

CMI RECOGNISED CENTRE GUIDANCE

Guidance for Partners



ABOUT CMI RECOGNISED

CMI Recognised is a benchmark against appropriately credible standards, such as CMI's Professional Standards.

They provide credible endorsement of in-house training and development for your clients - adding value and useful resource benefits to your offer. They are a practical way for your clients to gain national recognition and benefit from our resources which you are able to provide. Year-long membership includes bringing value after the course has ended to help embed learning. Recognised Programmes along with the wider CMI offer help to encourage further learner development and help you to foster longer term engagement with your clients.

BENEFITS OF CMI RECOGNISED:

- CMI stamp of approval for non-accredited programmes, against the latest Professional Standards
- 12 months Membership with CMI, including access to ManagementDirect and all membership benefits Recognition of investment in individuals' development, providing improved productivity, engagement and commitment to CPD
- CMI Recognised certification upon completion of your programme
- Quick and simple quality assurance and approval process, allowing you to concentrate on adding further value in design and delivery
- Available internationally (in English)

APPLICATION PROCESS

To apply for CMI Recognised, you should speak to your Relationship or Engagement Manager for information on pricing. If you're new to CMI, please contact approvals@managers.org.uk.

You are required to complete a Recognised Application Form, and provide us with all relevant information relating to your programme(s). To help us process your application as soon as possible, please provide as much detail as possible about your programme(s).

PROGRAMME INFORMATION MAY INCLUDE:

- Programme Title(s)
- Target audience
- Full learning content and syllabus for your programme(s)
- Duration of programme/workshop
- Programme aims and objectives
- Application of learning
- Training notes
- Schedule for delivery of programme(s) (i.e. how frequent)
- Schedule for programme review
- Access to e-learning tools/LMS style tools, if application

Please note: this list is not exhaustive and will vary depending on your programme.

We can give a free of charge overview of the programme which will identify whether the programme is likely to map to the criteria and also an indication of the timelines if you wish to proceed with full mapping. Alternatively, you can request for your application to progress with full mapping without an overview.

There is an expectation that partners will register delegates on all CMI Recognised programmes on a regular basis.

SERVICE LEVEL AGREEMENT (SLA)

The below table outlines CMI's Service Level Agreement (SLA) in relation to CMI Recognised. The SLA time commences at the point all information is provided to support mapping.

Programme Overview	4 Working Days
Full Mapping (if additional content is required by mapper, this may delay the completion within stated SLA)	14 Working Days
Programme Overview and Full Mapping (if additional content is required by mapper, this may delay the completion within stated SLA)	18 Working Days

PROGRAMME MAPPING

Once your application has been received, CMI will assign a Mapper and issue all documentation to them. Mapping will be conducted against the CMI Professional Standards.

The criteria for CMI Recognised mapping to be successful is for your programme to map to **at least one (1)** of the Professional Standard competencies. Your programme will not, however, be assigned a level.

Please note: mapping can only be completed based on existing content. In the event that more information is required, our mapper will contact you to discuss and/or request this information.

SUCCESSFUL MAPPING

If the mapping is successful and does not require any enhancement, we would like you to sign and return the Partnership Agreement which will have been sent to you previously. Please note that we cannot accept any learner registrations until we receive your signed agreement. We do accept emailed copies of partnership agreements with an accompanying electronic signature.

WE WILL THEN SEND A WELCOME PACK CONTAINING:

- Welcome Letter
- Mapping Report
- Registration Template
- Certificate with logo order form

On successful completion of mapping, your programme(s) are approved for 12 months.

UNSUCCESSFUL MAPPING

In the event that your programme(s) do not meet our minimum criteria, the Mapper will contact you directly to advise you of areas where your programme does not map. Their role is to offer recommendations on how you can consider amending the programme based on their experience of the standards required - it is not their role to consult on the development of content. In the majority of cases you will be asked to supply additional material/content to support the programme. You will have one further attempt to submit all additional information or address any issues.

There are a number of reasons why a programme may not be mapped initially. However, we will work closely with you and offer specific guidance to meet mapping criteria. Possible reasons may include:

- Insufficient evidence to map to CMI Professional Standards
- Evidence of plagiarism in the content Intellectual Property Rights – if you include case studies or company reports from other websites, please provide a declaration showing you have permission to use such information and declare the source
- Third Party Delivery – if you are using a third party, you need to include details of the third party or franchise agreement in relation to the programme that is being recognised with full explanation of quality assurance of delivery
- Misleading terminology (e.g. implying a level or size of qualification)

ANNUAL RENEWAL

CMI Recognised grants approval of programme(s) for 12 months, and will be renewed annually thereafter.

When your programme(s) are due to be renewed, we will notify you and request that you complete an Annual Approval Checklist for your programme(s). If there has been no change to your programme(s), your programme will be renewed, and an invoice processed for the Annual Approval Fee. In the event that your programme(s) has or requires a change, this will need to be re-mapped against the CMI Professional Standards, with a fee for mapping invoiced.