



EMCC Global Professional Practice Logs

Record-Keeping Template

1. Client Log

(see separate documents for the Prior Learning and Experience, Supervision Log, CPD Log, and Reflective Practice)

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EMCC Global Mentor and/or Coaching Client Professional Practice Logs

Keeping your logs in your portfolio for your EMCC Global Quality Award (EQA) will make it so much easier to have all the information to hand in order to contribute the evidence towards the assessment for your EMCC Global Individual Accreditation (EIA) for your mentoring/ coaching practice, when you are ready.

1. Client Log
2. Continuous Professional Development (CPD) Log
3. Supervision Log
4. Reflective Practice Log/Notes.

See separate documents for the Prior Learning and Experience, Supervision Log, CPD Log, and Reflective Practice

Client Log

Start with a record of the clients you have worked with as a Mentor and/or a Coach prior to joining the EMCC Global Quality Award (EQA) Training. Add to the record as the EQA programme progresses. Include all your work with clients, paid as part of your job, or outside your employment paid or pro bono.

N.B.: Length of experience counted for your EMCC Global Individual Accreditation (EIA) assessment is from first practising as a Mentor and/or a Coach.

Definitions

The terms defined by Professor David Clutterbuck may be helpful (from the EMCC Mentoring Survey Report 2015):

- **A COACH** supports clients in achieving development goals through the use of learning dialogue in a supportive environment
- **A MENTOR** has context specific expertise or knowledge and the skills to apply these in supporting the learner in a non-directive coaching style.

EMCC Individual Accreditation Requirements:

Professional Mentor/Coach Practice

COMPLETED PRACTICE – minimum requirements				
Levels of mentor/coach accreditation	Foundation	Practitioner	Senior Practitioner	Master Practitioner
Length of experience	1 year (from first practising as mentor/coach)	3 years (from first practising as mentor/coach)	5 years (from first practising as mentor/coach)	7 years (from first practising as mentor/coach)
Number client contact hours	50 hours	100 hours	250 hours	500 hours
Number of clients	5 clients	10 clients	20 clients	40 clients

Building On Practice Already Completed Prior To Further Training

i.e. prior to entering your EQA Programme

Evidence of your mentoring/coaching practice prior to entry to the EQA Programme, can be confirmed by, for example, an employer, sponsor, client feedback etc. Your EQA Provider will be able to validate this evidence on entry to your EQA programme.

Client Work

Client profiles information sheet (one sheet per client):

Start Date contracting/finish date (if appropriate)	Client identifier initials	Client Organisation Type & name	Client role	Contracted Focus of work	Other notes linked document references

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Use further sheets as necessary.

Total client hours summary sheet for the period (dates):

Date	Client	Client Organisation Type / name	Client role	Hours	Areas worked on linked document reference if relevant

Insert more rows as required; use further sheets as necessary.

Subtotal / Total Hours	