



# ILM LEVEL 3 QUALIFICATIONS IN COACHING AND MENTORING



ILM/L3QITL/0308

## Introducing the qualifications

The ILM Level 3 Award in Workplace Coaching for Team Leaders and First Line Managers and the ILM Level 3 Certificate for Professional Workplace Coaches aim to provide practising and potential team leaders and first line managers with the knowledge, skills and confidence to perform effectively as workplace coaches as part of their normal work role. In addition the Certificate aims to equip participants seeking to move into a development role within their organisations or as a freelance workplace coach.

### The Award in Workplace Coaching for Team Leaders and First Line Managers

is a concise qualification made up of three mandatory units which introduce the key aspects of coaching in the workplace. In the first unit, 'Understanding good practice in workplace coaching', the role of the workplace coach is explored. Here

participants assess their own ability to use a variety of interpersonal communication skills when giving effective feedback to learners. In 'Organising workplace coaching' participants look at the range and value of different learning resources to support safe and effective coaching, alongside practical skills in how to monitor and record learner progress. In the final unit of the Award, participants plan and organise workplace coaching sessions, undertaking coaching and then monitoring/reviewing their own workplace coaching performance.

### The Certificate for Professional Workplace Coaches

is aimed at participants who will be significantly involved in workplace coaching – within an organisation or as a freelancer. Participants complete the same three mandatory units as in the Award above but also complete an additional unit,

'Undertaking an extended period of supervised coaching in the workplace'. In this practical unit participants will develop and improve their workplace coaching, planning, organising and evaluating at least 30 hours of coaching. (Please note participants are not required to undertake the Award in Workplace Coaching for Team Leaders and First Line Managers as a prerequisite and may join the Certificate for Professional Workplace Coaches directly.)

## Qualifications overview

	<b>Level 3 Award in Workplace Coaching for Team Leaders and First Line Managers</b>	<b>Level 3 Certificate for Professional Workplace Coaches</b>
<b>Credit value*</b>	<ul style="list-style-type: none"> <li>Minimum 8 credits</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 15 credits</li> </ul>
<b>Guided learning</b>	<ul style="list-style-type: none"> <li>Minimum 24 hours</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 36 hours</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>Completion within one year</li> </ul>	<ul style="list-style-type: none"> <li>Completion within two years</li> </ul>
<b>Structure</b>	<ul style="list-style-type: none"> <li>Induction – one hour</li> <li>Tutorial support – at least two hours</li> <li>Three mandatory units with a combined credit value of 8</li> </ul>	<ul style="list-style-type: none"> <li>Induction – one hour</li> <li>Tutorial support – at least two hours</li> <li>Four mandatory units with a combined credit value of 15</li> </ul>
<b>Assessment – mandatory units</b>	<ul style="list-style-type: none"> <li>Work-based assignment</li> <li>Coaching diary</li> </ul>	<ul style="list-style-type: none"> <li>Work-based assignment</li> <li>Coaching diary</li> <li>Personal development plan and reflective log</li> </ul>
<b>Entry requirements</b>	<p>There are no formal entry requirements but participants will normally be practising team leaders or first line managers. They should normally have completed an ILM Level 2 qualification in Team Leading or an ILM Level 3 qualification in First Line Management, or equivalent. Exceptional learners, who have no formal qualification in team leading or first line management, but who have several years' experience and have completed some formal training in the role, may also participate.</p>	

\* Credit values are notional until 30 April 2008, pending the introduction of the English Qualifications and Credit Framework which will ratify/revise these values. One credit is equivalent to a nominal ten hours of learning time



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## Overview of units

Ref	Unit title	CV*	Mandatory
D3.01	Understanding good practice in workplace coaching	3	A C
D3.02	Organising workplace coaching	2	A C
D3.03	Undertaking supervised coaching in the workplace	3	A C
D3.04	Undertaking an extended period of supervised coaching in the workplace	7	C

\* Credit value

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

## Learning resources

ILM recommends the following publication as support material for the ILM Level 3 qualifications in Coaching and Mentoring :

- *Concepts of Coaching* by Peter Hill. Filled with concepts and models for the coach, this is an invaluable resource to assist in the development of managers as coaches, covering the full spectrum from contracting to evaluation

## 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. Once registered, candidates can activate their ILM studying membership online at [www.i-l-m.com/activate](http://www.i-l-m.com/activate). At any time candidates can upgrade to become a full ILM professional member – giving an additional range of membership services and the use of post nominal letters (e.g. AInstLM).

## Contact ILM [www.i-l-m.com](http://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 e-mail **customer@i-l-m.com**

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

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