

Welcome to the 1st4sport Level 3 Award in Workforce Mentoring in the Racing and Thoroughbred Industry



WHAT IS THE 1ST4SPORT LEVEL 3 AWARD IN WORKFORCE MENTORING IN THE RACING AND THOROUGHBRED INDUSTRY?

The Level 3 Award in Workforce Mentoring is a nationally recognised qualification designed specifically for those mentoring in the workplace. It is available to anyone who works in the Racing and Thoroughbred industries, regardless of their role or vocational area.

Mentors play a significant part in developing their colleague's working potential, often in an informal way, but always with the intention of supporting and guiding others to be the best they can be.

This qualification aims to standardise this industry-wide role and create a community of trained, qualified mentors who will share good practice and have a leading role in the professional development of the industry's workforce.



HOW DO COACHING AND MENTORING DIFFER?

A mentor is someone who teaches or gives help and advice to a less experienced and often younger person. and so influences the personal and professional growth of the mentee. Most traditional mentorships involve having senior staff mentor more junior employees, but mentors do not necessarily have to be more senior than the people they mentor. What matters is that mentors have experience that others can learn from.

Mentoring is a different skill from coaching. Coaching is a structured process where a professional coach assists individuals or teams in setting and achieving specific goals, typically focused on performance improvement within a defined timeframe. It involves providing guidance, feedback, and support tailored to the unique needs and objectives of the individual being coached, fostering skill enhancement, personal development, and goal attainment.

Mentoring, on the other hand, is a nurturing relationship where a more experienced individual (mentor) imparts knowledge, advice, and insights to a less experienced individual (mentee) to facilitate long-term personal and professional growth. It focuses on holistic development, relationship-building, and wisdom transfer, often extending beyond immediate goals to encompass broader career and life aspirations.



WHO IS THIS COURSE FOR?

This course is relevant to anyone working in the industry including those working on a stud or training yard in any capacity, racing officials, administrators, racecourse personnel, and many other and varied roles.

THE QUALIFICATION

The Level 3 Award in Workplace mentoring, awarded by 1st4sport, has been identified as a particularly suitable qualification for the racing and Thoroughbred breeding industries. It can be delivered within the context of all roles within the racing industry.

It comprises of two units which are:

Unit 1: The mentoring role. This unit covers the theoretical aspects of the role and responsibilities of the mentor, the techniques and skills required during the mentoring process and reflecting on the mentoring role.

Unit 2: Undertaking the mentoring in the workplace. This unit covers the practical aspect of planning and delivering mentoring. You will be required to mentor at least one person for a minimum of six hours.

THE LEARNING PROGRAMME

The training for this award is a blend of face to face, on-line and eLearning. The initial session will be a full day of face-to-face training. This is followed by four or five shorter on-line sessions. During the course you will be required to:

- Complete several eLearning courses on Racing2Learn to consolidate your understanding of mentor related subject areas.
- Complete a learner portfolio (workbook)
- Provide evidence of practical mentoring.

The total guided learning time will be a minimum of 21 hours. You should be prepared to undertake a minimum of 6 hours of mentoring with additional time allowed for planning and reviewing the mentoring process. Time should also be allowed to complete the portfolio and the elearning courses.

Full guidance and support will be given, with the opportunity to additional face to face sessions and a mid-term review.

WHAT SUBJECTS ARE COVERED?

You will have an opportunity to cover a range of subjects relevant to mentoring including:

- Role and responsibilities of a mentor
- Mentoring skills and techniques
- Setting and agreeing goals and targets
- Planning mentoring sessions
- Confidentiality and data protection requirements
- Questioning techniques
- Giving feedback
- Reflection and reviewing



ASSESSMENT AND QUALITY ASSURANCE

Once you have completed all the learning elements and your portfolio (workbook), your tutor will arrange for you to have a short interview with an assessor. They will review your portfolio and any recordings of mentoring sessions, and ask a few questions.

This process is quality assured by an Internal Quality Assurer who will sample some of the assessments to ensure they meet the required standard. 1st4sport may add another layer of quality assurance through external sampling of assessments. Once the quality assurance process is completed and signed off you will be issued with your certificate.



TO APPLY FOR A PLACE ON A COURSE

For further information and to book a place on a forthcoming course please contact Sam Trainor at S.Trainor@theNHC.co.uk or Lauren Webb on L.Webb@theNHC.co.uk or visit the Racing Staff Development Programme at www.rsdp.co.uk

COURSE ENROLMENT AND PREREQUISITES

Once you have been accepted onto the mentoring course, your tutor will arrange for you to be registered for the qualification.

Prior to registration, you will be required to:

- be aged 18 years or over
- complete any pre-course tasks confirm their identity by showing an accepted form of Government issued identification



COST

During the pilot phase of implementation, to Spring 2026, the cost of the course is fully subsidised by a generous grant from the Racing Foundation. The only cost you will have to pay is for the qualification registration, which is £55.