**Submission Cover Sheet**

**This cover sheet must preface every assessment submission, both for assessments being carried out by the centre or through the ILM Assessment service.** It is a regulatory requirement that every assessment submission is authenticated as the work of the named learner. Hence any submission not carrying this cover sheet will not be verified.

|  |  |
| --- | --- |
| Centre name |  Personal Summits Ltd |
| Centre number |  067968 |
| Learner name |  First / Last Name |
| Learner registration number |  ENR: XX1234 |
| Unit(s) covered in this submission | 8607-530 Understanding the skills, principles and practice of effective management coaching and mentoring  |
| Date submitted | DD/MM/YYYY |
| **Statement of confirmation of authenticity****By the act of making this submission for assessment, the learner declares that this is the work of the learner named above.** The work has not, in whole or in part, been knowingly presented elsewhere for assessment, or where assessment has been built on a previous assessment, this has been identified. Where materials have been used from other sources it has been properly acknowledged. If this statement is untrue, the learner acknowledges that an assessment offence has been committed.Attention is drawn to the plagiarism and cheating policies of both the centre and of ILM. Plagiarism can result in a learner being withdrawn from a qualification. |
| **Permission for ILM to use this script**ILM uses learners’ submissions – on an anonymous basis – for assessment standardisation. By submitting, both the centre and the learner agree that ILM may use this script on condition that identifying information is removed.However, if you are unwilling to allow ILM use this script, please refuse by ticking the box: **□** |

**Understanding the Skills, Principles and Practice of**

**Effective Management Coaching and Mentoring**

**Section 1: Understand the purpose of coaching and mentoring within an organisational context**

AC 1.1

Define what coaching and mentoring is within the context of an organisation and explain the similarities and differences between coaching and mentoring (8 Marks)

AC 1.2

Identify potential individual, operational and organisational barriers to using coaching or mentoring and develop appropriate strategies for minimising or overcoming these (8 Marks)

AC 1.3

Present the case for using coaching or mentoring to benefit individuals and organisation performance (8 Marks)

**Section 2: Understand the skills, behaviours, attitudes, beliefs and values of an effective coach or mentor**

AC 2.1

Critically explore the knowledge, skills, and behaviour of an effective coach or mentor (8 Marks)

AC 2.2

Analyse why coaches or mentors require effective communication skills (8 Marks)

AC 2.3

Review the responsibilities of the coach or mentor to manage relationships (including values and power) and remain ethical and non-judgemental (8 Marks)

**Section 3: Understand the role of contracting and the process to effectively coach or mentor**

AC 3.1

Review a model or process which should be followed when formally coaching or mentoring (8 Marks)

AC 3.2

Analyse the rationale for and the characteristics of effective contracting within coaching or mentoring (8 Marks)

AC 3.3

Explain the necessity of exploring the expectations and boundaries of a coaching or mentoring programme with all stakeholders (8 Marks)

AC 3.4

Justify the rationale for supervision of coaches and mentors in practice (8 Marks)

**Section 4: Understand the principles of effective coaching or mentoring in practice and how to evaluate benefits**

AC 4.1

Critically review the elements required for effective and integrated coaching or mentoring (8 Marks)

AC 4.2

Analyse how the benefits of coaching or mentoring should be evaluated (12 Marks)

**Appendix A**