

National Occupational Standards: Coaching and Mentoring

A review of the National Occupational Standards for Coaching and Mentoring

Background

The Learning and Skills Improvement Service (LSIS) is reviewing the National Occupational Standards for Coaching and Mentoring.

The standards were developed by ENTO in 2006, and the suite is being revisited to ensure they reflect the functions of coaching and mentoring within the lifelong learning context, and meet the needs of those who deliver coaching and mentoring functions in their role.

How will the review be conducted?

The review is being conducted in two phases. The first phase, from now until July 2011, will involve:

- Desk research of the current use and awareness of NOS, and take-up of related relevant qualifications across the UK
- Research into the functions of coaching and mentoring
- Drafting a definition of Coaching and Mentoring in the lifelong learning sector
- Producing recommendations for the review of the Coaching and Mentoring NOS, which will then be discussed and agreed with key stakeholders

The second phase, from July to December 2011, will involve:

- Revising the Coaching and Mentoring functional map and/or the NOS as agreed with stakeholders
- A number of public review events and online opportunities to feedback on the revised drafts
- Producing recommendations for related future qualifications

What are the outcomes of the review?

The intended outcomes of the review are to:

- Define coaching and mentoring in the lifelong learning sector
- Research current relevant qualifications
- Develop a Coaching and Mentoring functional map
- Produce NOS for Coaching and Mentoring
- Produce recommendations for related future qualifications

Who should be involved?

The Coaching and Mentoring NOS apply to a wide range of businesses, organisations and individuals, and LSIS would like to invite all those who deliver coaching and mentoring functions or related learning to be involved in the review. This includes:

- Businesses, organisations and individuals who provide coaching and mentoring as part of their business function
- Businesses, organisations and individuals who use the NOS to develop, deliver or assess learning related to coaching and mentoring

Businesses, organisations and individuals may include, but is not limited to: employers; professional, membership or governing bodies; voluntary organisations; awarding organisations, or training delivery organisations.

How to get involved

Opportunities to get involved during Phase 1 include:

- Participate in initial research about the functions of Coaching and Mentoring
- Become a member of the Steering Group, to help agree the Approach to the review and to provide overall direction and steer of the work

Opportunities to get involved during Phase 2 include:

- Become a member of the Working Group, to help develop the revised Functional Map and NOS
- Host a review event, to discuss the draft functional map and NOS (allowing you to canvas views from your own key networks and contacts)
- Share news about and take part in the public review by attending events or using online tools

Further information

To register your interest and for further details, contact:

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About National Occupational Standards

National Occupational Standards, or 'NOS', describe what a person needs to do, know and understand in order to carry out a particular job or task in a consistent way and to a nationally recognised level of competence. They cover the activities a person might undertake in the course of their occupation and consider all the circumstances or contexts that a person is likely to encounter.

NOS can usually be applied across a wide range of roles, settings, levels of responsibility and contexts. Typically they describe current best practice associated with a role, and benchmark achievable levels of attainment for individuals carrying out a role, or part of a role.

What do they look like?

National Occupational Standards always include, as a minimum:

- A title and overview which explains the content of the standard
- Details of the knowledge, understanding and skills needed to carry out tasks within the job role/function
- 'Performance statements' describing activities that would represent effective performance of tasks within a standard

Prior to developing standards, a functional map related to the roles and the functions being addressed is usually created. This mapping work forms the basis for developing the National Occupational Standards.

How are they used?

A suite of National Occupational Standards consists of a number of individual standards. NOS are versatile tools which directly support staff and employers in the lifelong learning sector in a number of ways:

- **Managers** can use relevant standards to describe the skills they need in their workforce, identify skills that already exist and to develop plans to fill any gaps.
- In **staff recruitment, training and development** standards can become the basis for job descriptions and training plans. They contain descriptions of good practice which can help set performance objectives.
- For **individuals**, NOS are a useful tool for self-assessment and a means of recognising and describing personal achievements. They can form the basis for continuing professional development and associated career progression.
- They are used by awarding bodies and regulatory organisations to develop and approve new qualifications.

Find National Occupational Standards, learn more about NOS development, read frequently asked questions and download case studies from: www.ukstandards.co.uk