



CMI Equivalent Units Policy and Procedure – Ref: AB/PRO/0021/Oct18/V02

History

Date	Amendments made
October 2018 V2	Complete revision of the policy
June 2015 V1	Initial draft – created to accommodate the move from old to new syllabi and the requirement for top ups.

Distribution

- All Quality Managers
- All Lead Moderators
- New Partner Relationship Manager
- Customer Service team
- Assessment and Support Coordinator
- HE Partnership Support Executive
- Digital Delivery
- Quality Auditor

Purpose

This guidance applies to all Chartered Management Institute (CMI) Centres and Learners registered on a CMI qualification. This document aims to support and give clarification to Centres and their Learners about how equivalent units apply to CMI qualifications and the procedure to follow to claim equivalent units.

The term 'equivalent units' is applied solely to comparing old with current CMI units.

Introduction

This document applies to CMI qualifications on the Qualifications and Credit Framework (QCF) and Regulations Qualification Framework (RQF) for which there are revised specifications and syllabuses.

CMI recognises that Learners may wish to top up qualifications gained on previous frameworks by undertaking units on new frameworks e.g. Learners may wish to top up an Award undertaken in one version of a CMI qualification to a Certificate or Diploma in a newer version of the qualification.

Scope

This procedure applies to all key stakeholders engaged with the CMI qualifications. This includes CMI Centres, Centre Staff and CMI Learners.

Equivalent Units can only be claimed through a CMI Centre.

Definition of Equivalent Units

Equivalent units are CMI QCF/RQF units which, when compared, are judged by CMI to have content and Learning Outcomes/Assessment Criteria equal or greater than other CMI units. Equivalent units may look different to one and other but, in short, CMI has decided they are sufficiently comparable.

In terms of claims for CMI units, CMI will consider 'Equivalent Units' on an individual Learner basis, upon application from a Centre.

The most likely scenario to occur is where a learner requests to top-up an old qualification with units from a new syllabus. In this instance, units from the old qualification will be considered against the new qualification.

What equivalent units do CMI Offer?

Equivalent Units are decided by CMI based on its own internal mapping of syllabi. This applies to the following qualifications:

Level 3

3A1V2 CMI Level 3 Award in First Line Management 600/9678/0
 3C1V2 CMI Level 3 Certificate in First Line Management 600/9679/2
 3D1V2 CMI Level 3 Diploma in First Line Management 601/0105/2

Learners may have completed a unit within one of the above qualifications which is equivalent to a unit in the following qualifications:

3A30 CMI Level 3 Award in Principles of Management and Leadership 603/2019/9
 3C30 CMI Level 3 Certificate in Principles of Management and Leadership 603/2021/7
 3D30 CMI Level 3 Diploma in Principles of Management and Leadership 603/2023/0

Qualification: CMI Level 3 Award/Certificate/Diploma in First Line Management 3A1V2/3C1V2/3D1V2	Qualification: CMI L3 Award/Certificate/Diploma in Principles of Management and Leadership 3A30/3C30/3D30
Unit 3007V1 Maintaining quality standards	<i>Equivalent Unit</i> Unit 316 Monitoring Quality to Improve Outcomes

Level 5

5A1V2 CMI Level 5 Award in Management and Leadership 600/9452/7
 5C1V2 CMI Level 5 Certificate in Management and Leadership 600/9453/9
 5D1V2 CMI Level 5 Diploma in Management and Leadership 601/1195/1
 5XD1V2 CMI Level 5 Extended Diploma in Management and Leadership 601/0104/0

Learners may have completed one or more units within one of the above qualifications which is/are equivalent to a unit in the following qualifications:

5A30 CMI Level 5 Award in Management and Leadership 603/2390/5
 5C30 CMI Level 5 Certificate in Management and Leadership 603/2391/7
 5D30 CMI Level 5 Diploma in Management and Leadership 603/2392/9

Qualification: CMI Level 5 Award/Certificate/Diploma/Extended Diploma in Management and Leadership 5A1V2/5C1V2/5D1V2/5XD1V2	Qualification: CMI Level 5 Award/Certificate/Diploma/in Management and Leadership 5A30/5C30/5D30
Unit 5006V1 Conducting a Management Project	<i>Equivalent Unit</i> Unit 524 Conducting a Management Project
Unit 5003V1 Managing Team and Individual Performance.	<i>Equivalent Unit</i> Unit 510 Managing Conflict

Unit 5012V1 Being a Leader	<i>Equivalent Unit</i> Unit 526 Leadership Practice
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What is the process for claiming Equivalent Units?

- CMI will only award Equivalent Units for its own qualifications.
- Equivalent Units can only be offered towards Certificates or Diplomas
- Qualifications must have been achieved within the last 5 years.
- Equivalent units are a concession and are only awarded at the discretion of CMI

When Centres are claiming equivalent units they must follow the following procedure –

1. Register the Learner and immediately inform CMI Customer Services on 01536 207496 or qualifications@managers.org.uk that the Learner will be claiming equivalent units.

Once this information is received, CMI will:

- Send an invoice for the equivalent unit (top up) fee.
- Should the application be successful, CMI will sign off the requested unit(s) on the HUB. The normal process for moderation and certification will follow for the other units.

Monitoring and Review

Use of this procedure will be monitored annually to ensure the procedure and approach remain fit for purpose.

Clarification of related terms

Terms in this section

A range of terms and processes are frequently confused with equivalent units. Centres should refer to these other CMI policies and procedures:

- RPL – see the CMI Recognition of Prior Learning Policy and Procedure (RPL) – AB/GUD/0002/Oct18/V04
- Exemptions – CMI Exemption Policy and Procedure – Ref: AB/PRO/0021/Oct18/V3

CMI has separate policies and procedures which address these terms. CMI encourages the use of these processes where they are of value to Learners and/or Centres.