HE PARTNER CENTRE HANDBOOK

Produced for: HE Partners offering CMI qualifications

CMI Chartered Management Institute

GUIDE TO DUAL ACCREDITATION

Purpose

The purpose of this procedure is to set out a clear and unambiguous approach on how Students studying at Higher Education (HE) CMI approved centres can gain a CMI qualification alongside their HE programme. This can be either through the delivery of standalone qualifications or via CMI qualifications 'embedded' within an HE Partner programme of study, otherwise known as dual accreditation.

Standalone

An HE Partner can offer a 'standalone' CMI qualification, for example CMI Level 5 Diploma in Management and Leadership (QCF). The HE Partner will then assess the units as they appear in the syllabus to ensure that all Assessment Criteria has been met. Following moderation by CMI, the Student will then achieve a CMI qualification. The HE Partner can use the CMI-written assignment briefs, mark sheets and internal verification documentation to assess and verify the qualification.

Dual accreditation

CMI aims to award CMI qualifications to HE Students through Dual Accreditation. CMI considers whether Students can demonstrate that they will meet the assessment requirements for a unit through knowledge, understanding or skills gained through a validated programme of study. This process considers the work they will complete to achieve a University qualification such as an MBA or BA in Business Management etc., and recognises this work can also be used to achieve a CMI qualification.

The recognition of achievement from a range of activities using any appropriate assessment methodology can lead to attainment of a CMI qualification whilst also achieving a University qualification. Provided that the assessment requirements meet the learning outcomes of a given CMI unit or qualification, the use of Dual Accreditation is acceptable for achieving a CMI unit, units or a whole qualification. Evidence of learning must be:

- Valid
- Reliable
- Current

If the HE Partner chooses the Dual Accreditation option there is a clear procedure that needs to be followed. This procedure is set out in subsequent sections of this document. Unlike standalone programmes, Dual Accreditation is assessed on evidence as to whether CMI learning outcomes alone have been met.

If not already an approved centre, the HE Partner will need to apply to become an approved centre in order to run CMI qualifications and register Students. The application process is detailed in Appendix A.

The HE Dual Accreditation process requires that an approval process be completed and the HE programme be mapped to a CMI qualification. Please note it is possible to begin the process for Dual Accreditation mapping at the same time as applying to become an HE Partner. When applying for dual accreditation for an existing programme please note that CMI may be unable to accept assignments based on exams or group work. If this represents a problem then please discuss this in the first instance with the CMI specialist mapper who will be able to elaborate on how CMI learning outcomes can be met under such circumstances.

Dual Accreditation Process

1. CMI will conduct an initial mapping exercise, based on the programme specifications and module specifications for the programme's core modules (elective modules are not mapped)
2. The CMI Mapper will ask the HE Partner to complete Module Leader Checklists for any module which partially or wholly maps to a CMI unit.
3. Initial mapping is completed and sent to the CMI Lead Moderator (LM) or Quality Manager for sign off
4. The initial mapping is sent to the HE Partner for approval. Should there be any opportunity to enhance the mapping outcome, these will be identified and can be addressed between the Mapper and HE Partner
5. Once both parties have agreed the mapping outcome, it is stored by CMI and communicated formally to the HE Partner. Subsequent changes to the HE programme (i.e. in assessment methods, learning outcomes, core/elective modules, new modules) must be communicated to CMI
6. The HE Partner should upload all confirmed mapping to the HUB* (Section 7.1 of the approved centre documentation) as a central storage repository.

* Please Note: the CMI HUB is a web-based repository for all Partner information.

1. Initial mapping exercise

Dual accreditation can be offered to Students wishing to gather evidence for CMI qualifications whilst studying their main qualification with the HE Partner. The main programme of study needs to be a validated qualification such as an undergraduate or postgraduate degree which has been externally validated as having level-appropriate learning outcomes.

A CMI mapping specialist will complete all of the mapping. There may be a cost for this, which will be agreed with the HE Partner's allocated Relationship Manager. The mapping will be completed by CMI but the ownership and implementation of the mapping lies with the HE Partner. On average this mapping will take 1-2 days to complete for ONE programme e.g. MBA. All programme and module specifications need to be sent electronically to CMI and the CMI HE mapping specialist will provide an estimate of the total time needed to map the programme (for example 2 days). Once agreed, an invoice will be raised and sent to the HE Partner (if applicable). At the same time the mapping will start and will be completed within 20 working days.

Mapping will use a RAG system (Red, Amber, Green) to show how well the CMI content is covered in the main programme of study. CMI units will be mapped as red, amber or green depending on the degree of fit between the module LOs and the CMI unit LOs. Red indicates no coverage, amber indicates partial or possible coverage, green indicates full coverage. If there are areas that are red or amber, the HE Partner should review this with the CMI specialist mapper to show how any gaps will be covered, if the HE Partner wishes for the module to be mapped. It is the responsibility of the HE Partner to ensure there are no gaps with CMI Learning Outcomes.

The mapping document will be stored centrally on the HUB system and must be reviewed **EVERY YEAR,** around the anniversary of approval, by the HE Partner (usually the HE Programme Director) as part of the annual course review to ensure it is still current/appropriate.

2. Module Leader Checklists

Module Leader Checklists are signed by the Module Leader to verify that they are aware of the CMI LOs which are planned to be evidenced by the assessed work of the module, and that such evidence will be present for all students upon successful completion of the module.

3. Initial mapping is sent to the Lead Moderator for sign off

The initial mapping is sent to the CMI HE Lead Moderator or Quality Manager who will check it has been carried out correctly and that there are no gaps. S/he will sign it off within 5 working days of receiving the completed mapping.

4. Initial mapping sent to HE Partner for approval

A confirmation email will be sent out by CMI to the HE Partner to show the CMI size and level of qualification the Students may achieve through their primary qualification based on the mapping. Normally, an undergraduate degree will map to a Level 5 CMI qualification and a postgraduate

qualification will map to a Level 7 CMI qualification. Possible qualifications are Award, Certificate or Diploma. Coverage of CMI LOs across HE Partner modules will dictate whether the programme maps to an Award, Certificate or Diploma.

Once the mapping confirmation email has been received by the HE Partner CMI will make contact to ensure the outcome is acceptable.

If the outcome is not acceptable to the HE Partner, then additional evidence can be provided. Subject to approval by specialist mapper, this could mean that Students could potentially achieve an enhanced qualification than that indicated in the original/initial mapping. In other words, individual CMI units may change their status from red/amber to green.

Additional evidence will need to be discussed directly with the CMI specialist mapper and might take the following forms: clarification of the link between the assessment brief and CMI learning outcomes or evidence that CMI learning outcomes are met across multiple modules. In either scenario the word of the specialist mapper is final in recommending the type of individual award.

5. Mapping is confirmed and stored

CMI will store the mapping. This will be referred to during the annual quality assurance visit to check accuracy.

6. Mapping stored by the HE Partner

It is also recommended that the HE Partner stores the mapping on the HUB (Section 7.1). HE mapping, and specifically the CMI units that are mapped for any programme, should be referred to when registering students with CMI.

Good practice

The HE Partner needs to ensure that the programme team delivering the mapped modules where CMI LOs are embedded are fully aware of the evidence requirements and that these are taught, assessed and tracked to adhere to the mapping document created.

Tutors delivering the modules where CMI evidence is mapped are responsible for delivering these elements and tracking them. They need to ensure that there is sufficient evidence for the CMI Learning Outcomes as well as the main programme Learning Outcomes.

To enhance visibility to Module Leaders, Module Tutors and Students, it is recommended that Module Guides/Handbooks are amended to show the CMI LOs which will also be evidenced by the module, and similar information is also included in the assignment guides (where applicable).

Assessments will be the vehicle by which Students show they have met the CMI learning outcomes. It is therefore imperative that assessments are fit for purpose in demonstrating CMI learning outcomes.

Samples of Students' work will need to be externally moderated to ensure a rigorous process is being applied so the HE Partner will need to internally verify/moderate Students' work post-assessment to ensure that CMI Learning Outcomes are evidenced in assessments submitted by Students.

If only some of a cohort is undertaking the CMI dual accreditation, then the mapping document needs to be available for the CMI-registered Students. This may be either via their handbook, on the HE Partner VLE, or any other appropriate medium so they are aware of what they have to do to attain the CMI qualification.

If CMI accreditation is offered in multiple cohorts within any year, please ensure that all staff delivering modules are aware of the CMI LOs.

ONCE DUAL ACCREDITATION HAS BEEN APPROVED

Once the mapping documentation has been approved and signed off and the HE Partner is in a position to promote the dual accreditation as a 'value added' element to its main programme the following stages are needed:

- Contact the relevant Relationship or Engagement Manager. This person may be able to offer valuable support to the HE Partner, ranging from supporting the marketing of the new qualification to attending open events to promote and demonstrate the benefits of gaining a CMI qualification whilst studying another qualification. They will also be able to demonstrate the Management Direct resources that are available to all CMI members.

- Student recruitment must be undertaken in a fair and consistent manner, and so in order to achieve a CMI qualification, Students must be registered with CMI once the delivery of the CMI element of their programme begins in order to be able to access all of the CMI benefits including learning resources on ManagementDirect. Good practice is that Students should be registered with CMI within 6 weeks of commencing the CMI related aspect of their programme. Discuss with your Quality Manager and inform the Partnership team if this is not possible for any reason. The informed consent of Students must be gathered (commensurate with GDPR) that their data can be shared with CMI for the purposes of registration, membership and certification (including moderation).

- Once registered, each Student will then have their own CMI number and access to extensive resources on Management Direct that can be used for their course and professionally. It is the responsibility of the Programme Director at the HE Partner to ensure all Students are registered accurately on the HUB as this information will be used to produce certificates. If support is needed with this process, the CMI Partnership Team will be happy to assist.

   Registration for CMI Students lasts for 5 years for an Award, Certificate and Diploma. If Students are likely to take longer than these periods to achieve the CMI qualification, it is the responsibility of the HE Partner to inform CMI to ask that this period is extended. If the Student registration lapses, then an additional charge may be incurred to re-register the Student to gain certification.

Post approval - CMI Moderation

- For detailed guidance on how to upload work for moderation, please refer to the operational documentation on the CMI HUB, see https://www.youtube.com/watch?v=12w9-19eT-Q&feature=youtu.be

- During post approval moderation (usually during a site visit or online) , the HE Partner will be asked to submit copies of assessment briefs to the CMI Moderator who will use the original mapping document to ensure that evidence has been signposted correctly. It is essential that the original mapping documentation is adhered to as this is what was agreed before the programme commenced. Any planned changes to this document, for example if a module specification alters or minor amendments are made by the HE Partner to the main programme, then the mapping document also needs to reflect this. All changes must be submitted to the CMI Mapper/Moderator for approval prior to the programme commencing.

- The expectation of CMI is that Students understand the link between their programme/modules and the CMI qualification.

- A sample of Students' assessments will need to be made available during the moderation process. The CMI Moderator will need to see evidence of internal quality assurance/internal moderation which shows that Student work has been checked for coverage of CMI LOs. This can be in the form of internal verification documents (document examples are included on the HUB

under Centre Resources) but could also be second marking that has also reviewed the CMI evidence.
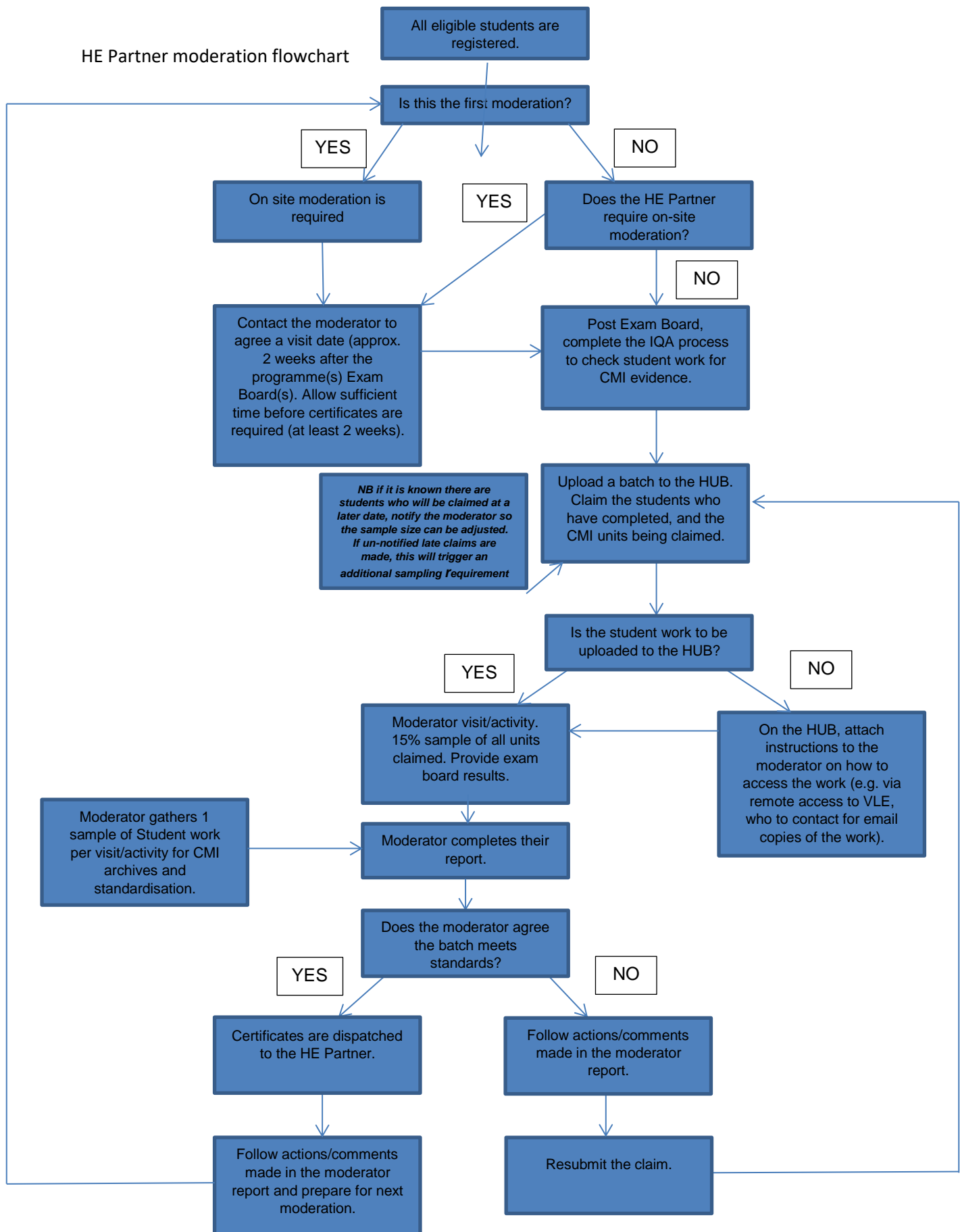
- CMI moderation will take place as required. This may be more than once a year if there are multiple cohorts and/or if there are both dual accredited undergraduate and postgraduate programmes. CMI moderation will take place shortly after the HE Partner's academic board/exam board meetings. Moderation can be done by several mechanisms:
    o Student work is uploaded to the HUB
    o The Moderator carries out a centre visit
    o The Moderator is given remote access to the Student work via the HE Partner's Virtual Learning Environment (VLE)
    o The Moderator is given access to the student work via a data repository e.g. Livedrive, Dropbox, Googledrive.

In all Moderation mechanisms, a 'batch' must be uploaded to the HUB by the HE Partner. The batch is the formal claim made to CMI by the HE Partner for the CMI regulated qualification. It is essential that the batch accurately shows the Students being claimed, the qualification being claimed, and the CMI units within the qualification being claimed. Incorrect or inaccurate claims could constitute malpractice. If, due to an inputting error, a batch is incorrect, the entire batch will need to be deleted by CMI and re-uploaded. This can create significant delays. Where necessary, additional documents can be attached. These documents could be the Student work, instructions on how to access the VLE remotely, or a confirmation that a centre visit has been arranged with the Moderator.

- Where ALL Students on a programme are registered for a CMI qualification, then CMI is happy to use the same sample as that used by External Examiners as long as the sample represents the range of marks achieved.

- Where not all Students on the cohort are registered with CMI, or where internal verification has deemed some Students to not have met CMI learning outcomes then only the CMI-registered Students or Students who have passed the module(s) should be submitted for moderation.

- The Moderator will need to be presented with evidence which shows that all Students being claimed have passed the mapped modules – this could be exam board records, transcripts etc. In cases where exam boards are anonymised by Student number, then there must be some way for the Moderator to link the Student number to the Student's name.

- There may be instances where larger sample sizes are required due to moderator concerns. The HE Partner will be kept fully informed where this is the case. Clear expectations will be discussed before any onsite visit.

- If an on-site moderation is required, it is the responsibility of the HE Partner to contact the Moderator at least 6 weeks prior to the date of the Exam Board to arrange a suitable date for moderation. Additional visits or visits of several days can be undertaken if there are large numbers of Students/programmes with dual accreditation or if the Moderator or Quality Manager feels there is insufficient evidence being gathered for CMI requirements.

- The Moderator must sign off the batch in order for the HUB to generate the Student certificates so it is essential that all the Students who require certification are added in a batch or multiple batches, that Students are registered for the correct qualification and that the correct units (from the mapping document) which are being claimed are listed.

• Where the HE Partner is aware that not all students within a cohort will be claimed at the same time (e.g. due to resits), this must be notified to the Moderator in advance of the moderation activity. It is possible for the Moderator to increase the sample size of the cohort to take account of these planned late completions, so that further moderation activity for the cohort may not be required. If, however, students are submitted later without this notification, then moderation will need to take place for every batch.

• For programmes that have modules mapped across several years of study, it is good practice for the HE Partner to arrange interim moderation at the end of every stage/level/year. This allows the Student evidence to be formally reviewed and improvements (if identified) to be put in place prior to the next running of the module(s).

• CMI cannot accept responsibility for the issuing of certificates at short notice to Centres who have neglected to arrange moderation and require certificates for graduation ceremonies or other presentations. However, staff will endeavour to fulfil all requests.

HE Partner moderation flowchart

All eligible students are registered.

Is this the first moderation?

YES — **On site moderation is required**

NO — **Does the HE Partner require on-site moderation?**

YES → **Contact the moderator to agree a visit date (approx. 2 weeks after the programme(s) Exam Board(s). Allow sufficient time before certificates are required (at least 2 weeks).**

NO → **Post Exam Board, complete the IQA process to check student work for CMI evidence.**

NB if it is known there are students who will be claimed at a later date, notify the moderator so the sample size can be adjusted. If un-notified late claims are made, this will trigger an additional sampling requirement

Upload a batch to the HUB. Claim the students who have completed, and the CMI units being claimed.

Is the student work to be uploaded to the HUB?

YES → **Moderator visit/activity. 15% sample of all units claimed. Provide exam board results.**

NO → **On the HUB, attach instructions to the moderator on how to access the work (e.g. via remote access to VLE, who to contact for email copies of the work).**

Moderator gathers 1 sample of Student work per visit/activity for CMI archives and standardisation.

Moderator completes their report.

Does the moderator agree the batch meets standards?

YES → **Certificates are dispatched to the HE Partner.**

NO → **Follow actions/comments made in the moderator report.**

Follow actions/comments made in the moderator report and prepare for next moderation.

Resubmit the claim.

Ensuring timely certification

Following successful moderation of course assignments, the CMI moderator will approve the batch claim on the HUB and qualifying students will be flagged for certification. Only students already registered on the HUB will be certified.

- Certificates will be issued by CMI to the HE Partner within 5 working days after sign off; postage will be an additional 2 working days. It is envisaged that certificates will arrive prior to any award ceremony planned by the HE Partner but it is the HE Partner's responsibility to check and upload Student details in plenty of time before the certificates are needed. If any clarification is needed, then the HE Partner must contact the Quality Manager. To celebrate the success of the Students, it is possible for a representative from CMI to attend any award ceremony. Please speak to your allocated Engagement Manager.

Quality Assurance visits

It is a regulatory requirement that in order to retain the CMI approved status to deliver CMI qualifications, an annual quality assurance (audit) visit is carried out. This will be carried out by your CMI Quality Manager. These visits are normally carried out initially shortly after Centre approval and then annually. The purpose of these visits is to ensure that the HE Partner has in place appropriate systems for:

- Delivery
- Assessment
- Verification
- Quality management of its provision.

There must be a single named point of accountability for the quality assurance at the Centre – this is the 'CMI Programme Director'. There must be arrangements in place for the management of the assessment of units and qualifications. Communication and administration arrangements must meet the needs of CMI, Regulatory and other external bodies, Centre staff and Students.

The HE Partner will have full visibility of the areas to be explored and be given time to prepare. A Quality Manager will visit your Centre (either in person or virtually) and conduct an audit, reviewing and adding to the Centre's notes from the discussions and evidence produced at the meeting. The completed Centre Visit Report will be returned to the Centre within 10 working days of the visit.

An action plan will be produced, with agreed timescales for remedial action where necessary and the outcomes of the report will be audited after three months to ensure the actions have been implemented.

Archive and training requirements

Following completion of any qualification, a sample of Student work will need to be retained for internal CMI training purposes and Students should be made aware of this by the HE Partner.

Other delivery approaches

Another delivery approach is for a 'single unit' to be used as 'value added' on another programme. For example, an HE Partner could use a CMI unit and add this to another qualification e.g. BA Music Management. That way, the Student can achieve a degree in their chosen subject area and develop the skills they need to progress into management and leadership and also become a member of CMI. There is a wide range of options available to offer units across the HE Partner. Materials are already

produced and Student work can be marked by the CMI to reduce the workload of academic staff if necessary. Please speak to your allocated Quality Manager for advice.

ROLES AND RESPONSIBILITIES OF HE PARTNER STAFF

CMI Programme Director

Check relationship documentation

1. If you are a new to the role, ensure you are recorded as the 'CMI Programme Director' for the Centre – contact Partnership@managers.org.uk to make changes. Once you are registered as CMI Programme Director, you will be given a username and password for the CMI HUB. You should also notify CMI of any change of name for the legal signatory for your institution. This person will also have a username and password on the HUB.
2. Familiarise yourself with your Regulatory (formerly Partnership) Agreement. This can be found on the HUB.
3. Check the CMI HUB 'Approval Documentation' to establish the quality assurance practices approved by CMI. Review the information that your Centre uploaded to the HUB (e.g., staff list) during the application process. Update information on policies, practices, processes or procedures which may have changed since the application was completed. The HUB is a working document so it is expected that regular updates will be made.
4. Check whether there is a schedule for standardisation and/or course evaluation meetings with the CMI Quality Manager.
5. Review the previous Centre Visit Report (if available) and address outstanding actions. If in doubt, please contact your CMI Quality Manager.
6. Are there any third party relationships operating and have these been approved by your CMI Quality Manager? (refer to the Regulatory (formerly Partnership) Agreement.
7. Is the Centre offering CMI qualifications (either dual accredited or direct delivery) overseas and has this been approved by your CMI Quality Manager? Please note that there is a separate approval procedure for satellite centres which must be adhered to. The Quality Manager will require evidence of satellite review during centre visits.
8. Contact your CMI Moderator to inform them of Academic Board dates so that external moderation can be planned in advance to ensure certification is not delayed. Provide the External Moderator for CMI with the Students' results after the academic board and indicate which Students are going to claim the CMI qualification.
9. Make internal arrangements for the QA visits and endeavor to meet requested visit dates. Ensure that relevant staff are invited to the meeting, including representatives from different levels, other schools or faculties where they are needed. Arrange visitor parking and book a quiet room with an Internet connection and power sockets. After the visit, confirm the accuracy of the visit report and complete any actions by the noted deadline.

Check Student details on the CMI HUB

10. Check the list of current Students on the dual accredited programme(s) and compare with the CMI Report 'Current Students' (from the CMI HUB) to ensure all Students who should be are registered with CMI. Note: all Students should be registered within six weeks of starting their programme. Registered Students who are not going to complete the CMI qualification due to withdrawal from the course should be withdrawn from the CMI qualification – please notify to partnership@managers.org.uk. Referred or Deferred Students should be discussed with the Partnerships team.
11. Review current Student progress and achievement for existing cohorts, and communicate with module tutors.

Check internal records and annual moderation arrangements

12. Are there any moderation reports with actions in relation to assessments, mapping etc.? If so, ensure the actions are addressed.

13. Ensure that the formally agreed mapping for the dual accredited programme(s) is uploaded to Section 7.1 of the approved centre documentation on the CMI HUB. This needs to be updated as and when mapping is updated.
14. Is there a sampling strategy for selecting assignments from each unit and each cohort to meet the sample required by CMI moderators?
15. Ensure that during moderation, CMI moderators are able to see work for the range of courses offering CMI qualifications. Where assignments are only available in electronic format e.g. an Intranet or Virtual Learning Environment, please either arrange electronic access for your CMI moderator or ensure that paper copies can be made available for moderation.
16. Is there a secure archive (electronic or hardcopy) of Student work? (Refer to CMI Retention of Records policy).
17. Have you all of the information regarding CMI delivery across all courses? Do you communicate with all module tutors who deliver elements of CMI e.g. at team meetings?
18. Contact your CMI Moderator to inform them of Academic Board dates so that external moderation can be planned in advance to ensure certification is not delayed.
19. Provide the CMI Moderator with the Students' results after the academic board and indicate which Students are going to have the CMI qualification claimed.

Communication with tutors and checking staff records
20. Review and communicate with module tutors and share the CMI Dual Accreditation Guide Book and module leader checklists with all staff. Communication from CMI will only be directed to the Programme Director and so any relevant communications need to be passed on to all staff delivering CMI.
21. Ensure mapping is reviewed each year. This should be done with module tutors who should have a copy of the mapping and take ownership to ensure the evidence for CMI is located in Student work (using the mapping as a guide). If the mapping needs to be altered, this should be done by the CMI Mapper. The new mapping document will be stored centrally by CMI and should also be placed on the HUB (Section 7.1). All old documents will need to be archived.
22. Check all staff are approved and records are up to date:
    a. Check the Centre Staff Record (report on the CMI HUB) and ensure all delivery and assessment staff teaching on the mapped modules of the accredited programmes are approved by CMI. Section 3.3 contains the list of approved staff and should also contain a staff matrix for each accredited programme which shows the substantive staff involved in each mapped module.
    b. Seek approval for additional staff and/or withdraw staff by going to the approvals menu in the CMI HUB and the 'Our staff' tab. Completed Centre Staff Approvals will then assessed by your Quality Manager. Update the staff matrix in Section 3.3 of the CMI HUB whenever staff changes are made.
    c. Ensure copies of up to date CVs are uploaded to the HUB (section 3) for all delivery and teaching staff.

Module Leaders

1. Must have a copy of the mapping document which indicates which CMI evidence is likely to be generated within the module.

2. Ensure the assessments have tasks that will generate sufficient evidence for the CMI qualification and complete a Module Leader Checklist. See Appendix B.

3. When Student work is submitted for their main qualification, the module tutor/deliverer/assessor for that module also needs to verify that the Students have presented sufficient evidence to meet the CMI LOs for the mapped unit(s).

4 Module tutors may need to meet with the CMI external moderator during visits to discuss the module assessments.

5 If module assessments or assessment strategy alters, for example if a written exam is to be used which allows a choice of questions as opposed to a set of compulsory questions covering all

learning outcomes, please inform the CMI Programme Director. Similarly a move to group work from other forms of individual assessment may result in changes to the mapping. The PD will need to discuss this with the CMI specialist mapper.

CMI additional support

There is a dedicated team of people at CMI that is able to offer support and advice to our HE Partners.

This ranges from Dual Branded Marketing material, complementary places or discounted fees for ManagementDirect and Chartered Manager (for larger Student numbers only) which can also be embedded within the programmes. Additional support for mapping, marketing, membership and other queries such as registration and certification can also be obtained. Please contact Partnership@managers.org.uk or phone 01536 207417 or 207419.

Further information can be gained from your Relationship Manager.

APPENDIX A: APPLICATION GUIDANCE NOTES

The Potential HE Partner should complete all **relevant** sections of the online application, working with their CMI adviser who will be able to give support and guidance. Below you will find specific guidance on each question and suggestions of the type of supporting evidence that could be provided. The final sign off on the application process will be 15 working days from the HE partner uploading all of the correct information and documentation. Where possible, try to use live links to the centre website for policies and procedures so that the information is updated as the Centre's own website is updated.

Any staff delivering the CMI elements embedded within the qualification will need to have an up to date CV on the CMI HUB

Criteria

The HE Partner must have in place appropriate systems for the delivery, assessment, verification and quality management of its provision. A quality management system must be in place to ensure that client, HE Partner and staff needs are met. There must be a single named point of accountability for the quality assurance, and there must be arrangements in place for the management of the assessment of units and qualifications. Communication and administration arrangements must meet the needs of CMI, Regulatory and other external bodies, HE Partner staff and HE Partners.

It is possible to add weblinks under any section, plus pdf files or Word documents. If uploading multiple documents, they will need to be zipped into a file and word documents should not contain any full stops in the title.

Parts of your application may have been pre-populated for your convenience, but please do check that every field is correct and update them where necessary.

Sections relevant to HE Partners are listed below.

Section 1

This part of the application contains the contact details, address, email and contact number for the HE Partner. It also asks you to indicate if your organisation is an Eligible Body for VAT purposes. We ask this because Eligible Bodies can receive certain CMI services exempt from VAT. The person within your organisation that accounts to HMRC will usually know whether or not you are an Eligible Body. HMRC also describe Eligible Bodies at: https://www.gov.uk/government/publications/vat-notice-70130-education-and-vocational-training/vat-notice-70130-education-and-vocational-training#eligible-body-status

Section 2

This section lists the CMI qualifications which the HE Partner is approved to deliver. Please indicate the most appropriate method of delivery tickbox for the CMI qualification(s).

Section 3

Question 3.3 Please upload a staff matrix which must show each dual accredited programme, the mapped module(s) on each programme and the substantive staff involved in the delivery, assessment and moderation/verification of the modules.

Staff listed in the matrix in this section should be reflected in the CVs uploaded in Section 3.4. Please note that staff with only peripheral involvement e.g. guest speakers, need not be listed. However, where visiting lecturers are responsible for the setting of assignments, these CVs should also be included. An example of a staff matrix is shown below. NB in some cases the Dissertation/Project module may be mapped. Some HE Partners may have dozens of staff involved as supervisors. In this case, it is acceptable to have just the substantive staff approved (e.g. Module Leader).

Example of staff matrix

Programme	University Modules	CMI unit mapped to the module	Staff (responsibilities)
BA (Hons) Management	M103	5001	John Smith (PL, Module Leader, Internal Verifier) Jean Smith (Lecturer, Second Marker) Joan Smith (Lecturer, Marker)
	M104	5002	Joan Smith (Module Leader, Lecturer, Marker) Jean Smith (Second Marker) John Smith (PL, Internal Verifier)
	M105	5012	Joanne Smith (Module Leader, Marker) John Smith (PL, Lecturer, Internal Verifier) Jean Smith (Second Marker)

Question 3.4 CV upload

Please upload CV's for staff listed in the matrix in this section. Please note that staff with only peripheral involvement e.g. guest speakers need **not** be listed. Where visiting lecturers are responsible for the setting of assignments, these CVs **should** also be included.

Section 4

Question 4.2 Please explain how the HE Partner will manage its quality assurance system and how this will be reviewed and improved

General evidence on the HE partner QA system may be included here. However, please add supplementary notes to explain how the CMI evidence will be tracked within the main qualification by assessors/tutors and internally checked before moderation by either a second marking process or by internal verification. The Student work will be externally moderated on an annual basis and there needs to be evidence that an effective QA process is present to monitor the CMI elements. External moderation will be organised to coincide with, or shortly follow, academic/exam boards.

Question 4.3 Please provide details of how appropriate teams and people will be kept up to date with information, including policies, procedures/ standards and a staff induction for CMI delivery

Explain how the HE Partner (via the Programme Director) is going to ensure that all key team members (for example delivery, assessment, administration and management etc.) are kept up to date with CMI information, and that CMI Awarding Body communications are distributed to all team members. Examples might include Programme Committee Meetings, course boards, intranet (with current versions of policies/procedures), sign off agreements that new information has been received, bulletin boards and newsletters. It is expected that there will be formal records of meetings at which CMI is, or may be, discussed.

It is recognised that the Programme Director will not always be in a role which requires him/her to attend all meetings for the programmes in which CMI is delivered. In these cases, a 'cascade' system of information sharing could be used to ensure all staff who are involved with CMI delivery or assessment are kept informed.

Question 4.4 Describe the contractual arrangements that are in place to manage third party delivery/assessment staff and/or organisations, and also assessment and/or delivery sites, in respect of CMI qualifications. If no such relationships exist, state 'no such arrangements'. Please also describe the contractual arrangements with Students/clients in respect of CMI qualifications.

This section needs to include details *relevant to CMI delivery/assessment* of any subcontracted partnership, and roles and responsibilities in place, and the communication arrangements between the HE Partner and its sites (if there are others), and third parties.

Third party relationships may include relationships with employers to carry out delivery as part of an apprenticeship, agreements with franchised FE Colleges, agreements with private training providers to carry out delivery/assessment or delivery of programmes in overseas partners. This will also include details of other sites at which CMI delivery or assessment occurs.

For regulatory reasons, CMI needs to approve all third party or satellite arrangements which involve the delivery of CMI qualifications by, or at, a third party. A separate application form will be required for each relationship. Any courses that are validated to other educational establishments wishing to offer CMI qualifications or any overseas provision needs to be registered prior to the programme accreditation being granted.

If no such relationships exist, this section needs to indicate 'no other arrangements'.

PLEASE NOTE – CENTRES DELIVERING OR ASSESSING CMI QUALIFICATIONS OVERSEAS REQUIRE A SEPARATE APPROVAL PROCESS.

Question 4.5 Please describe the HE Partner's registration, certification and recording mechanisms for qualifications and HE Student achievement

This section is asking for a description of process for the HE Partner's recording and maintenance of information relating to individual HE Student details, HE Student progress, achievements, qualification details and the overall tracking across the organisation and the achievement of these, in relation to CMI qualifications.

How will the potential HE Partner recruit HE Students and what systems are in place? How will you inform CMI Students of the potential for dual accreditation prior to registration? What databases are in place? How are individual Student records kept secure? HE Students must be registered within 6 weeks of commencing the course (if possible) and accuracy of HE Student details needs to be checked on the CMI system.

This section should also include how your record the CMI Students and what CMI Students have achieved to date.

Important notice – CMI HE Students are registered for 5 years. If the main programme of study will last longer than 5 years, it is the responsibility of the HE Partner to inform CMI that the registration

period needs to be extended for the Students. If this is not completed before the 5 year period ends, then further registration fees will apply.

Question 4.6 Skip this question if 3.3 is fully completed and a matrix has been uploaded.

Section 5

Question 5.1 Please attach the Centre's policies and procedures in respect to equality, diversity, equal opportunities, health and safety, and conflicts of interest. Please explain how these policies are operated and monitored. Specifically, please can you confirm that Students registered for CMI qualifications sign their consent to their personal information and work being shared with CMI for the purposes solely of registration, membership and certification.

Please upload the relevant policies for equality and diversity, health and safety and conflicts of interest to this section of the HUB. In addition, please confirm that Students sign their consent to their personal information and work being shared with CMI/other accrediting bodies for certain purposes. Please upload a copy of the form which Students sign.

Section 6

Question 6.3 Please provide details of the HE Partner's induction programme for HE Students, which include details of the qualification programme, assessment and the links with CMI support.

Explain how HE Students will be informed about CMI as an organisation, the membership benefits and what is required to achieve a CMI qualification. Support can be obtained from CMI, for example marketing material or a planned visit at HE Partner inductions from a CMI representative to demonstrate the use of Management Direct and resources available. Please ask your Engagement Manager for details.

The HE Partner should describe the HE Student experience from induction through to certification. This will include how they will give exit guidance and support to HE Students prior to them completing their qualification and what needs to be done to achieve a CMI qualification. If a Student leaves a course early, will it still be possible for them to achieve a CMI qualification irrespective of whether they have completed their HE qualification (subject to them having provided sufficient information)? Will Students be informed of this possibility and when will the counselling occur? CMI mapping documents can be stored on the VLE so Students can access this information and be aware of what they have to do to obtain a CMI qualification.

Section 7

Question 7.1 Please detail the assessment methods and practices to be used for the CMI qualification(s)/unit(s)

HE Partners should detail what assessment methods will be used for all CMI qualifications/units, and how the HE Partner will ensure that the assessment is valid and sufficient to meet the CMI learning outcomes.

An example of an assessment brief can be uploaded here to show how the CMI elements have been mapped to the main programme. HE Students MUST be aware of what evidence is needed to achieve a CMI qualification embedded within their main programme. If CMI learning outcomes are not signposted within individual assessments or module documents, then the mapping overview needs to be available to HE Students via a handbook/uploaded onto a VLE etc.

Completed mapping documentation needs to be uploaded here.

Question 7.5 Please submit the HE Partner's system for internal verification (including sampling strategy) which ensures that national standards/qualifications/units are consistently interpreted over time

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Evidence for this area must include the HE Partner's sampling strategy for work for Student moderation, related records, plans of standardisation and records in relation to CMI qualifications.

A procedure is required that reviews and monitors this strategy against the qualification standards. Programme and Module Leaders have to take ownership and ensure the CMI evidence is generated within their modules and so they need to review Student work against the mapping to ensure sufficient evidence is provided before a CMI External Moderator views the work. The mapping document will be used to ensure that what has been agreed is actually present in the Students' work. Failure to evidence this may mean HE Students will not achieve the CMI qualification.

Please note that the sample provided to CMI may need to differ from that supplied to an external examiner if there are Students on the course not studying for CMI qualifications, or are studying at different CMI levels. Where all Students are studying the same CMI qualification at the same level the two samples may be the same. The CMI moderator may require higher sampling levels where there is any concern.

Please include an outline of how conflicts of interest are identified and acted upon.

PLEASE NOTE: THE HUB APPLICATION APPROVAL FORM IS TO BE CONSIDERED A 'WORKING DOCUMENT' AND SHOULD BE REVIEWED AND UPDATED AT LEAST ANNUALLY AND TO REFLECT ANY CHANGES IN PRACTICE, PROCESS OR PROCEDURE.

APPENDIX B: DISCLAIMER AND MODULE LEADERS' SIGN OFF SHEETS

DISCLAIMER

Please note that the mapping exercise is based on the information supplied at the time of mapping. Subsequent minor modifications to units may change the mapping outcome. It is the Centre's responsibility to ensure that mapping is reviewed annually to ensure that any changes have not altered mapping outcomes. Major changes such as revalidation will require remapping activity.

Students who achieve lower grades on University modules mapped to CMI units may struggle to demonstrate full achievement of the CMI criteria.

In addition, Students who are awarded compensation and/or condonement in any mapped module may also not provide sufficient evidence to meet CMI LOs.

The Centre IQA process should ensure that the CMI criteria are met in full by all students for whom qualifications are being claimed.

MODULE LEADERS' SIGN OFF SHEETS

This template is intended for use by Module Leaders, and are usually provided by the CMI Mapper/Moderartor. This is a module-by-module plan of which CMI unit LOs map to the university module. **Prior to module delivery, a sheet for each mapped module should be sent to the Module Leader to use and sign it.**

Ultimately it is the University's responsibility to ensure the CMI Learning Outcomes are covered. As each university module is in a separate table it is easier for distribution and identification by the Module Leaders.

University module number	Insert the name of the university module	University credit value of module	Notes on how the module is assessed. This should be found in the course/module specification e.g. 80% dissertation, 20% presentation
Insert CMI unit number and name	LO1 name		Module leader's confirmation that their assessment will cover the CMI learning outcome Yes/No
	LO2 name		Module leader's confirmation that their assessment will cover the CMI learning outcome Yes/No
	LO3 name		Module leader's confirmation that their assessment will cover the CMI learning outcome Yes/No
	LO4 name		Module leader's confirmation that their assessment will cover the CMI learning outcome Yes/No

Module leader name and signature: Date:

Please complete this checklist as part of the programme internal moderation process to help confirm that there is sufficient evidence for the CMI LOs within the student work of this dual accredited course. Please identify if each learning outcome is covered and in which assessment type(s) it is evident. Please note, further clarity is required for any *group work and *examinations (refer to pg 2). Please sign this checklist and return to your Programme Leader or CMI Moderator.

Module code: Insert number	Module title: Insert module title	Credit value: Insert module credit value	Assessment type(s) and weighting: • Assessment element 1 state weighting • Assessment element 2 state weighting • Assessment element 3 state weighting • Insert additional rows as necessary	Assessment element 1 State assessment method	Assessment element 2 State assessment method	Assessment element 3 State assessment method
State CMI unit number and unit title	LO1 – state title		Internal Moderator confirmation that the assessed work has provided sufficient evidence to meet this CMI learning outcome Tick or initial box to the right			
	LO2 – state title		Internal Moderator confirmation that the assessed work has provided sufficient evidence to meet this CMI learning outcome Tick or initial box to the right			
	LO3 – state title		Internal Moderator confirmation that the assessed work has provided sufficient evidence to meet this CMI learning outcome Tick or initial box to the right			
	LO4 – state title		Internal Moderator confirmation that the assessed work has provided sufficient evidence to meet this CMI learning outcome Tick or initial box to the right			

If any *group work - evidence of individual contribution moderated:

If an **examination – evidence of compulsory question(s) and extent of coverage moderated:

Included in Assessment	Yes / No	Internal Moderator Comments
Is engagement with contemporary thinking/literature expected?		
Is the word count specified and appropriate to meet the mapped CMI LOs?		
Is the weighting assigned appropriate to meet the mapped CMI LOs?		
Is there a scenario or vocational context and is this relevant to the CMI LOs?		
Did the tasks allow the learner to produce sufficient evidence to meet the CMI LOs?		
Was it clear what evidence the learner needed to generate to meet CMI LOs?		
Were the assessment activities appropriate and engaging for the CMI LOs?		
Was the language and level of the assessment appropriate to meet the CMI LOs?		
Overall, was the assessment fit for purpose to meet the CMI LOs?		
Is there evidence of level-appropriate criticality in the student work?		
Did all student work sampled demonstrate sufficient coverage of all the CMI LOs?		

Actions for Module/Course Leader in order to improve coverage of CMI LOs in future module iterations	CMI Unit and LO (if applicable)	Target Date	Approved by (signature & Date)

Internal Moderator name and signature: Date:

Need support? Get more information:

Apprenticeship queries - qualifications@managers.org.uk or call 01536 207496

Apprenticeship standards mapping - standards.mapping@managers.org.uk

End Point Assessment queries - epa@managers.org.uk or call 01536 207357

Partnership queries - partnership@managers.org.uk or call 01536 207330

HE qualification mapping - he.mapping@managers.org.uk

Recognised programme mapping - recognised.mapping@managers.org.uk

External assessments, moderation - awardingbody@managers.org.uk or call 01536 207496, select option 1

For a video on claims see: https://www.youtube.com/watch?v=12w9-19eT-Q&feature=youtu.be

Flexible assessment, syllabus queries, Professional Standards - product@managers.org.uk

Registration , certification, hub changes, centre change queries - qualifications@managers.org.uk or call 01536 207496

Chartered Manager enquiries - cmgr@managers.org.uk or call 01536 207429

Membership enquiries - membership@managers.org.uk or call 01536 207307