

nqual.

# Level 3

## Certificate in Mentoring

(610/2896/4)



Specification Pack

# C O N T E N T S

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## ABOUT NQUAL

NQual provides high-quality vocational and occupational qualifications designed to meet the needs of learners and employers.

At NQual we are committed to certifying current and relevant qualifications that meet the demands of today's ever-changing industries. Our dedication to staying at the forefront of knowledge ensures that our qualifications reflect the latest trends in your field of interest.

## QUALIFICATION SPECIFICATION

Qualification Specifications are used to inform and guide centres to deliver the qualification set out within this document. Information within this specification includes a qualification overview, unit breakdowns, assessment guidance and learning outcomes.

Alongside the specification, you will also find a qualification 'Fact Sheet'. These are used as handy tools to provide an overview of the qualifications.

## QUALIFICATION INFORMATION

The NQual Level 3 Certificate in Mentoring is regulated by Ofqual.

- Qualification Number: (610/2896/4)

### Overview

The NQual Level 3 Certificate in Mentoring is designed to provide learners with knowledge and skills relating to mentoring, it will include an understanding of the main principles of mentoring and how to apply mentoring tools, techniques and skills in practice.

The purpose of this qualification is to provide individuals with the knowledge and skill set to practice mentoring within an organisation. This qualification will support progression within all industries when up-skilling employees.

### Entry Requirements

- Minimum age: 16

There are no further entry requirements for this qualification.

### Progression Opportunities

- Level 3 Certificate in Coaching
- Level 5 Certificate in Coaching Practices

## Unit Guidance

Learners must achieve all mandatory units. The total credit value for this qualification is 13.

## Mandatory Units

Unit Reference	Title	Level	GLH	Credit Value
A/650/7578	The Role of a Mentor	3	56	7
D/650/7579	Applying Mentoring Practices	3	48	6

## Guided Learning Hours

These hours are made up of contact time, guidance or supervision from course tutors, trainers, or training providers. The Guided Learning Hours for this qualification is 104.

## Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of understanding required for the award of this qualification. This includes the Guided Learning Hours and time spent completing independent study.

The Total Qualification Time for this qualification is 130.

## Delivery Options

NQual allows qualifications to be delivered both online and face-to-face. Please check the additional requirements with your Centre EQA if delivering qualifications online.

## Grading and Assessment

Assessment is used to measure a learner's skill or knowledge against the standards set in this qualification. This qualification is internally assessed and externally quality assured.

The assessment consists of:

- An internally assessed Portfolio of Evidence and externally quality assured by NQual.

A Portfolio of Evidence can contain:

- Observation Records
- Professional Discussion and/or Q&A records
- Written answers
- Mentor agreements
- PowerPoint Presentations
- Feedback forms
- Reflective Accounts
- Story Boards

Please note this is not an exhaustive list.

Learners must demonstrate at least 12 hours of active mentoring practice. This can be demonstrated through evidencing contracts, planning documents, evaluation documents and coachee feedback forms.

## Approved Centre

To deliver any NQual qualification, each centre must be approved by NQual and meet the qualification approval criteria. The recognition process requires centres to implement policies and procedures to protect learners when undergoing NQual qualifications.

Approved centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have the resources, including staff, and processes in place to deliver and assess the qualification.

Once approved to offer this qualification, centres must register learners before any assessment takes place. Centres must follow NQual's procedures for registering learners.

## Support From NQual

NQual support all new and existing approved centres. We respond to all communication within 48 hours and hold regular information webinars. If you would like to book our next webinar, please visit the 'News & Events' section on our website.

## Initial Assessment

It is part of the enrolment process by the approved centre to complete an initial assessment. Approved centres must ensure everyone undertaking an NQual qualification complete some form of initial assessment. This will be used to inform the tutor/trainer of current knowledge and understanding.

## Reasonable Adjustment

NQual is committed to providing fair and reasonable adjustments for learners to help reduce the effect of a disability or difficulty that places the learners at a disadvantage during an assessment. For more information on Reasonable Adjustments, please see our Reasonable Adjustments and Fair Access Policy.

## Responsibilities

### Assessor

It is important to note, that to assess qualification content, the assessor must be occupationally competent to assess skills-based competence and/or occupationally knowledgeable to assess knowledge-based content.

Assessors who deliver NQual qualifications must possess a qualification appropriate for the level they are delivering. Examples of these can include at least one of the following:

- D32 Assess Candidate Performance and D33 Assess Candidate Using Differing Sources of Evidence
- A1 Assess Candidate Performance Using a Range of Methods and A2 Assessing Candidates' Performance through Observation
- Level 3 Award in Assessing Competence in the Work Environment (for competence/skills learning outcomes only)
- Level 3 Award in Assessing Vocationally Related Achievement (for knowledge learning outcomes only)
- Level 3 Certificate in Assessing Vocational Achievement
- HEI Certificate in Education

- Qualified Teacher Status Certificate in Education in Post Compulsory Education (PCE)
- Post Graduate Certificate in Education
- Teaching Certificate in Teaching in the Lifelong Learning Sector (CTLLS)
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
- L&D9DI - Assessing workplace competence using Direct and Indirect methods (Scotland)
- L&D9D - Assessing workplace competence using Direct methods (Scotland)
- Level 4 Certificate in Education and Training
- Level 5 Diploma in Education and Training
- Level 3 Learning and Skills Assessor Apprenticeship
- Level 5 Learning and Skills Teacher Apprenticeship

Examples of evidence for subject knowledge can include:

- Qualification at the same level or above, the qualification you are delivering
- Extensive experience at the same level or above, the qualification you are delivering

### Internal Quality Assurer

Centre staff who complete Internal Quality Assurance for NQual qualification must possess or be working towards a relevant qualification. Examples of these can include at least one of the following:

- D34 Unit **Internally verify the assessment process**
- V1 Verifiers Award
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice or
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

Examples of evidence for subject knowledge must include at least one of the following:

- Qualification at the same level or above, the qualification you are quality assuring
- Extensive experience at the same level or above, the qualification you are quality assuring

## MANDATORY UNITS

### Unit Breakdown: Level 3 Certificate in Mentoring

Learners must complete all mandatory units for this qualification.

#### Unit: The Role of a Mentor

Unit Code: A/650/7578

RQF Level: 3

Learning Outcomes <i>To achieve this unit a learner must be able to:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand the role of a mentor	1.1 Explain the meaning of a 'mentor' and outline their responsibilities 1.2 Explain the meaning of a 'mentee' and outline their responsibilities 1.3 Analyse the role of a mentor 1.4 Explain the similarities and differences between a 'coach' and 'mentor'
2. Understand the skills and qualities needed to be a mentor	2.1 Explain, with examples, the key skills and qualities required by a mentor 2.2 Explain, with examples, the key behaviours mentors should display 2.3 Discuss the impact on mentoring relationships if key skills, qualities and behaviours are not demonstrated effectively 2.4 Explain how emotional awareness can impact on a mentoring role 2.5 Discuss the communication skills required to be an effective mentor
3. Understand the ethical considerations when mentoring	3.1 Identify the use of ethical considerations when mentoring 3.2 Explain the benefits of confidentiality when mentoring 3.3 Explain the importance of Safeguarding and GDPR policies when mentoring 3.4 Explain additional ethical considerations which should be taken into account as a mentor
4. Understand the impact of mentoring	4.1 Explain methods of feedback and support when mentoring 4.2 Explain methods of questioning when mentoring 4.3 Analyse the benefits of mentoring 4.4 Explain the impact mentoring can have on: <ul style="list-style-type: none"> <li>• Individuals</li> <li>• Teams</li> <li>• Organisations</li> </ul>

## Unit: Applying Mentoring Practices

Unit Code: D/650/7579

RQF Level: 3

Learning Outcomes <i>To achieve this unit a learner must be able to:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Be able to plan and prepare for a mentoring relationship	1.1 Ensure the mentee knows the process 1.2 Plan effective mentoring sessions 1.3 Prepare effective mentoring sessions
2. Be able to apply mentoring practices	2.1 Correctly apply appropriate tools and techniques relevant to the mentee's issues 2.2 Identify when best to provide feedback and support to a mentee 2.3 Follow ethical considerations and professional standards appropriately 2.4 Deliver mentoring sessions and maintain records
3. Be able to reflect and evaluate to demonstrate return on investment (ROI)	3.1 Use appropriate reflection and evaluates tools and techniques 3.2 Review the mentee's progress 3.3 Gather feedback and evaluate your own mentoring practice 3.4 Evaluate the impact of mentoring on the individual, team and organisation
4. Be able to demonstrate active involvement in CPD relating to mentoring practices	4.1 Demonstrate effective CPD tracking, logging and planning 4.2 Identify the benefits of CPD as a mentor
5. Be able to refer to other agencies or professionals when required	5.1 Identify sources of support to deal with issues that are outside of your own expertise





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