

Certificate in Effective Coaching and Mentoring (ILM Level 5)

Programme brochure 2020-21

Delivery method: online

Contents

Programme Introduction.....	3
Who is the programme for?	4
Entry requirements.....	4
What do I get out of it?.....	5
Benefits for employers.....	5
Why study with UWE Bristol?	5
Fees, dates and booking	6
How is the programme delivered?	6
IT Requirements.....	6
Our programme structure	7
What time commitment will I have to make?	8
Coaching Supervision	8
How will I be assessed?.....	9
My qualification	9
Bristol Business Engagement Centre – Who we are.....	10

Programme Introduction

This ILM qualification aims to give you the skills and experience to develop your coaching/mentoring skills by practically completing coaching/mentoring sessions and critically reviewing these. Alongside this, you will also be encouraged to analyse your organisational environment, including its culture, structure and power and critically reflect on this in order to increase the effectiveness of your organisation.

Delivered through a mixture of tutor-led sessions and peer supported learning sets, our coaching programme aims to not only provide our learners with the ILM qualification, but support them through their coaching journey providing a safe space to reflect and practice their coaching and mentoring skills to develop their expertise and accredit their experience as a professional coach and mentor.

Our programme is structured over a 13 month period with 7 delivery days for you to attend, allowing the time to undertake your practice and bring your reflections back to the classroom to reflect and discuss with your tutor and peers.

Watch what some of our alumni have to say about their time studying for their ILM coaching and mentoring qualification with us

[Watch now](#)



Who is the programme for?

This programme is designed for:

- Managers with significant responsibility for effective coaching and mentoring as part of their daily role working with employees and colleagues within an organisational context
- Aspirational or early career freelance coaches or mentors offering coaching and mentoring to people within work settings
- Individuals aspiring to take up coaching or mentoring as part of their role*

*please see our entry requirements section with regards to what you will need to be able to do.

For those who are senior managers or HR/OD professionals and who want to develop their expertise and credibility in the fields of coaching and mentoring, or to establish coaching on an organisational level we also offer a [Certificate in Executive Coaching and Mentoring \(ILM Level 7\)](#).

If you are uncertain about the choice of level we are happy to discuss your personal situation in regards to which level qualification would be most appropriate for you.

Entry requirements

There are no formal entry requirements but we recommend that normally you have successfully completed an undergraduate or post graduate qualification in Business, Management, Human Resource Management, Psychology or a related subject area, or an equivalent qualification.

Exceptional learners, who have no formal qualification in management or leadership, but who have several years' experience and have completed some formal training in the role, may also participate.

We strongly urge participants to consider the following before booking, which are requirements of the assessment:

- To have identified between 2 -3 individuals to coach/mentor at a suitable level for the qualification*. It is your responsibility to identify your coachees/mentees and plan your sessions within the required timeframe.
- Consider how you plan to complete 18 hours of coaching/mentoring within the assessment timeframe (the submission date will be approximately 12 months after the start of your programme) with your identified coachees/mentees.
- Ensure you are able to attend all delivery dates for the cohort.

*For this qualification you will be required to coach/mentor individuals who work in a professional capacity, where you will be able to provide coaching/mentoring in a workplace setting, i.e. not life coaching.

What do I get out of it?

- Be able to assess your own skills, knowledge and behaviours as a coach and mentor
- Know how to manage the coaching and mentoring process within an organisational context
- Deepen your understanding of how organisational context can affect coaching and mentoring
- Plan, deliver and review your coaching and mentoring
- Plan your future development in coaching and mentoring

Benefits for employers

- Ensure the individuals you develop as effective coaches and mentors are equipped with the skills, knowledge and understanding required
- Develop a coaching and mentoring culture so that individuals can improve their performance and organisational productivity

Why study with UWE Bristol?

Studying with UWE Bristol gives you all the benefits that other students have access to. This includes access to:

- Our modern and purpose built business school
- Sessions delivered by our expert academics who alongside delivery, develop cutting edge research in their field of expertise
- Our extensive online library and our library facilities on campus
- Support from our librarians via our campus helpdesk or online chat function
- Access to our study skills workshops to help develop your academic writing skills
- The opportunity to become one of our executive education alumni and access to benefits such as further discounts on our programmes and alumni specific events and training like our [trailblazer programme](#).

Fees, dates and booking

To see our current dates, fees (including available discounts) and how to book your place, please go to our [course webpage](#).

How is the programme delivered?

This programme will be delivered through our online interactive learning platform. The initial three days will be with your larger full cohort. You will then undertake your learning sets in your peer groups. These will be in groups of no more than 10 to allow for a more personalised environment for your learning.



Alongside your face-to-face session, you will have access to your online course area to access materials and full access to our campus library and online library resources.

IT requirements

This programme is delivered fully online. To ensure you can participate fully in the session and programme materials, please see the following required computer specifications:

Operating system: Windows 7+, Mac OS 10.9+

Web browser: Google Chrome is the optimal browser. However other browsers such as Firefox, safari and Microsoft Edge are also compatible.

Required Plugins: [Adobe Flash Player](#)

Additional requirements:

- 256 MB RAM
- 20 MB free disk space
- Internet Access - 28.8 kbps speed or above (Broadband connection highly recommended). Slower internet connections may cause issues with audio and video.
- Soundcard with microphone and headphones (A headset with microphone/headphones is highly recommended)
- Webcam

Our programme structure

Firmly rooted in academic ideas and research, the team of tutors (all practising coaches and mentors) will navigate participants through the ways in which coaching can use a range of interventions which support and embellish practice, theory and coach/coachee behaviours.

The course will help the candidates move away from formulaic questions to an engagement of managers in complex ways of thinking. Practice will be a key part of class and include the use live examples of coaching, working in coaching triads and giving and receiving feedback.

The cohorts and tutors will work together to learn and reflect upon well-researched approaches and will introduce the coaching techniques and the use of creative questions and ideas for making coaching and mentoring dynamic and will help participants move toward coaching and mentoring mastery.

The core programme includes:

Initial information, materials and Programme Handbook provided online followed by:

A three day core module covering:

- **What are coaching and mentoring?** How are they perceived in organisations? What are my own perceptions? What skills, knowledge and capabilities are required? How do values and beliefs impact on coaching and mentoring? How can these activities be successfully structured? What is involved in contracting with individuals and organisations? How can I best learn and reflect on my development?
- **How can I develop my coaching/ mentoring practice?** What is its purpose? What theories and models are informing my practice? How can I work authentically with my values, beliefs and expertise? How can I work ethically? What are my skills, knowledge and attitudes and how do these compare to professional standards? How do I need to develop as a professional?
- **What is the context of executive coaching and mentoring?** What is their strategic purpose and impact? How do we develop coaching and mentoring cultures? What is the impact of power, organisational and wider societal contexts on coaching/ mentoring?

Followed by:

Four individual days of peer learning sessions which will include a group supervision taster session, tutorial support and work with peers on your practice and the ILM assignments. These sessions will also include:

- Research Undertakings (a desire to review more academic focussed, practice-based research papers)
- Review and build your own coaching profile and practice

- Skills development (incl. diagnostic tools/techniques)
- Reflective exercises (using reflective journal as evidence for qualification)
- Personal Development Plans

What time commitment will I have to make?

This is a challenging, yet rewarding programme, which will help you develop your understanding around coaching and mentoring techniques and develop your critical thinking, along with your peers in your cohort.

What time commitment will I have to make?

This is a challenging, yet rewarding programme, which will help you develop your understanding around coaching and mentoring techniques and develop your critical thinking, along with your peers in your cohort.

Coaching Supervision

Whilst candidates are encouraged to find supervision outside of the course the programme will provide supervision during the learning sets (Days 4 - 7) as an integral part of the programme.

Who can be my coaching supervisor?

This should be someone who is as a minimum, a qualified practising executive coach. You will normally be required to pay for coaching supervisor and this will vary supervisor by supervisor.

In terms of sourcing a supervisor, unfortunately UWE Bristol will not be able to support you with this and it is a responsibility of you, as the learner to have this in place during your study time if you wish.

Demands of this programme

Demands of this programme are:

- Attending all planned programme sessions
Undertaking self-study to explore the subject matter further and broaden your knowledge
- Completing your programme assessments by the set submission date
- sourcing a coaching supervisor to support your learning

As a guide we would recommend the programme will require around 160 hours of study to complete. This includes:

- Class time
- Class preparation
- Self-study alongside your planned sessions
- Undertaking your coaching/motoring sessions
- Writing your assignment

We encourage you to manage your own reading and are happy to supply a list of recommend texts on request to help you start.

How will I be assessed?

This programme will require you to submit:

- Assignment 1 focuses on your understanding of coaching and mentoring theory through a report on the rationale of coaching and mentoring within the organisation – due approximately 4 months after the start of your programme.
- Assignment 2 requires you to evidence you have undertaken 18 hours of coaching and mentoring, including specific elements of coaching and mentoring like goal setting. You need to keep diaries, notes and logs of your practice to evidence your work – due approximately 10 months after the start of your programme.
- Assignment 3 is a reflective review on your coaching and mentoring including the impact of your own and your clients' characteristics – due approximately 10 months after the start of your programme.



You will be given two submission opportunities included within your programme fee to submit and pass the assessments. These will be set at the start of the programme.

My qualification



ILM Level 5 Certificate in Effective Coaching and Mentoring

The ILM (part of the City & Guilds Group) is a professional accrediting body in leadership and management and coaching and mentoring qualifications in both the UK and internationally. Working with training providers they offer an additional layer of quality assurance to our postgraduate module. As part of this programme you will have the additional benefit of the ILM resources through your student membership.

Bristol Business Engagement Centre –who we are

At Bristol Business School, our portfolio of open programmes offers you and your business a flexible learning solution. We have a range of programmes covering a wide range of topics, including Finance, Strategy, Marketing, Leadership, Coaching and Mentoring, Innovation, and Design Thinking, among many others. Our programmes are delivered by experienced practitioners and academics, who combine cutting-edge thinking with a practical, real-world focus, ensuring our programmes meet professional and industry needs.

Contact us

Tel: +44 (0)117 32 87408

Email: exec.ed@uwe.ac.uk

Twitter: @UWEBristolCPD

webpage: uwe.ac.uk/ExecEd