



Certificate in Professional Coaching

Course Prospectus & Policies

Welcome

Welcome to the Certificate in Professional Coaching course.

I am delighted to be with you on your coaching journey. You are about to immerse yourself in building self-awareness and learning the skills and tools you need to help yourself and others reach their potential and become a professional coach.

This course will provide you with the training, tools, feedback, experience, and practice to coach at the highest standard.

Accredited by the International Coaching Federation (ICF), the course content is built on the foundations of the eight ICF competencies. The ICF sets the gold standard in coach-specific education and practice, therefore we have aligned our training course to their code of ethics and standards.

The Certificate in Professional Coaching is a 60-hour course, delivered in-person and/or virtually with a high degree of practical and experiential delivery. The course includes classroom style learning, group mentoring, coaching practice, observations, one-to-one feedback sessions, self-learning and self-reflection.

You will be required to complete all modules and submit recordings for final assessment before being awarded the ICF Level 1 Accredited Certificate in Professional Coaching.

During your coaching journey, you will discover more about yourself and how to help others become the best version of themselves. It is powerful, exciting and life changing!

Thank-you for choosing lightbulb.coach

Sarah Smith

Founder



Part 1

About us and ICF Certification

About lightbulb.coach

Mission

Vision

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What to expect and bring

ICF certification

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About lightbulb.coach

Our Mission

We are on a mission to make coaching mainstream for young people. We are creating a brighter future for our young people and the next generation of coaches.

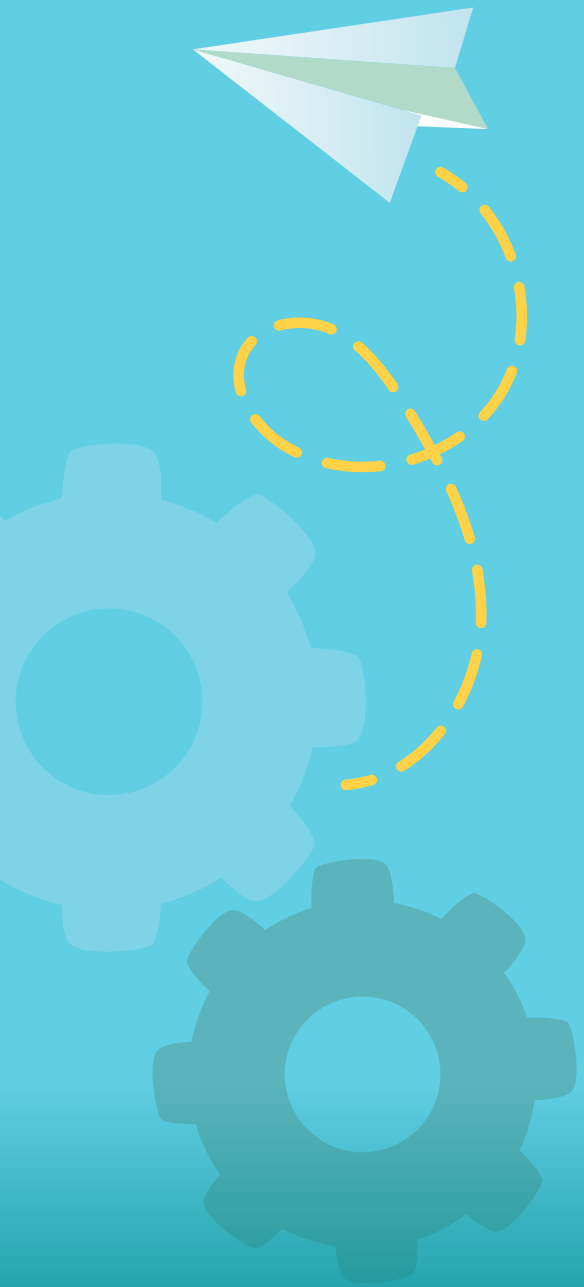
We aim to be the number one choice for coach education for young people, and for those who work with young people.

Our Vision

Our vision is to raise awareness and the standards in coaching practice to provide young people with best possible experience of coaching.

Through training, practice, and experience, we aim to create a new generation of coaches to bring a coaching approach to any area of living and working.

This will help to ensure that young people know the true meaning and value of coaching.



Our Learning Philosophy and Approach

Our classroom-based learning is designed to be experiential, fun and empowering.

We believe that we all have a coach within us, a voice that helps us clear the way forward. Sometimes we need help to hear that voice clearly. By creating a safe space for people to be themselves, we provide an opportunity to “be” a coach, not just “do” coaching. We lead by example, our trainers are accredited ICF Coaches, and we work hard to provide an inclusive, open, and fun environment to learn in. People are at the heart of what we do and learning with us is transformational.

What we do

Coaching	Coach Training	Coach Mentoring
<p>We work with individuals so they can become the best version of themselves.</p> <p>We work with people from the age of 9 and believe that coaching should be accessible at any age. Developing self-awareness and the ability to overcome barriers at an early age provides confidence and capability to lead full lives.</p>	<p>We offer 60-hours of coach specific training to provide a pathway to ICF accreditation.</p> <p>Through skills training, practice, mentoring, and feedback, we provide a high standard in coach training and practice.</p>	<p>Coach mentoring is required for ICF accreditation. Mentoring provides an awareness of what you are doing well and any coaching development needs</p> <p>We provide support and guidance to achieve a high level of understanding of the ICF code of conduct and ethical standards.</p>

Our Values

Trust

We create a safe place for everyone to be themselves. We respect and believe in one-another.

Integrity

We act with honesty, integrity, and lead by example.

Fun

We learn more when we are happy. We don't take ourselves too seriously.

Courage

We admit to making mistakes and learn from them.

Lifelong Learning

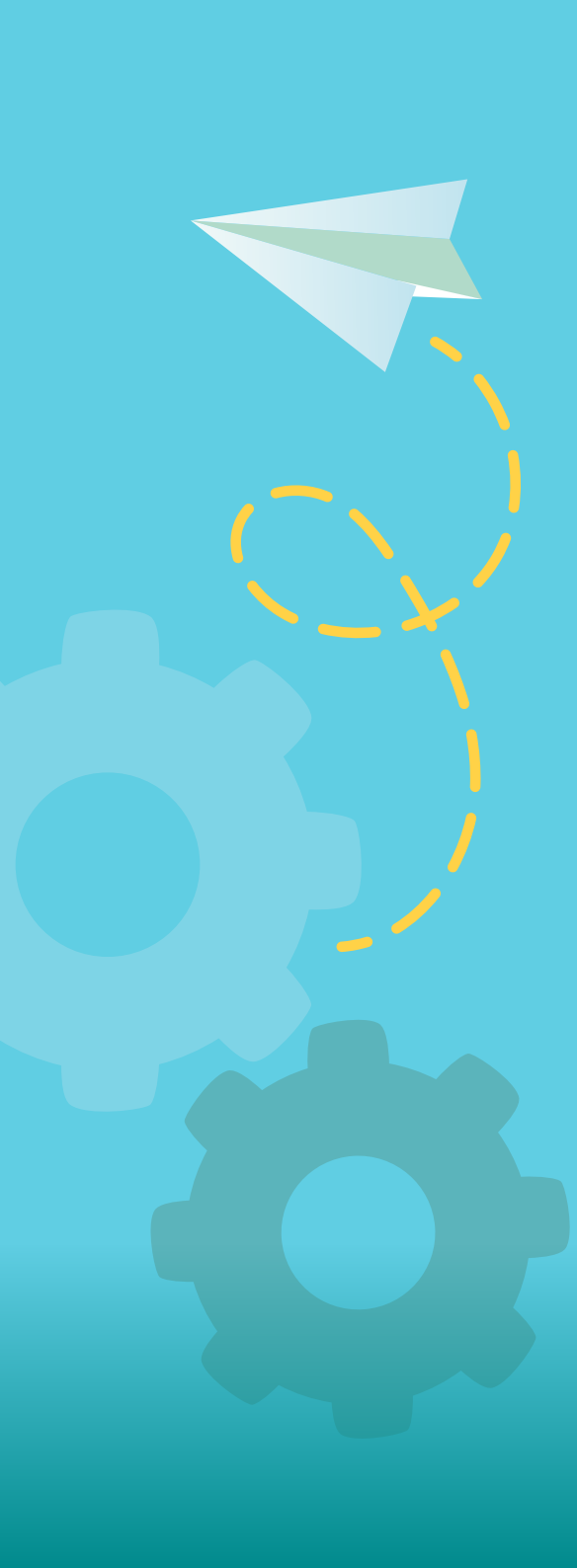
Personal and professional growth is a work-in-progress. We never stop learning and improving.

Statement on Ethics, Integrity, Transparency

As coaching education provider, our organisation adheres to and emphasises the International Coaching Federation Code of Ethics.

The ICF Code of ethics describes the ICF core values, ethical principles, and standards of behaviour for all ICF professionals. Meeting these ethical standards of behaviour is the first of the ICF core coaching competencies. You can read more about the ICF Code of Ethics [here](#). Additionally, lightbulb.coach commits to acting with integrity and transparency. We hold ourselves and our participants to the highest level of integrity and strive to be as transparent as possible by explicitly stating measures being taken to provide programs in an ethical manner.

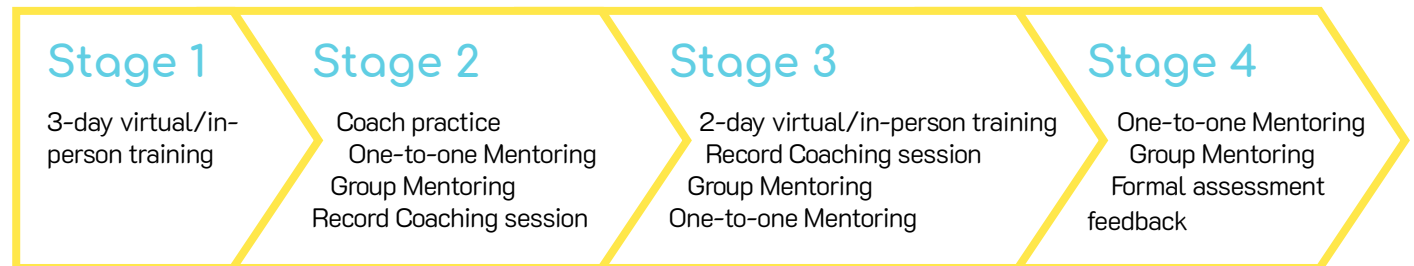
We do not believe in using manipulative or dishonest sales tactics and strive to provide a safe and ethical sales process. Further, we work to provide fair and equitable pricing for all programs to ensure access and quality of coaching education.



The Certificate in Professional Coaching (CPC)

Groups are small and limited to 10 participants. The course is made up of four stages:

- Stage 1** three full days of classroom learning. Here you will take a deep dive into the meaning of coaching, the ICF core competencies and ethics and coaching practice. You will complete the first stage with the confidence to start practicing your coaching skills.
- Stage 2** this stage is the longest stage. You will use the time to practice coaching with “real” clients, attend mentoring sessions and begin to receive formal feedback on your coaching practice. Use this time to read and watch the resources made available to you.
- Stage 3** two full days of classroom learning. Here we look at tools and models to enhance your practice. We showcase progress in your coaching skills and provide group feedback. You will have submitted recordings for feedback.
- Stage 4** the final stage formalises feedback on recordings and the final assessment takes place. If you achieve the course requirements and pass the assessment, you will receive the Certificate in Professional Coaching.



60-hours of coach specific training

Day/Module 1

Explore what Coaching is and is not	Introduction to the Core Competencies and Ethical Standards	Competencies		Using the GROW model and The Wheel	Coaching demonstration & practice
		Demonstrate Ethical Practice	Establishes and Maintains Agreements		

Day/Module 2

The Coaching Journey	Transactional vs Transformational	Coach practice and feedback	Competencies			Embodies a Coaching Mindset
			Facilitates Client Growth	Cultivates Trust and Safety	Listens Actively	

Day/Module 3

A deeper dive into the competencies	Coach practice and feedback	Goal Setting and actions	Structuring your sessions	Competencies	
				Maintains Presence	Evokes Awareness

Outside of class

3 x 2-hour group coach mentoring sessions	Practice coaching	Record and submit sessions for feedback	Reading and reflection
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Module 4

Coaching with creativity and play	Using tools in your sessions	Niche or not to niche	Coaching young people	Keeping coaching pure	Continuous Professional Development	Coaching practice
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Module 5

Coaching practice	Credentialling Process	Diversity, Equity & Inclusion in Coaching	Coaching and Wellbeing	Guided relaxation
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Outside of class

1 x 2-hour group coach mentoring session	Practice Coaching	Submit final recording for assessment
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To be arranged throughout the programme – written feedback provided and discussed at 3 x 1-hour one-to-one mentoring session.

The course is delivered live in-person and/or virtually in English.

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Course Materials

You will receive a welcome pack in the post.

You will receive a notebook, learning journal and some surprise tools to help you get creative in your coaching journey.

The Course Manual will be provided by email in a PDF form with information, links, templates, a reading list and all the information you need.

What to bring

To each session, you will need something to take notes, whichever method you prefer. Have a drink and wear comfortable clothes. There is no expectation for business wear.

There will be regular breaks and a 45-minute lunch break on the full day sessions. We aim to start and finish on-time.

We aim to make the learning journey as enjoyable as possible. It is an intense course but we are there to support each other as we take the first step on the journey together.

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ICF Certification Levels

The Level 1 Advantage

Participants who complete the full Level 1 accredited program will be eligible to apply for credentials from the International Coaching Federation (ICF) using the ACC LEVEL 1 Credentialing Applications. These applications do not require participation in the ICF Performance Evaluation Process.

This course provides a pathway to credentialing at ACC level. This course provides a pathway to further accreditation with the ICF.

Delivered virtually or in-person, each student will participate in 60 hours of training made up of: 35 hours of virtual classroom learning, 8 hours of group mentoring – “lightbulb moments“, 3 hours of individual mentoring and feedback and 14 hours of self-study (Coaching practice, reading, videos, articles, self-reflection).

Participants are also expected to submit recording for assessment for credential applications. There are three levels of certification with the ICF for professional coaches:

Associate Certified Coach (ACC)

To continue with the ICF credentialing programme you will need to complete and submit evidence of the following: Associate Certified Coach (ACC)

- At least 60 hours of coach-specific training through an ICF-approved or accredited programme.
- 10 hours of Mentor Coaching over a minimum of three months with an ACC, PCC or MCC in good standing.
- Coaching log demonstrating 100 hours (75 paid) of coaching experience with at least eight clients following the start of your coach-specific training. At least 25 of these hours must occur within the 18 months prior to submitting the application for the credential.
- Completion of the Coach Knowledge Assessment (CKA).
- Submission of one audio recording and written transcript of a coaching session for performance evaluation.

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Professional Certified Coach (PCC)

- At least 125 hours of coach-specific training through an ICF approved or accredited programme.
- 10 hours of Mentor Coaching over a minimum of three months with a PCC or MCC in good standing. (ACSTH pathway only)
- Coaching log demonstrating 500 hours (450 paid) of coaching experience with at least 25 clients, following the start of your coach-specific training. At least 50 of these hours must occur within the 18 months prior to submitting the application for the credential.
- Submission of two audio recordings and written transcripts of coaching sessions for performance evaluation. (ACSTH pathway only)
- Completion of the Coach Knowledge Assessment (CKA)

Master Certified Coach (MCC)

- 200 hours of coach-specific training.
- 10 hours of Mentor Coaching over a minimum of three months. Your Mentor Coach must be an MCC in good standing. (This cannot be the same Mentor Coaching that was applied toward a previous ICF Credential application.) (ACSTH pathway only)
- Coaching log demonstrating 2,500 hours (2,250 paid) of coaching experience with at least 35 clients.
- Submission of two audio recordings and written transcripts of coaching sessions for performance evaluation. (ACSTH pathway only)
- Complete the Coach Knowledge Assessment (CKA), unless previously passed when applying for ACC or PCC.

Director of Education

Your trainer, mentor and assessor

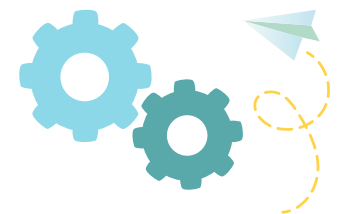
Sarah Smith is the founder of lightbulb.coach. She is an accredited Coach (PCC), Coach Mentor, and Trainer. Since becoming a professional Coach in 2012, Sarah has worked as an internal Coach as well as in private practice. Her private clients range from age 9 upwards and is on a mission to make Coaching mainstream for young people. She is also an ICF Mentor Coach.

As an L&D and Talent Professional, Sarah works as a Coach and Talent Consultant with organisation across all sectors, and the University of Aberdeen has recognised Sarah for her work as a change agent with an Honorary Research Fellowship. She has contributed to published work by the Business School and is a guest lecturer at Herriot Watt University.

Known for her relaxed facilitating style, Sarah promises an engaging, challenging, and fun training session.

Any questions, requests for information or complaints should be directed to:

sarah@lightbulb.coach



Part 2 Policies

Disabilities
DEIJ Statement
Non-Discrimination
Grievance Policy
Course Engagement
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Attendance

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Disabilities

lightbulb.coach supports individuals with disabilities and is committed to providing disabled individuals access reasonable accommodations. In addition, lightbulb.coach prohibits discrimination on the basis of disability and ensures equal opportunity for all qualified individuals with disabilities. lightbulb.coach is committed to providing reasonable accommodations in compliance with all local, and national government law. Individuals with questions about this policy, or who wish to request accommodation should contact Sarah Smith at sarah@lightbulb.coach

Our goal is to create a learning environment which meets the needs of each individual student. We are able to accommodate a variety of disabilities to make our program more accessible. Please contact Sarah Smith at sarah@lightbulb.coach before enrolling to determine if your needs can be met.

DEIJ Statement

ICF Members and Credential-holders live and work in more than 140 countries and territories. ICF is a vibrant global community committed to the shared vision of making coaching an integral part of a thriving society. Our mission is to lead the global advancement of coaching. To do this, we must reflect on our blind spots and be aware of opportunities for improvement. We cannot ignore the challenges that many coaches and coaching clients face due to systemic problems in their communities. As members of the ICF community, we ascribe to the core values of integrity, excellence, collaboration and respect.

The foundation of these values is a shared commitment to diversity, inclusion, belonging and justice. We will place diversity, inclusion, belonging and justice at the forefront of every decision we make within our Association. As we continue the journey toward our vision, we will recommit ourselves to valuing the unique talents, insights and experiences that every coach and client brings to the world.

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Non-Discrimination Policy

It is the policy of (organisation) that:

- Recruitment and hiring of all personnel is conducted without discrimination against any individual with regard to race, age, religion, colour, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All staff and personnel will not discriminate against any employee or participant because of race, age, religion, colour, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All individuals are welcome to participate regardless of race, age, religion, colour, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.
- All employees, students, and other participants should be able to enjoy an environment free of discrimination and harassment. This includes, but is not limited to, discrimination or harassment in the areas of race, age, religion, colour, national origin, gender, sexual orientation, gender identity, marital status, disability, or veteran status.

Our organisation does not and will not tolerate conduct by any employee, student, volunteer, contractor, visitor, or vendor which unreasonably interferes with an individual's ability to learn in a welcoming environment. Participants who wish to report discrimination are encouraged to follow the grievance policy outlined below. lightbulb.coach will promptly investigate all claims and reports of inappropriate conduct.

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Grievance Policy

lightbulb.coach seeks to ensure equitable treatment of every person and to attempt to solve any grievances in a timely and fair manner. Participants have the right to file a grievance regarding presentation or content, facility concerns, or instructor/faculty behaviour.

All grievances will be addressed to the best of our ability to prevent further problems.

A process for filing grievances can be found below:

- A participant should first attempt to resolve the issue directly with the educator/trainer, staff, or participant with whom they have an issue. If participants are not comfortable approaching the individual, they can proceed to step 2.
- If participants are not comfortable approaching the individual with whom they have a grievance, or are unable to resolve the issue directly, participants should submit a written grievance to the program manager within 5 days. The program manager will review the issue and talk to the student within 2 days of receiving the complaint. The program manager will work with all parties involved to resolve the issue.

Should you have a complaint against lightbulb.coach as the training provider, you can submit this to the International Coaching Federation via their website [Accreditation Complaints - International Coaching Federation](#)

Course Engagement

Our courses are designed to be interactive and engaging for our participants. It is therefore an expectation that you participate in course activities, including dialogue with the course instructor and peers, mock coaching activities, and experiential learning exercises. If you are unable to participate in an activity, please inform your instructor as soon as possible.

Please refer to the code of conduct (below) for additional details.

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Code of Conduct

Participants are expected to conduct themselves in a professional manner during all sessions. This includes, but is not limited to:

- Arriving on time to all sessions.
- Attending all live sessions and mentor coaching sessions.
- Participating fully in all sessions and mentor coaching sessions. This includes being prepared for the session, involving yourself in discussions and activities, assuming responsibility for your learning, and contributing to the learning of others.
- Engaging in discussions with integrity and honesty.
- Being respectful of your fellow participants and instructors.

Students are responsible for:

- Keeping a note of course, mentoring and feedback session dates and times. It is not the responsibility of lightbulb.coach to send reminders before the sessions.
- Sourcing books listed on the recommended reading list. The cost of books and other reading materials is not covered in course fees.
- Finding their own coaching clients for observed session recordings.
- Ensuring that data kept in relation to coaching sessions is maintained in accordance with GDPR and any other relevant local data privacy legislation. lightbulb.coach does not provide legal services, so cannot provide advice or guidance to students or graduates on legal compliance matters.
- Respecting the copyright laws covering all materials presented in the course.

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Attendance

In order to provide you with the minimum required training hours for certification, it is important that you are present at all course sessions. If you have an emergency or become ill and are not able to attend a coaching session, please contact your trainer immediately. You will be expected to complete the session materials and any live coaching session or mentoring session that has been missed.

If you need to miss more than 2 hours of the course, you will have the option to work with the instructor to cover the missed material at your own expense or register for another course. If you miss more than 2 hours of mentor coaching, you will need to arrange and pay for individual mentor coaching sessions to complete the required 10 hours of mentor coaching to satisfy the International Coaching federation requirements. Petitions to this policy are considered on a case-by-case basis and must be submitted in writing to your trainer.

Partial Completion Policy

At this time, we are not able to offer credit for partial completion of a course. You must complete the entire course to receive credit. Individuals with questions about this policy are encouraged to contact Sarah at sarah@lightbulb.coach

Cancellation of Courses by lightbulb.coach

- A minimum of five participants is required for a course to run. lightbulb.coach reserves the right to cancel a course in the case of insufficient enrolment.
- In the case of course cancellation by lightbulb.coach due to illness or too few student, the student will be entitled to enrol in a later course date at no cost or request a refund..
- In the event of cancellation or rescheduling of the course, lightbulb.coach will not be held liable for any expenses incurred.
- If, in the event of a cancellation or rescheduling, a student chooses to enrol in a later course date of the same course, this constitutes a confirmed booking and the policies contained in this agreement apply to the new course.

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Cancellation and Transfer Requests by Student

- Due to the requirement for accreditation, the course requires a minimum of five participants. Cancellations may cause the course to be cancelled. In this instance, students affected will have the opportunity to attend later dates, the same terms and conditions will apply.
- In the instance when a student defers to a later course, notice of at least 30 days prior to the first class is required.
- In the case where the student has cancelled due to illness, they will be able to defer to a later course or complete missed modules as an alternative arrangement.

Payment/Fees Policy

The investment for the course is £2,995 (no vat).

All registrations are secured on a first-come, first-served basis.

Your registration in a course is dependent upon receipt of full payment. We accept payment by bank transfer or debit/credit card. An invoice will be sent to you directly, to be paid within 30 days with payment details attached. A payment plan can be made by agreement of lightbulb.coach.

Refund Policy

Cancellation of a course must be made a minimum of 30 business days prior to the course to be eligible for a full refund. Cancellations made less than 30 days before the course are not eligible for a refund. Written notice of cancellation shall be effective on the date the withdrawal is received by lightbulb.coach. Refunds will be made within 30 days following receipt of cancellation or withdrawal requests.

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Transfer of Credit Policy

At this time, we are not able to accept partial course credit from other organizations or programs. Individuals with questions about this process should contact Sarah Smith at sarah@lightbulb.coach.

Privacy

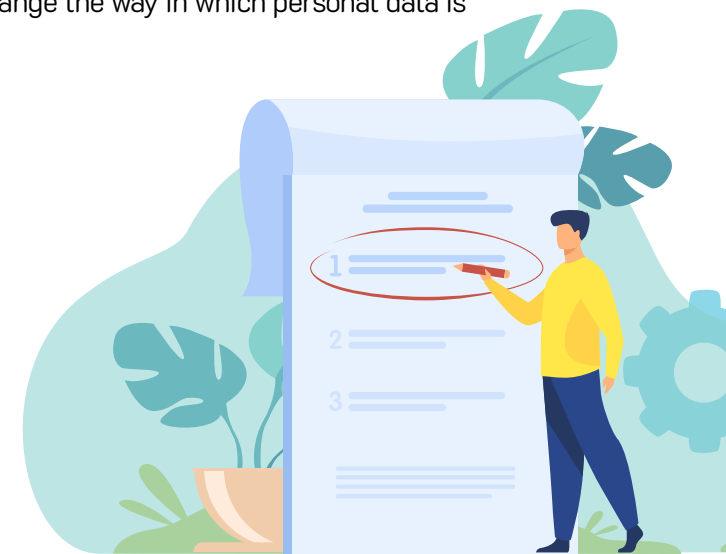
Personal information provided to lightbulb.coach will be stored for the purposes of providing course information and materials and ensuring that any unique requirements of the student are met in training sessions and materials.

lightbulb.coach does not share information with third parties. Your information is saved on a private, secure server.

As an ICF-accredited course provider applicant, lightbulb.coach is required to maintain contact information for course graduates for 24 months for ICF auditing purposes.

Students have the right to know what personal information is kept by lightbulb.coach.

Students have the right to correct any incorrect information, change the way in which personal data is processed, and update any email or phone contact preferences.



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A note on GDPR Compliance In line with General Data Protection Regulation (GDPR)

You will be required to send recordings to your mentor via wetransfer.com. As soon as the files have been listened to (or read, in the case of transcripts), your mentor will delete these files from their records. We advise coaching students to keep recording files in a protected/secure file until they have passed the formal assessment part of the programme. Prior to making recordings it is important that you have received written consent from your client to (a) record the session and keep a copy of the recording file and (b) have this recording listened to by your coach mentor. The ICF has produced a short guide on GDPR best practices for coaches. For more information on GDPR and coaching we recommend that you refer to this document: [Key-GDPR-Best-Practices-for-ICF-Coaches.pdf \(icfsverige.se\)](https://www.icfsverige.se/Key-GDPR-Best-Practices-for-ICF-Coaches.pdf)

A template consent form and guidance on recording, transcribing and getting consent can be found in your course manual.

Unauthorised Representations

The student will not, at any time, act as an agent or representative for lightbulb.coach. The student agrees to indemnify lightbulb.coach for any claims made against lightbulb.coach which arise out of any unauthorised representations made by the student.

Ownership

This course is owned 100% by lightbulb.coach ltd and no unauthorised copies or redistribution of any materials should be made without the express permission of the organisation.