

Certificate for Executive and Senior Level Coaches and Mentors (ILM Level 7)

Programme brochure 2020-21

Delivery method: online

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Programme Introduction

This programme is aimed at anyone who undertakes coaching and/or mentoring in their workplace or who wishes to develop coaching and or mentoring within their 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.

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

[Watch now](#)

Our programme is structured over a 15 month period with 9 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.



Who is the programme for?

The Level 7 qualification is ideal for senior leaders with significant responsibility for coaching and mentoring as part of their day-to-day role working with employees and colleagues. It is also designed to develop learners planning to move into a senior executive role or to establish and enhance an existing career as a coach or mentor offering coaching and mentoring to people within settings dealing with strategy and senior decision-making.

It is also aimed at those who are offering or wish to offer coaching/mentoring at a high level within organisations or as an external coach or mentor. You will need to have access to complete at least 20 hours of coaching and mentoring in the workplace.

For those who are managers in organisational settings who want to develop their expertise in the fields of coaching and mentoring and apply coaching or mentoring techniques on a day-to-day basis in their staff interaction we also offer our [Certificate in Coaching and Mentoring \(ILM Level 5\)](#).

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

To be able to meet the qualification requirements you must be able to:

- 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
- Ensure you can complete 20 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
- Attend all delivery dates for the cohort
- Attend 4 hours of coaching supervision and complete a record of these sessions**

*For this qualification you will be required to coach/mentor individuals in a senior or complex role. Example roles your coachees/mentees may hold are:

- Chief Executive
- Board Member
- Head of Department
- Non-Executive Director

This list is not exclusive and many other roles would be suitable. The focus is that your coachees/mentees hold a senior or strategic role, with responsibility and where they have view of, and can influence, the direction of the organisation or part of it.

** Two of the four hours of supervision will be provided in a group supervision format within the programme, for you to use towards your assignment. However it will be your responsibility to ensure you are present at these sessions.

You will be required to find a minimum of two further hours of your own coaching supervision to support your practice and to complete your supervision log. If you already meet with a supervisor you can use these sessions towards your qualification. ILM requires your supervision to be provided by either a supervisor, ILM tutor or an experienced coach and it may be within an individual or group format.

What do I get out of it?

- Understand the strategic purposes of coaching and mentoring at an executive or senior level
- Analyse the knowledge, skills, behaviours and practices necessary for effective coaching or mentoring at an executive or senior level
- Plan, deliver and review your own effective coaching or mentoring at an executive or senior level
- Learn why reflective learning is important for your own professional practice
- Be able to plan your own future professional development activities as a coach or mentor operating at an executive or senior level

Benefits for employers

- Implement coaching in complex working environments or at a senior and strategic level in your organisation
- Ensure the your organisation's coaches and mentors are properly equipped with the skills, knowledge and ethical understanding they need
- Benchmark your organisation's approach against the latest best practice
- Create a coaching and mentoring culture in which senior managers and leaders demonstrate their commitment to supporting their own and others' development and performance improvement

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 is delivered through 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

The coaching and mentoring team run the programme with a mixture of theory and skills development and will be taking a number of different experiential approaches in keeping with ideas of adult learning. This will include different approaches such as the arts of building trust, listening, questioning and using positive silence.

Additionally, some time will be spent exploring the more creative link to coaching, for example through the lenses of play and mediating objects. The programme, delivered by experienced coaches, will help participants recognise and move towards coaching and mentoring as non-linear processes and engage with the dynamic and complex nature of their practice and organisational context.

Practice and peer learning will be a key part of the sessions and include working in coaching triads and giving and receiving feedback. The cohorts and tutors will work together to learn and reflect upon a range of coaching and mentoring approaches from well-known workplace models through to more creative approaches; such as walking coaching, the use of mediating objects and the use of creative questions. The overall objective of the programme is to develop an understanding of the complex nature of coaching and mentoring at a senior strategic level and their collective benefits to the success of running organisations, across all sectors.

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:

Six individual days of peer learning sessions which will include some group supervision, 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.

Coaching Supervision

As part of your programme the ILM qualification requires that you undertake at least 4 hours of coaching supervision.

Participants will be expected to find a suitably qualified supervisor for the duration of their practice, but as part of this programme will also be provided 2 hours of supervision in two blocks during the learning sets (Days 4 - 9) which can be used as evidence in your assignment.

It will then be your responsibility to source an appropriate coaching supervisor to complete (and log) at least a further 2 hours of supervision.

[Who can be my coaching supervisor?](#)

This needs to 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.

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 140 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 but linked to your own environment and practice – due approximately 4 months after the start of your programme.
- Assignment 2 requires you to evidence you have undertaken 20 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 12 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 12 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 7 Certificate for Executive and Senior Level Coaches and mentors

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 and access to their network of

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.

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