



Transforming skills, careers and lives.

ILM Level 3 Certificate in Coaching and Mentoring

The Institute of Leadership & Management (ILM) is the UK's largest management body. ILM combines industry-leading qualifications and specialist member services.

Best Practice Training & Development Ltd is a leading ILM Approved Centre. We deliver a range of ILM courses - either in your workplace or by distance learning.

The following pages contain course information.

For further information or to discuss this course in more detail, please contact **Best Practice on 01923 225225**

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8577

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 mentoring models
- ▶ Develop practical skills, tools and techniques to support these models
- ▶ Put your new skills into practice – carry out supervised coaching and mentoring sessions
- ▶ Analyse, assess and plan to improve your own 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 all managers are able and willing to coach and mentor others and support their professional development.

There are six mandatory units in this qualification. Two units cover understanding good practice in workplace coaching and mentoring, which introduces what coaches and mentors do, the processes they follow and the qualities and abilities individuals need to be effective in these roles. There are two units that deal with reflecting on learners' own skills as a coach or mentor in the workplace, which give them tools and techniques to develop and improve their practice. Finally, there are two units which require learners to plan and carry out 36 hours each of coaching and mentoring, with supervision and support.

Progression

This qualification will provide progression opportunities to other qualifications such as:

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

Qualification overview

Qualification title	Credit value	Structure
Level 3 Certificate in Coaching and Mentoring	26 credits	<ul style="list-style-type: none">▶ One hour induction▶ At least four hours tutorial support▶ Six mandatory units*

*Refer to table overleaf for unit details

Rules of combination

- ▶ Six mandatory units (total credit value of 26)

Overview of units

Reference	Unit title	Level	CV*	GLH**
8577-300	Understanding Good Practice in Workplace Coaching	3	3	9
8577-302	Undertaking an Extended Period of Coaching in the Workplace	3	7	12
8577-303	Reflecting on Workplace Coaching Skills	3	3	6
8577-304	Understanding Good Practice in Workplace Mentoring	3	3	9
8577-306	Undertaking an Extended Period of Mentoring in the Workplace	3	7	12
8577-307	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, for full details browse online at www.i-l-m.com/shop

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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