

# CMI LEVEL 3 QUALIFICATIONS IN PRINCIPLES OF MANAGEMENT AND LEADERSHIP

## QUALIFICATION FACTSHEET

3A30	CMI Level 3 Award in Principles of Management and Leadership	603/2019/9
3C30	CMI Level 3 Certificate in Principles of Management and Leadership	603/2021/7
3D30	CMI Level 3 Diploma in Principles of Management and Leadership	603/2023/0

### » QUALIFICATION OBJECTIVE

These qualifications are aimed at practising or aspiring managers who 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.

The qualifications have been designed for practising or aspiring managers in roles such as:

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

### » KEY DATES

These qualifications are regulated from 1<sup>st</sup> July 2017 and the operational start date in CMI Centres is 1<sup>st</sup> September 2017. The qualification review date is 31<sup>st</sup> August 2026.

### » RULES OF COMBINATION

#### **CMI Level 3 Award in Principles of Management and Leadership**

Learners must complete at least one unit to a minimum of **40** TUT hours, 4 credits to achieve this qualification. The minimum guided learning hours (GLH) is 17.

#### **CMI Level 3 Certificate in Principles of Management and Leadership**

Learners must complete any combination of units to a minimum of **130** TUT hours, 13 credits to achieve this qualification. The minimum guided learning hours (GLH) is 56.

#### **CMI Level 3 Diploma in Principles of Management and Leadership**

Learners must complete any combination to a minimum of **370** TUT hours, 37 credits to achieve this qualification. The minimum guided learning hours (GLH) is 175.

Unit No	Unit Title	GLH	TUT	CRD
<b>Theme: Foundations for Excellence</b>				
CMI 301	Principles of Management and Leadership	33	70	7
<b>Theme: Developing Capabilities, Delivering Results, Driving Best Practice</b>				
<b>Interpersonal Excellence – Managing People and Developing Relationships</b>				
CMI 302	Managing a Team to Achieve Results	23	60	6
CMI 303	Managing Individuals to be Effective in their Role	19	50	5
CMI 304	Principles of Communication in the Workplace	18	50	5
CMI 305	Building Stakeholder Relationships using Effective Communication	20	40	4
CMI 306	Principles of Equality, Diversity and Inclusive Working Practice	24	60	6
CMI 307	Developing the Knowledge, Skills and Abilities of Individuals and Teams	15	40	4
CMI 308	Managing Volunteers	25	50	5
CMI 309	Responding to Conflict in the Workplace	13	30	3
CMI 310	Supporting Teams and Individuals Through Change	17	50	5
<b>Organisational Performance – Delivering Results (Day to Day Activities)</b>				
CMI 311	Contributing to the Delivery of a Project	30	60	6
CMI 312	Managing Daily Activities to Achieve Results	21	40	4
CMI 313	Developing and Sharing Good Practice	19	50	5
CMI 314	Managing Budgets and Resources	25	50	5
CMI 315	Principles of Health and Safety in the Workplace	24	60	6
CMI 316	Monitoring Quality to Improve Outcomes	24	50	5
CMI 317	Supporting the Delivery of Customer Service	19	50	5
CMI 318	Managing Data and Information	21	50	5
CMI 319	Managing Meetings	19	40	4
CMI 320	Presenting for Success	18	50	5
<b>Personal Effectiveness – Managing Self</b>				
CMI 321	Managing Own Personal and Professional Development	20	50	5