours. Note that if this covers more than one of the KSBs, add the main one to Column C and any additional ones to your comments in Column F.
	Carl Rogers' 'Gloria' interview from 1963.	LO7	12-Feb-26			
	Saxed coaching sessions with CUP& CoP	LO 1	16-Feb-26	Had my first session as a coachee and my first coaching session. Both were 20 minutes long. Really enjoyed listening and reflecting. Need to work on contracting and keeping my questions open. Interesting to observe the uncertainty before being coached, and will use that to make sure I contract mindfully.	1	
	Meeting with other apprentices from CUP&A from our cohort. Shared experiences of how our conversations have changed since we beeen and examples of how listening has helped	LO8	27-Feb-26	Talked about portfolio, exam, chemistry sessions.	1	
	Read some more of Time to Think	LO 2	28-Feb-26		1	
	Listened to The Coaching Question podcast episode about Reflection and Reflexivity	LO	10-Mar-26	"The self is the main vehicle through which we see others". Understanding and seeing ourselves inside the coaching partnership is an important way to grow as a coach.	0.5	
	Listened to Stretch podcast episodes about What's in your coaching toolkit? Coaching Techniques: The Wheel of Life. Career Coaching		12-Apr-26	Useful to hear about the different approaches to gaining and using a toolkit. This evolves over time. Wheel of Life could be used at chemistry	1.5	
	Meet up with cohort	LO	16/04/2026	Discussed how to deliver knowledge without breaking coaching contract. Also how to use Copilot to analyse coaching sessions	0.75	
	Coaching style 1-1 with my report	LO	13/05/2026	Gave him reflective template to prep with. Listened, reflected and helped him identify coaching point in his development	0.5	
	Leadership Coaching webinar	LO5	13/05/2026	1-hour training provided by EMCC and my organisation. Interesting to think specifically about what coaching leaders requires and how it differs.	1	
	Coaching style 1-1 with my report	LO	20/05/2026	Invited her to bring a development goal and used GROW model to discuss how to achieve	0.5	
	Coaching Community of Practice session on reflective practice	B1	02-Jun-26	90 minute in-person session with other coaches in my organisation to discuss reflective practice and share ideas and models that have worked for us.	1.5	
	Webinar coaching demo of Marcia Reynolds "Coach the Person, Not the Problem" organised by coachvie.com	LO2	10-Jun-26	Interesting demo of technique for active listening, clean language, non-judgement.	1	
	Webinar about how to challenge without losing connection by Marcia Reynolds	LO	15-Jul-26		1	
	Audiobook "Crush the Excuses and Be Resilient" by Marcia Reyno	LO	11-15 Jul 26		5	
	Podcast 'Unlocking possibilities with NLP'. Listened to episodes on The mART masterclass "Coaching and leading with head, heart and ear" ; "NLP for coaches and therapists"		06-Aug-26	Learnt about multiple brain integration techniques. Didn't quite resonate with me, as I don't think different brains exist, but was interesting to learn the theory.	1	
	Was coached by a member of the internal Community of Practice		11-Aug-26	Interesting to experience coaching, notice how effective it was and why, give feedback on what would have worked better. I feel this will inform my own practice and I have created some reflective notes on it.	1	
	Webinar "Why most coaches are accidentally reinforcing imposter syndrome"		18-Aug-26	Not all that	1.5	
	Training course "Creating a disability inclusive workplace" run by internal ESG academy		19-Aug-26	As part of my growth in creating an inclusive practice	7	
	Coach the person not the problem podcast episode on The Coaching Crowd		17-Aug-26	Gave some good practical tips on what this makes and does not mean	0.5	
	Read second half of Time To Think		25-Aug-26	Great new techniques to try.	2	
	Practised some of the Thinking Partner questions with my manager @colleen		27-Aug-26	Helped to try this out loud.	1.5	
	Read The Coaching Handbook (Ch1, 2, 8 so far)		early Sept 26	Great resource of practical tips and examples. Will keep for reference.	3	
	Coaching Inn podcast episode about 'The Yes-And mindset' with Chris Grimes		02-Sep-26	Very interesting episode, worth revisiting. About listing improv methods to coaching questions.	0.5	
	Coaching Inn podcast episode about 'How Embracing Neurodiversity Transforms Coaching' and 'Why Mastery in Coaching is Less about Skills and more about Deep Self Awareness'		12-Sep-26	Interesting ideas to add to my becoming an inclusive coach.	1	
	Bought and read 'XXX' by xxx		14-Sep-26	Very useful techniques to help reboot storytelling and get to imagining themselves through the other side of challenges and ways to challenge. Reassured me that I am	3	
	Internal coaching workshop on challenge in coaching		12-Oct-26	Very useful insights for me as I practice using models and prepare to start my journey with my	1.5	
	Coaching Inn podcast episodes on 'To Use Coaching Models or Not' and 'Why Every Coach Needs Supervision'		13-Oct-26		1	
	TOTAL				51.25	

GRAND TOTAL	**393.25**
TOTAL HOURS REQUIRED	**342**
HOURS REMAINING	**-51.25**