

| ACCREDITED |

MANAGEMENT AND LEADERSHIP



This qualification is a Vocationally Related Qualification (VRQ) that is aimed at the development of the role and skills of managers.

The qualification is accredited on to the Qualifications and Credit Framework (QCF) and is regulated by Ofqual in England, Wales and Northern Ireland.

Upon successful completion of this qualification, you will have achieved 39 QCF credits.

It is expected that you will undertake 145-165 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 those in middle management roles, interested in developing their personal management capabilities, making effective use of information in decision-making, operations and the development of the skills in managing people.

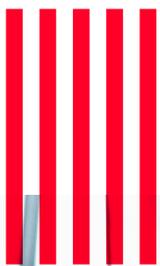
There are four mandatory units consisting of a total of 26 credits to complete. These units cover managerial styles, working with stakeholders, organisational culture and improvement of your own management and leadership skills and competencies. You will also be required to select an additional 13 credits from the optional unit group.

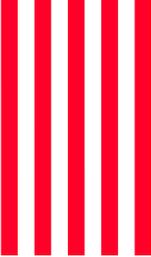
MANDATORY GROUP A

- Managerial Styles and Behaviours
- Managing Stakeholders' Expectations
- Understanding Organisational Culture, Values and Behaviour
- Personal Development as a Manager and Leader

OPTIONAL GROUP B

- Understanding Team Dynamics
- Management Report Writing
- Management and Leadership Influencing Skills
- Managing Interviews
- Promoting Equality and Diversity
- Staff Inspection Review
- Being a Leader
- Introduction to Management Coaching and Mentoring





WHO CAN TAKE THIS QUALIFICATION?

This qualification is suitable for learners from age 19, who are in a middle manager role.

There are no specific entry requirements for this qualification, but as a learner you will ideally be working within an organisation or role where you 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 is supported by employers, who agree that it provides skills and knowledge for individuals entering the management sector in roles including, but not limited to:

- Manager
- Deputy Manager
- Duty Manager
- Operational Manager

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

- CMI Level 5 Qualifications in Management and Leadership (QCF)
- CMI Level 5 Qualifications in Management Coaching and Mentoring (QCF)
- CMI Level 5 NVQ Diploma in Management and Leadership (QCF) – 601/3780/0
- Higher Apprenticeship in Management

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

There is no other qualification offered by CMI that is directly equivalent.

The qualification is part of a suite of Management and Leadership qualifications at Level 4, with smaller options available:

- CMI Level 4 Award in Management and Leadership (QCF) - 600/9450/3 - allows you to develop your knowledge of the roles and responsibilities required in management and leadership by focusing on specific skill areas.
- CMI Level 4 Certificate in Management and Leadership (QCF) - 600/9451/5 - gives you a broader knowledge of the skills needed to be an effective manager, while focusing on the specific leadership areas appropriate to you and your workplace.

With a more comprehensive structure, the Level 4 Diploma in Management and Leadership (QCF) gives you all the key skills and competencies you'll need to become the manager you want to be. By undertaking this qualification you will have a more substantial and rounded learning in comparison to the Award and/or the Certificate. The combination of mandatory and optional units has been designed in cooperation with employers to ensure that you achieve the core knowledge and skills needed to fulfil the role of a manager and leader.

WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by employers including GSM Graphic Arts, Serco, G4S and Hanover Housing for the job roles specified to the left.

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 Member.

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

