

# CMI LEVEL 3 DIPLOMA IN MANAGEMENT (COMBINED)

Q U A L I F I C A T I O N F A C T S H E E T

3D27V2

CMI Level 3 Diploma in Management

601/3779/4

## QUALIFICATION PURPOSE

The qualification is developed in consultation with employers and other key stakeholders. It is designed for supervising or junior managers and has been designed to support the development of their knowledge and competence in managing individuals and teams. The qualifications will develop key skills, including working with others, managing oneself, and coordinating the work of others.

The CMI Level 3 Diploma in Management is a combined qualification, which means it is made up of both knowledge and competence units. This qualification is in the Framework for the Advanced Apprenticeship in Management for SASE and SASW.

## KEY DATES

These qualifications are regulated from 1<sup>st</sup> September 2014. The review date for this qualification is 31<sup>st</sup> December 2021.

## RULES OF COMBINATION

To achieve a CMI Level 3 Diploma in Management, learners must complete a **minimum of 55 credits** which is equivalent to **550 TQT hours**, of which there are **284 GLH**:

- **310 TUT hours (31 credits)** from **GROUP A MANDATORY UNITS**
- a **minimum of 170 TUT hours (17 credits)** from **GROUP B OPTIONAL UNITS**
- a **maximum of 70 TUT hours (7 credits)** from **GROUP C OPTIONAL UNITS**.

A **minimum of 480 TQT hours (48 credits)** must be achieved through the completion of units at Level 3 or above.

UNIT NUMBER	UNIT NAME	CREDITS	GLH	TUT
<b>MANDATORY GROUP A</b>				
M&L 9	Manage personal and professional development	3	12	30

M&L 11	Manage team performance	4	21	40
M&L 15	Principles of leadership and management	8	50	80
M&L 24	Principles of people management	6	34	60
B&A 59	Principles of business	10	74	100

### OPTIONAL GROUP B

M&L 10	Promote equality, diversity and inclusion in the workplace	3	15	30
M&L 12	Manage individuals' performance	4	20	40
M&L 13	Manage individuals' development in the workplace	3	10	30
M&L 14	Chair and lead meetings	3	10	30
M&L 16	Encourage innovation	4	14	40
M&L 17	Manage conflict within a team	5	25	50
M&L 18	Procure products and/or services	5	35	50
M&L 19	Implement change	5	28	50
M&L 20	Implement and maintain business continuity plans and processes	4	25	40
M&L 21	Collaborate with other departments	3	14	30
M&L 22	Support remote or virtual teams	4	18	40
M&L 23	Participate in a project	3	19	30
M&L 25	Develop and maintain professional networks	3	15	30
M&L 27	Develop and implement an operational plan	5	24	50
M&L 28	Encourage learning and development	3	16	30
M&L 31	Discipline and grievance management	3	26	30
M&L 32	Develop working relationships with stakeholders	4	20	40
M&L 34	Manage physical resources	4	26	40
M&L 35	Manage the impact of work activities on the environment	4	30	40

M&L 36	Prepare for and support quality audits	3	17	30
M&L 37	Conduct quality audits	3	21	30
M&L 38	Manage a budget	4	26	40
M&L 40	Manage a project	7	38	70
M&L 41	Manage business risk	6	27	60
M&L 42	Manage knowledge in an organisation	5	34	50
M&L 43	Recruitment, selection and induction practice	6	33	60
M&L 44	Manage redundancy and redeployment	6	39	60
<b>OPTIONAL GROUP C</b>				
B&A 35	Buddy a colleague to develop their skills	3	19	30
B&A 41	Contribute to the improvement of business performance	6	33	60
B&A 42	Negotiate in a business environment	4	18	40
B&A 43	Develop a presentation	3	11	30
B&A 44	Deliver a presentation	3	17	30
B&A 46	Contribute to the development and implementation of an information system	6	21	60
CS 30	Resolve customers' problems	4	19	40
CS 31	Resolve customers' complaints	4	22	40
CS 32	Gather, analyse and interpret customer feedback	5	24	50
B&A 39	Employee rights and responsibilities	2	16	20
HSPW2	Health and safety procedures in the workplace	2	16	20
B&A 69	Manage events	6	49	60
CS 36	Review the quality of customer service	4	20	40

### Barred Units

These are units at the same level that can't both be selected by the Learner because they are too similar in content. The barred units for this qualification are:

<b>This unit:</b>	<b>Is barred from this unit:</b>
M&L23 Participate in a project	M&L40 Manage a project

# FURTHER INFORMATION

For further information on the CMI Level 3 Diploma in Management (Combined), please see the Qualification Syllabus.