

# JUNIOR MANAGEMENT & LEADERSHIP COURSE (JMLC)

Completion Pack | September 2018 | Version 3



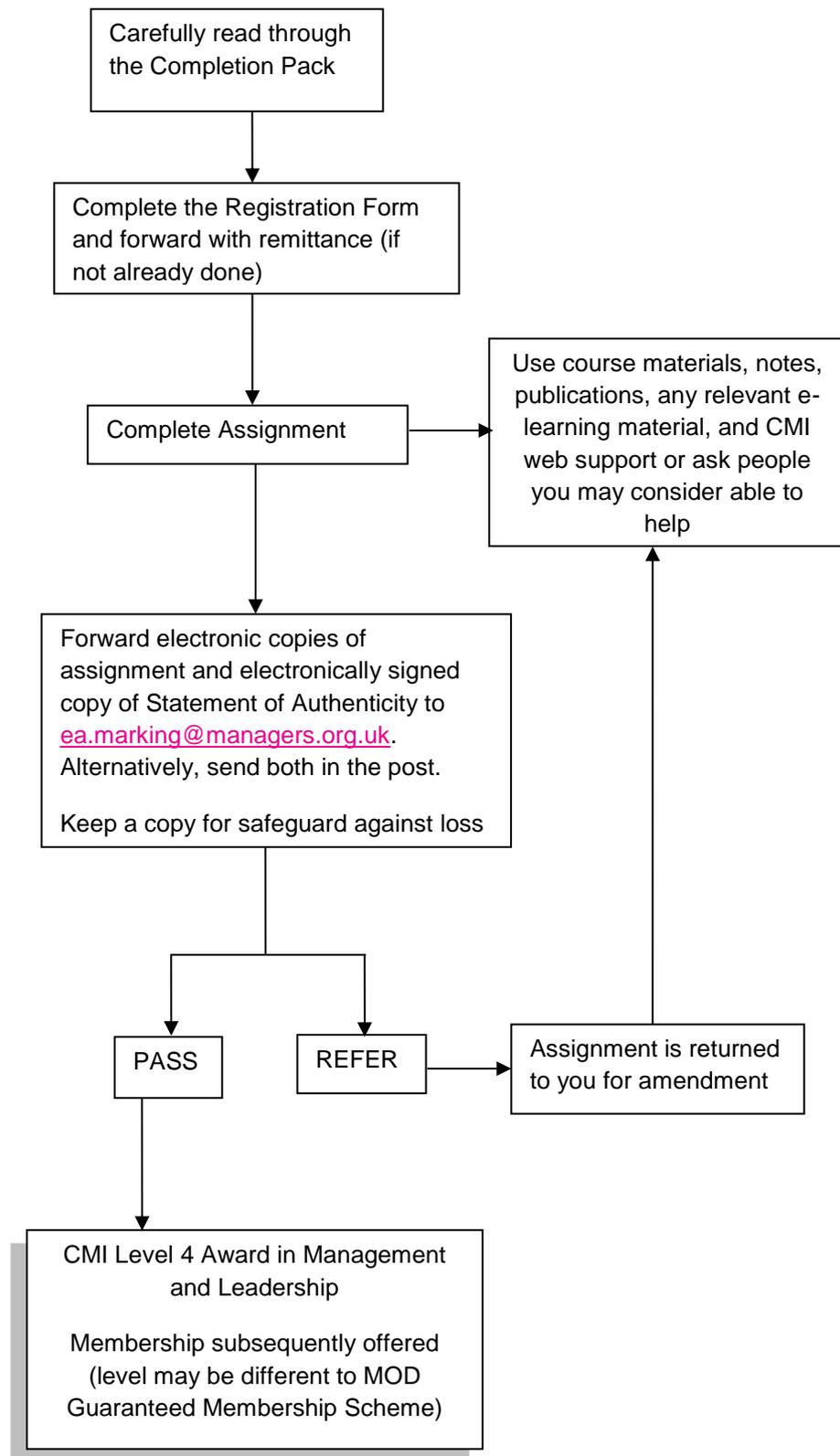
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# EXTERNAL ASSESSMENT

10 4008V1 Promoting equality and diversity

# COMPLETION PROCESS OVERVIEW



# INTRODUCTION

The Chartered Management Institute (CMI) has undertaken detailed mapping of the MOD service courses with a view to recognising them against nationally recognised qualifications. CMI has fully recognised that your JMLC course meets some of the requirements for the CMI Level 4 Award in Management and Leadership.

To obtain this qualification, you must complete the following External Assessments:

UNIT CODE	UNIT TITLE
4008V1	Promoting equality and diversity

**Note: You have 9 months to submit the work for this unit.**

## SUPPORT FOR GAINING CMI QUALIFICATIONS

This CMI Completion Pack provides you with the support information you need for the External Assignment.

For the duration of your qualification programme you are given 'Affiliate Membership' of CMI. This enables you to access a wide range of support material on the CMI Studying Members website.

**NOTE:** If you have not already registered on to the CMI Website you now need to do so using the information contained in your CMI Welcome Letter.

Go to the ManagementDirect page and once logged in, to access support for 4008V1 by selecting the **Study Resource** button on your home screen.

## ADDITIONAL UNIT COMPLETION REQUIREMENTS

You are required to complete one additional assignment to obtain the CMI Level 4 Award in Management and Leadership

Guidance on completing the assignments and submitting your work to CMI are on pages the following pages. You are also encouraged to submit a reflective statement of no more than 300 words (in addition to the assignment word count) describing the value and knowledge gained from undertaking the assignment. This statement will not be assessed; however it encourages you to review the value and application of your learning.

# QUALIFICATION REGISTRATION

If you have not already done so, you need to register for each of your selected qualifications. All registration forms must be accompanied by evidence that you have successfully completed your CLM course (copy of the relevant section of your end of course certificate signed off by an officer of SO2 rank), and the requisite remittance (cheque or credit card details). Send this to the CMI at the address shown on the form.

# SUBMISSION OF ASSIGNMENTS

Once you have completed an assignment, you must forward it, along with a signed copy of the Statement of Authenticity (as a single file with your completed Statement of Authenticity as the first page) by e-mail to [ea.marking@managers.org.uk](mailto:ea.marking@managers.org.uk). The assignment must not exceed a file size of 5MB. You are strongly advised to keep a copy of your assignment to safeguard against loss; your assignment will not be returned to you but will be destroyed by safe and confidential means.

Please note that CMI does offer a paper based assessment service for learners who are unable to provide an electronic copy. Post the assignment along with your signed Statement of Authenticity to:

External Assignments/MOD,  
Awarding Body,  
Management House,  
Cottingham Road,  
Corby,  
Northamptonshire NN17 1TT.

**PASS:** If a pass is achieved, the Institute will issue you with your qualification certification and your units / credit certificate along with an offer of graded membership of the Chartered Management Institute. This level of membership may be lower than that offered by the MOD guaranteed membership scheme – you can opt for either.

**REFERRAL:** If your assignment does not meet the pass standard, it will be returned to you with guidance notes for completion. You must meet the additional requirements before re-submitting the assignment. You will be allowed one further re-submission (i.e. 2 in total).

**Following two Referrals for your assignment, a Resubmission Fee of £15 (+ VAT) will be payable to CMI before work is reassessed. For more information please contact [ea.marking@managers.org.uk](mailto:ea.marking@managers.org.uk) or call 01536 207496 option 1.**

# ASSESSMENT GUIDANCE FOR LEARNERS

CMI provides a comprehensive external quality assessment service. Currently all units within the Management and Leadership & Coaching and Mentoring qualifications from level 3 to 7 have an assignment brief available.

CMI provide a six week service level on all assignments received.

Learners are required to complete all tasks and Assessment Criteria.

## ASSESSMENT GUIDELINES

All work must be submitted in a single electronic document (.doc file). The document must be marked with the learners name, number and unit number. Electronic assignments should be sent to [ea.marking@managers.org.uk](mailto:ea.marking@managers.org.uk).

Please note CMI do offer a paper based assignment service for learners that are unable to provide an electronic copy only. Please post the assignment to External Assignments, Awarding Body, Management House, Cottingham Road, Corby, Northamptonshire, NN17 1TT.

The assignment should be your own work and not direct copies of theories or models. Any models described and other quotes used must be properly attributed and referenced as appropriate. Learners must acknowledge or reference any sources that have been used to complete the assignment, listing reference material and web sites used, appendices must not be included.

Learners are encouraged to produce a reflective statement of no more than 300 words (which does not count towards the final word count), describing the value and knowledge gained from undertaking this assignment. The reflective statement is not assessed; however it encourages you to review the value and application of your learning.

Word count: 2500 – 3000

## PLAGIARISM & COLLUSION

In submitting the assignment the learner must complete a statement of authenticity (included in the Completion Pack) confirming that the work submitted for all tasks is their own and does not contravene CMI policies including word count and plagiarism.

Academic offences, including plagiarism and collusion, are treated very seriously. Plagiarism involves presenting work, excerpts, ideas or passages of another author without appropriate referencing and attribution. Collusion occurs when two or more learners submit work which is so alike in ideas, content, wording and/or structure that the similarity goes beyond what might have been mere coincidence. Plagiarism and collusion are very serious offences and any learner found to be copying another learner's work or quoting work from another source without recognising and disclosing that source will be penalised.

In submitting their assignment for the unit, and completing the relevant statement of authenticity, learners are confirming that the work submitted for all tasks is their own and does not contravene the CMI policies including word count, plagiarism and collusion. CMI reserves the right to return assignments if the necessary statements of authenticity have not been completed.

Learners found to be in breach of these regulations will be reported to the relevant CMI contact for deliberation. The learner will be notified in writing of the outcome of the investigation. In the event that a learner is found to have perpetrated malpractice, the learner will be withdrawn from his/her qualification immediately; fees will not be refunded, the relevant Regulatory Body will be informed and membership of the CMI will be withdrawn.

# APPENDICES

Appendices should not be included. All use of tables, graphs, diagrams, Gantt chart and flowcharts should be incorporated into the main text of the assignment. Any published secondary information such as annual reports and company literature, should be referenced in the main text of the assignment but not included.

# CONFIDENTIALITY

Where learners are using organisational information that deals with sensitive material or issues, they must seek the advice and permission from that organisation about its inclusion in an assignment. Where confidentiality is an issue, studying members are advised to anonymise their assignment so that it cannot be attributed to that particular organisation.

# WORD COUNT POLICY

In total, it is required that your assignment should be between 2500 - 3000 words. Learners must comply with the required word count, within a margin of +10%. These rules exclude the index (if used), headings, information contained within references and bibliographies. When an assessment task requires learners to produce presentation slides with supporting notes, the word count applies to the supporting notes only.

Where a learner's work has contravened the word count policy, it will be reviewed by the Marker and Lead Moderator before a final decision is made.

# REFERENCING AND PROFESSIONALISM

A professional approach to work is expected from all learners. Learners must therefore identify and acknowledge ALL sources/methodologies/applications used. The learner must use an appropriate referencing system to achieve this. Whilst marks are not awarded for the use of English, the learner must express ideas clearly, succinctly, and ensure that appropriate terminology is used to convey accuracy in meaning.

# INSTRUCTIONS AND INFORMATION FOR LEARNERS

The external assignment is set and assessed by the Chartered Management Institute. It is designed to assess your achievement of all the Learning Outcomes and associated assessment criteria in the relevant unit of the qualification you are undertaking.

You should make sure that you plan your work carefully, to ensure that you cover all the requirements of the assignment, and complete it within the time limit specified.

Your statements, in answer to the tasks, need to be prefixed with the specific task number and unit title. This will help you keep on track and should ensure you address the details. Work submitted without a task prefix will be returned unmarked. Your statements should not be just a description of work place activities but should include what you have learned from your programme of study. In other words you need to show how you can relate what you have learned to day-to-day management activities.

You must submit your work as a single electronic word document (.doc file). You should mark the assignment with your name, learner number, the unit number, your Centre name – ACS - and a brief description of the context in which the assignment was undertaken. You may include a title page if you wish. **You must show a total word count on the front page of your assignment.** You are strongly advised to keep a copy of your completed assignment before you submit it for assessment – the copy you submit will not be returned to you. Your assignment may be kept by the CMI for quality assurance purposes. Any assignment not kept for quality assurance will be securely destroyed.

CMI will assess your assignment, and the result will be sent to you, normally within 6 weeks of receipt by the Institute.

If your assignment is assessed as referred, notification will be sent to you with an indication of the areas to be addressed. You may resubmit an assignment on a further two occasions during your period of registration as a CMI learner.

If there is anything in these instructions or in the assignment itself which you do not understand, please seek guidance from CMI by phone on 01536 207496.

# UNIT 4008V1

## Assignment Brief: Promoting equality and diversity.

### » INTRODUCTION

This unit is about understanding the need for and having the practical skills to be able to promote equality and valuing diversity of individuals and teams.

### » SCENARIO

Learners may use their own employment context, or that of another organisation with which they are very familiar, to base their assignment. However, in the case that they are not able to do so, please use the below scenario:-

You are a junior manager, leading a team of 6 staff in a medium sized company. Your organisation has all the necessary employment policies in place, actively monitors the equality and diversity of the workforce, and rigorously follows up any behaviour that is contrary to company policy.

### » TASK 1

Provide a brief summary of the current UK legislation and regulations in the area of Equality and Diversity, including the key points of the legislation and a list of the characteristics it covers. Describe how the legislation affects organisations both in terms of regulatory requirements which must be adhered to and the (organisation's) different employment policies. Discuss some of the benefits to an organisation of acknowledging, recognising and valuing individuals' background and beliefs, and why we should respect the diversity of colleagues and team members. Explain what is meant by discrimination and the implications of acting in a discriminatory manner against individuals.

Guideline word count: 700 - 800 words

**A.C. 1.1 - Describe the need to acknowledge and recognise individuals' background and beliefs**

**A.C. 1.2 - Discuss the need to respect diversity, value people as individuals, and not discriminate against individuals**

### » TASK 2

Using the scenarios of induction, discipline and grievance and redundancy, describe in each case the processes that organisations use to ensure that employees are aware of their rights, and can make informed choices about exercising those rights.

Guideline word count: 250 - 350 words

**A.C. 1.3 - Describe the process of providing individuals with the information needed for them to make informed decisions about exercising their rights**

### » TASK 3

Provide two practical examples describing the effect that one person's behaviour can have on another individual and the team, in terms of equality and diversity. Describe the effect an organisation's culture or behaviour can have on an individual and the team.

Guideline word count: 500 - 600 words

**A.C. 2.1 - Describe how individual behaviour can affect an individual and a team**

**A.C. 2.2 - Describe how organisational behaviour can affect an individual and a team**

### » TASK 4

Describe the different methods you could use to collect feedback from individuals on personal behaviours demonstrated in the workplace. How would you categorise responses and analyse the feedback? You may use a chart to illustrate this section of your answer. What practical data and information management considerations would you have to take into account during this exercise, and why?

Having analysed the results of your feedback exercise, devise an improvement action plan to address the issues arising. If it is not possible to use a workplace example, then you may use fictitious statistics to demonstrate how you would tackle feedback of a negative nature.

Guideline word count: 350 - 450 words

**A.C. 2.3 - Analyse feedback from individuals on personal behaviour**

**A.C. 3.1 - Devise an improvement plan based upon received feedback**

### » TASK 5

Provide a minimum of three examples of how you would identify if a team member was not promoting equality and diversity. For each example provided, describe how you would challenge the individual about his/her behaviour. As a manager of a team, describe the tools and techniques you would deploy in order to provide the team collectively, and individuals, with opportunities to actively promote equality and value diversity. Use practical examples where possible to illustrate your answer. Where would you go to seek support both within and outside the organisation if you were looking for advice in this area? Discuss the channels of information and support and the type of occasion when you might select to each of these.

Guideline word count: 700 - 800 words

**A.C. 4.1 - Identify situations where others are not promoting equality and valuing diversity**

**A.C. 4.2 - Provide opportunities to help others to promote equality and value diversity**

**A.C. 4.3 - Discuss sources from which to seek support when experiencing difficulty in understanding how to promote equality and value diversity**

# STATEMENT OF AUTHENTICITY

THIS STATEMENT MUST BE COMPLETED AND ELECTRONICALLY SIGNED BY YOU AND ATTACHED TO (EACH ONE OF) YOUR COMPLETED ASSIGNMENT(S) (ie. one for each assignment if submitting more than one) WHEN SUBMITTED FOR ASSESSMENT.

**Qualification:** CMI Level 4 Award in Management and Leadership      **Unit Number:** 4008V1

**Centre:** MOD – JMLC      **Course Number and Date:**

**Candidate Statement: Confirmation of Authenticity:**

Name	Learner Number if known	Learners E-mail address

I confirm that:

- I am registered on this programme with the Chartered Management Institute
- I am, to the best of my knowledge, the sole author of the completed assignment submitted.
- The attached completed assignment is all my own work, and does not include any work completed by anyone other than myself.
- I have completed the assignment in accordance with CMI's instructions and within the time limits set as given on my CMI Registration Form.

Address	Details	Note (in the Details column)
Name		If using a military address then enter the address clearly giving: Name. Sub Unit. Unit. Any other relevant details e.g. BFPO Number.
Street Number		
Street / Road Name		
Town Name		
Post Code		
Country		

By signing my name below I am agreeing that I have read and understood the Learner Statement of Authenticity

Signature:

Date: