

ACADEMY OF  
LEADERSHIP &  
MANAGEMENT

Executive  
education and  
key people  
development

# ILM Level 5 QUALIFICATIONS

Certificate and Diploma in  
Effective Coaching & Mentoring



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# ILM Level 5 QUALIFICATIONS

## Certificate and Diploma in Effective Coaching & Mentoring

### THE QUALIFICATIONS

The ILM Level 5 Certificate and Diploma in Effective Coaching & Mentoring are ideal qualifications for managers with significant responsibility for coaching and mentoring as part of their day to day role. They are also designed to develop those planning to move into a development role or start a career as a freelance coach and mentor.

### THE COURSES

The Academy of Leadership & Management was one of the first ILM centres to offer these qualifications by distance learning. Recognising the busy schedule of managers and the needs of their employers, the courses have been designed by our team (all of whom are highly experienced leadership & management coaches) to provide a flexible, customised learning solution.

The **ILM Level 5 Certificate and Diploma in Effective Coaching and Mentoring** consists of three mandatory units that allow students to understand the role and contribution of coaching and mentoring and to build a business case. Learners will also review their own ability as a management coach or mentor, critically reviewing their own personal qualities, skills and competence. For the **Certificate**, students are also required to demonstrate their ability to plan, deliver and review at least 18 hours of coaching and mentoring in the workplace. For the **Diploma**, this unit is extended to 54 hours of coaching and mentoring, and there is an added focus on using supervision and reflective review to develop individual practice.

Both courses are delivered through a unique blend of coaching / supervision, and work based learning. Students define a set of objectives designed to have a real impact on their individual coaching practice. As they progress through the course, supported by their coach / supervisor, their work will focus on achieving high levels of impact for themselves, their clients and their organisation. Their learning will evolve as they progress, drawing on their monthly coaching / supervision sessions, structured on-line learning and a large library of materials.

### BENEFITS - FOR THE ORGANISATION

The impacts of these courses are many and varied. For organisations there is reassurance of knowing that the managers being developed as coaches or mentors are properly equipped with the skills, knowledge and ethical understanding they need. This assists the development of a coaching culture in the organisation, with managers able to provide effective support for the development of others and improve their performance.

### BENEFITS - FOR THE STUDENT

Students will gain a critical understanding of the role and responsibilities of the workplace coach and mentor, deepening their understanding of how coaching and mentoring can impact on an organisation. They will develop the ability to assess their own skills, behaviours and knowledge as a coach and mentor, and be able to provide evidence of their development through the qualification. They will gain valuable experience of planning, delivering and reviewing coaching in their organisation, and also their own further development as a coach and mentor.

### WHY OUR APPROACH WORKS

Our team are highly experienced practitioners and coaches with a proven track record of working with management clients at all levels.

- Activities are practical, current and relevant to the 21<sup>st</sup> century organisation
- The courses are highly interactive and informative
- Learning is flexible and does not involve any time 'off the job', apart from monthly coaching / supervision sessions
- Our methodology is constantly cross referenced with new concepts and thinking.

### PROGRESSION ROUTES

The ILM Level 5 qualifications are highly respected qualifications in their own right. They can provide students with up to 38 credits at Level 5. The qualifications also provide progression opportunities to other qualifications such as the ILM Level 5 Award, Certificate or Diploma in Leadership and Management and the ILM Level 7 Certificate or Diploma for Executive and Senior Coaches and Mentors.

Successful completion of these qualifications also provides eligibility for membership of the Institute of Leadership & Management and the European Mentoring & Coaching Council (EMCC).

**PROGRAMME CONTENT**

The Certificate consists of three 'themes'. The Diploma consists of four 'themes'. All are designed around the learning outcomes of the ILM units.

**THEME 1****Skills, principles and practice***Certificate & Diploma*

This theme provides students with an understanding of the role of a coach or mentor within an organisation. It will challenge learners to plan for how they will ensure best practice in their own role as a coach or mentor and get them started on the process of working with their own client(s).

**THEME 2****Undertaking effective coaching and mentoring***Certificate & Diploma*

This theme provides students with practical experience of the skills of a coach or mentor within an organisation. It will challenge learners to translate their knowledge and understanding into best practice in their own role as a coach and mentor. Students will also undertake at least 18 hours of coaching and mentoring with their own client(s).

**THEME 3****Reviewing your practice as a coach and mentor***Certificate & Diploma*

This theme enables students to reflect on their capabilities and the impact that their work has on their clients and the organisation. It will challenge learners to reflect critically on their own practice as a coach or mentor, using the feedback they have gained through the 18 hours of coaching or mentoring with their own client(s). Students will also form their ongoing personal development plan.

**THEME 4****Professional practice***Diploma only*

This theme enables students to extend their professional practice as a coach or mentor working with management level clients. It will challenge learners to use critical reflection to develop and improve in their role.



## What our students say about our coaching & mentoring courses

Throughout my time on the course, I feel I was invested in as a whole person; the result is I completed the course with not only a qualification, but a clear idea as to what I wanted to achieve with my career and how I was going to do it.

I chose to study for my ILM qualification through the Academy of Leadership and Management due to their flexible study options and strong reputation in the industry. I was delighted with the support I received, through one-to-one calls with my coach / supervisor, email support, and the online forum. All communication with the Academy of Leadership and Management was efficient, professional and helpful, and I would not hesitate to recommend them.

I found ALM'S approach impressive. The course materials, supervision and constructive feedback were of a high quality and stimulated me to do my best. I particularly appreciated their skilful blend of friendly responsiveness and flexibility with their rigour and professionalism.

The course materials are excellent as is the quality of tutoring and coaching. I know I grew and developed as a coach as a consequence of this unique learning experience.

I thoroughly enjoyed the challenge of this qualification. Since completing the programme I have been able to add coaching and mentoring to my commercial offer and have supported some fantastic individuals in some inspiring organisations in both the private and third sectors. The programme is supported by 1:1 coaching and support which was timely and at times pastoral and educational. The support makes distance learning less distant.... a great programme.

The ALM process of learning offers a very balanced approach between academic research and the art of actual coaching and mentoring. The use of an external ALM coach has been invaluable to the learning process. Thanks to the ALM support I have contributed more effectively to my team and organisation, worked more easily and productively with others (boss, direct reports, and peers) and improved my communication skills.

**LEARNING ACTIVITIES**

Each unit involves a number of learning activities which may include:

- on-line learning
- monthly coaching/supervision sessions with a highly experienced executive coach/supervisor
- completion of a series of Reflective Reviews designed to help you reflect on your progress
- a series of practical activities which guide students through the coaching process from contracting to evaluation
- regular feedback from your coach / supervisor and the assessment team

*N.B. All students are provided with studying membership of the Institute of Leadership & Management for the duration of their course.*

**ABOUT ILM**

**ILM has the UK's widest range of leadership and management qualifications and accredited training.**

Over 750,000 managers have benefited from an ILM qualification or accredited training programme in the past ten years, while 35,000 managers are now members of ILM.

ILM's qualifications are a proven route to developing management skills, and growing your knowledge and capability. But equally importantly, ILM qualifications can transform your career. It helps that ILM is the UK's most recognised and respected awarding body for leadership and management qualifications.

More managers take qualifications from ILM than anywhere else. ILM don't believe in training for training's sake, or qualifications that just tick boxes. If you're serious about developing your career, an ILM qualification will take you to the next level. It proves to you and your employer that you have the knowledge, skills and ability to take on new responsibility. If you have just been promoted, or are preparing for a new role – especially if it involves taking on work that is new to you – an ILM qualification will give you and your employer the confidence to know you can do the job effectively.

After an ILM qualification:

- 93% of managers perform better in their jobs
- 90% of managers improve their ability to communicate and give feedback
- 90% of managers are better at motivating people

**ABOUT THE ACADEMY OF LEADERSHIP & MANAGEMENT**

**The Academy of Leadership & Management is a well respected provider of executive education and key people development in:**

- |                           |                                  |
|---------------------------|----------------------------------|
| • leadership & management | • coaching & mentoring           |
| • business & enterprise   | • business advice and consulting |

We are an awarding centre for ILM, SFEDI, IOEE and NCFE. We are one of ILM's largest awarding centres for senior level qualifications and work with employers and individual students in the public, private and third sectors in the UK and internationally. We also deliver courses at Level 5 and Level 3 and have developed strong progression routes into higher education at undergraduate and postgraduate level.

We have a proven reputation for developing business professionals and leaders. Our distinctive and flexible approach, developed by our highly experienced team over the past 30 years, is proven to deliver results. For these particular qualifications, we also work in partnership with The Madison Group whose team also have 30 years' experience of facilitating individuals and groups to achieve what they want and need to, breaking through self-imposed and self-limiting beliefs.

**DURATION AND COSTS**

The Level 5 Certificate in Coaching & Mentoring can normally be completed within 6 months, although timescales can be adjusted to suit individual needs. Course fees are £2,100 (£1,750 exc. VAT).

The Level 5 Diploma in Coaching & Mentoring can normally be completed within 9 -12 months, again timescales can be adjusted to suit individual needs. Course fees are £2,880 (£2,400 exc. VAT).

An instalment payment plan is available to self-funding students. Course start dates are agreed on an individual basis.

**FURTHER INFORMATION** [www.academyilm.co.uk](http://www.academyilm.co.uk)

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