





ILM Coaching Certification Explained

The ILM (Institute of Leadership & Management) is the leading UK awarding body for general and specialist management qualifications. It is the leadership arm of City & Guilds, which awards NVQ qualifications, and its awards are internationally recognised. As an ILM Centre, we can award ILM qualifications on our courses. Candidates who attend our Performance Coach Training Open course, or the five-day Culture at Work Coach Training Course, and successfully complete the appropriate assessment criteria described below, have a choice of six different types of certification:

Certification	Professional Title
 Culture at Work Certificate	Our own certificate confirming the candidate is an accredited and fully qualified coach
 ILM Endorsed Certificate	ILM Endorsed Coach
 ILM Level 5 Certificate	ILM Accredited Coach (Level 5) ILM CREDITS: 13
 ILM Level 5 Diploma	ILM Accredited Coach (Level 5 Diploma) ILM CREDITS: 37
 ILM Level 7 Certificate	ILM Accredited Coach (Level 7) ILM CREDITS: 15
 ILM Level 7 Diploma	ILM Accredited Coach (Level 7 Diploma) ILM CREDITS: 40

Whichever level the candidate undertakes, it is possible to upgrade to other levels on completion of the extra criteria and payment of upgrade fees.

On the following pages, the criteria for each level is set out in more detail.

Culture at Work or Performance Coach Training Certificate

Complete the Culture at Work or the Performance Coach Training course and:

- a. Pass an assessment by delivering a session to another participant observed by a Culture at Work trainer.
- b. Provide confirmation from your coaching supervisor that you have attended at least one coaching supervision session. Your supervisor may be another participant from this course or an accredited coach.
- c. Produce a written case history of a coaching session, or a coaching series, or an example of how you have used the skills in your workplace. Include details of which tools you used. To protect confidentiality, do not disclose names but you must ask the permission of anyone else involved in the case history (800 - 1000 words).
- d. Provide confirmation from a coachee (which may be a participant from the course) that you have completed four sessions of at least 20 minutes each in length
- e. Provide written confirmation from your coach (which may be another course participant or a coach certified by Culture at Work) that you have completed four sessions as a coachee, each at least 20 minutes in length.

ILM Endorsed Certificate

Complete the Culture at Work Coach Training course and:

- a. Pass an assessment by delivering a session to another participant observed by a Culture at Work trainer.
- b. Provide confirmation from your coaching supervisor that you have attended at least one coaching supervision session. Your supervisor may be another participant from this course or an accredited coach.
- c. Produce a written case history of a coaching session, or a coaching series, or an example of how you have used the skills in your workplace. Include details of which tools you used. To protect confidentiality, do not disclose names but you must ask the permission of anyone else involved in the case history (800 - 1000 words).
- d. Provide confirmation from a coachee (which may be a participant from the course) that you have completed four sessions of at least 20 minutes each in length
- e. Provide written confirmation from your coach (which may be another course participant or a coach certified by Culture at Work) that you have completed four sessions as a coachee, each at least 20 minutes in length.

Additional certification requirements for ILM Level 5 Certificate

Complete the requirements for **ILM Endorsed Certificate** above and:

- a. Provide a coaching log demonstrating that you have delivered 12 hours of executive coaching in the workplace. (See Appendix I).
- b. Write a discourse of approximately 4000 words covering the following topics (See Appendix II):
 - Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring

- Undertaking Management Coaching or Mentoring in the Workplace
- Reviewing Own Ability as a Management Coach or Mentor

Additional certification requirements for ILM Level 5 Diploma

Complete the requirements for **ILM Endorsed Certificate** above and deliver an extended period of supervised coaching and mentoring, with multiple clients, and with an added focus on using supervision and reflective review to develop individual practice.

- a. Provide a coaching log demonstrating that you have delivered 100 hours of executive coaching in the workplace. (See Appendix I).
- b. Provide a submission of approximately 4000 words including
 - Understanding the Skills, Principles and Practice of Effective Management Coaching and Mentoring
 - Undertaking an Extended Period of Management Coaching or Mentoring in the Workplace
 - Reviewing Own Ability as a Management Coach or Mentor
- a. Provide a log signed by your Coaching Supervisor confirming that you have attended at least 3 supervision sessions (in person or by telephone). Your supervisor may be any qualified and practising executive coach and the log should include details of their coaching qualification.

Additional certification requirements for ILM Level 7 Certificate

Complete the requirements for **ILM Endorsed Certificate** above and:

- a. Provide a coaching log demonstrating that you have delivered 20 hours of executive coaching in the workplace. (See Appendix I).
- b. Write a discourse of approximately 4000 words covering the following topics (See Appendix II):
 - Understanding of the context of coaching and mentoring in a strategic business environment
 - Undertaking coaching or mentoring at a senior and strategic level
 - Reflecting on your own ability to perform effectively as a coach or mentor practicing at a senior level

Additional certification requirements for ILM Level 7 Diploma

Complete the requirements for **ILM Endorsed Certificate** above and deliver an extended period of supervised coaching or mentoring at a senior or strategic level. You have now gained enough experience of coaching to be forming your own ideas and theories, so this account should be a subjective expression of your own experiences, opinions and personal insights into executive coaching. Try to be as innovative and original as you can. You can include opinions which may be considered controversial.

- a. Provide a submission of approximately 4000 words including

- A coaching log detailing 100 hours of coaching, giving the same details as the Level 7 coaching log illustrated in Appendix I.
 - A description of the coaching series with each client or clients including goals, progress, feedback and your own reflections on your performance.
 - Planning and contracting for the coaching series.
- b. Provide a log signed by your Coaching Supervisor confirming that you have attended at least three supervision sessions (in person or by telephone). Your supervisor may be any qualified and practising executive coach and the log should include details of their coaching qualification.
 - c. Complete a coaching supervision session with your trainer from our course.
 - d. Provide a CPD plan for the next 12 months. This should include a minimum of 12 live hours (eg attending or delivering workshops), 12 hours of reading, writing or other research. At least 50% must be inputs (your attendance, reading etc) rather than outputs (your delivery of workshops, or writing etc).

For further information about our courses and ILM qualifications, visit our website www.coachingcultureatwork.com. Check our case histories to see how we have helped organisations to build a coaching culture through coach training, leadership and team building programmes: <http://www.coachingcultureatwork.com/case-histories/>.

About the author:

International speaker, writer and broadcaster Carol Wilson is Managing Director of Culture at Work and a Fellow of the ILM, the Professional Speaking Association and the Association for Coaching, where she is a member of the Global Advisory Panel. A cross-cultural expert, she designs and delivers programmes to create coaching cultures for corporate and public sector organisations all over the world and has won several awards for coaching and writing. She is the author of 'Performance Coaching: A Complete Guide to Best Practice Coaching and Training' and 'The Work and Life of David Grove: Clean Language and Emergent Knowledge'. She has contributed to several other books and published over 50 articles including a monthly column in Training Journal.

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