



ILM Level 5 Qualifications in Coaching and Mentoring

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.

**ILM Level 5 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 either 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.)

The table below outlines each programme structure, whilst the table overleaf lists the modules.

*\* 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 5 Certificate in Coaching and Mentoring in Management	Level 5 Diploma for Professional Management Coaches and Mentors
Notional credit value*	Minimum 13 credits	Minimum 37 credits
Guided learning	Minimum 45 hours	Minimum 65 hours
Duration	Completion within two years	Completion within three years
Structure	<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 hours</li> <li>• Tutorial support: at least four hours</li> <li>• Four mandatory units with a combined credit value of 37</li> </ul>
Assessment – mandatory units	<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>
Entry requirements	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. This programme is also appropriate for learners who have no formal qualification in management but who have several years' experience and have completed some formal training in the role.	

## Units

Ref	Unit Title	NCV	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 workplaces	24	D