

Understanding Mentoring and Coaching Level 3 Award

Summary

This nationally recognised qualification will help you understand what mentoring and coaching involves, and consider how you could take on such a role. The course helps you to explore your own beliefs and values, alongside key mentoring and coaching skills. You will develop your skills in empathy, listening, non-verbal communication and questioning, building trust and giving effective feedback.

Course Provider	National Extension College (NEC); Woolpack House, 70 High Street, Sawston, CB22 3HJ. 01223400200; contact email: pet@nec.ac.uk
Qualification Accreditation	RFQ; TQUK; Ofqual 603/2067/9
Academic level	Level 3
PET entry requirements	Level 2 English
Format of course material	Paper format only; All materials including assignments are sent at the beginning of the course. This includes a welcome letter and an Introductory Assignment Course text; Welcome letter
Structure of course	<ol style="list-style-type: none"> 1. Concepts of Coaching and Mentoring 2. Key Skills and Attributes 3. Communication Skills 4. The Mechanics of Coaching and Mentoring
Assignments	<p>Three self-assessed progress checks (not to be submitted).</p> <p>Three Assignments to check understanding throughout the course and obtain the Award. Only the assignments are assessed by a tutor.</p> <p>These must be sent one at a time to allow for tutor feedback for each assignment. Feedback is provided to prison staff 5 working days from submission for marking.</p>
Exam	No
Estimated completion time	50 hours
Maximum course duration	The course needs to be completed within 12 months.

	Extensions are available.
Prison support requirements	<p>1. Support assessment submission (ideally scan to the tutor or post). It is recommended to make copies in case assignments get lost.</p> <p>2. contact supplier for more info on assignment submission or extensions. See contact details are above in the 'Course provider' section.</p>
Supplier tutor's support	<p>There is supplier tutor support available. Tutors mark assignments, provide feedback and answer queries through the provider Support Team.</p> <p>No direct contact with the tutor is available.</p> <p>See 'Contact provider' section for more details</p>
Certificate	<p>TQUK certificate provided upon completion and moderation of the 3 assignments. (The endorsed version of the course is a different provision altogether)</p>
Progress	<p>To discuss any progression routes, contact PET's Advice line on 0800 048 7520 every Tuesday: 10am-12pm and 2pm-4pm; Thursday: 10am-12pm and 2pm-6pm.</p>