



Professional ADHD Coaching Diploma



Course Handbook

Join a new national, accredited and professional coaching network.

Contact us:

@ ADHDfoundation

adhdfoundation.org.uk

coaching@
adhdfoundation.org.uk

*please read handbook thoroughly before emailing with your query



Introduction

The ADHD Foundation: The Neurodiversity Charity, in partnership with the Association of ADHD and Neurodiversity Coaches (APANC) and Team Optix, proudly presents this transformative two-year course leading to a Professional ADHD Coaching Diploma. This course is designed to provide comprehensive training in coaching methodologies while deeply integrating the specific knowledge and skills needed to support individuals with ADHD.

Rooted in a deep understanding and respect for the lived experience of ADHD, this course balances the essentials of professional coaching with specialised ADHD training. It is more than just a qualification; it's a mission to elevate the standard of ADHD coaching in the UK. Designed with the utmost care for ethical conduct, safety, and best practices, this course aims to empower you to make a genuine difference in the lives of individuals with ADHD.



Assessing Critical Need

ADHD is an evolutionary adaptation of the diverse spectrum of human neuro-cognitive abilities and potential. Yet, the misunderstanding, stigmatisation, cultural and systemic inequalities in access to education, health care and employment, result in reduced life chances across a range of indices. Such disadvantage impacts on individuals with ADHD and their families through increased vulnerability to mental health challenges and trauma. Coaches working with clients with ADHD, will find that trauma contributes to clients' experiences in progressing through their coaching objectives. This impact extends to both the coaching relationship and their personal and professional goals.

Leveraging over 200,000 years of human evolution, that understands and harnesses the potential of people with an ADHD neurotype, this training will enable you to become a highly effective and professional coach. It will enable you to enable your clients, to optimise the benefits of coaching. Acquire the skills, knowledge and experience needed to enable individuals to benefit from a neuro-inclusive coaching intervention.

ADHD, like autism, is a spectrum that co-occurs with dyslexia, dyscalculia, dyspraxia and other learning differences that fall under the umbrella of Neurodiversity. Our environments - the context in which we find ourselves, are unique; the complex interplay between our genetic potential and our lived experiences, play a key role in whether ADHD is an impairment to our self-actualisation, or indeed, an asset.



Course Overview



This comprehensive two-year course is structured to provide you with a balanced education in both professional coaching techniques and ADHD-specific knowledge. You will learn how to effectively coach individuals with ADHD, incorporating best practices from both fields to ensure a holistic and impactful coaching approach.

Entry Criteria

Open to everyone who shares our enthusiasm for understanding and supporting ADHD.

Fees (flexible payment options available)

Year 1: £2600

Year 2: £2800

If you have prior learning and experience that you would like us to consider, you can undertake an assessment that will identify areas of already acquired skills and knowledge competencies. This is not a straightforward cross-referencing of prior learning. We will assess for aptitude and attitude and highlight any areas where you need to learn or revise to qualify for any exemptions to any modules or parts thereof.

More information on this will be given to eligible candidates who surpass Stage 1 of our 2-part application process.

Course Structure



Year 1

ADHD Coaching Certificate

Entry Criteria

Open to everyone who shares our enthusiasm for understanding and supporting ADHD. Part exemptions due to prior learning may apply.

Fee
£2600

Year 2

Professional Coaching for ADHD Diploma

Entry Criteria

Accessible to those who have successfully completed Year 1 and who are in a profession or industry whereby they work (including volunteering) or are engaged with people who have ADHD. Part exemptions due to prior learning may apply.

Fee
£2800

Flexible Payment Option:

Deposit of £550 due week commencing 14th October, followed by 8 direct debit payments of £256.25. We do not offer financial support at this time.

Certification & Accreditation



Upon completing this life-changing journey, you'll receive accreditation and certification from the ADHD Foundation and the Association of ADHD and Neurodiversity Coaches (APANC).

Graduates will benefit from:

- Joining a regulatory body that will promote your service as a UK accredited ADHD Coach to potential customers across all business sectors.
- The option of joining a UK wide Professional Community of Practice.
- The option of the opportunity to meet online, monthly - networking that includes guest webinars and guest lectures.

This course offers university accreditation from UK Level 3 to Level 7, ensuring inclusivity and accessibility for individuals at different stages of their educational and professional journeys. This accreditation is in process and may be awarded retrospectively.

Expert Led



Dr Tony Lloyd
*CEO and Course
Director,
ADHD
Foundation*



**Jannine
Perryman**
*ADHD Wise UK,
Course Director,
ADHD
Foundation*



Stephanie Batey
*Course Manager
- ADHD
Foundation*



Polly Downes
*President of
APANC and
Coaching
Supervisor*



Dr Will Percy
*Team Optix and
Coaching
Supervisor*



John Belgeri
Team Optix



**Prof. Amanda
Kirby**
Do-IT Profiler

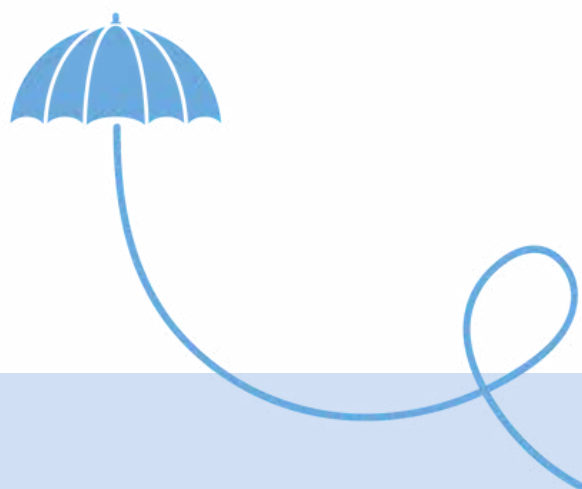


Colin Foley
*National Training
Director,
ADHD
Foundation*



Rachel Keeton
*Health
Psychologist,
ADHD
Foundation*

Guest Lecturers:
Including experts from various fields to
provide insights and specialised
knowledge.



Topics Covered

Year 1: ADHD Coaching Certificate

Foundations of ADHD and Neurodiversity

- Introduction to ADHD and Neurodiversity: Understanding the basics.
- The interplay between neurobiology and environmental influences.
- Differences between coaching, counselling, mentoring, and therapeutic relationships.

Knowing Yourself and Developing Personal Skills

- Self-awareness and personal development as a foundation for professional practice.
- Ensuring congruence and authenticity in your coaching approach.
- Building resilience and managing self-care to maintain professional effectiveness.

Core Coaching Skills and Strategies

- Building rapport and effective communication tailored to individuals with ADHD.
- Advanced goal setting and strategic action planning.
- Providing constructive feedback and fostering client accountability.
- Reflective practice and the importance of supervision in professional growth.

Integrating Psychology into Coaching

- Life coaching versus psychoeducational coaching for ADHD.
- Enhancing executive functioning skills through coaching.
- Promoting self-care, personal agency, and healthy lifestyle choices for clients.

Emotional and Psychological Insights

- Managing emotional dysregulation within the coaching relationship.
- Supporting clients with co-occurring mental health challenges.
- Recognising therapeutic boundaries and knowing when to refer to a specialist.

Ethics and Safety in Coaching

- Navigating ethical considerations and maintaining client confidentiality.
- Safeguarding practices and ensuring client safety.
- Using psychometrics and assistive technology to measure progress.

Topics Covered

Year 2: Professional ADHD Coaching Diploma

Advanced Coaching Techniques

- Enhancing coaching methodologies to support complex client needs.
- Advanced strategies for effective coaching interventions.

Nurturing Coaching Relationships

- Establishing effective communication styles and understanding neurodiverse needs.
- Creating a safe space for vulnerability and authentic goal ownership.
- Managing transference and countertransference in the coaching relationship.
- Setting clear boundaries and knowing when to refer to mental health professionals.

Coaching for Specific Outcomes

- Coaching for mental health and well-being.
- Supporting clients with addictions and co-occurring conditions.
- Applying Acceptance and Commitment Therapy (ACT) and the Dignity Model in coaching.

Measuring Progress and Reporting

- Using psychometric testing and technology to establish baselines and outcomes.
- Informing practice with client feedback and data analysis.
- Professionalism in coaching: Governance, ethical standards, and commercial contracting.

Continuous Professional Development

- Strategies for ongoing learning and development as a professional coach.
- Engaging in the broader coaching community through networking and collaboration.
- Maintaining up-to-date knowledge and skills in the evolving field of ADHD coaching.



Course Delivery and Support

The course includes live-streamed tutorials (2 hours per week, save for breaks over Christmas, Easter and Summer), group action learning sets, self-directed learning, and one-to-one tuition.

Our innovative online platform, Team-Optix, will support your learning and practice, providing resources and tools to enhance your coaching skills.

Our tutors are available to support your learning journey through scheduled contact hours. This includes one-on-one consultations, group discussions, and email support.

We outline the best times and methods to reach your tutors and the expected response times, ensuring you receive timely and effective support.

TeamOptix

Team-Optix: Your Partner in ADHD Coach Training and Practice

Welcome to a transformative journey with Team Optix, in partnership with the ADHD Foundation: The Neurodiversity Charity. As a participant in ADHD coach training, you are about to experience a unique blend of innovative learning and practical coaching application, all facilitated by Team-Optix's cutting-edge platform.

Learning with Team-Optix: A Tailored Experience

Our learning platform is designed to cater to your individual needs as a coach-in-training. Understanding the diverse challenges and strengths of the neurodiverse community, we've collaborated to provide an environment that meets diverse learning needs. As you progress through the course, the Team-Optix platform will serve as an invaluable resource, providing tailored insights and supporting materials that enhance your understanding and skills.

Transitioning to Practice: A Seamless Journey

The journey doesn't end with learning. As you prepare to enter the world of ADHD coaching, Team-Optix stands by you. Our coaching platform is an extension of your training, offering a seamless transition from learning to practice. It's designed to help you apply your newly acquired skills in real-world scenarios, providing tools and insights that make your coaching sessions more effective and impactful.

TeamOptix

Empowering Coaches, Enriching Lives

Our dual-platform approach ensures that you are not just well-trained but also well-prepared. From understanding complex concepts during training to implementing strategies in your coaching practice, Team-Optix is your companion. We believe in the power of technology to enhance human connection, not replace it. Our platforms are built to empower you as a coach, allowing you to make informed, empathetic, and ethical decisions.

Inclusivity at the Core

At Team-Optix, inclusivity is not an afterthought; it's at the core of what we do. Our team, comprising ex-coaches and educational professionals, has invested deeply in creating a platform that resonates with the needs of the neurodiverse community. We understand the unique challenges and strengths of this community, ensuring that our platforms are not just tools, but catalysts for positive change.

Join Us in Making a Difference

As you embark on this exciting journey with the ADHD Foundation: The Neurodiversity Charity, APANC, and Team-Optix, remember that you are not just learning a skill; you are becoming a part of a movement. A movement that values diversity, champions inclusivity, and believes in the transformative power of effective coaching. Let's work together to create a world where every individual, especially those with ADHD, can thrive and achieve their full potential.

ADHD Foundation: The Neurodiversity Charity

In partnership with the Association of ADHD and Neurodiversity Coaches (APANC), brings you the UK Professional ADHD Coaching Diploma. You will not only have the opportunity to become an accredited member of a new, national and professional body, but this will also open avenues for continued professional development.

Alongside the ADHD Foundation: The Neurodiversity Charity, this will be your fully endorsed qualification that sets the highest standard for a new profession. Membership in this accrediting body assures individual clients of your guaranteed skills, competency, and professionalism.

Developmental Focus

The accreditation scheme supports coaches at all career stages through a tiered approach.

Professional Rigour

The accreditation allows you to measure yourself against top professional standards, assuring clients of your skills. It focuses on practical professional rigour.

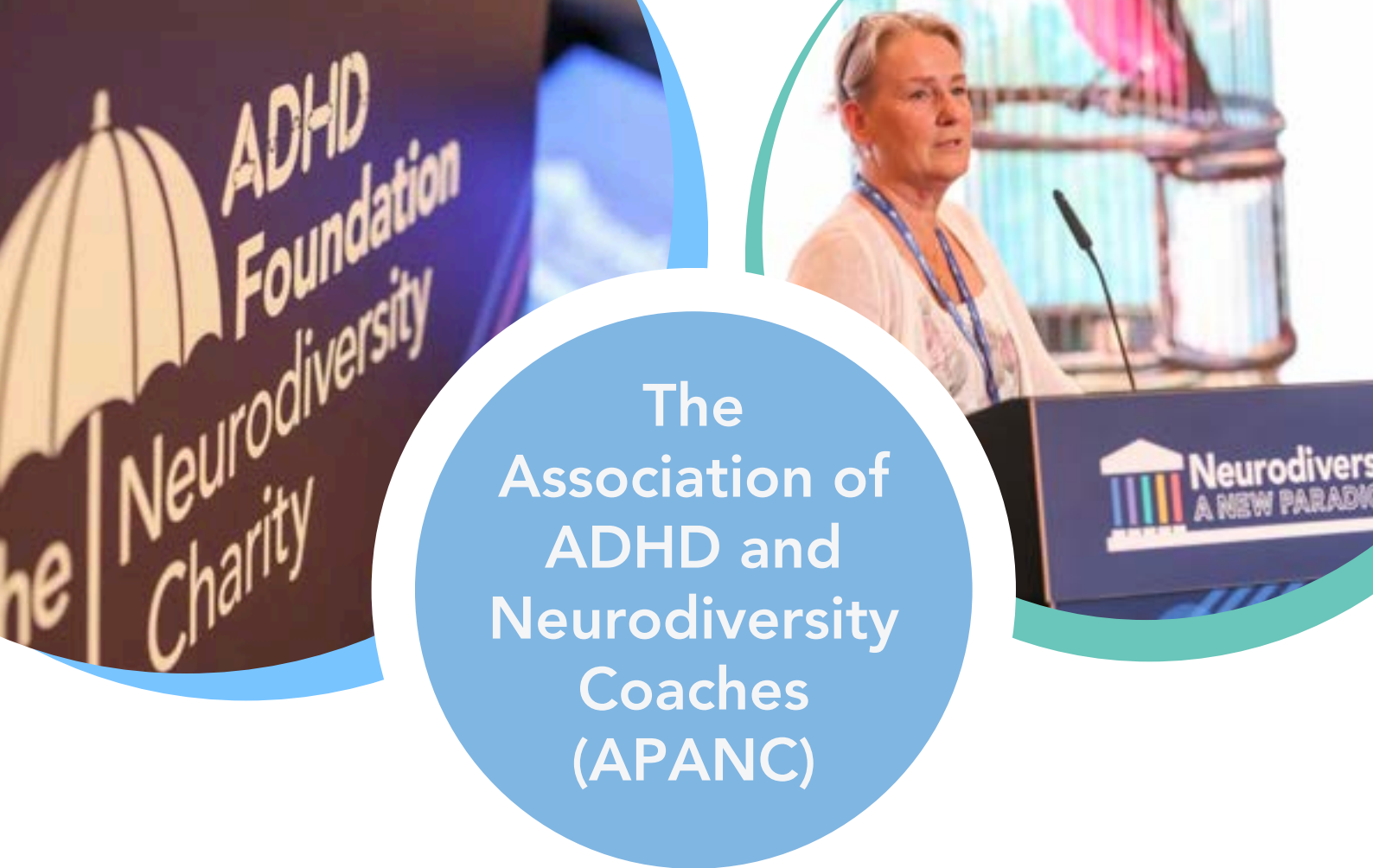
Relevance

APANC accreditation ensures that you have access to rigorous accreditation pathways that match your needs.

Inclusivity

Given our focus on professionalism and fitness to practice, we welcome coaches from a wide range of backgrounds, experience, and training routes.





The Association of ADHD and Neurodiversity Coaches (APANC)

Reshaping the World, One Coaching Conversation at a Time

In a rapidly evolving coaching landscape, the Association of ADHD and Neurodiversity Coaches (APANC) stands at the forefront of a revolutionary movement. Our mission is clear: to represent the entire coaching ecosystem by addressing the diverse needs of coaching professionals worldwide.

As a not-for-profit, APANC is uniquely positioned to provide rigorous accreditation, supervision, and professional development, ensuring accessibility to all coaching professionals.



Why APANC?



At APANC, we recognise that coaching can transform lives, and our goal is to make this transformative experience accessible to all individuals.

By breaking down barriers and offering broader access to coaching, we envision a world where everyone can unlock their full potential and achieve their goals.

As a not-for-profit organisation, we prioritise representing diverse views within the coaching profession and fostering inclusivity.

The APANC Journey: Reshaping the Future of Coaching

Driven by the belief that coaching conversations can reshape the world, APANC invites you to be part of our journey. Join us as we launch an initiative that aims to rewrite the future of coaching, one conversation at a time. Through accreditation, supervision, and development, APANC seeks to elevate coaching standards globally and ensure that every coaching professional receives the recognition they deserve.

Why APANC?



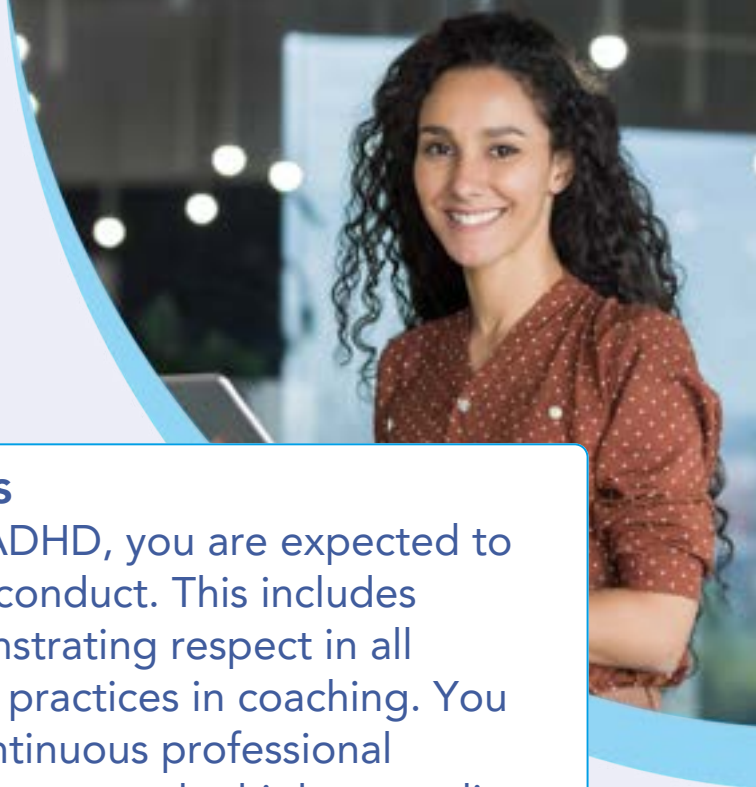
Partnerships that Propel Progress

In collaboration with Team-Optix, APANC leverages cutting-edge technology to provide data-informed, human-powered coaching for individuals. This partnership supports self-development, team development, and well-being, ultimately contributing to a positive work environment. The income generated from this collaboration enables APANC to provide support and development for coaches worldwide.

Additionally, the partnership with the ADHD Foundation: The Neurodiversity Charity (UK) highlights APANC's commitment to addressing specific coaching needs. The transformative two-year course leads to a Professional ADHD Coaching Diploma, jointly accredited by the Association of ADHD and Neurodiversity Coaches. Rooted in a deep understanding and respect for the lived experience of ADHD, this course goes beyond qualification—it's a mission to elevate the standard of ADHD coaching in the UK. Ethical conduct, safety, and best practices are at the forefront, empowering participants to make a genuine difference in the lives of individuals with ADHD.

At the Association of ADHD and Neurodiversity Coaches, we believe in the profound impact of coaching on individuals, workplaces, and the world. Join us in transforming lives and contributing to a future where coaching is accessible to all, making the world a better place through the power of coaching.

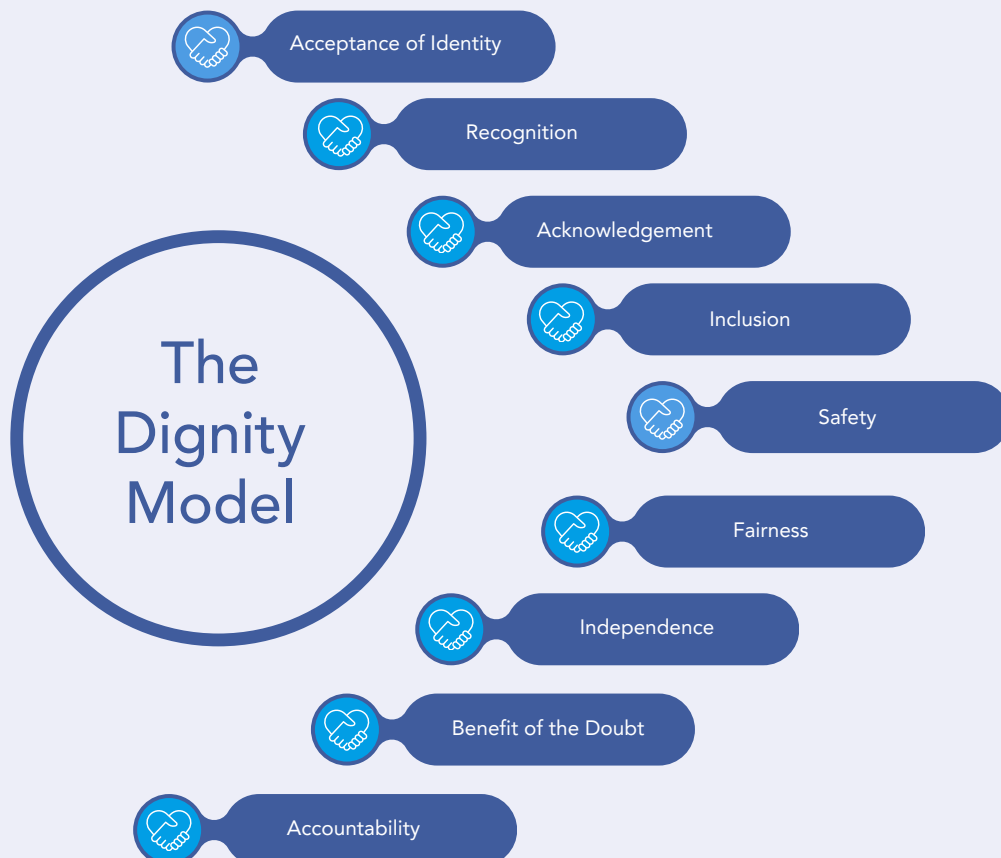
Code of Conduct



Code of Conduct for Coaches

As future coaches specialising in ADHD, you are expected to uphold a high standard of ethical conduct. This includes maintaining confidentiality, demonstrating respect in all interactions, and adhering to best practices in coaching. You are also required to engage in continuous professional development and self-reflection to ensure the highest quality of service to your clients. Violations of this code may result in disciplinary action, including removal from the programme.

We uphold the highest possible standards of The Dignity Model (Donna Hicks, 2011)





How We Handle Your Data

- **Collection:** We collect personal data necessary for the enrollment and administration of the course. This includes your contact details, educational background, and any other information required to facilitate your learning experience.
- **Usage:** Your data is used solely for the purposes of course administration, communication, and to enhance your learning journey. It is also used to provide support services and for regulatory reporting where necessary.
- **Storage:** We store your data securely, employing robust digital security measures to protect it from unauthorised access, alteration, or destruction.
- **Protection:** We regularly review our data protection policies and practices to ensure they meet the highest standards of security and compliance.

Confidentiality in Coaching Practice

As future coaches, you will be handling sensitive information related to your practice. It is imperative that you understand and uphold the principles of confidentiality:

- Always protect the privacy of your clients.
- Discuss client information only within the appropriate, professional context.
- Never disclose client information without explicit consent, unless required by law.

Reporting and Compliance

In case of any data breaches or security concerns, we have a protocol for prompt reporting and investigation. We ensure ongoing compliance with GDPR and data protection laws, adapting our practices as necessary to uphold our commitment to data protection and confidentiality.



Conclusion

Our adherence to GDPR and dedication to confidentiality is not just a legal obligation, but a core value of our institution.

We strive to create an environment of trust and respect, where personal data is handled with the utmost care and responsibility.

Insurance



Insurance Coverage and Responsibilities

The ADHD Foundation: The Neurodiversity Charity holds appropriate insurance to cover you as a student during course-related activities. This ensures that you are protected while engaging in the training and educational components of the course.

However, you are responsible for providing your own insurance coverage for your coaching practice hours and any work you do, paid or unpaid, thereafter. It is essential that you secure adequate insurance to protect yourself during practical coaching sessions and any professional engagements outside the course.

Insurance Options:

- Prices for solo coach insurance start from £70 per year (monthly payment options make it more affordable).

If your place on this course is funded by your employer, or you work with a coaching provider, they may have appropriate cover for you. It is your responsibility to clarify this with your employer or coaching provider to ensure you have the necessary insurance coverage.

Having the appropriate insurance is crucial to cover any potential liabilities and ensure peace of mind while practicing as a coach. Make sure to explore your options and secure the necessary coverage before beginning your practical coaching assignments.



Assignment Submission and Grading Criteria

Introduction to Inclusive Assignment Submission and Grading

In our commitment to being an inclusive learning provider, we offer flexibility in assignment submissions for the Professional ADHD Coaching Diploma. This section elaborates on the inclusive and fair criteria for assignment submission and grading, ensuring all students have the opportunity to excel and demonstrate their capabilities.

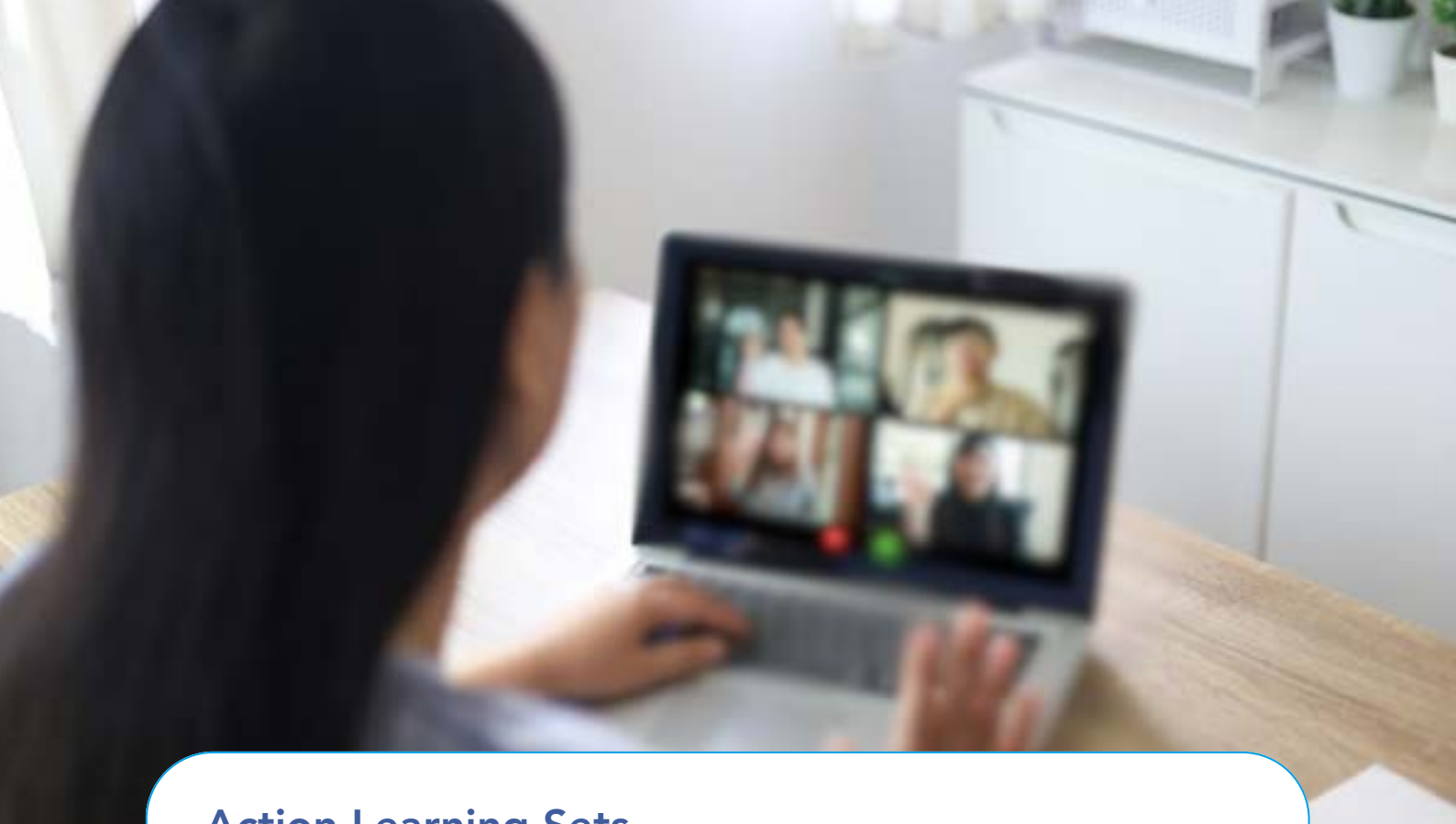
Flexible Submission Formats

- **Diversity in Formats:** We accept a range of formats for assignment submissions, recognising the diverse learning styles and preferences of our students. Whether it's a written report, a presentation, or a video submission, we are open to various modes of expression.
- **Plagiarism Software Compliance:** All submissions must be compatible with plagiarism detection software. This ensures academic integrity and fair assessment for all students.

Referencing and Source Crediting

- **Flexible Referencing Styles:** While we allow flexibility in referencing styles, consistency within each individual assignment is key. Choose a style that you are comfortable with and apply it consistently throughout your work.
- **Crediting Sources:** Properly crediting sources is crucial to avoid plagiarism. This demonstrates your ability to research and draw knowledge from a broad spectrum of resources.
- **Variety of References:** You are encouraged to use diverse sources, including non-academic references like media. However, at least 50% of your references should come from peer-reviewed sources, ensuring a solid academic foundation in your research.





Action Learning Sets

Action Learning Sets (ALS) are a key component of the Professional ADHD Coaching Diploma, offering a dynamic, peer-led learning experience. These sets are designed to facilitate a deep, reflective practice, allowing you to engage with real-life coaching scenarios and enhance your problem-solving skills in a supportive group environment.

Structure and Purpose

- **Peer Collaboration:** In groups of around six, ALS provide a platform for collaborative learning. Here, you have the opportunity to learn from your peers, share experiences, and gain diverse insights.
- **Practical Application:** Focusing on real-life coaching situations, these sessions enable you to apply theoretical knowledge in practical contexts, bridging the gap between learning and doing.
- **Problem-Solving Development:** Enhance your problem-solving abilities, an essential skill for effective coaching, through group discussions and scenario analysis.



Action Learning Sets Assessment

- **Assessment against Skills and Knowledge Matrix:** A portion of your action learning sets will be assessed using our skills and knowledge matrix. This provides a comprehensive evaluation of your practical skills and theoretical understanding.
- **Demonstration of Competence:** You will be asked to identify sections in your action learning sets that showcase your competencies. These selected segments will be reviewed by our faculty to assess whether you meet the specific criteria.
- **Feedback and Growth:** If a criterion is not met, constructive feedback will be provided. This approach is designed to encourage reflective practice and continuous improvement in your coaching skills.

Our inclusive approach to assignment submission and grading is designed to cater to the unique strengths and preferences of each student. We aim to foster an environment where your academic and practical skills are recognized and nurtured. By offering flexible formats, diverse referencing styles, and practical assessments, we ensure that every student is given the opportunity to succeed and develop as a proficient ADHD coach.



Expectations and Student Autonomy

- **Student-Led Learning:** While we provide guidance and a framework for ALS, the emphasis is on peer and individual learning opportunities. This approach encourages you to take ownership of your learning process.
- **Selective Faculty Review:** Our faculty will review segments of ALS sessions as identified by you. This self-directed approach allows you to reflect on and showcase areas where you feel most competent or where you seek specific feedback.
- **Respecting the Learning Process:** We respect the autonomy of each ALS group, intervening only when necessary. This ensures a learning environment where you can freely explore and develop your coaching skills.

Guidelines for Effective Participation

- **Active and Respectful Engagement:** Active participation and respectful engagement with your peers are crucial. These elements foster a trusting and productive learning atmosphere.
- **Confidentiality and Respect:** Upholding confidentiality and mutual respect within the group is paramount, creating a safe space for open discussion and learning.
- **Preparation and Reflection:** Come prepared to each session and engage in reflective practice, considering how the discussions and activities align with your learning and development as a coach.

What You Can Expect From Us

- **Support and Guidance:** While the learning is largely student-led, we provide continuous support and a structured framework to guide your ALS experience.
- **Focused Facilitation:** Our facilitators ensure that each session remains focused and productive, providing occasional input to steer discussions constructively.
- **Feedback and Development:** We are committed to your growth as a coach, offering feedback on the segments you highlight, with an aim to nurture and develop your coaching abilities.

Action Learning Sets are a crucial and distinctive aspect of your journey to becoming a proficient ADHD coach. They offer a unique blend of peer learning, practical application, and reflective practice, all within a supportive and respectful environment. Your proactive involvement in these sets will greatly enhance your learning experience and professional development.



Practice Hours

Demonstrating Skills and Knowledge Competencies

As part of the Professional ADHD Coaching Diploma, you are required to complete up to 50 practice hours per year. This requirement aligns with the standards of other coaching membership bodies that you might choose to join. However, our primary concern is with demonstrating skills and knowledge competencies, rather than merely fulfilling a set number of hours.

Your progress and proficiency will be assessed through practical demonstrations, testimonials, reflective practice, and mini vivas. Your coaching supervisor (provided as part of this course) will also confirm that you are meeting the necessary standards.

It may be that fewer hours are required to practice and evidence that you are a safe, knowledgeable, well-rounded professional. The emphasis is on quality and competency over quantity. This approach allows flexibility and focuses on developing your capabilities comprehensively, ensuring you are fully prepared to support individuals with ADHD effectively and ethically.

Supervision

You are required to undertake coaching supervision as provided by this course. You will be provided with a minimum of 2 group supervision sessions (90 minutes each) in Year 1, and a minimum of 3 in Year 2. You may request one-to-one supervision that will be offered at a reduced rate as part of this course.

Professional Approach

You are required to adopt a professional approach to all interactions with course personnel and with your peers. This includes maintaining confidentiality, demonstrating respect in all interactions, and adhering to best practices in coaching.

Personal Wellbeing

You must be willing to undertake coaching for yourself should this be deemed necessary, as well as counselling. You will not be able to progress through this course if your own wellbeing isn't being supported. We have a duty of care to ensure that you are well and capable of providing high-quality coaching to others.



Requesting Reasonable Adjustments

At the ADHD Foundation and Association of ADHD and Neurodiversity Coaches (APANC), we strive to provide an educational environment that is inherently inclusive, with embedded support and assessment throughout our courses. This section details our approach to reasonable adjustments for assignments and attendance, ensuring each student can achieve success whilst maintaining the rigorous standards required for accreditation. Our commitment to inclusivity is underpinned by a recognition that true inclusivity requires flexibility and openness to change.

Understanding Reasonable Adjustments

- **Definition and Scope:** Reasonable adjustments are the modifications or accommodations we make in our teaching, assessment methods, or attendance requirements. These are designed to support students with specific needs, ensuring no one is disadvantaged.
- **Inclusive by Design:** Our course has been developed to be inclusive from the outset, with built-in assessment and support mechanisms. However, we acknowledge that inclusive practice is not static but requires ongoing adaptation and responsiveness to individual needs.
- **Flexibility with Integrity:** We offer flexibility in demonstrating skills and knowledge, ensuring our approach remains rigorous and integral. Adjustments facilitate learning and assessment without compromising the quality and credibility of our accreditation.





Inclusive Practice and Assessment Throughout

Our course employs inclusive teaching and assessment methods to cater to a diverse student body. This includes varied teaching styles, accessible learning materials, and multiple forms of assessment to suit different learning preferences. We regularly review and adapt our practices to ensure inclusivity and equity in the learning experience.





Complaints and Appeals Process

Introduction to the Process

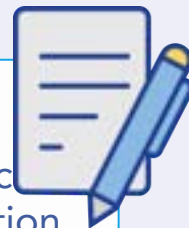
At the ADHD Foundation and Association of ADHD and Neurodiversity Coaches (APANC), we are committed to upholding the highest standards of transparency and open communication. We understand that there may be occasions when you need to voice concerns or challenge decisions made. This section is dedicated to guiding you through our structured process for handling complaints and appeals, ensuring fairness and impartiality at every stage.

Understanding Complaints and Appeals

- **Definition:** A complaint can be any expression of dissatisfaction regarding our services, course delivery, or interactions with staff or peers. An appeal is a formal request to review a decision made by us, particularly in relation to assessments or disciplinary actions.
- **Our Commitment:** We are dedicated to treating all complaints and appeals seriously, addressing them promptly and fairly.

Process for Lodging Complaints

- **Initial Contact:** You are encouraged to raise any concerns informally with the relevant staff member or tutor initially. Often, issues can be resolved at this stage through direct communication.
- **Formal Complaint:** If the issue is not resolved informally, you can submit a formal complaint in writing, detailing the nature of the dissatisfaction.
- **Acknowledgement and Review:** We will acknowledge receipt of your complaint within 5 working days and initiate a review process, aiming to resolve the matter as swiftly as possible.



Appeals Procedure

- **Grounds for Appeal:** You may appeal against an academic decision, such as assessment results, or any disciplinary action taken. The appeal must be based on specific grounds, such as procedural errors or new evidence.
- **Submitting an Appeal:** Appeals should be made in writing, clearly stating the reasons for the appeal and any supporting evidence.
- **Investigation:** An independent panel not previously involved in the matter will review the appeal. They will consider all aspects impartially.

Timelines and Expectations

- **Response Times:** We aim to resolve complaints and appeals as quickly as possible. However, the complexity of some issues may require extended investigation. We will keep you informed of the progress.
- **Outcome Communication:** Final decisions on complaints and appeals will be communicated in writing, detailing the reasons for the decision and any actions to be taken.

Impartial Review Mechanism

- **Independent Review:** In cases where you are dissatisfied with the outcome, you may request an independent review. This will be conducted by a party not previously involved in the process.
- **Final Decision:** The outcome of the independent review is final, and we will take appropriate steps to implement any recommendations.

Support During the Process

- **Guidance and Assistance:** Our staff are available to guide you through the process, ensuring you understand each step.
- **Confidentiality:** All complaints and appeals will be handled with the utmost confidentiality and respect for your privacy.

Our complaints and appeals process are designed to ensure that your voice is heard and your concerns are addressed fairly and transparently. We are committed to maintaining an environment where issues can be raised without fear of prejudice or reprisal, ensuring the integrity and excellence of our course.



Continuing Professional Development Opportunities

The journey of learning and professional enhancement does not end with the completion of your Professional ADHD Coaching Diploma. We, at the ADHD Foundation and Association of ADHD and Neurodiversity Coaches (APANC), are dedicated to providing ongoing opportunities for your growth and development as an ADHD coach. This section outlines the myriad of avenues available for you to continue advancing in your professional life.

Overview of CPD Opportunities

- **Advanced Workshops:** Delve deeper into specific areas of ADHD coaching with our range of expert-led workshops. These sessions are designed to build upon the knowledge and skills acquired during your diploma course.
- **Seminars and Webinars:** Regular seminars and webinars will be hosted, featuring leading experts in the field of ADHD and neurodiversity. These events offer insights into the latest research, strategies, and trends in ADHD coaching.
- **Networking Events:** Engage with a vibrant community of ADHD coaching professionals through our networking events. These gatherings provide an excellent platform for sharing experiences, best practices, and making valuable connections.

Accessing CPD Opportunities

- **Membership Benefits:** As a graduate, you are entitled to membership of our professional network, granting you access to a range of CPD events, and a community of practitioners.
- **Regular Updates:** Stay informed about upcoming events and opportunities through our newsletters and member-exclusive communications.
- **Online Portal:** Our dedicated online portal lists all available CPD opportunities, allowing you to register and participate in events that align with your professional interests.



Benefits of Engaging in CPD

- **Staying Current:** CPD ensures that you remain knowledgeable and up-to-date with the evolving field of ADHD coaching.
- **Enhanced Skills:** Ongoing learning and development contribute to your growth as a well-rounded professional, equipped to tackle diverse challenges in coaching.
- **Professional Recognition:** Active participation in CPD is a mark of your commitment to professional excellence and can enhance your reputation and credibility as an ADHD coach.

Encouragement for Lifelong Learning

We strongly encourage you to view professional development as a continuous journey. The field of ADHD coaching is dynamic, and there is always more to learn and explore. Engaging regularly in CPD activities will not only enrich your professional life but also significantly impact the lives of those you coach.

Your graduation marks the beginning of an exciting path of ongoing professional development. We are here to support and facilitate your growth every step of the way. Embrace these opportunities to expand your horizons, refine your skills, and stay at the forefront of ADHD coaching.



Professional Network and Community Engagement

Introduction to the Professional Network

- As you conclude your journey with the Professional ADHD Coaching Diploma, you're not just completing a course – you're stepping into a groundbreaking movement. By joining our professional network, you become part of a pioneering community dedicated to ADHD coaching across various sectors, from educational settings to boardrooms, and everything in between.

Building a New Profession

- **A Community of Innovators:** This network is your gateway to a collective of professionals who are shaping the future of ADHD coaching. We are not just teaching a course; we are creating a new profession, one that recognises and harnesses the unique talents and perspectives of individuals with ADHD.
- **Collaboration and Mentorship:** The network fosters opportunities for collaboration, mentorship, and mutual support. As a member, you'll have access to a wealth of knowledge and experience, offering a platform to both learn from others and contribute your insights.

Engagement in Professional Activities

- **Community Events and Webinars:** We encourage you to stay actively involved through various events, webinars, and forums. These activities are designed to keep you engaged with the latest developments in the field and provide opportunities for professional growth.
- **Ongoing Professional Support:** Our commitment to your development continues beyond the diploma. The network is a source of ongoing support, helping you navigate your professional journey in ADHD coaching.



Frequently Asked Questions:



Financial Support

Q: Do you offer financial support?

A: Not at this moment in time.

Payment Plans

Q: Can I pay the deposit in instalments?

A: No, the £550 deposit will need to be paid in one go, but the rest can be paid by direct debit in 8 instalments.

Course Enquiries

Q: Can I have a call with someone to discuss the course?

A: We do not have the capacity to do this.

Advanced Standing

Q: Can I jump straight to Year 2 if I have relevant qualifications?

A: No, we require all students to complete both years to obtain the diploma. However, if you have prior learning and experience, you can undertake an assessment to identify areas of already acquired skills and knowledge competencies.

Year 1 Completion

Q: What qualification will I receive if I just complete Year 1?

A: This is a two-year course designed to be continuous. However, if there are exceptional circumstances, please contact us for more information.

Deferral and Reapplication

Q: If I defer until the next enrolment, do I need to complete another application form?

A: Yes.

Next Enrolment

Q: When is the next enrolment for Year 1 of the course?

A: November 2024

Frequently Asked Questions:



Session Recordings

Q: Can I catch up with any missed sessions? Are they recorded?

A: Sessions will be recorded, but 80% live attendance is required as sessions will be interactive. A register will be taken.

Academic Level

Q: What academic level is the Diploma equivalent to?

A: Across both years of the course, it will be between levels 4 and 6, with elements of a level 7.

HE Accreditation

Q: Does this course carry any HE accreditation?

A: This is something we are planning for in the future.

Post-Qualification Support

Q: Do you offer any advice or help on setting up a coaching business post qualification?

A: This is something we will look to develop but we cannot give people independent career or business advice. It is a coaching diploma.



Frequently Asked Questions:



Course Requirements

Q: What are the academic requirements of the course?

A: You are required to submit an assignment (up to 3000 words) written or otherwise, per unit of work. There are 5 units of work in Year 1, for example, therefore 5 assignments. You are also required to submit weekly shorter assignment tasks.

Regulation

Q: Is this course regulated by Ofqual?

A: No. The ADHD Foundation Neurodiversity Charity is the accrediting body, with the Association of Professional ADHD and Neurodiversity Coaches as our joint accrediting agency. As the largest Neurodiversity Charity in Europe, we are proud to be addressing a critical need in the UK, as a new, professional body for ADHD Coaching. Students will be automatically enrolled in our professional body – The Association of UK ADHD and Neurodiversity Coaches, and have further opportunities to develop, including monthly meetings and optional guest lectures.

Employment

Q: Is the diploma enough to start working as an ADHD Coach?

A: If you pass the course, then yes, absolutely.



Contributing to Social Change

Not-for-Profit Vision: The Professional ADHD Coaching Diploma is more than an educational programme; it's a social mission. As a not-for-profit initiative, any profits are channelled back into providing charitable services for families impacted by ADHD.

Your Role in Wider Impact: Your participation in this diploma extends beyond personal achievement – it contributes to a larger cause. You are directly supporting initiatives that make a real difference in the lives of individuals and families living with ADHD.



A Call to Action

As you embark on your professional path, remember that you are at the forefront of a transformative movement. You are not just a coach; you are an advocate, a leader, and a change-maker. We invite you to embrace this role wholeheartedly, actively participate in our network, and contribute to the ongoing development of this vital profession. Together, we are not only advancing our careers but also shaping a more inclusive and understanding world for individuals with ADHD.



Dare to think differently!



Neurodiversity

A NEW PARADIGM



Neurodiversity is a triumph of lived experience over ignorance; challenging misconceptions about intelligence, ability and employability.