

CMI LEVEL 4 IN MANAGEMENT AND LEADERSHIP

QUALIFICATION FACTSHEET

QUALIFICATION PURPOSE

These qualifications are for the development of the role and skill of managers. The qualifications aim to develop personal management capabilities, make effective use of information in decision-making, operations and the development of the skills in managing people.

QUALIFICATION CODES

| CMI CODE | QUALIFICATION TITLE | QUALIFICATION REFERENCE NUMBER |
|----------|--|--------------------------------|
| 4A1V2 | CMI Level 4 Award in Management and Leadership | 600/9450/3 |
| 4C1V2 | CMI Level 4 Certificate in Management and Leadership | 600/9451/5 |
| 4D1V2 | CMI Level 4 Diploma in Management and Leadership | 601/0100/3 |

KEY DATES

These qualifications are regulated from 1st September 2013, and the operational start date in CMI Centres is 1st January 2014. The regulation ends on 31st August 2022.

RULES OF COMBINATION

CMI Level 4 Award in Management and Leadership

Learners need to complete any combination of units to a minimum of 6 credits. The minimum Total Qualification Time is 60 hours, including 20 Guided Learning Hours.

| UNIT NUMBER | UNIT NAME | CREDITS | GLH | TUT |
|-------------|--|---------|-----|-----|
| Unit 4001V1 | Managerial styles and behaviours | 6 | 20 | 60 |
| Unit 4002v1 | Managing stakeholders' expectations | 7 | 25 | 70 |
| Unit 4003V1 | Understanding organisational culture, values and behaviour | 7 | 30 | 70 |
| Unit 4004V1 | Understanding team dynamics | 7 | 25 | 70 |
| Unit 4005V1 | Management report writing | 7 | 25 | 70 |
| Unit 4006V1 | Management and leadership influencing skills | 7 | 25 | 70 |
| Unit 4007V1 | Managing interviews | 7 | 25 | 70 |
| Unit 4008V1 | Promoting equality and diversity | 7 | 30 | 70 |
| Unit 4009V1 | Staff inspection review | 8 | 40 | 80 |

CMI Level 4 Certificate in Management and Leadership

Learners need to complete any combination of units to a minimum of 13 credits. The minimum Total Qualification Time is 130 hours, including 45 Guided Learning Hours.

| UNIT NUMBER | UNIT NAME | CREDITS | GLH | TUT |
|--------------------|--|----------------|------------|------------|
| Unit 4001V1 | Managerial styles and behaviours | 6 | 20 | 60 |
| Unit 4002v1 | Managing stakeholders' expectations | 7 | 25 | 70 |
| Unit 4003V1 | Understanding organisational culture, values and behaviour | 7 | 30 | 70 |
| Unit 4004V1 | Understanding team dynamics | 7 | 25 | 70 |
| Unit 4005V1 | Management report writing | 7 | 25 | 70 |
| Unit 4006V1 | Management and leadership influencing skills | 7 | 25 | 70 |
| Unit 4007V1 | Managing interviews | 7 | 25 | 70 |
| Unit 4008V1 | Promoting equality and diversity | 7 | 30 | 70 |
| Unit 4009V1 | Staff inspection review | 8 | 40 | 80 |

CMI Level 4 Diploma in Management and Leadership

Learners need to complete all Group A units and any combination of units to a minimum of 13 credits from Group B. Learners need to complete a total of 39 credits to achieve this qualification. The minimum Total Qualification Time is 390 hours, including 145 Guided Learning Hours.

| UNIT NUMBER | UNIT NAME | CREDITS | GLH | TUT |
|-------------|-----------|---------|-----|-----|
|-------------|-----------|---------|-----|-----|

MANDATORY GROUP A

| | | | | |
|-------------|--|---|----|----|
| Unit 4001V1 | Managerial styles and behaviours | 6 | 20 | 60 |
| Unit 4002v1 | Managing stakeholders' expectations | 7 | 25 | 70 |
| Unit 4003V1 | Understanding organisational culture, values and behaviour | 7 | 30 | 70 |
| Unit 5001V1 | Personal development as a manager and leader | 6 | 20 | 60 |

OPTIONAL GROUP B

| | | | | |
|-------------|---|---|----|----|
| Unit 4004V1 | Understanding team dynamics | 7 | 25 | 70 |
| Unit 4005V1 | Management report writing | 7 | 25 | 70 |
| Unit 4006V1 | Management and leadership influencing skills | 7 | 25 | 70 |
| Unit 4007V1 | Managing interviews | 7 | 25 | 70 |
| Unit 4008V1 | Promoting equality and diversity | 7 | 30 | 70 |
| Unit 4009V1 | Staff inspection review | 8 | 40 | 80 |
| Unit 5012V1 | Being a leader | 7 | 30 | 70 |
| Unit 5014V1 | Introduction to management coaching and mentoring | 6 | 30 | 60 |

