

CMI LEVEL 3 COACHING AND MENTORING

QUALIFICATION FACTSHEET

QUALIFICATION PURPOSE

These qualifications are designed for supervisors and first line managers, to support the development, coaching and mentoring skills and techniques of individuals, teams and achieve objectives.

QUALIFICATION CODES

| CMI CODE | QUALIFICATION TITLE | QUALIFICATION REFERENCE NUMBER |
|----------|---|--------------------------------|
| 3A2V2 | CMI Level 3 Award in Coaching & Mentoring | 600/9463/1 |
| 3C2V2 | CMI Level 3 Certificate in Coaching & Mentoring | 600/9464/3 |
| 3D2V2 | CMI Level 3 Diploma in Coaching & Mentoring | 601/0102/7 |

KEY DATES

These qualifications are regulated from 1st September 2013, and the operational start date in CMI Centres is 1st January 2014. This qualification will be reviewed from time to time, for more information see the CMI External Qualification List.

RULES OF COMBINATION

CMI Level 3 Award in Coaching and Mentoring

Learners need to complete any combination of units to a minimum of 5 credits. The minimum Total Qualification Time is 50 hours, including 20 Guided Learning Hours.

| UNIT NUMBER | UNIT NAME | CREDITS | GLH | TUT |
|-------------|---|---------|-----|-----|
| Unit 3011V1 | Principles, skills and impact of coaching and mentoring | 7 | 30 | 70 |
| Unit 3012V1 | Coaching and mentoring for individual and team needs | 6 | 20 | 60 |
| Unit 3013V1 | Managing the coaching and mentoring relationships | 5 | 20 | 50 |
| Unit 3014V1 | Coaching and mentoring processes | 7 | 30 | 70 |
| Unit 3015V1 | Completing the coaching and mentoring process | 5 | 20 | 50 |
| Unit 3016V1 | Coaching and mentoring process evaluation | 5 | 20 | 50 |

CMI Level 3 Certificate in Coaching and Mentoring

Learners need to complete any combination of units to a minimum of 13 credits. The minimum Total Qualification Time is 130 hours, including 50 Guided Learning Hours.

| UNIT NUMBER | UNIT NAME | CREDITS | GLH | TUT |
|-------------|---|---------|-----|-----|
| Unit 3011V1 | Principles, skills and impact of coaching and mentoring | 7 | 30 | 70 |
| Unit 3012V1 | Coaching and mentoring for individual and team needs | 6 | 20 | 60 |
| Unit 3013V1 | Managing the coaching and mentoring relationships | 5 | 20 | 50 |
| Unit 3014V1 | Coaching and mentoring processes | 7 | 30 | 70 |
| Unit 3015V1 | Completing the coaching and mentoring process | 5 | 20 | 50 |

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|-------------|---|---|----|----|
| Unit 3016V1 | Coaching and mentoring process evaluation | 5 | 20 | 50 |
|-------------|---|---|----|----|

CMI Level 3 Diploma in Coaching and Mentoring

Learners need to complete all Group A units and any combination of units to a minimum of 7 credits from Group B. Learners need to complete a total of 37 credits to achieve this qualification. The minimum Total Qualification Time is 370 hours, including 145 Guided Learning Hours.

| UNIT NUMBER | UNIT NAME | CREDITS | GLH | TUT |
|-------------|-----------|---------|-----|-----|
|-------------|-----------|---------|-----|-----|

MANDATORY GROUP A

| | | | | |
|-------------|---|---|----|----|
| Unit 3011V1 | Principles, skills and impact of coaching and mentoring | 7 | 30 | 70 |
| Unit 3012V1 | Coaching and mentoring for individual and team needs | 6 | 20 | 60 |
| Unit 3013V1 | Coaching and mentoring relationships | 5 | 20 | 50 |
| Unit 3014V1 | Coaching and mentoring processes | 7 | 30 | 70 |
| Unit 3015V1 | Completing the coaching and mentoring process | 5 | 20 | 50 |

OPTIONAL GROUP B

| | | | | |
|-------------|--|---|----|----|
| Unit 3016V1 | Coaching and mentoring process evaluation | 5 | 20 | 50 |
| Unit 4003V1 | Introducing organisational culture, values and behaviour | 7 | 30 | 70 |
| Unit 4004V1 | Managing team dynamics | 7 | 25 | 70 |
| Unit 4008V1 | Managing equality and diversity | 7 | 30 | 70 |