

| ACCREDITED |

MANAGEMENT AND LEADERSHIP



This qualification is a Vocationally Related Qualification (VRQ) that is aimed at middle managers to develop management and leadership skills.

The qualification is accredited on to the Regulated Qualification Framework (RQF) and is regulated by Ofqual in England and Northern Ireland and by Qualifications Wales in Wales.

It is expected that you will undertake 370 hours of learning (Total Qualification Time), including a minimum of 175 hours of guided learning, which could include teacher supervised or directed study time, over a maximum of three years.

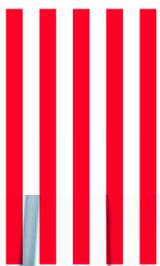
This qualification is not part of an apprenticeship framework.

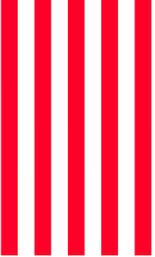
WHAT DOES THE QUALIFICATION COVER?

These qualifications are aimed at practising or aspiring managers will supervise or manage a team to achieve clearly defined outcomes. They will set and monitor goals and objectives by providing instruction, direction and guidance. Day to day operational and project activities are a key part of their role.

There are no mandatory units in this qualification, but learners are expected to select a combination of units, forming a minimum of 370 hours, to achieve this qualification. Units in this qualification include:

- Managing a Team to Achieve Results
- Managing Individuals to be Effective in their Role
- Principles of Communication in the Workplace
- Building Stakeholder Relationships using Effective Communication
- Principles of Equality, Diversity and Inclusive Working Practice
- Developing the Knowledge, Skills and Abilities of Individuals and Teams
- Managing Volunteers
- Responding to Conflict in the Workplace
- Supporting Teams and Individuals Through Change
- Contributing to the Delivery of a Project
- Managing Daily Activities to Achieve Results
- Developing and Sharing Good Practice
- Managing Budgets and Resources
- Principles of Health and Safety in the Workplace
- Monitoring Quality to Improve Outcomes
- Supporting the Delivery of Customer Service
- Managing Data and Information
- Managing Meetings
- Presenting for Success
- Managing Own Personal and Professional Development





WHO CAN TAKE THIS QUALIFICATION?

This qualification is suitable for learners from age 16, who are in, or aspiring towards a middle manager role.

There are no specific entry requirements for this qualification, but as a learner you will be ideally to be working within an organisation or role where they can demonstrate skills and apply knowledge. Alternatively, you could draw on previous experience within an organisation or use an organisation you are familiar with.

WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification provides learners with skills and knowledge relevant for individuals entering the management sector in roles including:

- Team Leader
- Supervisor
- Project Officer
- Shift Manager
- Foreperson

After completion of this qualification you can also continue your learning and progress on to the following qualifications:

- CMI Level 4 Qualifications in Management and Leadership
- CMI Level 5 Qualifications in Management and Leadership

You may also wish to progress on to a similar qualification with another Awarding Organisation.

The qualification is part of a suite of Management and Leadership qualifications at level 3, with smaller options available:

- CMI Level 3 Award in Principles of Management and Leadership – 603/2019/9 -allows you to develop your knowledge of the roles and responsibilities of a manager by focusing on specific skill areas.
- CMI Level 3 Certificate in Principles of Management and Leadership – 603/2021/7 - gives you a broader knowledge of management skills while focusing on the specific areas appropriate to you and your workplace.

With a more comprehensive structure, our Level 3 Diploma in Principles of Management and Leadership gives you all the key skills and competencies you'll need to become the manager you want to be.

WHO SUPPORTS THIS QUALIFICATION?

Chartered Management Institute (CMI) is a professional body – and the only chartered body - for management and leadership. Once registered for this qualification, you will automatically become a Studying Member, and upon completion will be eligible to become an Associate of CMI (ACMI).

There are no formal agreements for entry on to a Higher Education programme or course.

