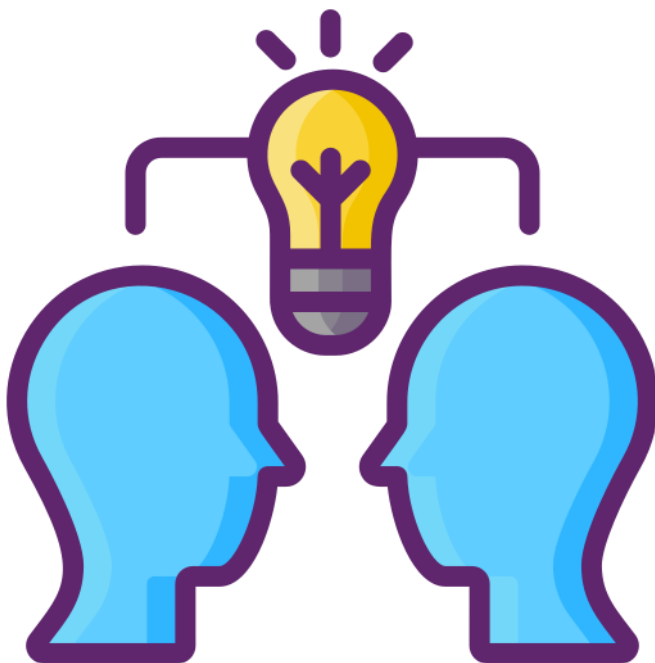




openawards

Level 3 Certificate in Mentoring (RQF)

603/4525/1



QUALIFICATION GUIDE

Contents		
1.	About the Qualification	Page 3
2.	The Mentoring School	Page 5
3.	Qualification Units	Page 6
4.	Delivering this Qualification	Page 7
6.	Appendices and Links	Page 10

About the Qualification

Title	Open Awards Level 3 Certificate in Mentoring (RQF)
QAN	603/4525/1
Sector	13.2 Direct Learning Support
Level	3
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31/07/2025

Ofqual Purpose	Updating and continuing professional development (CPD)
Ofqual Sub-Purpose	Develop knowledge and/or skills relevant to a particular specialisation within an occupation or set of occupations

Optional Achievement Routes

This qualification is achieved by completing an optional unit that specialises in a specific mentoring focus:

- Life Mentoring
- Mentoring and Coaching
- Mentoring Apprentices
- Mentoring in Business and Enterprise
- Mentoring in Sports
- Mentoring in the Workplace
- Mentoring Refugees and Asylum Seekers
- Mentoring with Coaching
- Mentoring Young People in the Community

This will appear on the unit transcript that accompanies the qualification certificate to evidence achievement in the chosen specialism.

Total Qualification Time/Guided Learning	
Certificate	
Total Qualification Time (hours)	140
Guided Learning (hours)	39

Age Range and Restrictions:	
Pre -16	x
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

Any specified entry requirements

There are no specific entry requirements. Due to the level of the qualification and the evidence requirements, a level 2 English qualification (or equivalent demonstrable skills) would be advantageous.

Recommended Assessment Method Summary

Learners will be required to complete a portfolio of evidence set and marked by the education provider and externally quality assured by Open Awards.

Candidates must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work.

Types of evidence could include:

- a) Written Assignments
- b) Questioning (written or oral)
- c) Practical Activities
- d) Personal statements
- e) Project work
- f) Witness testimonies
- g) Group discussion
- h) Recognition of Prior Learning

Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

Recommended Delivery Method

Open Awards have worked in partnership with The Mentoring School to develop this qualification. Their training packages have been externally quality assured by Open Awards to ensure they meet the full requirements of the qualification.



This qualification was developed in partnership with [The Mentoring School](#) who are the recommended delivery partner. Their delivery programme and associated assessment plan has been externally quality assured by Open Awards to ensure it meets the full requirements of the qualification.

Founded in 2016, The Mentoring School has become the recognised name for mentoring training, both in the UK and internationally. They are able to offer the delivery of a range of mentoring courses in different sectors and work with partner organisations to help them to deliver recognised mentor courses.

The Mentoring School is devoted to raising standards in mentoring by putting in place syllabuses for different levels of mentoring, be it someone with an awareness, a practitioner, an advanced practitioner or those working at a higher level.

Open Awards and The Mentoring School

The Mentoring School has gone through a centre approval process with Open Awards to be approved to deliver this qualification. The Mentoring School can offer the qualifications as their own in-house delivery/assessment of individual learners, and work with other training providers through 'train-the-trainer' programmes and licensing of their delivery and assessment resources.

Where The Mentoring School approves other organisations to deliver training on their behalf, this will be managed through a sub-contracting arrangement directly with The Mentoring School. In this case, centres are not required to go through centre recognition with Open Awards. Learner registration, internal quality assurance of the delivery and assessment remains the responsibility of The Mentoring School; and external quality assurance of the delivery, assessment and award of qualifications remains the responsibility of Open Awards. Please be aware that approval from The Mentoring School to use their training materials does not constitute approval from Open Awards to deliver regulated qualifications in their own right.

For more information about how The Mentoring School can support the delivery of these qualifications, please contact them on hello@thementoringschool.com or +442381120010.

Qualification Units

Rules of Combination	
Certificate	
Credit Value of the Qualification	14
Minimum Credits to be achieved at the Level of the Qualification	14
Mandatory Units A	10 credits to be achieved (3 units)
Optional Group B	4 credits to be achieved (1 unit)

Mandatory Unit Group A

QAC Code	Unit Name	Credits	Level
D/617/5904	Barriers to Learning	3	Level Three
K/617/5968	Mentoring Interventions	3	Level Three
H/617/5967	The Role of a Mentor	4	Level Three

Optional Unit Group B

QAC Code	Unit Name	Credits	Level
T/617/5973	Business and Enterprise Mentoring	4	Level Three
R/618/4907	Career and Employability Mentoring	4	Level Three
A/617/5974	Life Mentoring	4	Level Three
M/617/5969	Mentoring Apprentices	4	Level Three
H/617/5970	Mentoring in Sports	4	Level Three
K/617/5971	Mentoring in the Workplace	4	Level Three
L/617/9897	Mentoring Refugees and Asylum Seekers	4	Level Three
D/617/9905	Mentoring with Coaching	4	Level Three
M/617/5972	Mentoring Young People in the Community	4	Level Three

Delivering this Qualification

Centres choosing to deliver through The Mentoring School's 'train the trainer' programme do not need to become an Open Awards site as the assessment and internal quality assurance procedures will be the responsibility of The Mentoring School, and all learner registrations will be managed by them as an Open Awards centre. Please see <http://www.thementoringschool.com/> for more information on working in partnership with The Mentoring School and to view their delivery requirements.

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre or work in partnership with The Mentoring School. For more information please visit <http://www.thementoringschool.com/delivering-our-courses/>.

If you are already an approved Open Awards centre, you can deliver this qualification by completing a [New Qualification Request Form](#) via the Open Awards portal. For more information, see the Centre Handbook, or contact the team on 0151 494 2072.

Registering Learners

Open Awards require all learners to be registered within the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.
Full year long courses (over 15 weeks) within 60 working days of the course start date.

Learners will need to be registered via the Open Awards [portal](#).

If you are working in partnership with The Mentoring School, all learner registrations must be completed by The Mentoring School. Please contact hello@thementoringschool.com or +442381120010 to discuss your learner registrations.

Quality Assurance and Standardisation

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Template forms and guidance documents are available via the Open Awards portal.

Centre Staff Requirements

It is expected that centres will have occupationally competent staff with relevant sector experience for their role in the delivery of the units/qualifications being offered.

For the delivery and assessment of this qualification, it is expected that staff have a qualification at the level or higher in a related subject or to be able to demonstrate recent and relevant experience of working within this field; and have

up-to-date working knowledge and experience of best practice in assessment and quality assurance.

Centres are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

Training and support

Open Awards offers training and support events in Delivery & Assessment and Quality Assurance. These events are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of these training events are on our [website](#).

Internal Quality Assurance (IQA)

All centres delivering Open Awards provision must operate rigorous internal quality assurance systems. A centre must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

External Quality Assurance (EQA)

Centre approval compliance monitoring and external quality assurance is carried out by Open Awards' Lead Quality Reviewers/External Quality Assurers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Please refer to Internal and External Quality Assurance within the Centre Handbook.

Standardisation

Centres are required to contribute to national standardisation as requested by Open Awards. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on our website.

Further guidance on Quality Assurance and Standardisation please refer to the [Centre Handbook](#)

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards' Lead Quality Reviewer for the centre.

For more information, please see our Recognition of Prior Learning Policy found on the Open Awards [portal](#).

Appendices and Links

Appendix Name
Centre Handbook
Enquiries, Complaints and Appeals Policy
Equality and Diversity Policy
Invoicing Policy
Privacy Policy

The Mentoring School's full list of policies relating to the delivery, assessment and quality assurance of this qualification can be viewed [here](#).

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