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2023-2024

Specification

Level 3 Certificate in Life Coaching Studies (LCS-L3)

This RQF qualification is regulated by Ofqual in England, Qualifications Wales in Wales and CCEA in Northern Ireland.

Qualification/learning aim number: 600/6961/2

Sector subject area: 1.3 Health and Social Care

Counselling & Psychotherapy Central Awarding Body (CPCAB)

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Please note:

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1. Qualification Information

Purpose Statement

This qualification is for candidates who:

- Want to take the first step in training to be an independent life coach.
- Want to use life coaching skills and techniques in a variety of settings and roles.

This qualification leads to employment in a broad range of settings including health and social care, human resources, mentoring and support. It provides additional skills for those already in employment and is likely to lead to increased opportunities for promotion and advancement and progression towards higher-level qualifications such as LC-L4.

This qualification will enable successful candidates to work as skilled supporters within a range of job and career opportunities, which include but are not limited to:

- Advice and advocacy support
- Care worker
- Customer facing role
- Customer relations advisor
- Family support worker
- Healthcare professionals
- Helpline operator
- Home care assistant
- Mentoring and support workers
- Promotion in current role
- Public services, including probation, substance misuse agencies and criminal justice sector
- Roles in health and social care
- Welfare and advice worker
- Youth worker

Please see below for progression opportunities.

Funding

The qualification is not currently eligible for funding.

Level

3¹

¹ Equivalent to level 4 on the European Qualification Framework (EQF).

Guided Learning Hours (GLH)	90 (minimum)
Total Qualification Time (TQT)	163
Credit value	16
Minimum Age	19 years ² .
Entry Requirements	<p>Level 2 qualification in a life coaching or a related subject - e.g. counselling skills, health and social care - or the Recognised Prior Learning (RPL) equivalent.</p> <p>Prior qualifications might include CPCAB:</p> <ul style="list-style-type: none"> • Level 2 Award in Effective Listening Skills (ELSK-L2) • Level 2 Award in Introduction to Counselling Skills (ICSK-L2) • Level 2 Certificate in Counselling Skills (CSK-L2) <p>Please see:</p> <ul style="list-style-type: none"> • CPCAB Candidate Entry Requirements for criteria considered important in selecting applicants for a programme leading to LCS-L3. • CPCAB's RPL Guidance.
Assessment	<p>Proficient (Pass)/Not Proficient (Fail)</p> <p>Candidates must be Proficient in both internal and external assessment to achieve the qualification.</p> <p>Internal assessment: tutor assessment of candidate portfolio evidencing minimum assessment requirements and verified by CPCAB.</p> <p>See CPCAB's Minimum Assessment Requirements.</p> <p>External assessment: externally assessed Reflective Review Paper. See CPCAB'S LCS-L3 External Assessment Guide for current External Assessment information.</p>
Additional Qualification Requirements	<p>There is no requirement for external, personal life coaching sessions. However, it is strongly recommended that candidates undertake some form of external personal development.</p> <p>There is no requirement for client work, but candidates can use the skills and techniques learnt in both workplace and personal settings.</p>

² This age requirement is linked to Ofqual's system for categorising qualifications.

Staffing and Resources	<p>At least one tutor-assessor must be involved in all aspects of internal candidate assessment.</p> <p>See Tutor-Assessor Qualifications and Experience for further details of CPCAB requirements.</p>
Internal Quality Assurance (IQA)	<p>Centres are required to have robust IQA (internal moderation and verification) processes that are verified by CPCAB.</p> <p>See Guide to Internal Moderation and Verification for Centres.</p>
Progression	<p>CPCAB Level 4 Diploma in Life Coaching (LC-L4) or equivalent.</p> <p>See CPCAB's Progression Route for details.</p>
Candidate Registration Fee	£149
Centre Application for CPCAB Approval to Offer the Qualification	<p>Centre application fee: £179 (one-off fee).³</p> <p>Centres are expected to design their own training programmes.⁴ Sample schemes of work are available from CPCAB on request.</p>
Online Delivery Options	<p>This qualification is eligible for fully in-person, blended or online delivery. Please see how to run CPCAB's qualifications online for more information.</p>

³ In order for your application to be processed the application fee will need to accompany your application. This is non-refundable. Payment can be made by cheque payable to CPCAB or via Bacs payment. Please contact finance@cpcab.co.uk for more information.

⁴ All centre-designed courses must be approved by CPCAB before candidates can be registered. Although the delivery of courses may differ from centre to centre, all delivery must enable the candidates to achieve the learning outcomes of the qualification.

2. Qualification Summary

Learning Outcomes and Assessment Criteria (LCS-L3)

Learning outcomes (<i>skills, knowledge, understanding</i>) The learner will/will be able to:	Assessment criteria (<i>to assess learning outcome</i>) The learner can:
1. Work within an ethical framework for life coaching work	1.1 Apply understanding of an ethical framework to practice 1.2 Differentiate the life coaching role from both friendship and other professional support roles 1.3 Work within own limits of proficiency 1.4 Identify vulnerable clients and assist them to find appropriate support
2. Manage the life coaching alliance	2.1 Work within professional boundaries 2.2 Establish, develop and end the life coaching alliance 2.3 Understand how to integrate life coaching within another role
3. Work with client diversity in life coaching work	3.1 Respond appropriately to client diversity 3.2 Explore and challenge own issues, fears and prejudices concerning working with client diversity
4. Support clients to reach their goals	4.1 Agree goals and associated tasks for the life coaching work 4.2 Work collaboratively with clients on their goals and tasks 4.3 Facilitate client hope and motivation 4.4 Identify and work with client strengths
5. Apply understanding of self to life coaching work	5.1 Use personal development tools to understand own personality, relationships and personal history 5.2 Identify and implement own healthier lifestyle choices 5.3 Use self-awareness in life coaching work

6. Use life coaching skills and theory to enhance practice	6.1 Use listening and responding skills to enhance practice 6.2 Use understanding of theories of change to facilitate change 6.3 Apply understanding of healthy lifestyles to practice 6.4 Use understanding of human strengths, relationships and the life course to inform practice
7. Reflect on practice to enhance life coaching work	7.1 Use professional development tools to reflect on and enhance practice 7.2 Use feedback to reflect on and enhance practice 7.3 Use feedback skills to provide constructive feedback to others

See the [LCS-L3 Tutor Guide](#) for candidate guidance to criteria and notes for tutors.

3. Minimum Assessment Requirements

To achieve the qualification, candidates must be internally assessed as **Proficient** in all 7 learning outcomes of the qualification and must be **externally** assessed (by CPCAB) as **Proficient**.

Candidates must give **two** pieces of evidence for each criterion. In addition, the Candidate Learning Record (CLR), when complete, must include references to all three assessment methods (documents, tutor observation and testimony).

INTERNAL ASSESSMENT – must include all three methods of assessment		
Course activities	Assessment method⁶	Types of evidence (2 references for each assessment criterion)
<ul style="list-style-type: none"> Lectures, seminars, personal development workshops and group work Projects and presentations Professional and personal development activities Review of understanding, skills and life coaching practice Review of learning Tutorials 	Documents	<ul style="list-style-type: none"> Learning and life change journal⁷ Written presentation 1 case study Tutorial records (when written by the candidate)
<ul style="list-style-type: none"> Presentations Life coaching skills practice sessions Group training supervision Tutorials 	Tutor observation	<ul style="list-style-type: none"> 1 tutor-observed life coaching skills practice session 1 tutor-observed presentation Tutorial records (when written by the tutor)
<ul style="list-style-type: none"> Life coaching skills practice sessions Presentations Group training supervision 	Testimony	<ul style="list-style-type: none"> Peer feedback
EXTERNAL ASSESSMENT		

⁶ Proforma and guide sheets for internal assessment can be downloaded from the [CPCAB Website](#)

⁷ This is an on-going review of learning and development during the course

Reflective Review Paper completed by the candidate over a period of 1 week.

Please see CPCAB's [LCS-L3 External Assessment Guide](#).

MARKING SCHEME

Internal assessment:

Candidates must achieve all seven learning outcomes of the qualification.

External assessment:

There are 6 questions, separated into part a and part b. Candidates must provide an answer for part a and b of each question, and each part is worth 1 mark.

To be assessed as Proficient, candidates must achieve at least 8 out of 12 possible marks (half and quarter marks may be awarded).

Please see CPCAB'S [LCS-L3 External Assessment Guide](#) for more information.

4. Tutor-Assessor Qualifications and Experience

Level 3 Certificate in Life Coaching Studies (LCS-L3)					
	Minimum qualification	Personal development + professional association membership	On-going Continuing Professional Development (CPD)	Minimum practice experience	Minimum experience as tutor
Tutor	90 hours life coaching qualification or training at level 3 or above e.g. LCS-L3 <i>*training could be in a related subject e.g. solution focused counselling and mentoring</i>	10 hours of personal life coaching And Member of a professional association	30 hours per year CPD activities	Current supervised life coaching practice or counselling practice incorporating life coaching skills and techniques And Supervision qualification or experience of supervising groups or individuals	Teaching qualification or be working towards one And Experience teaching and assessing at level 2 or above

5. Candidate Entry Requirements

This qualification is not suitable for those who are currently in a state of severe emotional difficulty and/or severe psychological distress. Centres need to ensure that all potential candidates are made aware of the nature of the course, and in particular that the course involves experiential elements that will involve some personal disclosure and associated personal developmental activities.

Title	Age	Entry requirements /RPL	Criteria considered important for selecting candidates
LCS-L3	19 or over	Level 2 qualification in life coaching or equivalent/RPL in a complimentary or related subject	<ul style="list-style-type: none"> ✓ Ability to translate intra-personal experience into language ✓ Able to benefit from self-development ✓ Emotional stability ✓ Evidence personal insight ✓ Ability to form a collaborative relationship ✓ Awareness of difference and diversity ✓ Able to cope with course content ✓ Identify reasons for training beyond just personal development ✓ Be motivated towards developing as a life coaching practitioner ✓ Provide references (centre option)

6. Fit for Purpose

This qualification has been designed to take account of some of the latest research findings and is underpinned by the [CPCAB life coaching model](#).

This qualification is mapped to the Coaching and Mentoring National Occupational Standards.

The assessment strategy maintains a focus on practical skills and qualities as well as on written evidence. The combination of tutor assessment and separate external assessment by CPCAB values both objective independent assessment and the relational knowledge of the candidate and their work. The qualification is reviewed annually to ensure it remains fit-for-purpose.

Centres have to meet robust centre approval requirements before they can delivery this qualification. All tutors are approved and standardised by CPCAB and centres are visited twice a year by a CPCAB external verifier.

7. Progression Routes

The LCS-L3 qualification provides candidates with life coaching skills and techniques that can be used in a variety of settings. Once the candidate has completed this qualification, they can progress onto CPCAB Level 4 Diploma in Life Coaching (LC-L4).

For details of all CPCAB qualifications please see below or click here: [Qualifications - CPCAB](#) for further information.

