



## COMENSA COACHING LOG GUIDELINES

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Please ensure that coaching log is in table format with totals.

### 1. Confidentiality

The information provided in the client-coaching log will be used exclusively for the purposes of credentialing.

Clients may be contacted by COMENSA for verification.

Confidentiality, integrity and boundary management will be respected at all times, in line with the COMENSA Code of Ethics and Conduct.

### 2. Coaching Hours

A client-coaching hour is defined as 60 minutes of coaching with a client and a coach who was hired in that capacity. The duration of the coaching may be calculated in units of 30 minutes and reflected in number of hours Example: 90 minutes is equivalent to 1.5 hours.

### 3. Group coaching hours

Where a group has been coached, that session will be documented by providing the name and email address from one person in the group or the name of the organisation and providing COMENSA with the number of people in the group (group coaching can be done with only 15 members or less). Hours cannot be multiplied by participants in the group. If you coach 15 people for 1 hour, you can only count that as one hour of coaching, not 15 hours.

### 4. Paid Hours

The following 4 options represent COMENSA's definition of Paid Hours:

1. Hours of coaching for which the coach receives payment.
2. Internal coaching where coaching is done as part of the coach's job responsibility or where coaching is carried out as a job function of a manager and is approved by a senior manager
3. Where the coach receives payment from a third party for coaching in an organisation.
4. Pro-bono or non-paid hours where you do coaching for community or other work, is also Logged and may not be more than 10% of the paid logged hours you are claiming, for the respective practitioner level

Should you wish to query or clarify any of the guidelines above, please contact [credential@comensa.org.za](mailto:credential@comensa.org.za)