



# ILM LEVEL 7 QUALIFICATIONS IN COACHING AND MENTORING



Institute of Leadership  
& Management

ILM/L7QCM/1207

## Introducing the qualifications

The ILM Level 7 Certificate in Executive Coaching and Leadership Mentoring and the ILM Level 7 Diploma for Professional Executive Coaches and Leadership Mentors aim to provide practising senior leaders and managers (or those working in a training and development role) with the knowledge, skills and confidence to perform effectively as coaches/mentors as part of their normal work role. In addition the Diploma aims to equip participants seeking to move into a development role within their organisations or to freelance as an executive coach or leadership mentor.

**The Certificate in Executive Coaching and Leadership Mentoring** is made up of three mandatory units which enable participants to develop their understanding of this level of coaching and mentoring and to develop the skills necessary to assist their clients. In the first mandatory unit participants critically

review their own ability to perform effectively as a leadership mentor or executive coach, engaging in peer mentoring to seek feedback and advice on individual performance. In the second unit participants critically review the role and contribution of coaching and mentoring to individuals and organisations. During the final mandatory unit participants plan, deliver and review at least 12 hours of leadership mentoring or executive coaching.

**The Diploma for Professional Executive Coaches and Leadership Mentors** is aimed at participants who will be significantly involved in executive coaching/leadership mentoring – within an organisation or more likely as a freelancer. Participants complete the same three mandatory units as in the Certificate above but also complete an additional unit, 'Undertaking an extended period of supervised

mentoring or executive coaching'. In this practical unit participants will develop and improve their performance as management coaches/leadership mentors and as reflective practitioners. They will take around 125 hours to plan, organise and evaluate an extended period of coaching or mentoring. (Please note participants are not required to undertake the Certificate in Executive Coaching and Leadership Mentoring as a prerequisite and may join the Diploma for Professional Executive Coaches and Leadership Mentors directly.)

## Qualifications overview

	<b>Level 7 Certificate in Executive Coaching and Leadership Mentoring</b>	<b>Level 7 Diploma for Professional Executive Coaches and Leadership Mentors</b>
<b>Notional credit value*</b>	<ul style="list-style-type: none"> <li>Minimum 15 credits</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 45 credits</li> </ul>
<b>Guided learning</b>	<ul style="list-style-type: none"> <li>Minimum 45 hours</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 65 hours</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>Completion within two years</li> </ul>	<ul style="list-style-type: none"> <li>Completion within three years</li> </ul>
<b>Structure</b>	<ul style="list-style-type: none"> <li>Induction – one hour</li> <li>Tutorial support – at least two hours</li> <li>Three mandatory units with a combined credit value of 15</li> </ul>	<ul style="list-style-type: none"> <li>Induction – one hour</li> <li>Tutorial support – at least two hours</li> <li>Four mandatory units with a combined credit value of 45</li> </ul>
<b>Assessment – mandatory units</b>	<ul style="list-style-type: none"> <li>Work-based assignment</li> <li>Reflective review and coaching/mentoring diary</li> </ul>	<ul style="list-style-type: none"> <li>Work-based assignment</li> <li>Reflective review and coaching/mentoring diary</li> <li>CPD plan, learning log and reflective review</li> </ul>
<b>Entry requirements</b>	<p>There are no formal entry requirements but participants will normally be practising senior managers. They should normally have successfully completed an ILM Level 5 qualification in Management, or higher, or an equivalent qualification. Exceptional learners, who have no formal qualification in management or leadership, but who have several years' experience and have completed some formal training in the role, may also participate.</p>	

\* All references to credit ratings refer to an ILM notional credit rating, pending the introduction of the English Qualification and Credit Framework which will ratify/revise these ratings. One credit is equivalent to a nominal ten hours of learning time



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## Overview of units

Ref	Unit title	NCV*	Mandatory
D7.01	Critically reviewing the role of the leadership mentor or executive coach in developing leadership performance	5	C D
D7.02	Critically reviewing own ability to perform effectively as a leadership mentor or executive coach	5	C D
D7.03	Undertaking leadership mentoring or executive coaching	5	C D
D7.04	Undertaking an extended period of supervised leadership mentoring or executive coaching	30	D

\* Notional credit value

Candidates must complete the associated mandatory units for their qualification, marked C = Certificate and D = Diploma – check with your centre for further advice.

## Learning resources

ILM recommends the following publication as background material for the ILM Level 7 qualifications in Coaching and Mentoring :

- *Concepts of Coaching* by Peter Hill. Filled with concepts and models for the coach, this is an invaluable resource to assist in the development of managers as coaches, covering the full spectrum from contracting to evaluation

## ILM membership

All learners gain free studying membership of ILM for one year. Designed to help candidates get the most from their course and advance their management career, studying membership gives access to a wide range of specialist support and development materials and services. Once registered, candidates can activate their ILM studying membership online at [www.i-l-m.com/activate](http://www.i-l-m.com/activate). At any time candidates can upgrade to become a full ILM professional member – giving an additional range of membership services and the use of post nominal letters (e.g. AInstLM).

## Contact ILM [www.i-l-m.com](http://www.i-l-m.com)

The ILM Qualification and Membership teams are 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.

For information on any aspect of ILM qualifications and learning resources contact **01543 266867** or e-mail **customer@i-l-m.com**

For information on ILM membership contact **01543 266886** or e-mail **membership@i-l-m.com**

### Customer Services

Stowe House  
Netherstowe  
Lichfield  
Staffordshire  
WS13 6TJ  
T 01543 266867  
F 01543 266893