

**ILM SCQF Level 9****Certificate and Diploma in Coaching and Mentoring****Who are these qualifications for?**

The Certificate and Diploma in Coaching and Mentoring are ideal qualifications for managers with significant responsibility for coaching and mentoring as part of their day-to-day role. They are also designed to develop learners planning to move into a development role or start a career as a freelance coach and mentor.

**Benefits for individuals**

- Get a critical understanding of the role and responsibilities of the workplace coach and mentor
- Deepen your understanding of how coaching and mentoring can impact an organisation
- Be able to assess your own skills, behaviours and knowledge as a coach and mentor
- Provide evidence of your own development as a coach and mentor through the qualification
- Plan your further development
- Plan, deliver and review coaching and mentoring in your organisation.

**Benefits for employers**

- Ensure the managers you develop as coaches or mentors are properly equipped with the skills, knowledge and ethical understanding they need
- Develop a coaching and mentoring culture in your organisation, so that managers are able to provide effective support for the development of others and improve their performance.

There are three mandatory units in each qualification.

The first unit, 'Understanding the skills, principles and practice of effective management coaching and mentoring' aims to enable learners to understand the role and contribution of coaching and mentoring, and build a business case.

The second unit, 'Reviewing own ability as a management coach or mentor' aims to give learners the ability to critically review their own personal qualities, skills and competence.

For the Certificate, the third unit requires learners to demonstrate their ability to plan, deliver and review at least 12 hours of coaching and mentoring in the workplace. For the Diploma, the final unit is an extended 100 hours of coaching and mentoring, with multiple clients, and there is an added focus on using supervision and reflective review to develop individual practice.

**Progression**

These qualifications may provide progression opportunities to other ILM qualifications such as:

- ILM SCQF qualifications in Leadership and Management and
- ILM SCQF Level 11 qualifications in Executive Coaching and Mentoring.

**Qualification overview**

Qualification title	Credit value	Total qualification time	Structure
SCQF Level 9 Certificate in Coaching and Mentoring	13 credits	130 hours	<ul style="list-style-type: none"> <li>● One hour induction</li> <li>● At least two hours tutorial support</li> <li>● Three mandatory units*</li> </ul>
SCQF Level 9 Diploma in Coaching and Mentoring	37 credits	370 hours	<ul style="list-style-type: none"> <li>● One hour induction</li> <li>● At least two hours tutorial support</li> <li>● Three mandatory units*</li> </ul>

\*Refer to table below for unit details

**Rules of combination****Certificate**

- Three mandatory units (13 credits)

**Diploma**

- Three mandatory units (37 credits)

**Overview of units**

Reference	Unit title	SCQF Level	CV*	GLH**	Mandatory***
8819-900	Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring	9	5	18	C D
8819-901	Undertaking Management Coaching or Mentoring in the Workplace	9	5	12	C
8819-902	Undertaking an Extended Period of Management Coaching or Mentoring in the Workplace	9	29	20	D
8819-903	Reviewing Own Ability as a Management Coach or Mentor	9	3	7	C D

\*Credit value \*\*Guided learning hours \*\*\*C=Certificate D=Diploma

**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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ILM is a City & Guilds Group Business. 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.