

### DURATION, DAY, DATE AND TIME OF THE COURSE:

12 Weeks – **Day, Date and Time: TBC**

### VENUE:

This course combines remote delivery with face-to-face lessons in the classroom at East Surrey College, Gatton Point, London Road, Redhill, RH1 2JX. Observations of practice are carried-out in the workplace.

### PRIOR KNOWLEDGE/SKILLS REQUIRED:

There is no requirement for learners to have achieved prior qualifications or units prior to undertaking this qualification.

### ENTRY REQUIREMENTS:

Learners should be proficient in the use of the English language. Learners must be occupationally competent in the vocational area in which they are providing coaching and mentoring.

### WHAT QUALIFICATIONS WILL I GET?

On successful completion of this course learners will achieve a Level 3 Gateway Qualifications Certificate in Coaching & Mentoring – Level 3 Training (22 credits).

### COURSE DESCRIPTION:

The course is mapped to the national occupational standards for coaching and mentoring and includes demonstration of skills in the workplace. This qualification is suitable for people who are teaching, coaching or training and/or who need to be able to coach and mentor individuals in a range of settings including on-the job or in a training company, FE College, Adult Learning Service or a company's internal training department.

### UNITS/TOPICS COVERED:

- Understanding Mentoring (workbook)
- Mentoring Practice (observation of practice)
- Engage Others in the Learning and Development Process (workbook)
- Preparing for the Coaching Role (Workbook & observation of practice)
- Coaching Skills (Workbook)

### TYPE OF ASSESSMENT:

You will be assessed through a combination of workbooks, and observations of coaching and mentoring.

### EQUIPMENT NEEDED:

Access to Microsoft Teams.

## WHERE CAN IT LEAD?

Learners can progress into following qualifications:

- Level 3 Award in Education and Training
- Level 5 Diploma in Teaching
- Level 3 Certificate in Assessing Vocational Achievement
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

## COURSE FEE:

Course fee: £811

## Eligibility for fully funded:

- Aged 19 and above and earn below the earnings threshold or be unemployed
- Aged 19 to 23 and not have achieved a full level 3

## Eligibility for co-funded:

- Home address in the GLA

If you are 19+ on 31 August 2024 and studying a Level 3, 4, 5 or 6 qualification, an Advanced Learner Loan may be available for this course. Please call Client Services on 01737 788444 for details or visit [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan) for more information on how to apply.

If you are 19+ on 31 August 2024 and meet the ESFA (Education & Skills Funding Agency) residency criteria, the standard fee will apply unless you qualify for free tuition.

The full fee will apply if you are aged 19+ on 31 August 2024 and you do not meet the ESFA residency criteria or if there is no Government funding for this qualification.

Contact Client Services for advice and guidance on funding and eligibility. Please be aware that there may be additional costs for materials.

## WHAT TO DO NEXT:

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at [clientservices@esc.ac.uk](mailto:clientservices@esc.ac.uk).

To apply online for this course please visit [www.esc.ac.uk](http://www.esc.ac.uk).

## Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

