

Mentoring

NCFE Level 2 Award



This nationally recognised qualification provides first line managers with the knowledge and skills to effectively mentor others so as to support their training and personal development.

Your first line managers will become effective mentors to develop junior members of staff and train up new starters

Factfile

Aimed at:

First line managers and team leaders responsible for mentoring and training others in the workplace

Length of Level 2 Qualification:

3 days

Location:

Manchester

Course fees:

£295 plus VAT

Employer commitment:

Study time/access for training and development

For enrolment:

Freephone: 0800 389 5283

Email: enquiries@mantralearning.co.uk

The programme

The NCFE Level 2 Award in Mentoring (QCF) covers all aspects of mentoring helping the mentor to gain an insight into the role and practical aspects of mentoring. They will develop the specific skills and understanding they will require in order to mentor successfully. In addition they will reflect on their own learning and performance and understand the legal and ethical mentoring requirements.

Employer benefits

This qualification allows learners to understand the role of a mentor and be aware of the skills needed to become an effective mentor.

The aims of the qualification are to help learners to:

- Gain insight into the role and practice of mentorship
- Be clear about mentor/mentee relationships
- Ensure they follow good practice
- Be aware of the specific skills and understanding they will require in order to mentor

Outcomes

This qualification helps the mentor in supporting a new employee, an existing employee in development, or a learner on a course of study, to gain knowledge and practice skills from their peers and/or suitably experienced or qualified colleague.

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Programme delivery

The programme involves two in-centre days, each consisting of half a day taught session and half a day research session. On the third day the learner will be observed demonstrating mentoring skills in the workplace.

Programme design

To be awarded the NCFE Level 2 Award in Mentoring the learner is required to successfully complete the three mandatory units:

Unit 1: Role of a Mentor

Learners will investigate the role and benefits of mentoring. They will then go on to look at mentoring agreements including what they should cover and when they should end. Learners will investigate how mentors are managed and selected as well as explore how they can be supported by internal and external sources.

Unit 2: Preparing for the Role of the Mentor

Learners will explore the skills and tools required by a mentor including communication, questioning and feedback. They will look at how they can develop their skills and produce a personal development plan. Finally they will investigate the legal and ethical requirements of mentoring.

Unit 3: Demonstrating Mentoring Skills

The learner will prepare to undertake a mentoring meeting and then carry out that meeting whilst being observed by an assessor. Throughout the meeting they will show that they can give continuous support and feedback to the mentee. Finally, learners will reflect on their performance as a mentor and prepare a personal development plan to improve their strengths and meet their development needs.

Assessment

Each candidate is required to create a portfolio of evidence which demonstrates achievement of all learning outcomes and assessment criteria associated with each unit and be observed carrying out a practical mentoring session.

The learner will be required in Unit 3 to be observed mentoring in a real work environment; therefore it is essential that the learners have identified a suitable person who they can mentor.

Opportunities for further development

Learners can progress to:

- Level 5 Diploma in Management

**For further information and
to increase the value of your staff:
FREEPHONE**

0800 389 5283

www.mantralearning.co.uk



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