

## **Professional Certificate in Coordinating Mentoring Programmes SCQF Level 9 - 30 SCQF credits**

A 3-day course for those who coordinate or manage mentoring programmes in an organisation. Its purpose is to develop and enhance candidates' skills, knowledge and understanding of the requirements and different elements of establishing and coordinating a successful mentoring programme in an organisation. In order to generate the required evidence for the PCCMP, candidates must be currently coordinating or about to start coordinating a mentoring programme in an organisation. Candidates should be able to work at SCQF level 9

### **What does the course cover?**

The PCCMP award is for mentoring coordinators or programme managers to develop and understand mentoring processes and procedures essential to planning and operating good practice, quality mentoring programmes

The PCCMP is owned and managed by Scottish Mentoring Network (SMN) and credit rated by Edinburgh Napier University. The PCCMP sits on the Scottish Credit & Qualifications Framework (SCQF) at SCQF level 9 and has 30 SCQF credits.

The PCCMP is made up of two units.

### **Unit 1: Good practice in planning and operating a mentoring programme. (2 days)**

The Learning Outcomes for this unit are:

- LO1. Produce/Review a mentoring manual for mentors
- LO2. Present a rationale that illustrates how the mentoring manual meets mentoring good practice guidelines

### **Unit 2: Monitor, review and evaluate a mentoring programme in an organisation (1 day)**

The Learning Outcomes for this unit are:

- LO1. Plan to monitor and evaluate a mentoring programme using a variety of evaluation methods.
- LO2. Gather and analyse monitoring and evaluation data from stakeholders
- LO3. Review and critically evaluate the programme against its aims, objectives and targets.

### **Cost : £450.00 Course fee includes:**

- 3 days training (first two days are consecutive with 3rd arranged for a later date)
- Skilled, experienced professional trainers
- Advice, guidance and support to complete assessment tasks
- Registration and certification by SMN
- Assessment and verification
- All course materials

### **Options:**

Participants/projects can choose to attend the training only and not do the assessment

***This programme is managed, delivered and awarded by Scottish Mentoring Network and leads to an award on the Scottish Credit & Qualifications Framework (SCQF). It has been credit rated by Edinburgh Napier University.***