

# LEARNER INFORMATION

C M I L E V E L 5 E X T E N D E D D I P L O M A I N  
M A N A G E M E N T A N D L E A D E R S H I P

6 0 3 / 4 9 6 6 / 9

## » ABOUT THIS QUALIFICATION

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 Qualifications Wales in Wales.

It is expected that you will undertake 540 hours to learning (Total Qualification Time), including a minimum of 216 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 THIS QUALIFICATION COVER?

These qualifications are aimed at practising or aspiring managers and leaders who are typically accountable to a senior manager or business owner. The primary role of a practising or aspiring manager and leader is to lead and manage individuals and teams to deliver aims and objectives in line with organisational strategy.

There are no mandatory units in this qualification, but learners are expected to select a combination of units to a minimum of 540 hours, to achieve this qualification. There are, however, barred units as per below:

*Principles of Developing, Managing and Leading Individuals and Teams to Achieve Success' cannot be selected with the following units:*

- *Principles of Managing and Leading Individuals and Teams to Achieve Success*
- *Forming Successful Teams*
- *Principles of Recruiting, Selecting and Retaining Talent*
- *Principles of Leadership Practice*

*'Principles of Leadership Practice' cannot be selected with the following units:*

- *Principles of Management and Leadership in an Organisational Contexts*
- *Principles of Developing, Managing and Leading Individuals and Teams to Achieve Success*

Units in this qualification include:

- Principles of Management and Leadership in an Organisational Context
- Principles of Developing, Managing and Leading Individuals and Teams to Achieve Success
- Managing Performance

- Forming Successful Teams
- Managing Equality, Diversity and Inclusion
- Principles of Delivering Coaching and Mentoring
- Principles of Delivering a Skilled and Talented Workforce
- Managing Stakeholder Relationships
- Managing Conflict
- Principles of Recruiting, Selecting and Retaining Talent
- Workforce Planning
- Managing Projects to Achieve Results
- Managing Change
- Creating and Delivering Operational Plans
- Planning, Procuring and Managing Resources
- Principles of Innovation
- Managing Risk
- Managing Quality and Continuous Improvement
- Managing Finance
- Using Data and Information for Decision Making
- Managing the Customer Experience
- Principles of Marketing Products and Services
- Conducting a Management Project
- Using Reflective Practice to Inform Personal and Professional Development
- Principles of Leadership Practices
- Strategic Corporate Responsibility and Sustainability

Further information on this qualification can be found [here](#).

## » WHO CAN TAKE THIS QUALIFICATION?

This qualification is suitable for Learners from age 18 and who are in or aspiring to 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 DOES THIS QUALIFICATION LEAD TO?

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

- Operations Manager
- Divisional Manager
- Departmental Manager
- Regional Manager
- Specialist Manager

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

- CMI Level 6 Qualifications in Management and Leadership
- CMI Level 7 Qualifications in Strategic 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 5, with smaller options available:

- CMI Level 5 Award in Management and Leadership – 603/2390/5
- - allows you to develop your knowledge of roles and responsibilities of a manager by focusing on specific skill areas.
- CMI Level 5 Certificate in Management and Leadership – 603/2391/7- gives you a broader knowledge of management skills while focusing on the specific areas appropriate to you and your workplace.

- CMI Level 5 Diploma in Management and Leadership – 603/2392/9 - CMI's benchmark qualification, taking you a step towards Chartered Manager status and widely regarded professional recognition.

With an extended, more comprehensive structure, our Level 5 Extended Diploma in Management and Leadership gives you all the key skills and competencies you'll need to become the manager you want to be.



## WHAT DOES THIS QUALIFICATION LEAD TO?

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 a Member of CMI (MCMI).

You will also become eligible for Chartered Manager status via the Exemption Route. For more information please [click here](#).

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