



ILM LEVEL 3 CERTIFICATE IN WORKPLACE COACHING AND MENTORING

ILM/L3QWPC/0209

Introducing the qualification

The ILM Level 3 Certificate in Workplace Coaching and Mentoring is designed to provide practising and potential team leaders and first line managers with the knowledge, skills and confidence to perform effectively as workplace coaches and mentors. In addition the qualification aims to equip learners with the skills to move into a development role within their organisation.

The qualification is formed of seven mandatory units. Learners gain an understanding of good workplace coaching in the first unit and go on to implement their learning by organising and undertaking a period of supervised workplace coaching in units two, three and four.

Participants then prepare, organise and undertake workplace mentoring in the remaining three units of the certificate.

Qualification overview

	Level 3 Certificate in Workplace Coaching and Mentoring
Credit value*	<ul style="list-style-type: none">• Minimum 28 credits
Guided learning	<ul style="list-style-type: none">• Minimum 65 hours
Duration	<ul style="list-style-type: none">• Completion within two years
Structure	<ul style="list-style-type: none">• Induction – one hour• Tutorial support – at least four hours• Seven mandatory units with a credit value of 28
Assessment – mandatory units	<ul style="list-style-type: none">• Work-based assignment• Coaching diary• Personal development plan and reflective log• Reflective review• Mentoring diary
Entry requirements	There are no formal entry requirements but participants will normally have the opportunity to meet the assessment demands and have a background that will enable them to benefit from the programme

* Please note ILM Vocationally Related Qualifications (VRQs) are part of the Qualifications and Credit Framework (QCF), applicable in England, Wales and Northern Ireland, providing successful candidates with transferable credit.



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Overview of units

Ref	Unit title	CV*	Mandatory
D3.01	Understanding good practice in workplace coaching	3	C
D3.02	Organising workplace coaching	2	C
D3.03	Undertaking supervised coaching in the workplace	3	C
D3.04	Undertaking an extended period of supervised coaching in the workplace	7	C
D3.05	Understanding good practice in workplace mentoring	3	C
D3.06	Organise and undertake supervised mentoring in the workplace	4	C
D3.07	Undertaking an extended period of supervised mentoring in the workplace	6	C

* Credit value

Candidates must complete the associated mandatory units for their qualification, marked C = Certificate, – check with your centre for further advice.

ILM membership

All learners gain free studying membership of ILM for one year. Designed to help candidates get the most from their course and advance their management career, studying membership gives access to a wide range of specialist support and development materials and services. Learners activate their ILM studying membership online at www.i-l-m.com/activate and can upgrade any time to professional membership – gaining an additional range of membership services and the use of post nominal letters (eg AInstLM).

Contact ILM www.i-l-m.com

The ILM Qualification and Membership teams are 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.

For information on any aspect of ILM qualifications and learning resources contact **01543 266867** or email **customer@i-l-m.com**

For information on ILM membership contact **01543 266886** or email **membership@i-l-m.com**

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