

How does the Professional Coach ICF ACTP course run?

STEP - BY - STEP GUIDE

INTEGRATED STAGES

LIVE ZOOM SESSIONS

PRACTICAL COACHING SESSIONS

ASSESSMENTS

STUDENT SUPPORT & MENTORING &
MORE GOLDEN NUGGETS



Step 1: Enroll online

Select

Select your Payment Plan & Payment method to secure your spot.

Insert

Insert your special offer choice in the "Special Conditions" box

Tick

Tick all the boxes once you have read the allocated documents

Insert

Insert USI & DOB (Can be sent later)

Indicate


Indicate any impairments so we can allocate the appropriate student support person

Submit


Submit your enrolment form

Step 2: Welcome & Access

Shortly after you have submitted your enrolment you will receive a Welcome email detailing the course selected, any add on's or upgrades to your package.



Your Welcome email will confirm your payment plan choice and payment method selected. Payments via bank transfer will request in the email that you send confirmation of payment.



You will also be told who your student support person will be by name and to expect your access email and invitation to your first live introductory session from them.

Step 3: Online Access

You are sent your username and password for the online portal and you are able to look into all the different sections.



Important not to be overwhelmed as there is a large amount of material in there relating to many courses and you will be lead through the portal in your live session.



The Webinar Schedule tab is the one you want to look at to see when the live zoom sessions are running so you can consider registering for those after your live introductory session.

Snap Shot of the Stages of Professional Coach ICF ACTP

10864NAT CERTIFICATE IV IN LIFE COACHING TRAINING AND ASSESSMENT ACTIVITIES

Ver 2022-5

Stage 1	1. Mentoring Student Support Webinar and Live Planning and Organising Webinar	2. Code of Conduct / Terms and Conditions Study and sign these conditions and return with certified copy of drivers licence and USI	3. 10 Steps Plan	4. Webinars 6 x Live Coaching Webinars 4 x Coaching Demonstrations 1 x Mentoring Webinar	See ACD Assessment 1
Stage 2	5. Webinars 14 x Coaching Webinars	6. Practical Coaching Triads 36 x Sessions	7. Personal & Professional Development CHCPRP003 3 x Webinars	8. Pro Bono Clients Coach 2 x pro-bono clients 5 x sessions each	See ACD Assessments 2, 3, 4 & 5
Stage 3	9. Coaching Knowledge Questionnaire NAT10864001	10. Coaching Knowledge Questionnaire NAT10864002	11. Coaching Knowledge Questionnaire Nat10864003	12. Coaching Knowledge Questionnaire NAT10864004 NAT10864005	See ACD Assessments 6
Stage 4	13. NLP NAT10864006 13 x NLP Webinars Book Critique: Coaching with NLP	14. NLP Knowledge Questionnaire 18 x Questions	15. Advanced Coaching with NLP triads 9 x Sessions	16. Advanced Pro Bono Clients Coach 2 x pro-bono clients x 5 sessions each	See ACD Assessments 7, 8, 9, 10 & 11
Stage 5	17. Business Units BSBESB402	18. Business Units BSBESB404	19. Business Units BSBESB401	20. Mentor Coaching Mentor Report and Assessment to be submitted by Mentor. Mentee Report to be submitted by Mentee	See ACD Assessments 12 & 13
Stage 6	21. Mentoring Coaching Clinic Webinars for Exit Interview x 3	22. Exit Interview	23. ICF Webinars Attend 8 x ICF Mentoring Webinars live	23. Certification Certificate IV in Life Coaching & ICF ACTP Certificate will be issued	See ACD Assessments 14, 15 & 16

Stage 1: Methodology of Coaching – GROW Model



STAGE 1 STARTS WITH YOUR LIVE INTRODUCTORY SESSION FOLLOWED BY SOME PAPERWORK YOU WILL NEED TO SUBMIT AND A PLANNING AND ORGANISING SESSION TO GET READY.



YOU WILL BE SENT THE **"10 STEPS PLAN"** WHICH WILL BE YOUR GUIDE TO USE WHEN ATTENDING YOUR LIVE ZOOM SESSIONS, DEMONSTRATION SESSIONS AND MENTORING SESSION. THIS DOCUMENT WILL GIVE YOU THE SPACE TO DATE EACH SESSION ATTENDED AND PUT THE REQUESTED CODE IN FOR EACH SESSION.



WE RECOMMEND PRINTING THIS OFF AND USING IT TO KEEP YOU FOCUSED AND ON TRACK AND REMEMBER TO COMPLETE YOUR REFLECTION REPORT AFTER EACH SESSION. ALL THE STAGE 1 DOCUMENTATION WILL BE PUT TOGETHER AND SENT INTO THE ACCREDITATION DEPARTMENT FOR REVIEW

Triad Availability

- As you complete Stage 1 your “10 Steps Plan” requires you to send in your preferred days and times to consistently meet with two other students to utilise your training around the methodology of coaching in a practical setting rotating your roles between coach/client/observer.
- Overseen by your ICF accredited mentor and doing 36 hours each on a weekly basis in a bank of 45 minutes each.
- Completing your Reflection reports on each session based on your role.

Triad Availability

Student Name:.....

Practical Coaching Sessions (Triads) Preferred Times – Minimum 3 hour sessions

Day	Morning	Afternoon	Evening
Monday Preferred Time *			
Tuesday Preferred Time *			
Wednesday Preferred Time *			
Thursday Preferred Time *			
Friday Preferred Time *			
Saturday Preferred Time *			
Sunday Preferred Time *			

* Please indicate preferred time in AEST (GMT+10)

Stage 2

Completing 14 Coaching webinars and being allocated your **Triad group** based on your availability will see you connecting with your group weekly using skype or zoom and coaching each other in the roles of coach/client/observer with the direction and support of your mentor.

Next will be your **CHCPRP003** Personal & Professional Development unit done through an online portal directed by your trainer Nicky Rasmin.

Last component of stage 2 is obtaining 2 **Pro-Bono** (not for charge) clients and completing 5 recorded coaching sessions with each. You will submit 1 session for assessment and your clients will provide testimonials for your assessment.

Stage 3: Coaching Knowledge Questionnaire

This stage is a comprehensive questionnaire of the following components around coaching which you have learnt in Stage 1 & 2:

NAT10864001 – Co-Actively communicate

NAT10864002 – Establishing Coaching Agreements

NAT10864003 – Create a safe and supportive coaching environment

NAT10864004 – Coaching clients using GROW model

NAT10864005 – Establish and maintain client records

Stage 4: NLP & Advanced Pro-Bono Coaching

- Starting with your **NAT10864006** – Apply NLP within a coaching context.
- Learning to do this through 13 webinars all centred around coaching using the NLP technique, followed by a book critique on a NLP based book. (Designed to challenge your thought process and look into something from a different perspective)
- Completing this stage with your NLP Knowledge Questionnaire, NLP Triads x 9 sessions and Advanced Pro-Bono coaching with 2 clients x 5 sessions recorded.
- At this stage you are coaching like a pro and thinking about your business, brand and clientele.



Stage 5: Essential Business Units for your future coaching business

- **BSBESB401** – Researching and Developing your business plan for your future coaching business.
- **BSBESB402** – Establishing the legal and risk requirements for your future coaching business and specifically to your country or state.
- **BSBES404** – Marketing your future coaching business learning about branding, social media and marketing yourself.
- All business units are done through an online business portal with the support of the business coaching department.
- Stage 5 is completed with Mentor Coaching



Stage 6: The Grand Finale

Firstly, you will do 3 Coaching Clinic webinars in preparation for your Final Exit interview (Coaching session with external assessor)



Secondly, you will do your Final Exit interview



Thirdly, you will complete any Live ICF Mentoring webinars needed from the 8 you need to attend live.



Lastly, if your Final Exit interview will be deemed Competent you will be issued with your Nationally Recognised Government Accredited Cert IV in Life Coaching and your ICF ACTP Professional Coach Certificate plus any Niche stream certificates you may have completed too



If by some chance you are deemed not yet competent, you will be given the feedback from the external assessor and will be able to work with your mentor to ready yourself to do a second Final Exit interview.

What Next?

Most importantly with your Cert IV apply for your Professional Indemnity Insurance - See link: [How Much Does Professional Indemnity Insurance Cost | BizCover](#)



If you have not already become a member with the **ICF**, that is next on your checklist – See link: [The Gold Standard in Coaching | ICF - Join ICF \(coachingfederation.org\)](#)



Have a look into the detail around what is needed to apply for your ICF Credential. Remember you have just completed a ACTP LVL 2 course, so this means you are on the direct pathway to apply for the PCC level of credentialing when you reach 450 paid coach-client hours, and you log these in the form of invoicing your clients – See link: [Application Path Comparisons - International Coaching Federation](#)



Couple things to remember as a LCA Graduate:

- You have lifetime access into the portal so save those login details
- You have access to a LCA business coach post graduating
- You can have your Coach Profile uploaded onto our website so prospective clients can contact you
- **Lastly, YOU DID IT!!!** Congrats to you and Good Luck in your future as an elite coach that chose the best pathway



Future You



Course Options in future



- **MASTER COACH ICF ACTP (Upgrade from Professional Coach ICF ACTP)**
- **Units are credited and you only pay the difference**
- Those who are wanting to coach professionally with international accreditation and obtain NLP and Diploma of Coaching.
- [Master Coach ICF | Life Coaching Academy](#)
- **EXECUTIVE MASTER COACH ICF ACTP (Upgrade from Professional Coach ICF ACTP)**
- **Units are credited and you only pay the difference**
- Those who are wanting to coach professionally with international accreditation and obtain NLP, Diploma of Coaching, Cert IV in Entrepreneurship and Executive coaching for the corporate coaching world.
- [Executive Master Coach ICF | Life Coaching Academy](#)

Regulation Information

As you may know the Coaching industry is currently unregulated and in Australia, we have been made aware the **regulation is impending**. When? We have not been given a timeline yet.

Impending regulation criteria has been noted to be a minimum of a **Nationally Recognised Government Accredited Cert IV** as this is the requirement to obtain Professional Indemnity Insurance.

ICF Accreditation has 3 levels which have various outcomes:

CCE – supplemental and continuing education to obtain new learning or professional development

Level 1 - 60+ Student Contact Hours – separate verification needed.
Designated as a pathway to the ACC credential

Level 2 - 125+ Student Contact Hours – All inclusive training – no separate verification needed.
Designated as a pathway to the PCC credential

It is very important that you choose a course that gives you everything you need without having to spend time and money after completion to obtain a credential.

Link for more info: [Coaching Education - International Coaching Federation](#)

Most importantly, you understand that there is only 1 ICF (Global body that oversees coaching worldwide) and any other bodies with similar names are not connected to the International Coach Federation.

Need a solid Independent Review source to get the real deal?

All training organisations place their **best testimonials** on our websites for you to see. We can pick and choose these and potentially influence your thinking. We are not going to put any negative testimonials on our websites for obvious reasons.

So, where can you get the real deal, the un-influenced opinions and reviews?

[The Life Coaching Academy | ProductReview.com.au](http://TheLifeCoachingAcademy.com.au)

This is the perfect platform to place any training organisations name in and hear the real raw truth. **The good, the bad and everything inbetween.**