

We are delighted in your interest in registering for our Supervisor Training Programme. Please read the following information carefully before completing your application form. For training commencing on 17th January 2024, please apply by Friday 15 December 2023 .

### REGISTRATION PROCESS

To give you as much time as possible to prepare we have a 2-part application and registration process:

#### Part 1

- ✓ Attend pre-registration event on 6 December or have 1-2-1 with a director (optional but recommended)
- ✓ Complete and submit the application form (required)
- ✓ Check that you meet the minimum entry requirements (required)

#### Part 2

- ✓ **Confirmation** - We will contact you to confirm whether your application is successful and if any further information is required and we will aim to reply within 3-5 working days
- ✓ **Registration** - once successful we will proceed with your registration, raise an invoice and give you access to our resource centre 2-4 weeks ahead of the course start date
- ✓ **Undertake pre-training preparation** - Details will be provided once we receive your application, time needed will vary @2-4 hours between registration and course start

### APPLICATION FORM & ENTRY REQUIREMENTS

You will find a 1 page application form at the end of this information pack. To complete the application form you will need to give basic information about yourself as learner including a personal declaration.

#### Minimum Entry Requirements

- 1 Completed 4-day PCI accredited HWBC coaching (if this was not undertaken with Peak Health Coaching we will require a copy of your PCI certificate)
- 2 Accumulated 200 hours of supervised health coaching in an NHS setting or equivalent\*

\*if you do not immediately meet this requirement you will need to have a conversation with one of our directors to check for suitability and 'equivalence'. Some candidates e.g. G.P.'s and others in non-HWBC roles may meet our equivalence criteria for the training programme but may require some topping up of logged hours ahead of the assessment. We can support suitable candidates with this process.

## Course Dates and Technology

Training is delivered via Zoom in full and half day sessions. You must have suitable audiovisual technology (laptop/pc/headphones if needed) and software to connect in a private setting. You must be able to attend all sessions to be eligible for assessment and accreditation. Course Dates for our January start are available [on our website](#) (and on separate document) with the next scheduled for September 2024.

## Independent and peer learning

You will be allocated to an Action Learning Set (peer group) to undertake supervision practice and observation and more generally support your development as a supervisor. You will also be set some group tasks to support your personal growth in relation to the [NHSE Workforce Development Framework for health and wellbeing coaches](#) and to enable you to support supervisees who are developing their coaching practice beyond the PCI-accredited 4-day basic training.

There is an expectation the participants will undertake portfolio preparation and supervision practice in addition to the taught days and you will be asked to commit to do this. You may find it helpful to discuss your time commitment with your manager and ideally set aside a 1-2 hours per week for the duration of the programme.

## Manager support

The application form asks you to confirm that you have your manager's support to undertake the training. You may find it helpful to discuss the time commitment as well as the finance commitment.

## Coaching Supervision

You are required to have access to regular coaching supervision as a minimum in place from the commencement of your supervisor training. If you do not have access to coaching supervision locally (and we are aware many do not) you will need to register for our group supervision package for an additional £250 + VAT. To maintain your supervisor status on course completion you will need to make arrangements for your ongoing supervision from a Tier 4+ supervisor either locally, via ourselves or another

## Funding and Payment

You will need to provide details of the funder for your place on the supervisor training programme and the additional supervision package if required. We will invoice your funder once your application is accepted and prior to course commencement. Details of our full course and supervision prices can be found on the separate document