

**ilm** Level 5 Certificate in Effective Coaching & Mentoring

**100% VIRTUAL GROUP LEARNING**

**2024**

  
portfolio



**ilm** Level 5 Certificate in  
Effective Coaching & Mentoring



## About Portfolio

"Cannot recommend highly enough – tutors are masters in their field and inspirational role models."

"Fantastic programme – the tutor support was incredible."

"Jane is an outstanding tutor and consummate coaching professional."

"This programme embodies all that is professional and ethical."



# Portfolio's Virtual L5 programme

## ILM Level 5

### Certificate in Effective Coaching & Mentoring

Our new "all virtual" qualification programmes launched in 2020; feedback has been fantastic— so virtual delivery is our new normal.

Our virtual L5 Certificate programme has been specifically designed for **virtual group delivery** — it's not simply an adaptation of standup workshops. We've combined our experience of live virtual training and our multi-award winning design skills to create a **live interactive format** that suits all learning styles and preferences.

As coaches we believe in the power of discussion and group interaction; this format **blends group experience** with **1-2-1 supervision** and **comprehensive self-study resources**.

### Study Format/ Content

This Level 5 Certificate programme is tailored to provide an interactive live group virtual-learning route towards achievement of this ILM qualification.

Students are required to complete/ attend:

- 1 x 1.5hr Introductory/ Induction live group session
- 7 days of live tutorials — Each "day" consists of 2 x 2.5-3 hour live online group tutorial sessions. 7 days = 3x2 day modules plus 1 "toolkit" day. Each module is preceded by an element of pre-work. (See FAQ's regarding requirements).
- 3 x 1 hour individual phone supervision sessions
- Assignment tutorial — guidance on completion of assignments/ assessed activities

### Portfolio/Tutors

**Jane Harders** is the Lead Tutor for this programme and will facilitate all of the live online sessions:

"My aim is to ensure that our students receive the highest **quality learning experience**, enabling them to develop as **exceptional and agile coaches** with recognisable professional standards."

## Some FAQs:

What if I can't attend one of the virtual sessions?

*All sessions must be attended, either live or by watching the recording. A minimum of 10 must be attended live to ensure full participation and group contributions. Each session has approx. 2 hours of pre-work.*

Why is entry by application only – can't I just book a place?

*Our application process ensures that all participants are able to complete the qualification requirements, and contribute fully to the discussions.*

I haven't done anything "academic" for years — what support do you give?

*We provide assignment guidance, templates, feedback on draft work individual and group tutorials.*

How do I apply?

The L5 Application Form can be accessed [here](#).



## Who is this programme for?

The Portfolio ILM Level 5 Certificate in Effective Coaching and Mentoring aims to provide managers (or those in specialist/development roles) with the knowledge, skills and confidence to effectively coach or mentor others within an organisational context—and to manage an effective coaching or mentoring process .

Typically, this programme delivers tangible benefits for:

- Middle managers who are regularly coaching/ mentoring as part of their everyday management activity;
- HR/ OD/ L&D professionals who have significant responsibility for coaching and mentoring as part of their daily role within an organisational context;
- Individuals who wish to move into a development role or start a career as a freelance coach or mentor.

Whilst there are no formal entry requirements participants will need to ensure that they are in a position to meet the assessment demands of this qualification. Entry to this programme is via application only.

## Group size & dynamic

Group size for this virtual programme is restricted to a maximum of 8 students per cohort; this maximises the online learning experience and enables a high level of 1-2-1 tutorial support.

Through the application process, we try and ensure that groups consist of students from a wide range of sectors and backgrounds.

Entry to this programme is via application only. The L5 Application Form can be accessed [here](#).







*Students are asked to ensure that they are available to attend ALL sessions in the series.*

## L5 Autumn 2024

**Induction:** 9 September

**Module 1:** 17-18 September

**Module 2:** 15-16 October

**Module 3:** 12-13 November

**Module 4:** 3 December

*Each "day" consists of 2x2.5hr live online sessions, morning & afternoon.*



# About this ILM Level 5 qualification

## Programme objectives

By the end of this programme participants will be able to:

- Understand the purpose and benefits of coaching and mentoring within an organisational context;
- Evaluate organisational factors which affect coaching or mentoring and develop strategies to overcome potential barriers;
- Identify the principles of effective coaching programmes and be able to evaluate the impact on individuals and organisations;
- Define the knowledge, skills and behaviour of an effective coach or mentor and the role of contracting and frameworks to support robust practices;
- Holistically review their own ability to perform effectively as a management coach or mentor and develop a plan for future professional development;
- Apply a range of tools, models and techniques appropriately to meet individual coachee/ mentee needs;
- Explain the role of supervision and the use of reflective practices to develop coaching skills and practices;
- Effectively plan, deliver and review at least 18 hours of coaching and/or mentoring and draw informed conclusions.

## Qualification requirements

This ILM L5 Certificate is awarded following completion of mandatory sessions and successful completion of assessed activities including:

- **Unit 500: Assignment:** A report on the rationale and practical considerations relating to the introduction/ use of coaching/ mentoring in an organisational context.
- **Unit 501: Portfolio of evidence:** Plan, deliver and reflect on at least 18 hours of organisational coaching/ mentoring.
- **Unit 503: Reflective Journal:** Self-assessment and evidenced assessment analysis of ability as a coach or mentor, and reflections on own performance as a coach or mentor.

We provide an un-rivalled level of student support: assignment templates, guidance, feedback & individual/ group tutorials.

We're with you every step of the journey.



*Students are asked to ensure that they are available to attend ALL sessions in the series.*

## L5 Autumn 2024

**Induction:** 9 September

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*All online sessions must be attended, either live or by watching the recording.*



## Virtual Group Learning

### ILM L5 Certificate in Effective Coaching & Mentoring

Highly interactive and engaging, the programme consists of 7 days of tutor-led input, delivered as 3 x 2-day modules plus one "Toolkit" day. Each "day" consists of 2x2.5-3 hr online sessions, morning & afternoon.

#### Session 1 – ILM induction/ introduction to the qualification

#### Module 1: Coaching Fundamentals

##### Day 1 – Sessions 2 & 3

- \* Coaching vs mentoring - what, when, where, how
- \* Knowledge, skills and behaviours—what does good look like?
- \* Introduction to core skills

##### Day 2 – Sessions 4 & 5

- \* Coach journey - from skills to intuitive competence
- \* Coaching framework (GROW) and co-coaching practice
- \* Pre-work for Module 2

#### Module 2: Developing Ethical Practice

##### Day 3 – Sessions 6 & 7

- \* Emotional intelligence—self-awareness/ managing beliefs
- \* Personality preferences and traits within a coaching context (MBTI)
- \* Ethics - code of conduct—supervision
- \* Contracting - principles, content and structure

##### Day 4 – Sessions 8 & 9

- \* Practical contracting - practice, feedback and review
- \* Managing relationships - analysis tools & frameworks
- \* Reflective practice & supervision & use of reflective logs/ templates
- \* Pre-work for Module 3

#### Module 3: Coaching in an Organisational Context

##### Day 5 – Sessions 10 & 11

- \* Identifying development needs (LNA) and choosing strategies
- \* Organisational case studies—best practice/ examples
- \* Creating a climate/ conditions for coaching

##### Day 6 – Sessions 12 & 13

- \* Tools to evaluate coaching at individual/ organisational level
- \* Role of supervision and reflective practices in CPD
- \* Assignment tutorial
- \* Pre-work for Day 7

#### Module 4: Coach's Toolkit/ Coaching Journey

##### Day 7 – Sessions 14 & 15

- \* Coaching toolkit - communication tools and coaching models
- \* Expanding my toolkit—Top 10 tools/ techniques
- \* Checking progress—review frameworks & CPD
- \* Practical co-coaching - feedback, observation and review

## Why study with us?

### Key features of this programme:

1. Designed specifically for virtual delivery our online platform enables a highly-interactive and engaging live group learning experience.
2. Blended approach combines live online sessions with group and individual supervision, supported by our comprehensive self-study resources.
3. Students practise co-coaching in video and telephone formats.
4. Online workshops are followed by individual and group tutorial and supervision sessions.

For more features and benefits visit “Why study with us” on the Portfolio website.



## What else do I need to know?

### What’s included in the fees?

Fees for this ILM Level 5 Certificate virtual programme include:

- All scheduled online sessions + individual “on demand” tutorials
- Comprehensive course materials (hard copy)
- ILM registration fees
- ILM certification and assessment
- Individual and group supervision
- Access to online student support area
- Assignment resources (templates, recording)
- Institute of Leadership membership - 6 month trial period

### Fees for our 2024 L5 Cert programmes:

**£1,695+ VAT**

*(Please see Application Form for Terms & Conditions.)*

### How do I book a place?

Entry to this Level 5 Certificate virtual programme is via application and places will be allocated on a first-received basis. Places are limited to 8 per cohort.

Application form can be accessed [here](#) — or call us on 07919 006607.



## Specialists in

- \* Coach development programmes
- \* ILM qualifications
- \* Coaching supervision

## Find out more ...

Call: 0800 978 8750

[www.portfolio-info.co.uk](http://www.portfolio-info.co.uk)

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## Our students are our greatest advocates...

"Loved our virtual sessions — felt like we were in a room together! Absolutely brilliant.

Stunning materials and expert tutors—fantastic experience!!

I'm so pleased I chose this programme as it's been exceptional!

Jane is an excellent coach and outstanding facilitator with a real passion for learners and her subject.

The "value-added" touches which are borne out of tutor experience are simply priceless.

Significantly exceeded my expectations in every way.

The tutor support went above and beyond expectations; absolutely first-class.

Tutors modelled great coaching throughout the programme.

This programme was of the highest standard; your style was inspirational."

*"Thank you; we love what we do and we're passionate about developing exceptional coaches with recognizable professional standards"*

Jane Harders



ilm



Any questions? Call/ email for more information.

  
portfolio

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