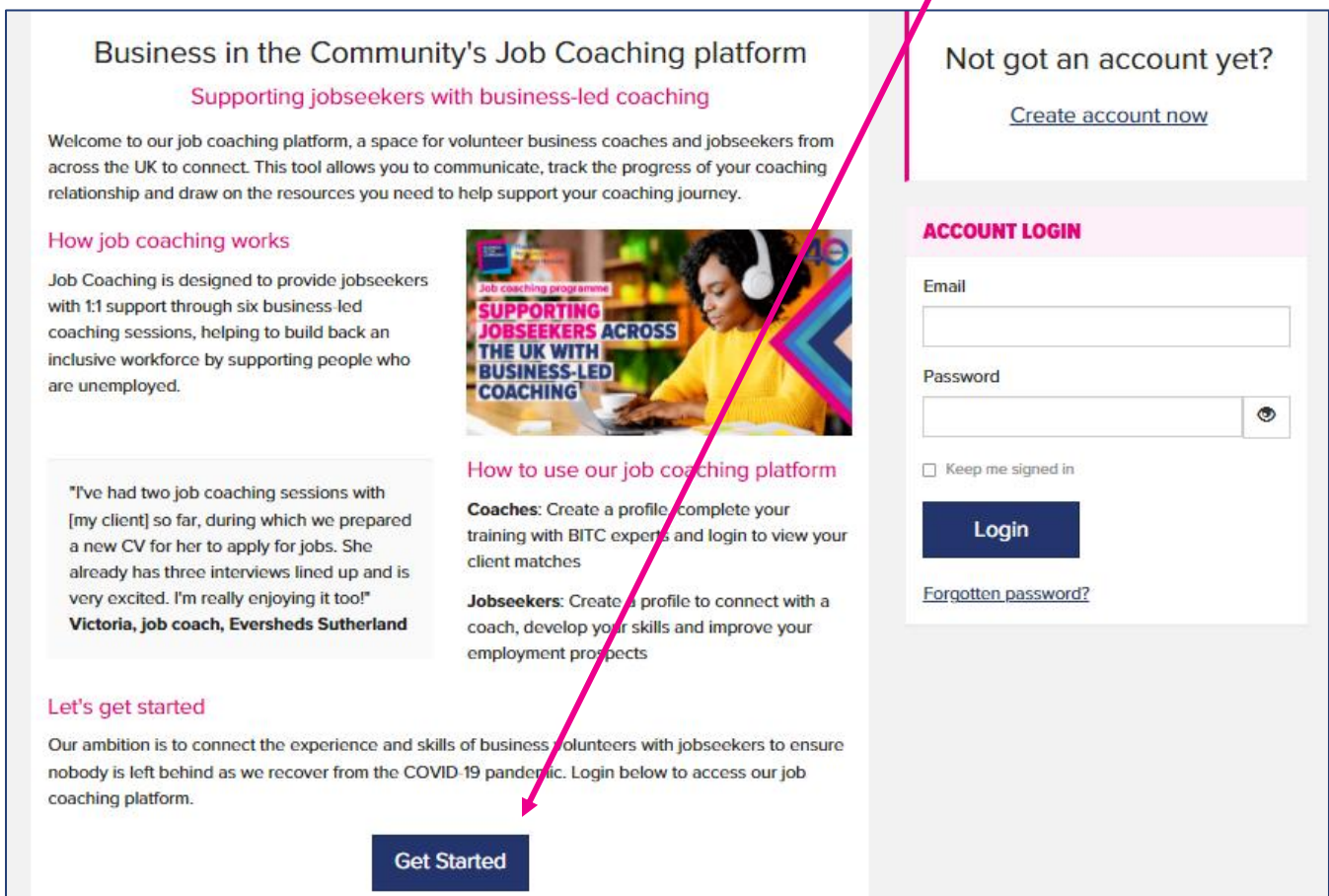


## Job Coaching: Let's Get Signed Up!

This overview provides you with a step-by-step guide to register for BITC's Job Coaching Programme. The process has 3 stages and will take approximately 5 minutes.

### STEP 1: REGISTER AN ACCOUNT

A) Go to <https://bitcjobcoaching.onpld.com> and click on 'Get Started':



**Business in the Community's Job Coaching platform**  
Supporting jobseekers with business-led coaching

Welcome to our job coaching platform, a space for volunteer business coaches and jobseekers from across the UK to connect. This tool allows you to communicate, track the progress of your coaching relationship and draw on the resources you need to help support your coaching journey.

**How job coaching works**

Job Coaching is designed to provide jobseekers with 1:1 support through six business-led coaching sessions, helping to build back an inclusive workforce by supporting people who are unemployed.

**How to use our job coaching platform**

**Coaches:** Create a profile, complete your training with BITC experts and login to view your client matches

**Jobseekers:** Create a profile to connect with a coach, develop your skills and improve your employment prospects

**Let's get started**

Our ambition is to connect the experience and skills of business volunteers with jobseekers to ensure nobody is left behind as we recover from the COVID-19 pandemic. Login below to access our job coaching platform.

[Get Started](#)

Not got an account yet?  
[Create account now](#)

**ACCOUNT LOGIN**

Email

Password

Keep me signed in

[Login](#)

[Forgotten password?](#)

B) Complete the registration form – **your password needs 8 characters, 1 capital letter and 1 symbol.**

C) Tick the 4 declarations



**Note: If a referral partner is completing on behalf of the client, they should input a random password – the client receives the below email allowing them to change it at their convenience. Referral partners must complete the registration and profile sections at the same time to avoid needing a code to log-in due to our two-factor authentication feature.**

we call this Right to Access. All requests will be dealt by the Programmes Team alongside the National Data Protection Officer.

**Declaration of consent**

I consent to all of the information which I disclose on this form (including sensitive information relating to my physical or mental health) being used and shared for the purposes set out in the data protection statement above.

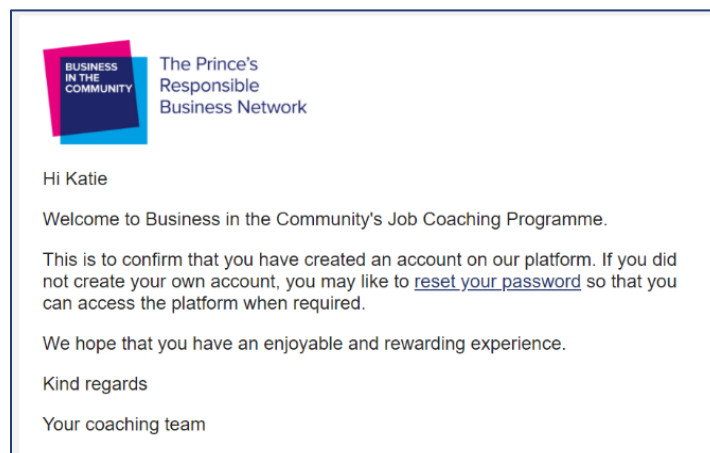
I understand that if it is subsequently discovered that any statements from me are false or misleading, I may no longer be eligible for the programme.

- Please confirm you agree to the **declaration of consent**
- Please confirm you are **18 years or older**
- Please confirm you are **currently unemployed** and actively looking for work or work alternatives (apprenticeships, traineeships, work placements)
- Please confirm that you speak **good conversational English** (can hold a conversation with a BITC coach for an hour)

[Create Account](#)

The information you enter on the system will only ever be used as part of the mentoring platform. [Read more](#) about how we handle and protect your personal information.

You will receive an email, welcoming you to the programme:



## STEP 2: COMPLETE A PROFILE!

You will now be able to fill out for your profile page - it looks like the image below.

Note: If a referral partner is completing it on behalf of a client, they are asked to give their name, email address and connection to the client, primarily so we have a record of who completed the declarations on the client's behalf.

**PROFILE**

**Are you completing this on behalf of someone else?**

Yes  No

**Which organisation referred you?**

**Name of contact at organisation**

**Email or phone of contact**

**Which part of the UK do you live in?**

**If you live in Wales, would you require a Welsh speaking coach?**

Yes  No

**Work history**

In a few words, please tell us about any previous work experience / history. We will share this with your BITC Coach to help them understand what support you will need and what job opportunities to look for with you during the session (no more than 240 characters).

**What type of employment/sector would you like to go into?**

**Have you faced any barriers in accessing employment?**

This information will be shared with your coach

The programme covers 4 key areas: essential skills, employability skills, digital skills and wellbeing. Please take a moment to consider the areas and identify where you feel would benefit most from the support of a coach. Please select all that apply. This information will also be shared with your coach.

**Support needed**

**Device access**

**Internet access (data / wifi)**

Device with internet access  No device with internet access

**How would you prefer your coach to make contact with you?**

Below are some statements about your wellbeing. Please select the option that best describes your experiences relating to your employment journey, or select 'Prefer not to say'. This information is not shared with your coach.

**I feel optimistic about my chances of finding work**

**I feel motivated in looking for work**

**I can cope with rejections and knock backs on my job seeking journey**

**Any additional supporting needs you would like us to know about**

No more than 240 characters

We would like to monitor the equal opportunities within this programme, please help us by completing the following questions or selecting 'Prefer not to say'. Your answers are not shared with your coach.

**Age**

**Sex**

**Ethnic group**

[Save Profile](#)

### STEP 3: SELECT A COACH




You will be shown 3 coaches to choose from. You can see the coach's name, job title, company they work for and the region they live in. You can also press 'View Details' to see what skills or experience the coach has written about themselves.

Follow the on-screen instructions to send a request to your chosen coach.

Remember: you can only request one coach.

To choose a coach you have to **View Details** and then **Send Request**. You can only choose 1 coach.

**MATCHING COACHES**

	<p><b>Miss Sarah Test</b> IT Manager Jaguar Land Rover England - North West</p>	<p>Regions I can coach people from: England - North West</p>	<a href="#">View Details</a>
	<p><b>Mr Bob Test</b> Medical Writer Pfizer England - North West</p>	<p>Regions I can coach people from: England - North West</p>	<a href="#">View Details</a>
	<p><b>Mrs Amy Test</b> Accountant Lloyds Banking Group England - North West</p>	<p>Regions I can coach people from: England - North West</p>	<a href="#">View Details</a>

**EMMA STEEL**

 **Manufacturing Project Manager**  
Jaguar Land Rover  
England - West Midlands

Regions I can coach people from  
England - East Midlands, England - West Midlands

Do you have any particular skills or experience you would like to offer as a coach?

Worked within the manufacturing/ production/ warehouse/ logistics environment for over 30 years. I have been involved in all aspects of Production Planning, Supply Chain and Project Management. Currently in the world of Electrification. I work with a wide cross section of teams ranging from Finance and HR through to Installation and Manufacturing teams. I am qualified personal development Coach and a work place Mentor, with over 15 years experience .



Once you have sent a request to your chosen coach then then you are all ready to go! You can now log off.

You will receive an email notification when the coach accepts your request. It is then your coach's responsibility to get in touch. We expect coaches to respond to requests quickly, but the system will send reminders for 12 days.

If there are no coaches available to coach in your region, then you will see a screen asking you to contact the BITC team at [coaching@bitc.org.uk](mailto:coaching@bitc.org.uk). We can then manually match you to a coach when one becomes available.

## Further Engagement with the platform

Clients will receive an email when the coach accepts their request. If they did not create their own account, the email prompts them to reset their password. It does not encourage them to log in at this stage because we want the sessions and use of other features of the platform to be led by the coach.

To log in, clients need to go to <https://bitcjobcoaching.onpld.com> and use the 'Account Login'

When a client logs in it takes them to the Relationships tab which shows the details of their coach, see below.

The screenshot shows the top navigation bar of the BITC platform. On the left is the logo for 'BUSINESS IN THE COMMUNITY' and 'The Prince's Responsible Business Network'. On the right are links for 'NEED HELP?', 'EDIT ACCOUNT', and 'LOG OUT'. Below these are four main navigation tabs: 'RELATIONSHIPS', 'FIND COACH', 'PROFILE', and 'RESOURCES'. The main content area is titled 'COACHES' and displays a profile for 'Coach2 Test'. The profile includes a circular avatar with the initials 'CT', the name 'Coach2 Test', the email address 'katie\_harris5@hotmail.co.uk', and the role 'Manager' at 'Boots'. To the right of the profile are links for 'Messages', 'Meetings', and 'Goals', followed by a 'Next step' button and an 'Actions' dropdown menu.



### **The features within the relationship tab are:**

'Next Step' – this allows the client to view the material for each session. Only the coach can mark sessions as complete.

'Messages' – users can send messages to each other, with attachments (<5Mb). Recipients also receive an email notification.

'Meetings' – users can arrange meetings with each other. The meeting details can be downloaded into personal calendars.

'Goals' – users can record goals that they set, along with completion dates and reminders.

'Actions' – allows the client to view the coach's details and areas of expertise.

### **Other features:**

'Need Help?' – This contains answers to FAQs, and a request form to message [coaching@bitc.org.uk](mailto:coaching@bitc.org.uk).

'Edit Account' – allow users to change their own details, except their email address. It also allows users to delete their own account if they wish.

'Log out' – logs the user out!

'Find Coach' – a client can only be in 1 active relationship at a time, if the relationship ends clients could use this function to select another coach.

'Profile' – allows users to change the profile data that they entered.

'Resources' – allows users to view all session documents and toolkits, including the session log.