

CMI LEVEL 3 DIPLOMA

in Principles of Management and Leadership

LEVEL	MODE	COURSE DELIVERY	OVERVIEW OF LEARNING METHOD	LEARNING LOCATION	DURATION	AWARDING BODY
3	Part Time	Blended Learning (In-person and remote delivery) Includes a work-based business improvement project	Once a month delivery. Summative assessment includes a work based project and presentation, completion of workbooks and presentation.	College* & workplace	12 months	CMI

*subject to cohort size

PROGRAMME DESCRIPTION

The qualification is aimed at practising or aspiring managers who supervise or manage a team, or project officer and shift manager 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.

This is a combined knowledge and competence qualification which is aimed at individuals who would like to develop a bank of fully comprehensive skills and knowledge necessary to supervise or manage a team to achieve clearly defined outcomes. In particular, this level 3 qualification would be most appropriate for practising or aspiring managers.

PROGRAMME CONTENT

This course includes the completion of 37 credits from units across 2 themes:

1. Foundations for Excellence
Principles of Management and Leadership
2. Developing Capabilities, Delivering Results, Driving Best Practice
Interpersonal Excellence - Managing People and Developing Relationships
Organisational Performance - Delivering Results (Day to Day Activities)
Personal Effectiveness - Managing Self

Subjects covered:

- Principles of Management and Leadership
- Managing a Team to Achieve Results
- Building Stakeholder
- Relationships using Effective Communication
- Contributing to the Delivery of a Project
- Managing Daily Activities to Achieve Results
- Managing Budgets and Resources
- Managing Data and Information
- Managing Own Personal and Professional Development

DELIVERY AND ASSESSMENT

The qualification will be delivered as a blended model and will include knowledge delivery via Microsoft Teams, independent study, 1-1 meetings with your tutor.

This qualification is assessed by 7 written assignments (workbooks designed by CMI) and 1 presentation. Successful learners will have to demonstrate knowledge, understanding and skills across the breadth of the qualification syllabus. The portfolio of evidence will be internally quality assured by Loughborough College.

ENTRY REQUIREMENTS

This qualification is suitable for learners aged 19+. Learners should have Level 2 English and Maths prior to starting the course and typically have five GCSEs at Grade C (4) or above.

Learners will need to be working in a line management role with operational responsibilities to achieve defined outcomes, such as a Team Leader, Supervisor, Project Officer, Shift Manager or Foreperson

PROGRESSION

After completion of this course, learners could progress on to ILM 5 Award/Certificate in Leadership and Management. This qualification is designed for practising middle managers, helping you to develop your skills and experience, improve performance and prepare for senior management responsibilities.

FUNDING

From April 2021, any adult aged 24 and over who wants to achieve their first full level 3 qualification, which is equivalent to an advanced technical certificate or diploma, or 2 full A levels, will be able to access hundreds of fully-funded courses including this one, as part of the National Skills Fund 'Lifetime Skills Guarantee'.

19 to 23 year olds will continue to be eligible for their first full level 3 via the adult education budget, and for any additional qualifications made available through this offer.

COURSE ENQUIRIES

www.loucoll.ac.uk/employers | employerinfo@loucoll.ac.uk | 01509 515461

DISCLAIMER Whilst every effort is made to ensure that the information contained on this website is correct, the College accepts no liability for any errors or omissions. Please note that details are subject to change without notice with regard to the provision of courses, course times and dates and the fees and charges levied.