Level 3 Award in Mentoring Practice

Qualification Number: 600/3847/6
Mission Statement

We recognise achievement and support learning transforming the lives of individuals and communities.

Our Vision

To be the best we can be.

Our Values

- **Integrity** – committed to ethical and sustainable business practices;
- **Clarity** – a clear qualification offer supported by transparent processes;
- **Collaboration** – working with customers and other stakeholders;
- **Aspiration** – supporting individuals to fulfil their potential and progress;
- **Excellence** – committed to high quality;
- **Innovation** – creating opportunities for learners, employers and communities;
- **Inclusion** – celebrating diversity and respecting individuality.

www.opencollnet.org.uk
# Qualification summary

| Title: Level 3 Award in Mentoring Practice |
| Qualification Accreditation Number: 600/3847/6 |
| Credit value: 3 credits |
| Guided Learning Hours: 24 hours |
| Total Qualification Time: 30 hours |
| Minimum age: 16 years |
| Qualification Aim: This qualification offers learners the opportunity to undertake a mentoring role in an organisational setting. Learners may be working in an educational setting or health sector organisation. Mentoring skills will be valuable in every workplace. |
| Progression Routes: This qualification will develop practical mentoring skills to support a role in the voluntary sector, statutory sector or private workplace. |
| Rules of Combination: Learners must complete a total of 3 credits to achieve this qualification. |
| Assessment requirements: Portfolio of Evidence. |
About the RQF

The RQF provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size.

Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”.

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in term of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

Guided Learning Hours (GLH)
Guided Learning Hours are defined as the number of hours of supervised or directed study time required for a unit or a qualification.

Total Qualification Time (TQT)
Total qualification time is defined as the number of guided learning hours (GLH) plus the time taken by the learner for private study or work experience.

Entry requirements
Learners will need to be in a position to undertake mentoring with one mentee within an organisation.

Reasonable Adjustment and Special Considerations
Assessment for this qualification is designed to be accessible and inclusive. The assessment methodology is appropriate and rigorous for individuals or groups of learners.

If you have learners with particular needs you should refer to the Reasonable Adjustment and Special Considerations Policy. This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.
The unit

Mandatory Group M

<table>
<thead>
<tr>
<th>Title</th>
<th>Level</th>
<th>Credit</th>
<th>GLH</th>
<th>TQT</th>
<th>Unit code</th>
<th>Unit reference number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentoring Practice</td>
<td>3</td>
<td>3</td>
<td>24</td>
<td>30</td>
<td>HB1/3/NQ/025</td>
<td>K/506/5850</td>
</tr>
</tbody>
</table>

Level descriptors

The level of the units within this qualification is linked to the latest QCF level descriptors published by Ofqual.

<table>
<thead>
<tr>
<th>Level</th>
<th>Knowledge Descriptor (the holder...)</th>
<th>Skills Descriptor (the holder can...)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks that while well-defined, may be complex and non-routine. Can interpret and evaluate relevant information and ideas. Is aware of the nature of the area of study or work. Is aware of different perspectives or approaches within the area of study or work.</td>
<td>Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine. Use appropriate investigation to inform actions. Review how effective methods and actions have been.</td>
</tr>
</tbody>
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Extracted from ‘After the QCF A New Qualification Framework’ October 2015
Assessment

This qualification requires achievement of the specified units with no further requirements for additional/summative assessment. Achievement is therefore determined by successful completion of unit assessment. The assessment process is as follows:

- Assessments are internally set and approved at the centre by assessors, against the requirements detailed in the assessment criteria of the unit.
- The learners are assessed internally at the centre, using the assessments set.
- The resulting portfolios of assessed evidence are internally quality assured by an Internal Quality Assurer (IQA) at the centre.
- The portfolios of assessed evidence are quality assured either by an Open College Network West Midlands Quality Adviser (QA) or, for centres with Direct Claims Status, an Internal Quality Assurer (IQA) approved by Open College Network West Midlands.

When delivering our units and qualifications, centres may choose from a range of assessment methods. It is important that the most effective and appropriate methods are selected. We therefore strongly advise that all those involved in assessment and internal quality assurance of this qualification refer to our Centre Handbook and the Assessment Methods publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each.

Approval to offer the qualification

If you are an Open College Network West Midlands Recognised Centre and you wish to add this qualification to your curriculum offer please complete and submit a New Course Notification Form to your Business Development Manager for approval.

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, you will need to apply for Centre Recognition with us. To start the application process please email enquiries@opencollnet.org.uk or telephone 01902 624 239.

For more information visit Becoming a Centre on our website.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of assessment practice. Full details on Open College Network West Midlands standardisation practices can be found in our Centre Handbook.

Outcomes from standardisation events will be disseminated to Centres by Open College Network West Midlands.
Support for centres

Open College Network West Midlands provide all of our centres with on-going support and advice on the use of Open College Network West Midlands units and qualifications, including the requirements for assessment.

Information about the following can be found in our Centre Handbook:
- obtaining a Unique Learner Number (ULN) on behalf of the learners
- UKPRN (UK Provider Reference Number)

Centre responsibilities

Each centre should identify a centre contact who will be responsible for:
- ensuring that the centre meets all the Open College Network West Midlands requirements for centre recognition
- Open College Network West Midlands provision within the centre
- ensuring all procedures relating to the delivery of the qualification operate effectively in the centre
- ensuring all relevant Open College Network West Midlands documentation is distributed as required within the centre and that the security requirements for external assessment are adhered to, where applicable.

The information provided in this qualification guide is accurate at the time of publication but is subject to change. Open College Network West Midlands will occasionally update qualification information, so please refer to the ‘Open College Network West Midlands Qualifications’ page of our website to view any updates, including qualification end dates and the latest versions of our qualification guides.