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The only awarding body
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for counsellors

2024-2025

Specification

Level 4 Diploma in Life Coaching (LC-L4)

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

Qualification/learning aim number: 601/2608/5

Sector subject area: 1.3 Health and Social Care

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Please note:

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1. Qualification Information

Purpose Statement	<p>This qualification gives learners the knowledge, skills and competencies to work as an independent life coach.</p> <p>This qualification is designed to equip learners to work as self-employed life coaches in independent practice, or to seek employment as a life coach in a range of related sectors such as health and social care, advice and advocacy, mentoring and public services.</p>
Funding	<p>The qualification is eligible in England for Advanced Learner Loans (19+).</p> <p>The link to the government website which provides details of funding for this qualification can be found here: ESFA: funding rules, rates and formula</p>
Level	4 ¹
Guided Learning Hours (GLH)	150 (minimum)
Total Qualification Time (TQT)	391
Credit value	39
Minimum Age	19 years ² .
Entry Requirements	<p>CPCAB Level 3 Certificate in Life Coaching Studies (LCS-L3) or the Recognised Prior Learning (RPL) equivalent.</p> <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 LC-L4. • CPCAB's RPL Guidance.

¹ Equivalent to level 5 on the European Qualification Framework (EQF).

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

Assessment	<p>Proficient (Pass)/Not Proficient (Fail)</p> <p>Candidates must be Proficient in internal assessment and meet all the qualification requirements including all placement hours 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>
Additional Qualification Requirements	<p>Personal coaching - a minimum of 6 hours face to face personal life coaching during the course.</p> <p>Client work - A minimum of 30 hours of formally contracted life coaching work.</p>
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>Candidates can progress to higher level qualifications in life coaching.</p> <p>See CPCAB's Progression Route for details.</p>
Candidate Registration Fee	£284
Centre Application for CPCAB Approval to Offer the Qualification	<p>Centre application fee: £284 (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, or blended delivery. Up to 25% of the GLH of this qualification can be delivered online. 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 (LC-L4)

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 independent life coaching practice	1.1 Apply a legal, ethical and professional framework to life coaching work 1.2 Work within personal and professional limits of competence 1.3 Assess clients and refer where appropriate 1.4 Show understanding of issues related to establishing and managing a life coaching practice
2. Apply a relational approach to life coaching practice	2.1 Understand how the life coaching relationship contributes to the client's process of change 2.2 Establish, develop and end the life coaching relationship 2.3 Work with breaks, difficulties and conflicts in the life coaching relationship
3. Apply understanding of diversity to life coaching practice	3.1 Explore and respond appropriately to the social and cultural contexts of individual clients 3.2 Use understanding of diversity to enhance empathic practice 3.3 Reflect on issues related to widening access to life coaching

<p>4. Support clients to cope with life's challenges and engage with opportunities to flourish</p>	<p>4.1 Support clients to reflect on themselves and their life goals together with the motivation to achieve those goals</p> <p>4.2 Support clients to develop their health, happiness and well being</p> <p>4.3 Support clients to cope with personal, relational and life stage challenges</p> <p>4.4 Support clients to flourish as persons in relationships at particular life stages</p> <p>4.5 Support clients to develop self-help skills and use appropriate self-help resources</p>
<p>5. Apply learning from self-development to enhance life coaching practice</p>	<p>5.1 Reflect on self and life goals together with the motivation to achieve those goals</p> <p>5.2 Use mindfulness, creative approaches and self-development activities to cope with life's challenges and engage with opportunities to flourish</p> <p>5.3 Use mindfulness, self-awareness and insights from self-development to enhance practice</p>
<p>6. Apply a coherent body of knowledge and skills to enhance life coaching practice</p>	<p>6.1 Reflect on the philosophical foundations of life coaching</p> <p>6.2 Use psychological theories and research findings to understand the person and their relationships across the life course</p> <p>6.3 Use theories of learning and change to inform life coaching work</p> <p>6.4 Integrate knowledge, skills and techniques in life coaching work</p> <p>6.5 Describe and evaluate own life coaching approach</p>
<p>7. Use reflective practice to develop and inform life coaching work</p>	<p>7.1 Reflect on life coaching sessions and apply insights to subsequent work</p> <p>7.2 Use life coaching supervision to inform, support and enhance practice</p> <p>7.3 Use client feedback, personal life coaching and CPD to develop and support practice</p>

See the [LC-L4 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.

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 method	Types of evidence (Two references for each assessment criterion)
<ul style="list-style-type: none"> Professional discussions and workshops 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 journal Self-review⁶ Case study Personal Life Coaching record Supervision record Client record Review of 15- minute transcript of life coaching work⁷ Tutorial records (when written by the candidate)
<ul style="list-style-type: none"> Assessed case presentations Assessed life coaching practice sessions Group training supervision Seminars and workshops Tutorials 	Tutor observation	<ul style="list-style-type: none"> 1 tutor-observed life coaching practice session Tutor feedback on 1 case study presentation Tutorial records (when written by the tutor)
<ul style="list-style-type: none"> Life coaching sessions Skills practice Case presentations Group training supervision Seminars and workshops 	Testimony	<ul style="list-style-type: none"> Supervisor's report Peer feedback

⁶ Self-review of learning, progress and completion of learning tasks (criteria). Template available on the CPCAB website.

⁷ From a practice session with a peer.

MARKING SCHEME**Internal assessment:**

Candidates must achieve all 7 learning outcomes and meet all the qualification requirements including all placement hours to be assessed as Proficient

4. Tutor-Assessor Qualifications and Experience

Level 4 Diploma in Life Coaching (LC-L4)					
	Minimum qualification	Personal development + professional association membership	On-going Continuing Professional Development (CPD)	Minimum practice experience	Minimum experience as tutor
Tutor	150 hours life coaching qualification or training at level 4 or above e.g. LC-L4 <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	2 years supervised life coaching practice or counselling practice incorporating life coaching skills and techniques And Supervision qualification or experience of providing supervision to groups or individuals in a counselling or life coaching setting	Teaching qualification or be working towards one And 1 years' teaching and assessing at level 3 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
LC-L4	19 or over	LCS-L3 or equivalent /RPL	<ul style="list-style-type: none"> ✓ Ability to identify reasons beyond just personal development ✓ Academically & emotionally able to cope with this level of training ✓ Able to benefit from self-development ✓ Emotional stability ✓ Evidence personal insight ✓ Ability to form a working alliance ✓ Ability to work with difference and diversity ✓ Have self-awareness, insight, honesty and integrity ✓ Identify reasons for training beyond just personal development ✓ Emotional stability and the absence of personality disturbance ✓ Ability to challenge and be challenged ✓ Be motivated towards developing as a life coaching practitioner ✓ Professional qualities required for autonomous life coaching practice ✓ Provide references

6. Fit for Purpose

This qualification leads to being a qualified life coach and maps to a range of competency frameworks, and occupational standards. This section is intended to help learners make informed choices about the qualifications they wish to study and how they will enable them to reach their personal and professional goals.

As a learner continues their journey with the **CPCAB Level 4 Diploma in Life Coaching**, they are embarking on professional life coaching practitioner training which leads to qualified life coach status and enables them to work in the field of life coaching or establish an independent life coaching practice.

CPCAB qualifications are designed to build upon each other, ensuring that the required skills and knowledge are developed alongside the personal growth of the learner. This qualification is based on current research and adheres to the [CPCAB's model](#) for practitioner development, ensuring that training meets the highest professional standards.

Learners will receive live teaching either in-person or in an online classroom, which will include real-time interaction with peers and tutor(s). They will practice what they are learning, receive feedback on their use of coaching skills, and gain insights about themselves through their engagement with others. This live human connection is considered essential when training in an area such as life coaching.

This qualification fully maps to the core competencies from the following framework:

- ✓ BACP Coaching Competence Framework

This alignment ensures that your training is not only comprehensive but also up-to-date with the latest practices in life coaching and other linked professions.

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 verification by CPCAB values both objective independent scrutiny 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 LC-L4 qualification provides candidates with the knowledge, skills and techniques to work as an independent life coach. There is currently no further progression route beyond LC-L4 within CPCAB qualifications, but candidates can progress elsewhere to higher level qualifications in life coaching.

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

