

ACCREDITATION FACTSHEET

Royal Air Force Airmen's Command Squadron Junior Management and Leadership Course (JMLC)



» QUALIFICATIONS SUMMARY

The Junior Management and Leadership Course (JMLC) has been accredited by CMI at **CMI Level 2 Diploma in Team Leading** with Total Qualification Time of 430 hours.

Level 2 qualifications are designed for practicing or aspiring team leaders who wish to develop their team leading skills and knowledge.

The course has also been accredited to the **CMI Level 3 Certificate in First Line Management** and, with additional work, you may also obtain the **CMI Level 4 Award in Management and Leadership**. This may make SLCs eligible.

Level 3 qualifications in First Line Management are developed for junior managers, supervisors and first line managers who have operational responsibility for a defined area of activity and who wish to build on and develop their existing management skills and knowledge. This qualification gives junior managers the communication and motivational skills to help improve operational efficiency.

CMI management and leadership qualifications at Level 4 are designed for junior managers to develop personal management capabilities, and grow professional management skills including decision-making, managing team dynamics and delegation capability.

» QUALIFICATION OVERVIEW

Option 1: **No additional work required.** By completing the JMLC you have met the criteria to be accredited with the CMI Level 2 Diploma in Team Leading (see Table 1 below). This diploma gives you all the key skills and competencies you'll need to become an effective team leader.

Table 1 – Option 1 CMI Level 2 Diploma in Team Leading

UNIT CODE	UNIT TITLE	CREDITS	ADDITIONAL WORK
2001V1	Personal development as a team leader	6	N/A
2002V1	Communicating with a team	5	N/A
2003V1	Monitoring team performance	5	N/A
2004V1	Controlling resources	6	N/A
2005V1	Building work relationships	5	N/A
2006V1	Developing team needs	6	N/A
2007V1	Providing customer service	5	N/A
2008V1	Being a team leader	5	N/A

Option 2: **No additional work required.** You can also opt to take the CMI Level 3 Certificate in First Line Management (see Table 2 below). This certificate gives you a broader knowledge of effective management skills while focusing on the specific management areas appropriate to you and your workplace.

Table 2 – Option 2 CMI Level 3 Certificate in First Line Management

UNIT CODE	UNIT TITLE	CREDITS	ADDITIONAL WORK
3004V1	Managing and communicating information	6	N/A
3005V1	Identifying development opportunities	6	N/A
3008V1	Improving team performance	7	N/A

Option 3: **Additional work required.** You can top up your qualification to a CMI Level 4 Award in Management and Leadership by completing an External Assignment (see Table 3 below).

Table 3 – Option 2 CMI Level 4 Award in First Line Management

UNIT CODE	UNIT TITLE	CREDITS	ADDITIONAL WORK
4008V1	<i>Promoting equality and diversity</i>	7	Yes

Please complete the registration form in conjunction with this factsheet and send the remittance to obtain your completion pack. Please submit the EA as directed in the completion pack and, assuming a pass, then allow 10 weeks for certification.

» REGISTRATION & COSTS

Registration. Register using the registration form on the CMI web, which you can download and either fax or post to the CMI (details on the form). Visit the web www.managers.org.uk/raf-quals and click on **CMI qualifications**. Please complete the registration form in conjunction with this factsheet. Please provide evidence that you have successfully completed your training, and the remittance.

» CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

These qualifications can be built upon to add further units and so present an excellent opportunity for Continuing Professional Development. As they are accredited on to the national Regulated Qualification Framework (RQF) they are readily recognised by civilian organisations.

For further enquiries call CMI on **01536 207496** or e-mail to qualifications@managers.org.uk