



PEOPLE DEVELOPMENT TEAM

ILM Level 3 Coaching Qualifications



The People Development Team (PDT) is one of the UK's leading providers of Institute of Leadership & Management (ILM) accredited leadership and management programmes.

All our training and development programmes are customised to fit in with your organisational needs, competency frameworks and corporate culture using the ILM's highly flexible, modular format.

The benefits are exceptional. Employers have reported improved productivity, increased motivation and staff retention whilst the individuals achieve an internationally recognised management qualification.

PDT is committed to maximising learner engagement. We do this by working in partnership with you to deliver relevant, effective and results-driven development programmes.

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 delegates 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.)

The table below outlines each programme structure, whilst the table overleaf lists the mandatory and optional units. Using this flexible unit choice system, we can design a programme that will meet your organisational needs.

** Please note: These 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 qualification credits.*

GLD = Guided Learning Hours.

Level 3 Award in Workplace Coaching for Team Leaders and First Line Managers

Level 3 Certificate for Professional Workplace Coaches

Notional credit value *

Minimum 8 credits

Minimum 15 credits

Suggested duration

4 days

5 days

Duration

Completion within one year

Completion within two years

Structure

- Induction – one hour
- Tutorial support – at least two hours
- Three mandatory units with a combined credit value of 8

- Induction – one hour
- Tutorial support – at least two hours
- Four mandatory units with a combined credit value of 15

Assessment – mandatory units

- Work-based assignment
- Coaching diary showing 6 hours of coaching practice

- Work-based assignment,
- Coaching diary showing 6 hours of coaching practice
- Reflective log showing 30 hours of coaching practice
- Personal development plan

Entry requirements

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.

Units

Ref	Unit Title	Notional Credit Value	Mandatory Units
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