



**Grow**  
Development  
Solutions

**TrainingHub**  
CAMBRIDGESHIRE & PETERBOROUGH

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

# Programme OVERVIEW

The ILM Level 5 Certificate in Effective Coaching & Mentoring, designed and delivered by Grow Development Solutions Ltd, 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 those with significant responsibility for effective coaching and mentoring as part of their daily role within an organisational context, to connect with newly qualified and less experienced peers and to help them embed into the local general practice environment and become an integral part of the local primary care team.

This qualification is ideal for individuals who are mentoring fellows, in the position of team leader, supervisor or manager and who wish to offer develop as a coach to support their peers or practice teams. This is a valuable programme for professionals who want 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.

**Module 1:**  
*'Understanding the Skills, Principles and Practice of Effective Coaching and Mentoring within an Organisational Context.'*  
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.

**Module 2:**  
*'Undertaking Effective Coaching or Mentoring within an Organisational Context.'*  
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.

**Module 3:**  
*'Reviewing Own Ability as a Coach or Mentor within an Organisational Context.'*  
For this module participants are to holistically review their ability to perform effectively as a coach or mentor within an organisational context.

## What Participants CAN EXPECT

- ✦ To be challenged, have some fun, learn a lot and engage in thought-provoking learning opportunities!
- ✦ Small group sizes, between 6-15 participants (for in-house groups)
- ✦ Training, supervision, and tutorial support from qualified and highly experienced practicing coaches
- ✦ Group supervision
- ✦ Peer to peer coaching - observed and feedback provided
- ✦ Access to the online learning platform, providing access to the course materials and pre and post self-study
- ✦ 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

Course Coordinator: Lauren Nazaruk

Associate Course Facilitators & Assessors: Sharn Atherton & Bev Alesbrook

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

- ✈ Workshop 1 and Induction: 26<sup>th</sup> April 2022 09.30-13.30
- ✈ Workshop 2: 10<sup>th</sup> May 2022 09.30-12.30
- ✈ Workshop 3: 12<sup>th</sup> 24<sup>th</sup> May 2022 09.30-12.30
- ✈ Workshop 4: 14<sup>th</sup> June 2022 09.30-12.30
- ✈ Workshop 5: 28<sup>th</sup> June 2022 09.30-12.30
- ✈ Workshop 6: 12<sup>th</sup> July 2022 09.30-13.30
- ✈ Workshop 7: 6<sup>th</sup> September 2022 09.30-12.30
- ✈ Workshop 8: 20<sup>th</sup> September 2022 09.30-12.30
- ✈ Workshop 9: 4<sup>th</sup> October 2022 09.30-12.30
- ✈ Workshop 10 (including final assessment workshop): 18<sup>th</sup> October 2022 09.30-13.30

## Supervision, Tutorials & Peer to Peer Coaching

Participants are entitled to three 1:1 tutorials with the course leader as part of the course – these are booked at mutually convenient times between the participant and the course leader via an online booking appointment system.

Supervision sessions will take place in 'groups' and these will be held online. All participants will access and join two group supervision sessions to support with coaching practice. It is expected that the supervision sessions will take place between August 2022 – March 2023, however the confirmed dates and times for supervision will be communicated at the induction and welcome session.

The observed peer to peer skills practice sessions will take place at a mutually convenient time with each coaching duo/trio, these are planned to take place between May - September 2022. These sessions provide participants with the opportunity to gain feedback on their coaching skills and these sessions can also be recorded, to support with reflective practice, if the participants wish to do so.

## 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.

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## Assessment Submission and Expected Timeframe for Completion

- ✈ Module 1 (ILM Unit 500): The due date for this assignment is: **3<sup>rd</sup> October 2022**
- ✈ Module 2 (ILM Unit 501): The due date for this assignment and supporting portfolio (to be submitted electronically) is: **5<sup>th</sup> May 2023**
- ✈ Module 3 (ILM Unit 503): The due date for this assignment and supporting portfolio (to be submitted electronically) is: **5<sup>th</sup> May 2023**

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. Please note that there are time-limits set in place for any extended submission.