ILM Level 3
Award and Certificate in Mentoring

Who are these qualifications for?

The Level 3 Award and Certificate in Mentoring are designed for people in their first management roles, such as team leaders and first-line managers. They are ideal for individuals seeking to develop the skills, knowledge and confidence to mentor people as part of their normal working role.

Benefits for individuals

- Learn about mentoring as a powerful development tool
- Understand the role and responsibilities of good mentors
- Explore different mentoring models
- Put your new skills into practice in your job – carry out supervised mentoring sessions
- Analyse, assess and plan to improve your own mentoring ability.

Benefits for employers

- Implement mentoring at first-line management level in your organisation
- Ensure the managers you develop as mentors are properly equipped with the skills, knowledge and ethical understanding they need
- Develop a culture of mutual support for performance development by ensuring your managers can act as truly effective mentors.

There are three mandatory units in each qualification. 'Understanding good practice in workplace mentoring' covers what mentors do and how they do it. 'Reflecting on workplace mentoring skills' will give individuals the tools to analyse and improve their own performance as a mentor. 'Undertaking mentoring in the workplace' requires learners to plan and carry out at least six hours of mentoring, with supervision and support.

At Certificate level, this unit is replaced by 'Undertaking an extended period of mentoring in the workplace', which requires at least 36 hours of mentoring for a deeper level of skill and experience.

Progression

This qualification will provide progression opportunities to other qualifications such as:
- ILM Level 3 Certificate in Mentoring
- ILM Level 3 Certificate in Coaching and Mentoring
- ILM Level 3 Certificate or Diploma in Leadership and Management
- ILM Level 5 Certificate or Diploma in Coaching and Mentoring.

Leadership without limits

Qualification overview

Qualification title	Credit value	Total qualification time	Structure
Level 3 Award in Mentoring QAN:600/5783/X	10 credits	100 hours	• One hour induction • At least two hours tutorial support • Three mandatory units*
Level 3 Certificate in Mentoring QAN: 600/5785/3	13 credits	130 hours	• One hour induction • At least two hours tutorial support • Three mandatory units*

*Refer to table below for unit details

Rules of combination

Award
• Three mandatory unitsm (total credit value of 10)

Certificate
• Three mandatory units (total credit value of 13)

Overview of units

Reference	Unit title	Level	CV*	GLH**	Mandatory***
8577-304	Understanding Good Practice in Workplace Mentoring	3	3	9	A C
8577-305	Undertaking Mentoring in the Workplace	3	4	6	A
8577-306	Undertaking an Extended Period of Mentoring in the Workplace	3	7	12	C
8577-307	Reflecting on Workplace Mentoring Skills	3	3	6	A C

*Credit value **Guided learning hours ***A=Award C=Certificate

Contact ILM
The ILM Customer Service Team is dedicated to providing the very best in customer care. If you need guidance on any aspect of leadership and management development, whether at an individual or organisational level, contact ILM.

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All ILM qualifications are awarded by the City and Guilds of London Institute, which was founded in 1878 and is incorporated by Royal Charter.

Learning resources
There is a range of materials available to support ILM qualifications through our online portal, Walled Garden, and the ILM website. Contact us to find out more.

Institute of Leadership & Management membership
All ILM learners receive a minimum of 12 months membership of the Institute of Leadership & Management, bringing access to a wealth of resources to support their leadership development.

Our ethos
Our qualifications combine innovative design with a strong focus on workplace performance. We believe this delivers well-rounded managers with a proven ability to perform to the required standards.