

## ILM Level 3

# Certificate in Coaching and Mentoring



### Who is this qualification for?

This qualification is designed for 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	Credit value	Total qualification time	Structure
Level 3 Certificate in Coaching and Mentoring QAN: 601/3698/4	16	160 hours	<ul style="list-style-type: none"> <li>At least one hour induction</li> <li>Minimum four hours tutorial support</li> <li>Two mandatory units (6 credits)</li> <li>10 credits from Group 1 or 10 credits from Group 2</li> </ul>

\*Refer to table below for unit details

## Rules of combination

- 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

\*Credit value \*\*Guided learning hours

### 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

\*Credit value \*\*Guided learning hours

### 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

## 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.

**T 01543 266867**  
**E customer@i-l-m.com**

City & Guilds Limited (Registered Company 16513878) is the Awarding Organisation for ILM qualifications.

## 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.

## Institute of Leadership & Management membership

All ILM learners receive a minimum of 12 months membership of the Institute of Leadership & Management, bringing access to a wealth of resources to support their leadership development.

## 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.