

CMI Level 3 Certificate in Coaching and Mentoring

Location	Online
Course Type	Adult
Department	Leadership and Management
Start Date	Thursday 17th September 2026
Duration	Part-time, 23 Weeks
Time	00:00:00 - 00:00:00
Fee	£ 150.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	XAP-XD3C-1100

Course Overview

Unlock the skills to inspire, guide and develop others with the CMI Level 3 Coaching and Mentoring qualification - the perfect starting point for supervisors, team leaders, and first line managers who want to elevate their people leadership impact.

This engaging qualification introduces you to the core principles, skills and real world impact of coaching and mentoring, empowering you to support individuals and teams with confidence. You will learn how to build strong coaching relationships, develop meaningful conversations, manage team dynamics, and create a positive environment where people can grow and perform at their best.

Take the first step toward becoming a confident, supportive and effective leader - and start making a real difference in how your team learns, grows and succeeds.

Course Requirements

19+

GCSE A-C Grades 4 or above in English

What You Will Learn

Module 1. Principles, skills and impact of coaching and mentoring

You will explore the core skills every great coach and mentor needs - from active listening and questioning techniques to building trust, offering constructive feedback, and guiding others toward meaningful progress. As you develop your understanding of both roles, you will learn how coaching and mentoring differ, how they complement each other, and how each contributes to long term growth.

Discover how high quality coaching can boost individual performance, elevate team dynamics, and strengthen organisational results. Then go deeper by examining the powerful role mentoring plays in shaping talent, improving confidence, and supporting career progression across the business.

By the end of this unit, you will understand exactly how coaching and mentoring fuel development, performance, and success - and you will be equipped with the knowledge to start making a difference right away.

Module 2. Coaching and mentoring for individual and team needs

You will explore how coaching can spark meaningful progress - boosting confidence, sharpening skills, and helping individuals and teams overcome barriers to reach their full potential. At the same time, you will uncover how mentoring supports long term development, guiding people through challenges, career goals, and opportunities to elevate their performance.

Dive into what teams really need to succeed: the right mix of knowledge, skills, and behaviours. Learn how coaching and mentoring shape these areas, transforming everyday interactions into powerful development moments.

This unit also breaks down the step by step stages of both coaching and mentoring processes, giving you a clear roadmap to support, guide, and motivate others effectively.

By the end, you'll understand how to tailor your approach to meet the unique needs of individuals and teams - and create a development experience that inspires growth, strengthens performance, and drives meaningful results.

Assessment

Assignment based qualification.

Progression

On successful completion you may consider further courses in

Level 3 First Line Managers

Level 5 Professional Coaching and Mentoring

Career Options

Junior Manager
Departmental Coordinator
Team Leader / Supervisor
Training & Development Officer
Talent Advisor/ Mentor
Self-Employed Coach

Mandatory Units

Principles, skills and impact of coaching and mentoring
Coaching and mentoring for individual and team needs

Contact Details

For further information please contact T: 0161 886 7070 or E: info@trafford.ac.uk

Disclaimer

Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.