



# ILM LEVEL 5 QUALIFICATIONS IN COACHING AND MENTORING

ILM/L5QVM/0208

## Introducing the qualifications

The ILM Level 5 Certificate in Coaching and Mentoring in Management and the ILM Level 5 Diploma for Professional Management Coaches and Mentors aim to provide practising managers with the knowledge, skills and confidence to perform effectively as coaches or mentors as part of their normal work role. In addition the Diploma aims to equip participants seeking to move into a development role within their organisations or to freelance as a management coach or mentor.

**The Certificate in Coaching and Mentoring in Management** is made up of three mandatory units which enable participants to understand, develop and demonstrate knowledge and skills in workplace coaching and mentoring. In the first mandatory unit participants explore the characteristics of effective coaches and mentors, going on to present a business case for using

coaching or mentoring in their organisation. In the second unit participants review their own ability as a management coach or mentor, exploring their ethical and moral views as well as communication skills. During the final mandatory unit participants plan and deliver a short coaching or mentoring programme in line with their organisational, divisional or team goals.

### **The Diploma for Professional Management Coaches and Mentors**

is aimed at participants who will be significantly involved in management coaching/mentoring – within an organisation or as a freelancer. Participants complete the same three mandatory units as in the Certificate above but also complete an additional unit, 'Undertaking an extended period of management coaching or mentoring in the workplace'. In this practical unit participants will develop and improve

their performance as management coaches or mentors, taking around 100 hours to plan, organise and evaluate an extended period of coaching or mentoring. (Please note participants are not required to undertake the Certificate in Coaching and Mentoring in Management as a prerequisite and may join the Diploma for Professional Management Coaches and Mentors directly.)

## Qualifications overview

	<b>Level 5 Certificate in Coaching and Mentoring in Management</b>	<b>Level 5 Diploma for Professional Management Coaches and Mentors</b>
<b>Credit value*</b>	<ul style="list-style-type: none"> <li>• Minimum 13 credits</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 37 credits</li> </ul>
<b>Guided learning</b>	<ul style="list-style-type: none"> <li>• Minimum 45 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 65 hours</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>• Completion within two years</li> </ul>	<ul style="list-style-type: none"> <li>• Completion within three 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 13</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 37</li> </ul>
<b>Assessment – mandatory units</b>	<ul style="list-style-type: none"> <li>• Work-based assignment</li> <li>• Coaching/mentoring diary</li> </ul>	<ul style="list-style-type: none"> <li>• Work-based assignment</li> <li>• Coaching/mentoring diary</li> <li>• Personal development plan, learning log and reflective review</li> </ul>
<b>Entry requirements</b>	<p>There are no formal entry requirements but participants will normally be practising managers. They should normally have successfully completed an ILM Level 3 qualification in First Line Management, or an ILM Level 5 qualification in Management, or equivalent. Exceptional learners, who have no formal qualification in 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
D5.01	Understanding how management coaching and mentoring can benefit individuals and organisations	5	C D
D5.02	Reviewing own ability as a management coach or mentor	3	C D
D5.03	Undertaking management coaching or mentoring in the workplace	5	C D
D5.04	Undertaking an extended period of management coaching or mentoring in the workplace	24	D

\* Credit value

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

## Learning resources

ILM recommends the following learning resources as support material for the ILM Level 5 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
- *QED's Online L5 Certificate in Coaching and Mentoring in Management*. This is a 30 hour equivalent knowledge-based online learning programme validated by ILM covering the indicative content for Units D5.01 and D5.02. Details are available from the QED Limited website at [www.qedcoaching.co.uk](http://www.qedcoaching.co.uk) or call 0800 0938419

## 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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