



ILM LEVEL 3 QUALIFICATIONS IN WORKPLACE MENTORING

ILM/L3QIWM/V2/0711

Introducing the qualifications

These qualifications have been developed specifically to boost the knowledge, skills and confidence of those with a mentoring role within the workplace or those wishing to take on such a role.

The Award

The Award is a good foundation for those new to a mentoring role, or for those wishing to introduce mentoring into their role. It is a concise qualification designed to give practising and potential team leaders and first line managers the knowledge, skills and confidence to perform effectively as workplace mentors.

The Certificate

The Certificate aims to equip practising and potential team leaders and first line managers with the knowledge, skills and confidence to perform effectively as workplace mentors as part of their normal work role; and possibly move into a developmental role within their organisation.

Progression

After successfully completing either or both of these qualifications, you would be ready to progress to various learning and development qualifications in training, assessment and verification, or to management development qualifications at higher levels. These include the ILM Level 3 Certificate in Workplace Coaching and Mentoring, the ILM Level 5 Certificate in Coaching and Mentoring in Management, or the ILM Level 5 Diploma for Professional Management Coaches and Mentors.

Qualifications overview

	ILM Level 3 Award in Workplace Mentoring	ILM Level 3 Certificate in Workplace Mentoring
Credit value	<ul style="list-style-type: none"> • 7 credits 	<ul style="list-style-type: none"> • 13 credits
Guided learning hours	<ul style="list-style-type: none"> • Minimum 18 hours 	<ul style="list-style-type: none"> • Minimum 30 hours
Duration	<ul style="list-style-type: none"> • Completion within three years 	<ul style="list-style-type: none"> • Completion within three years
Structure	<ul style="list-style-type: none"> • Induction – one hour • Tutorial support – minimum two hours • Two mandatory units with a combined credit value of 7 	<ul style="list-style-type: none"> • Induction – one hour • Tutorial support – minimum two hours • Three mandatory units with a combined credit value of 13
Assessment – mandatory units	<ul style="list-style-type: none"> • Reflective review and mentoring diary 	<ul style="list-style-type: none"> • Reflective review, mentoring diary, personal development plan and reflective log
Entry requirements	There are no formal entry requirements, but participants will normally be practising team leaders or first line managers.	



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Overview of units

Ref	Unit title	CV*	Mandatory
D3.05	Understanding good practice in workplace mentoring	3	A C
D3.06	Organise and undertake supervised mentoring in the workplace	4	A 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 A = Award and C = Certificate.

Learning resources

There is a range of materials available to support ILM qualifications, for full details browse online at www.i-l-m.com/shop.

The following are suitable for the ILM Level 3 Qualifications in Workplace Mentoring :

- **Concepts of Coaching**. Written by Peter Hill, this invaluable book is full of useful concepts and models for the coach
- **Leading Teams**. Written by David Pardey and endorsed by leadership guru John Adair, this publication is highly recommended for those interested in developing successful leadership skills and techniques
- **Level 3 Coaching Resource Pack**. This comprehensive set of tools includes a trainer manual, case studies, exercises, lesson plans, workbooks and more.

ILM membership

All learners can gain free development support for six months with our Trial Membership package. ILM membership brings access to a wide range of online resources, news and information that have been specially selected to support management learning and development. It's the ideal way to help learners get the most from their ILM programme and support their management career.

Learners can simply visit www.i-l-m.com/activate and start their free Trial Membership anytime.

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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