

LC-L4 - Guidance to Writing External Assessment Case Review

Purpose of the Case Review:

The external assessment Case Review is expected to show that you have developed the skills and knowledge necessary to work safely and effectively as an independent life coach.

It should provide a coherent summary of your work as an independent life coach with ONE client undertaken during the life of the course. You may give examples of what was said, if relevant, but the Case Review should not be a transcript nor should it be a session by session account. You need to give specific examples from your work, throughout. **Confidentiality must be maintained at all times.**

The Case Review should:

- evidence how an ethical framework underpins your work as an independent life coach;
- evidence a clear understanding of the coaching relationship and the process of change;
- evidence your ability to work with diversity;
- evidence your ability to support clients to work towards their goals and to flourish;
- evidence your ability to work with self-awareness;
- evidence your ability to integrate life coaching knowledge, skills and techniques;
- evidence how you have used supervision to support and enhance your life coaching work.

Writing the Case Review:

The Case Review does not have to be completed under exam conditions, but it must be all your own work and must not have been previously assessed by your tutor.

The total word count – including all quotations – must be between 2,500 – 3,000 words.

The seven section headings, footnotes and the bibliography are not included in the word count. Appendices and other material are not required and will not be marked. Case Reviews exceeding the maximum word count will not be assessed and recorded as **Not Proficient**.

Please reference your work accurately and include a bibliography at the end. Attach and sign the cover sheet given to you by your tutor prior to the date for submission of your Case Review.

Case Reviews are only accepted as a word-processed document. CPCAB are unable to accept Case Reviews in PDF format. The document should be created using double line spacing, wide margins and page numbering, with your name and candidate number on the top or bottom of each page. The word count should be noted per section, with a summative count at the end.

Hard copies of Case Reviews, unless agreed in advance with CPCAB in the form of a Reasonable Adjustment, are not able to be assessed.

Please discuss any additional needs with your training centre's learning support department.

Where candidates have selected a client for a verbal case presentation as part of the Internal Assessment (IA) the same client could also be selected as the subject of the Case Review submission for External Assessment (EA). It is however essential that a candidate does not plagiarise their own work and the Case Review for EA is an entirely new piece of work and has not been previously assessed in any way by the tutor.

Common mistakes are – not being able to demonstrate sufficient evidence of integrating the skills, knowledge and techniques of coaching work, not showing effective use of supervision, not being able to make coherent links between coaching interventions and the process of change.

Resits and Not Proficient Candidates:

If you are Not Proficient in external assessment your tutor can book an appointment with CPCAB to get verbal feedback in order to offer you guidance for re-sitting the Case Review. If you choose to re-sit this assessment **you must write a new Case Review based on a different client.** You will be required to sign the cover sheet to confirm that your resubmission is based on a different client.

Structure of the Case Review:

The Case Review must be structured using each of the **seven headings** below. Under each section there are ticked bullet points which state what you must evidence in order to achieve full marks for that section.

1. **Context, boundaries and ethical framework**

- Describe the context in which you offer life coaching showing your understanding of the boundaries and ethical framework for your work as an independent life coach.

You must:

- ✓ Describe the context and setting where you provide your life coaching work.
- ✓ Explain how you assessed your client and determined the appropriateness of life coaching.
- ✓ Evidence of how you established the agreement or contract for the life coaching work.
- ✓ Explain why an ethical framework is important in life coaching work.

2. **Development of the life coaching relationship**

- Establish and develop a life coaching relationship that supports life coaching work.

You must:

- ✓ Evidence your understanding of the life coaching relationship.
- ✓ Evidence your ability to establish a life coaching relationship that contributes to the life coaching work.

3. **Working with diversity**

- Work with awareness of diversity issues in life coaching work.

You must:

- ✓ Evidence your ability to understand the individual, social and cultural context of your client.
- ✓ Evidence your ability to respond sensitively to diversity in the life coaching work.

4. **Supporting clients to identify their opportunities to flourish in their particular life stage**

- Support clients to (i) reflect on their motivation and goals and (ii) opportunities and obstacles for wellbeing.

You must:

- ✓ Evidence how you supported the client to reflect on their motivation and goals.
- ✓ Evidence how you supported your client towards wellbeing.
- ✓ Evidence how you supported the client to flourish as a person in relationships within their particular life stage.

5. **Use of self-awareness**

- Use self-awareness to inform and enhance life coaching work.

You must:

- ✓ Evidence how you have applied insights from personal awareness and self-development to inform and enhance life coaching work.

6. **Theory underpinning skills**

- Work within a coherent framework of knowledge, skills and techniques in life coaching work.

You must:

- ✓ Evidence the use of an appropriate range of life coaching skills and techniques.
- ✓ Demonstrate a coherent understanding of the underpinning knowledge that informs the use of life coaching skills and techniques.
- ✓ Evaluate your choice of interventions and how these contributed to the process of change.

7. Use of supervision

- *Use supervision to support life coaching work.*

You must:

- ✓ Provide an explanation of the issues that you took to supervision and why.
- ✓ Give examples of how insights from supervision informed and enhanced your life coaching work.

Marking scheme:

Each section of the Case Review is awarded between 0 and 3 marks on the following basis:

0 = no evidence 1 = minimum evidence
2 = satisfactory evidence 3 = robust evidence

Candidates must achieve at least ONE mark in each section and an overall mark of 11 out of 21 to be assessed as Proficient. ½ marks can be awarded.

Please note that each section carries equal marks (3), so you are advised to take this into account when deciding how much to write in each section.