

## Understanding Mentoring and Coaching

### Summary

This course introduces key principles, skills and approaches used to support people in educational, care or professional settings. You'll explore the differences between mentoring and coaching and learn how to build trust. You will also find out how to structure effective sessions and reflect on your own style. This qualification is ideal if you want to help people grow, develop and achieve their potential - whether as a mentor, educator or team leader.

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| <b>Course Provider</b>             | National Extension College (NEC)<br>Woolpack House, 70 High Street, Sawston CB22 3HJ<br>01223 400200   <a href="http://www.nec.ac.uk">www.nec.ac.uk</a>  |
| <b>Qualification Accreditation</b> | TQUK   |
| <b>Academic level</b>              | Level 3  |
| <b>PET entry requirements</b>      | Level 2 English  |
| <b>Format of course material</b>   | Paper-based  |
| <b>Structure of course</b>         | <p>There are four topics:</p> <ol style="list-style-type: none"> <li>1. Concepts of Mentoring and Coaching</li> <li>2. Key Skills and Attributes</li> <li>3. Communication Skills</li> <li>4. The Mechanics of Mentoring and Coaching</li> </ol> |
| <b>Assignments</b>                 | 3 written assignments  |
| <b>Exam</b>                        | None   |
| <b>Study hours</b>                 | 50   |
| <b>Course expiry date</b>          | 12 months  |
| <b>Prison support requirements</b> | Facilitate tutor support via email. This often requires scanning learner assignments and email them to their tutor.  |
| <b>Supplier tutor's support</b>    | Yes - accessed via prison staff and also directly using EMAP. Assignment feedback given and questions answered.  |
| <b>Certificate</b>                 | A printed certificate is provided upon successful completion.  |
| <b>Progress</b>                    | There are range of possible progression options, including Psychology, Social Science  |

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|  | <p>and Wellbeing OU Access Module (Y034).<br/>Call our free Advice Line on 0800 048 7520<br/>on Tuesdays (10-12pm and 2-4pm) and<br/>Thursdays (10am-12pm and 2-6pm).</p> |
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