

ILM Level 3

Award and Certificate in Coaching



Who are these qualifications for?

The Award and Certificate in Coaching are designed for people in their first management roles, including team leaders and first-line managers. They are both ideal for individuals seeking to develop the tools, knowledge and confidence to coach people as part of their normal working role.

Benefits for individuals

- Know what it takes to be an effective coach in your workplace
- Understand how coaching works – learn a coaching model, and the tools and techniques to support it
- Put your new skills into practice in your job – carry out supervised coaching sessions
- Analyse, assess and plan to improve your own coaching ability.

Benefits for employers

- Implement coaching to improve performance in your organisation
- Ensure the managers you develop as coaches are properly equipped with the skills, knowledge and ethical understanding they need
- Develop a coaching culture in your organisation by developing your managers as truly effective coaches.

There are three mandatory units in each qualification. 'Understanding good practice in workplace coaching' covers the role of coaching, basic coaching processes and the abilities and qualities individuals need to be a good coach. 'Reflecting on workplace coaching skills' will give learners tools to analyse and improve their own performance as a coach. 'Undertaking coaching in the workplace' requires learners to plan and carry out at least six hours of coaching, with supervision and support.

At Certificate level, this unit is replaced by 'Undertaking an extended period of coaching in the workplace', which requires at least 36 hours of coaching for a deeper level of skill and experience.

Progression

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

- ILM Level 3 Certificate in Coaching
- ILM Level 3 Certificate in Coaching and Mentoring
- 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 Award in Coaching QAN: 600/5782/8	10 credits	100 hours	<ul style="list-style-type: none"> ● One hour induction ● At least two hours tutorial support ● Three mandatory units*
Level 3 Certificate in Coaching QAN: 600/5784/1	13 credits	130 hours	<ul style="list-style-type: none"> ● One hour induction ● At least two hours tutorial support ● Three mandatory units*

*Refer to table below for unit details

Rules of combination

Award

- Three mandatory units (10 credits)

Certificate

- Three mandatory units (13 credits)

Overview of units

Reference	Unit title	Level	CV*	GLH**	Mandatory***
8577-300	Understanding Good Practice in Workplace Coaching	3	3	9	A C
8577-301	Undertaking Coaching in the Workplace	3	4	6	A
8577-302	Undertaking an Extended Period of Coaching in the Workplace	3	7	12	C
8577-303	Reflecting on Workplace Coaching Skills	3	3	6	A C

*Credit value **Guided learning hours ***A=Award C=Certificate

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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All ILM qualifications are awarded by the City and Guilds of London Institute, which was founded in 1878 and is incorporated by Royal Charter.

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.