

8578

ILM Level 3 Certificate in Coaching and Mentoring



Who is this qualification for?

This qualification is designed for junior managers seeking to gain the skills, knowledge and confidence to coach and mentor people as part of their normal role. It's also the ideal starting point for a career in coaching and mentoring.

Benefits for individuals

- ▶ Learn about coaching and mentoring as powerful development tools
- ▶ Understand the role and responsibilities of an effective coach and mentor
- ▶ Explore different coaching and/or mentoring models
- ▶ Develop practical skills, tools and techniques to support these models
- ▶ Put your new skills into practice – carry out supervised coaching and/or mentoring sessions
- ▶ Analyse, assess and plan to improve your own coaching and/or mentoring ability.

Benefits for employers

- ▶ Implement coaching and mentoring in your organisation
- ▶ Benchmark your organisation's coaching and mentoring practice against nationally recognised standards
- ▶ Ensure the managers you develop as coaches and mentors are properly equipped with the skills, knowledge and ethical understanding they need

- ▶ Create a coaching and mentoring culture in your organisation that means that all managers are able and willing to coach and mentor others and support their professional development.

There are two mandatory units in this qualification which focus on understanding good practice in workplace coaching and mentoring. They introduce what coaches and mentors do, the processes they follow and the qualities and abilities individuals need to be effective in these roles. The learners complete the qualification with two additional units. The first deals with reflecting on own skills as a coach or mentor in the workplace. And in second the learner plans and carries out 36 hours of either coaching or mentoring, with supervision and support.

Progression

Successful learners can progress to a range of qualifications including the following:

- ▶ ILM Level 3 Certificate or Diploma in Leadership and Management
- ▶ ILM Level 5 Certificate or Diploma in Coaching and Mentoring.

Qualification overview

Qualification title and number	Credit value	Structure
ILM Level 3 Certificate in Coaching and Mentoring 601/3698/4	16	<ul style="list-style-type: none">▶ At least one hour induction▶ Minimum four hours tutorial support▶ Two mandatory units (6 credits)▶ 10 credits from Group 1 or 10 credits from Group 2

Rules of combination

Learners must gain 16 credits to achieve this qualification with

- ▶ Two mandatory units (6 credits)
- ▶ 10 credits from Group 1 or 10 credits from Group 2.

Overview of units

Mandatory

Reference	Unit title	Level	CV*	GLH**
8578-300	Understanding Good Practice in Workplace Coaching	3	3	9
8578-304	Understanding Good Practice in Workplace Mentoring	3	3	9

Group 1

Reference	Unit title	Level	CV*	GLH**
8578-302	Undertaking an Extended Period of Coaching in the Workplace	3	7	12
8578-303	Reflecting on Workplace Coaching Skills	3	3	6

Group 2

Reference	Unit title	Level	CV*	GLH**
8578-306	Undertaking an Extended Period of Mentoring in the Workplace	3	7	12
8578-307	Reflecting on Workplace Mentoring Skills	3	3	6

*Credit value. **Guided learning hours.

Learning resources

There is a range of materials available to support ILM qualifications through our online portal, Walled Garden, and the ILM website. Contact us to find out more.

ILM membership

ILM membership brings access to a wide range of online resources, news and information that have been specially selected to support management learning and development. It's the ideal way to help learners get the most from their ILM programme and support their management career. Visit www.i-l-m.com/members for more information.

Our ethos

Our qualifications combine innovative design with a strong focus on workplace performance, we believe this delivers well-rounded managers with a proven ability to perform to the required standards.

Contact ILM

The ILM Customer Service Team is dedicated to providing the very best in customer care. If you need guidance on any aspect of leadership and management development, whether at an individual or organisational level, contact ILM.

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