

1st4sport Level 3 Award in Workforce Mentoring

Qualification Specification



About Us

Welcome to 1st4sport, established in 2000, 1st4sport are an industry specialist recognised awarding organisation regulated in England by the Office of the Qualifications and Examinations Regulator (Ofqual), in Wales by Qualifications Wales, and in Northern Ireland by the Council for the Curriculum, Examination and Assessment (CCEA) Regulation.

Serving the needs of the sport, physical activity and active leisure industry; our niche status is emphasised through our accomplished people, network of esteemed industry partnerships and our culture of excellence. We have an outstanding reputation; evidenced through the loyalty we receive from our trusted partners, recognised centres and most importantly our learners.

We have a proven track record; offering of valid, value-added, educational solutions and services and outstanding customer care. Our offer includes sector specific qualifications and pathways, and a range of relevant high-performing educational services; underpinned by leading digital solutions. The majority of these are developed and deployed in partnership with governing bodies of sport and other sector specific professional organisations. More than any other awarding organisation, our knowledge of the industry and our continuous cross-sector network enables us to understand the direction of our sector.

Our involvement in shaping our sector has been significant and we continue to be the awarding organisation that partner and representative organisations turn to for guidance on the direction of travel, as appropriate to the needs of our partners, centres, industry employers and learners.

Our Mission: To deliver excellent educational solutions and value-added services to sport, physical activity and the active leisure industry.

Our Direction: We aim to support the ongoing professionalisation of our industry; supporting employment, growth, sustainability and success. We embrace performance, participation and health agendas. Our objective is to continue to support our respected partners, providers and learners.

Qualification Specification

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|----------------------------------|--|
| Title: | 1st4sport Level 3 Award in Workforce Mentoring |
| Qualification Overview: | Provides the knowledge and understanding of the principles and practice of mentoring people in physical activity and sport.. |
| Qualification Code: | L3AWMQ |
| Qualification Regulation Number: | 600/4335/0 |
| Guided Learning Hours (GLH): | 21 |
| Total Qualification Time (TQT): | 38 |
| Credit Value (if applicable): | 7 |
| Operational Start Date: | 22/12/2011 |
| Qualification Review Date: | 28/02/2026 |
| Learner Registration Period: | 3 years |
| Qualification Objective: | This qualification qualifies learners to become a workforce mentor. |
| Qualification Purpose: | Prepare for employment in a specific occupational area. |

Who is this qualification for?

The qualification is designed for individuals who currently have responsibilities within their job role of mentoring colleagues or workforce from other organisations, or individuals who want to enter into the mentoring workforce. Learners must have access to a minimum of two mentees who have defined targets/areas by their organisation to develop through mentoring.

Qualification Progression

Holders of this award can progress to other 1st4sport Education and Training Suite qualifications, or other higher level Coaching and/mentoring qualifications.

Successful learners are eligible to seek employment in appropriate paid or voluntary roles involving workforce mentoring. They should look to develop their learning and knowledge of mentoring by working with other, more experienced, workforce mentors.

Entry Requirements

Learners must be a minimum of 18 years old at registration and 18 years old at certification.

Pre-requisite(s) or other entry requirements

The recognised centre is required to conduct an initial assessment of learners to ensure that pre-requisites to registration and certification and any barriers that may disadvantage a learner under the Equality Act 2010 are considered and outcomes recorded during the application process.

Prior to registration learners are required to:

- be accurately identified
- be at least 18 years of age
- be able to undertake this assessment in English or Welsh (if available)

Assessment Methods

The assessment methods used in this qualification are:

- Coursework (in 2 of 2 mandatory units),
- Practical Demonstration/Assignment (in 2 of 2 mandatory units)

Reasonable adjustments can be applied to these assessments in line with 1st4sport Policy Statement: Access Arrangements.

Grading Methods

This qualification will be graded Pass / Fail.

Qualification Structure

Learners must successfully complete all mandatory units to achieve this qualification.

Mandatory Units

| Unit ID | Unit Title | GLH |
|------------|--|-----|
| M/503/1599 | The mentoring role | 10 |
| A/503/9611 | Undertaking mentoring in the workplace | 6 |

Optional Units

There are no optional units in this qualification

Pathway Units (where applicable)

There are no pathway units in this qualification

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|---------------------------|--|
| Unit Title | The mentoring role |
| Unit Aim | This unit assesses a practitioner's understanding of the role of a mentor and how to plan, conduct and review mentoring interventions. |
| Unique Unit Number | M/503/1599 |
| Unit Assessment Method(s) | - Coursework - Practical Demonstration/Assignment |
| Assessment Specification | There are no additional assessment requirements. |

Learning Outcome: 1. Understand own role and responsibilities in relation to mentoring

| Assessment Criteria The learner can: | Indicative Delivery Content |
|---|-----------------------------|
| 1.1 Describe the role and responsibilities of the mentor | |
| 1.2 Explain the skills required for mentoring | |
| 1.3 Identify the need for codes of conduct and ground rules when setting boundaries for mentoring | |
| 1.4 Explain the importance of confidentiality in a mentoring relationship | |

Learning Outcome: 2. Understand ways to identify individual mentoring needs

| Assessment Criteria The learner can: | Indicative Delivery Content |
|--|-----------------------------|
| 2.1 Describe ways in which individual coaching needs are identified | |
| 2.2 Identify learning needs that can be met through mentoring | |
| 2.3 Explain ways to clarify the learner's goals and facilitate their achievement | |

Learning Outcome: 3. Understand techniques to establish and maintain a mentoring relationship

| Assessment Criteria The learner can: | Indicative Delivery Content |
|--|-----------------------------|
| 3.1 Explain key techniques of mentoring that meet learner needs | |
| 3.2 Identify resources required for mentoring | |
| 3.3 Describe how potential barriers to mentoring can be overcome through building rapport with individuals in mentoring sessions | |
| 3.4 Describe ways of creating an environment in which effective mentoring can take place | |

Learning Outcome: 4. Understand how to review progress through mentoring

| Assessment Criteria The learner can: | Indicative Delivery Content |
|---|-----------------------------|
| 4.1 Describe how to review mentees' progress | |
| 4.2 Explain how to provide feedback to learners on their progress | |
| 4.3 Explain how to use learning received through mentoring | |
| 4.4 Review own mentoring role and identify areas for development | |

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|----------------------------------|---|
| Unit Title | Undertaking mentoring in the workplace |
| Unit Aim | This unit assesses a practitioner's practical mentoring skills through the planning, discussion and recording of mentoring activities in a workplace. |
| Unique Unit Number | A/503/9611 |
| Unit Assessment Method(s) | - Coursework - Practical Demonstration/Assignment |
| Assessment Specification | Learners are required to complete a series of assessed tasks within their learner portfolio. These are set by 1st4sport and assessed by their assessor. |

| Learning Outcome: 1. Be able to plan and organise formal workplace mentoring sessions | |
|---|-----------------------------|
| Assessment Criteria | Indicative Delivery Content |
| The learner can: | |
| 1.1 Prepare and plan the mentoring sessions | |
| 1.2 Contract the scope and content of the mentoring sessions | |
| 1.3 Agree goals for the workplace mentoring sessions | |

Learning Outcome: 2. Be able to undertake at least six hours of formal workplace mentoring

| Assessment Criteria | Indicative Delivery Content |
|--|-----------------------------|
| The learner can: | |
| 2.1 Use diagnostic and assessment tools to effectively mentor in the workplace | |
| 2.2 Demonstrate mentoring techniques of questioning and listening to effectively mentor in the workplace | |
| 2.3 Mentor one or more individuals in the workplace for at least six hours | |
| 2.4 Keep appropriate records of the mentee(s) including progress towards goals and impact on role | |

Learning Outcome: 3. Be able to summarise and analyse a period of formal mentoring within the workplace using feedback

| Assessment Criteria | Indicative Delivery Content |
|--|-----------------------------|
| The learner can: | |
| 3.1 Collect feedback from mentee(s) and show evidence within the mentoring diary | |
| 3.2 Summarise the workplace mentoring relationships | |
| 3.3 Identify where you could have approached an issue or area more effectively | |

Qualification Conditions: Delivery and assessment requirements

To complete the delivery, assessment, and internal quality assurance of the qualification, providers will be required to adhere to the guidance set out in the Recognised Centre Handbook.

Qualification Approval Conditions: Workforce requirements

In addition to the workforce requirements stated in the Recognised Centre Handbook, the following qualification specific requirements must be met and evidenced.

Tutor(s):

For this qualification, the minimum requirements stated in the centre handbook do not apply. Centres must ensure that all workforce meet the requirements stated below.

The recognised centre is required to recruit and deploy an appropriately qualified tutor who as a minimum:

- holds a mentoring qualification or has relevant experience mentoring workforce
- has up-to-date working knowledge and experience of best practice in workforce mentoring
- show current evidence of CPD in mentoring

Tutors are responsible for the delivery of the learning programme developed by their recognised centre. They must have attended a qualification induction by the centre to orientate them into the centre specific learning and assessment programme.

Assessor(s):

For this qualification, the minimum requirements stated in the centre handbook do not apply. Centres must ensure that all workforce meet the requirements stated below.

The recognised centre is required to recruit and deploy an appropriately qualified assessor who as a minimum:

- holds a work environment assessing qualification
- holds a mentoring qualification or has relevant experience mentoring workforce
- has up-to-date working knowledge and experience of best practice in mentoring workforce
- show current evidence of CPD in mentoring and assessment

Internal Verifier(s) and Quality Assurer(s):

For this qualification, the minimum requirements stated in the centre handbook do not apply. Centres must ensure that all workforce meet the requirements stated below.

The recognised centre is required to recruit and deploy an appropriately qualified assessor who as a minimum:

- holds a work environment assessing qualification
- holds a mentoring qualification or has relevant experience mentoring workforce
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- show current evidence of CPD in mentoring and assessment

Additional Qualification Requirements

The minimum venue, facility and requirements stated in the centre handbook apply.

All training and/or assessment sites must include the following facilities:

- a suitable classroom facility/ lecture room
- an appropriate environment for mentoring interventions to take place (assessment only)
- toilet facilities

If practical assessments are carried out in the learners own work environment, they must also comply with accepted health and safety practices.

The recognised centre is required to have equipment in place to facilitate the full programme of learning and assessment which must comply with accepted health and safety practice and must include:

- learners provided access to a range of the following teaching resources:
- power point projector
- interactive white board
- white board and pens
- flip chart and pens
- computer
- TV and DVD facilities
- internet

This qualification is regulated by Ofqual (600/4335/0), CCEA and QiW (C00/1297/6 - Regulated).

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