



Mentor Training Core level – Level 3 Award in Enterprise Mentoring

The Level 3 Award in Enterprise Mentoring is for all individuals including those sponsored by their organisations that have some existing experience and wish to improve their knowledge and skills whilst gaining a recognised qualification.

The Level 3 Award in Enterprise Mentoring includes:

Pre-course support - Access to a range of resources including a pre-workshop self assessment tool.

Course – A face to face one day interactive accredited course. This comes with additional resources and a workbook.

Evidence – Guidance on creating your portfolio of evidence.

Assessment – Your portfolio plus a professional assessment call covering your learning.

Resources – Additional best practice help including best practice evidence tools and professional development evidence logs.

Membership – 12 month study membership of the Institute of Enterprise and Entrepreneurs.

Further support - Optional linked 6 month development programme.

The course itself includes:

- Induction to the programme – practical and process ‘how to’ guide and tools
- Overview of the role of a mentor – assessing current strengths and development
- Mentoring standards – awareness of ethics and applying best practice guidelines
- Communication skills - show a wide knowledge of verbal and non verbal skills
- Emotional intelligence - awareness of culture, values and unconscious bias
- Feedback – identify a range of suitable feedback models
- Methods – understand the various methods of mentoring and when to use them
- Reflective practice - the value and tools of reflective practice
- CPD – identify ongoing and future professional development

The post course Optional Development Programme includes:

- 3 teleconference development sessions at mutually convenient times
- 3 development questionnaires
- Assessment and review of the delegates portfolio including mentoring interventions, CPD and evidence of transferable skills to see leadership skills in action and benefits of the interventions for the SME supported.

In order to achieve this qualification, the learner must complete the course and the 2 mandatory units which are:

- Preparing for the role of a mentor
- Essential enterprise know-how

The total guided learning hours will be 34. This qualification is at Level 3 QCF and it is regulated by Ofqual with a credit value of 5.

The Qualification Credit Framework (QCF)

The Qualification Credit Framework (QCF) is the vehicle for recognising qualifications within England, Wales and Northern Ireland and, for most vocational qualifications, is a replacement to the National Qualification Framework (NQF). The QCF allows the learner to work toward credits from units or qualifications.

QCF qualifications have both a level (entry to 8) and a size allocated to them (Award/Certificate/Diploma) and each unit is awarded a credit value. The unit credit value is a direct correlation of how many learning hours should be put into the achievement of that unit, for example 10 hours equates to 1 credit value.

For more information, please visit www.leapfrogmountain.com or email Jackie Jenks on jackie@leapfrogmountain.com.