



Grow Development Solutions

ILM Level 5 Certificate in Effective Coaching & Mentoring
(Online Programme)



Our ILM Level 5 Certificate in Effective Coaching & Mentoring is a *highly engaging* and *interactive* programme, which provides many opportunities for participants to develop their coaching skills, through practical sessions.

The programme is designed for managers and those with significant responsibility for effective coaching and mentoring as part of their daily role within an organisational context. This qualification is also ideal for individuals who wish to move into a development role or start a career as a freelance coach or mentor. This is also a valuable programme for HR and Learning & Development professionals who want to gain a recognised qualification to enhance and accredit their experience with a recognised qualification.

Programme Modules

The programme is made up of three core modules that enable participants to understand, develop and demonstrate knowledge and skills in effective coaching and mentoring.

<p><i>Module 1:</i> <i>'Understanding the Skills, Principles and Practice of Effective Coaching and Mentoring within an Organisational Context.'</i></p> <p>This module aims to provide participants with an understanding of the skills, principles and practice required for effective coaching or mentoring within an organisational context.</p>	<p><i>Module 2:</i> <i>'Undertaking Effective Coaching or Mentoring within an Organisational Context.'</i></p> <p>For this module participants are required to plan, prepare and maintain accurate and auditable records for 18 hours of effective coaching or mentoring with a minimum of 2 and a maximum of 3 individuals.</p>	<p><i>Module 3:</i> <i>'Reviewing Own Ability as a Coach or Mentor within an Organisational Context.'</i></p> <p>For this module participants are to holistically review their ability to perform effectively as a coach or mentor within an organisational context.</p>
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What Participants CAN EXPECT

- ✦ To be challenged, have some fun, learn a lot and engage in thought-provoking learning opportunities!
- ✦ Small group sizes, between 6-12 participants
- ✦ Training, supervision, and tutorial support from qualified and highly experienced practicing coaches
- ✦ Group supervision
- ✦ Peer to peer coaching - observed and feedback provided
- ✦ Workbooks for all training workshops
- ✦ Access to the 'closed' online groups enabling you to collaborate outside of the formal learning environment
- ✦ Assessment of all three modules with comprehensive feedback
- ✦ A minimum of 12 months membership of The Institute of Leadership & Management
- ✦ A copy of one of the core reading texts for the course



Our Course Team

Course Leader: Amie Nazaruk-Wheeler

Associate Course Facilitator:
Sharn Atherton

Associate Course Supervisor:
Rita Symons

WHAT PREVIOUS PARTICIPANTS HAVE SAID ABOUT OUR PROGRAMMES

"I want to thank you for delivering a first class programme that has given me the opportunity to develop my ability as a coach by raising my knowledge and skills and perhaps most significantly for me, has boosted my personal confidence in my day to day work".

"I just want to thank you for your time on this course, I will be using this for the rest of my career as I have learned a lot from my time with you."

"Thank you for your help and support on this course. It has been a brilliant experience!"

Online Programme

DATES & TIMES OF 'LIVE' WORKSHOPS

Daytime Online Course

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| <ul style="list-style-type: none">✦ Welcome and Induction: 20th April 2021 @ 10.00-12.00✦ Workshop 1: 22nd April 2021 @ 09.30-12.30✦ Workshop 2: 29th April 2021 @ 09.30-12.30✦ Workshop 3: 17th May 2021 @ 09.30-12.30✦ Workshop 4: 25th May 2021 @ 09.30-12.30✦ Workshop 5: 17th June 2021 @ 09.30-12.30 | <ul style="list-style-type: none">✦ Workshop 6: 23rd June 2021 @ 09.30-12.30✦ Workshop 7: 12th July 2021 @ 09.30-12.30✦ Workshop 8: 19th July 2021 @ 09.30-12.30✦ Workshop 9: 10th August 2021 @ 09.30-12.30✦ Workshop 10: 17th August 2021 @ 09.30-12.30 |
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Please note that all online workshops are 'live' sessions and participants are expected to attend all/as many sessions as possible. If, however you are unable to attend a session, all sessions are recorded and available for viewing after each workshop, along with any on-screen activities.

Supervision, Tutorials & Peer to Peer Coaching

All supervision, and tutorial sessions will be held online or over the telephone and dates and times for these are agreed with participants when on-programme, to ensure the additional support provided is in-line with your coaching practice and development on the programme.

Peer to peer coaching sessions are usually held in between the training workshops, these provide participants with the opportunity to practise their coaching skills. Some of these sessions are recorded (optional) and feedback is provided by a member of the course team.



Further Details CONTENT & ASSESSMENT REQUIREMENTS

Module 1 (ILM Unit 500): 'Understanding the Skills, Principles and Practice of Effective Coaching and Mentoring within an Organisational Context'

Overview of Module Content:

- ✿ The purpose of coaching and mentoring within an organisational context
- ✿ Knowledge, skills and behaviours required to be an effective coach or mentor
- ✿ Contracting and management of the coaching or mentoring process

Assessment Requirements:

- ✿ You will be required to present a report on the business rationale for Coaching and Mentoring, within either your organisation or one that you are proposing to work in, to the Senior Management Team (SMT).
- ✿ The suggested word count for the report is between 4000-5500 words, not including appendices.
- ✿ The report will be internally assessed (by the team at Grow Development Solutions Ltd), which is marked and subject to internal and external verification.
- ✿ To pass this module the evidence that is presented for assessment must demonstrate the required standard specified in the learning outcomes and assessment criteria. The unit will be assessed as pass/refer, with up to three attempts to achieve a pass for the module.

Module 2 (ILM Unit 501): 'Undertaking Effective Coaching or Mentoring within an Organisational Context'

Overview of Module Content:

- ✿ Maintaining documentation and record keeping for effective coaching or mentoring
- ✿ Tools, models and techniques to effectively plan, deliver and review coaching or mentoring activities
- ✿ An introduction to reflective practice

Assessment Requirements:

- ✿ You will be required to submit a portfolio of evidence (in electronic form) which demonstrates that you have undertaken a minimum of 18 hours of effective coaching or mentoring with a minimum of 2 and maximum of 3 individuals.
- ✿ The portfolio will be internally assessed (by the team at Grow Development Solutions Ltd), which is marked and subject to internal and external verification.
- ✿ To pass this module the evidence that is presented for assessment must demonstrate the required standard specified in the learning outcomes and assessment criteria. The unit will be assessed as pass/refer, with up to three attempts to achieve a pass for the module.

Further Details CONTENT & ASSESSMENT REQUIREMENTS

Module 3 (ILM Unit 503): 'Reviewing Own Ability as a Coach or Mentor within an Organisational Context'

Overview of Module Content:

- ✿ Tools and models to review own ability to perform effectively as a coach or mentor
- ✿ Methods and approaches of evaluation to assess the benefits that have been realised as a result of the coaching or mentoring undertaken
- ✿ Planning for own future professional development

Assessment Requirements:

- ✿ You will be required to submit a reflective journal, which provides a holistic and reflective review that links with the supplementary evidence of practice collected in Unit 501. The reflective journal must be valid, fit for purpose and meet the relevant assessment criteria for the module.
- ✿ The evidence and journal will be internally assessed (by the team at Grow Development Solutions Ltd), which is marked and subject to internal and external verification.
- ✿ To pass this module the evidence that is presented for assessment must demonstrate the required standard specified in the learning outcomes and assessment criteria. The unit will be assessed as pass/refer, with up to three attempts to achieve a pass for the module.

Assessment Submission and Expected Timeframe for Completion

- ✿ Module 1 (ILM Unit 500): It is recommended that participants complete this unit assessment and submit on or before **3rd September 2021**
- ✿ Module 2 (ILM Unit 501): It is recommended that participants complete this unit assessment and submit on or before **31st March 2022**
- ✿ Module 3 (ILM Unit 503): It is recommended that participants complete this unit assessment and submit on or before **31st March 2022**

Please note that for submission of Module 2 (ILM Unit 501) and Module 3 (ILM Unit 503), we do offer flexibility in regards to submission dates, to ensure that you have had sufficient opportunity to complete the practical 18 hours of coaching or mentoring. You should keep your course leader updated and informed of any expected changes in submission, so you can mutually agree on any early submission dates or any extension required for submission and completion.



Course Fees & NEXT STEPS

Level 5 Certificate Online Course: £1550.00, includes VAT

[EARLY-BIRD FEES](#) (For bookings confirmed by 31st March 2021): £1395.00, includes VAT.

Fees are fully inclusive of all ILM registration fees, training delivery and course resources, coaching supervision, 1:1 tutorials and assessment and verification of all 3 modules

Flexible Payment Terms

For participants who are **self-funding**, we offer interest free instalment payment plan options - to be assessed and agreed on an individual basis. Typically, this is a 25% or 50% upfront payment, which is to be paid before the course start date, with the remaining balance paid over three instalments (paid monthly). There is a £50.00 (inclusive of VAT) fee charged for those opting to pay in instalments. Those who choose to pay in instalments will be required to sign our self-funding finance agreement.

Participants who are **funded by their employer**, should provide a purchase order number at the time of booking and fees are expected to be paid in full before the course start date (7 working days before the course start date).

Discounts are also offered for organisations who enrol and register two or more participants onto the same qualification programme.

How to Enrol

To enrol onto this course you will need to complete our online enrolment form, a link can be obtained from our enquiries team, please email: enquiries@growdevelopmentsolutions.com, or click on the 'Reserve Your Place' link on our website and you will be contacted via email to enrol online.

Once your enrolment form is completed, details regarding payment will be issued.

We hope to welcome you onto our programme soon!