



ILM Level 5 Coaching & Mentoring

Syllabus & Information



inspired2learn

COACHING & MENTORING



**ILM Level 5 Coaching & Mentoring
Information Pack**

- Get started straight away
- Attend an optional 4-day training course **FREE**
- Graduate level study and internationally recognised qualification
- Distance learning supported by a wealth of learning materials
- Flexible assignment deadlines to fit in with your busy schedule
- Unlimited distance learning support and coaching supervision

Qualification Fee £2,034 including VAT

Course fees include the following:

- A selection of published coaching books
- An induction pack with everything you need to get started on the written assignments
- A telephone induction followed by ILM registration for your qualification
- Optional training course - 4 days of high quality training and learning materials
- Unlimited email and telephone support, including coaching supervision
- On line access to a wealth of coaching resources via the ILM and inspired2learn websites
- All fees and assessment requirements for your ILM qualification

Qualification structure

There are three units of study:

- 1. Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring** (written assignment)
- 2. Undertaking Coaching or Mentoring** (12 hours for the certificate or 100 hours for the Diploma) – submission of a detailed coaching diary
- 3. Reviewing Own Ability as a Management Coach or Mentor** (written assignment)

This qualification can be extended to a Level 5 Diploma by completing an additional 80 hours of coaching (additional costs apply).

Learning approach

Distance learning is a good option if you want to fit learning around your other commitments. You can choose how you prefer to study and there are no compulsory learning methods (such as attending training) or timescales. We also offer the option to attend a 4-day training course FREE. Dates are published on our website. We will provide you with access to a wealth of learning resources via our website (e.g. articles, journals, research papers, coaching tools and templates). You will also have access to the ILM's on line learning materials.

There are two written assignments to complete, plus a diary log of at least 12 hours of coaching or mentoring activity. You will receive ongoing and unlimited supervision, advice and support for the duration of your qualification. Different people complete the ILM Level 5 Certificate in Coaching and Mentoring at different rates, according to work demands and lifestyle. There are no fixed deadlines for assignments and you have up to three years to complete. It is possible to complete your qualification within a few months, or over a much longer timescale. You are in control of setting your own deadlines and we will help you every step of the way.

Enrolment, payment and other practical arrangements

Enrolment – we will send you an enrolment form, which includes a summary of your current experience and aims for the programme and qualification. This helps us to tailor support to your individual needs and aspirations.

Payment You have the option to pay the full fee in advance or set up a payment plan. This qualification is available using the MOD's Enhanced Learning Credits (ELCAS provider number 7065).

Tutor support– we promise that your tutor will be quick to respond to your requests and questions during normal working hours. We pride ourselves on the excellent personal support that we provide. You will have a named tutor whom you can contact whenever you like for help via phone and email.

About inspired2learn

Established in 2002 by Clare and Barrie Smale, inspired2learn has a proven track record in the provision of coaching and ILM coaching qualifications to the public, private and charitable sectors.

Clare Smale, the expert tutor for the qualification programme, is an extremely experienced and active executive coach and has been training coaches for many years. Clare is the published author of two coaching books:

- The A-Z Coaching Handbook
- Transform your goals with VISION.

Clare's coaching cards are also very popular and are a free gift to all ILM qualification students, along with a copy of The A-Z Coaching Handbook. Clare is a member of the EMCC and a trainer member of ANLP.



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Full details of the ILM Level 5 Certificate in Coaching & Mentoring can be found on the next few pages, including units of study.

The ILM Level 5 Certificate in Coaching and Mentoring

The Certificate in Coaching and Mentoring is an ideal qualification for managers with significant responsibility for coaching and mentoring as part of their day-to-day role. It also develops those 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 this 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 requires learners to demonstrate their ability to plan, deliver and review at least 12 hours of coaching and mentoring in the workplace. The third 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.

The vast majority of people complete the Level 5 Certificate. There is also the option to top up this qualification to a Level 5 Diploma by completing an additional 80 hours of coaching (additional costs apply).

Level 5 Certificate in Coaching and Mentoring - Qualification Overview

Qualification Accreditation No:	600/5791/9
Credit Value:	13
Induction:	At least 1 hour
Tutorial Support:	Minimum 2 hours
Duration:	To be completed in 3 years
Rules of Combination:	Learners are required to gain 13 credits to achieve this qualification from units 500, 501 and 503.

Unit Title	Level	CV*	GLH**
Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring	5	5	18
Undertaking Management Coaching or Mentoring in the Workplace	5	5	12
Reviewing Own Ability as a Management Coach or Mentor	5	3	7

*Credit Value

** Guided Learning Hours

The total guided learning hours for this qualification is 37. This includes the delivery of units, induction and tutorial support. Your qualification is structured to meet your personal needs and the guided learning hours will include a mix of workshops, distance learning materials, face to face tutorials and telephone coaching.

i2l will provide you with access to materials to help you undertake supported self-study. You will need to record the ongoing amount and format of your learning hours and your tutor will discuss and monitor this with you on a regular basis.

Your induction

You will receive a short face to face induction of about two hours, including the following written information:

- an outline of the qualification and the related learner support available (including the Study Guide which can be downloaded from www.i-l-m.com)
- FREE ILM studying membership and benefits for the duration of your qualification (register on line)
- expectations of, and benefits to, the individual and where relevant, their employer
- format of the programme – content, hours, attendance, delivery methods, etc
- the assessment requirements, including assessment criteria
- roles and responsibilities of centre staff, learners and ILM
- learning and study skills, including reference to use of library, internet and any open or on-line learning to be used
- information on tutorial support, advice and guidance, equal opportunities, appeals procedures, authenticity and plagiarism

You will also receive coaching / mentoring supervision. The term *coaching supervision* refers to the process by which coaches are supported in their development to perform effectively This includes tutoring/training, coaching/mentoring, peer coaching/peer mentoring and similar activities in one-to-one or group situations to facilitate the development of yourself as a coach and as a reflective practitioner. It also includes time spent with you in preparing plans, coaching diaries and reflective logs which will be used for assessment purposes. You won't be observed or accompanied during coaching / mentoring practice by your tutor, although you will be encouraged to seek feedback from your coachees (and your employer where relevant).

Unit 5015

Unit 5015 Title:	Understanding the skills, principles and practice of effective management coaching and mentoring
Learning outcomes (the learner will)	Assessment criteria (the learner can)
Understand the purpose of coaching and mentoring within an organisational context	<p>Define what coaching and mentoring is within the context of an organisation and explain the similarities and differences between coaching and mentoring</p> <p>Identify potential individual, operational and organisational barriers to using coaching or mentoring and develop appropriate strategies for minimising or overcoming these</p> <p>Present the case for using coaching or mentoring to benefit individuals and organisation performance</p>
Understand the skills, behaviours, attitudes, beliefs and values of an effective coach or mentor	<p>Critically explore the knowledge, skills, and behaviour of an effective coach or mentor</p> <p>Analyse why coaches or mentors require effective communication skills</p> <p>Review the responsibilities of the coach or mentor to manage relationships (including values and power) and remain ethical and non-judgemental</p>
Understand the role of contracting and the process to effectively coach or mentor	<p>Review a model or process which should be followed when formally coaching or mentoring</p> <p>Analyse the rationale for and the characteristics of effective contracting within coaching or mentoring</p> <p>Explain the necessity of exploring the expectations and boundaries of a coaching or mentoring programme with all stakeholders</p> <p>Justify the rationale for supervision of coaches and mentors in practice</p>
Understand the principles of effective coaching or mentoring in practice and how to evaluate benefits	<p>Critically review the elements required for effective and integrated coaching or mentoring</p> <p>Analyse how the benefits of coaching or mentoring should be evaluated</p>

Unit 5016

Unit 5016 Title:	Undertaking management coaching or mentoring in the workplace	
Learning outcomes (the learner will)	Assessment criteria (the learner can)	
<p>Be able to plan and prepare for management coaching or mentoring programmes based on identified developmental needs and goals</p>	<p>Explain the rationale for coaching or mentoring for one or more clients and formally agree a contract with one or more clients</p> <p>Identify individual developmental needs and agree goals, in line with organisational, divisional and/or team goals</p> <p>Plan and prepare a short coaching or mentoring programme with one or more clients to complete a minimum of twelve hours of formal coaching activity</p>	
<p>Be able to undertake and record at least twelve hours of formal coaching or mentoring activity with one or more clients</p>	<p>Complete a minimum of twelve hours of coaching or mentoring activity with one or more clients</p> <p>Critically review your use of a range of diagnostic coaching and mentoring tools and techniques</p> <p>Assess your ability to build relationships and use effective communication techniques of questioning, listening and giving feedback</p> <p>Maintain appropriate overview records of goals, discussion and outcomes including progress towards goals</p>	
<p>Be able to reflect and review own management coaching or mentoring practice</p>	<p>Collect feedback on own coaching or mentoring practice on the effectiveness of coaching or mentoring interventions in enabling the achievement of agreed goals and show evidence of this within the coaching / mentoring diary</p> <p>Review coaching or mentoring activity and holistically explore this for patterns and personal learning and areas for improvement</p> <p>Reflect on own coaching or mentoring practice (including evidence of supervision / tutorial feedback)</p>	

Unit 5018

Title:	Reviewing own ability as a management coach or mentor
Learning outcomes (the learner will)	Assessment criteria (the learner can)
Be able to assess your own skills, behaviours and knowledge as a coach and mentor	<p>Conduct an evidenced assessment analysis of your own ability as a coach and/or mentor relating to knowledge, skills and behaviours</p> <p>Using this analysis critically review your strengths and weaknesses in relation to your skills, behaviours and knowledge as a coach or mentor</p>
Be able to critically review and reflect on the effectiveness of your own practice as a coach or mentor	<p>Critically review the coaching activity undertaken looking at the process, patterns and outcomes</p> <p>Critically evaluate your own skills as a coach or mentor focussing particularly on your self- awareness, approach, communication skills, and relationship management</p> <p>Discuss how you ensure your coaching or mentoring is ethical and non-judgemental</p> <p>Provide evidence of reflecting on actual coaching or mentoring activity by using examples and evidence</p>
Be able to demonstrate how you have developed and how you plan to develop in the future as a coach or mentor	<p>Explain and reflect on the effectiveness of tutorial supervision</p> <p>Provide evidence of how you have recorded and logged your own progress and development as a coach or mentor</p> <p>Provide a linked and relevant plan for your future development for a minimum of the next twelve months</p>

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