

CMI Equivalent Units Policy

AB/POL/0032 • January 2025 • V5

History

History

Date	Amendments made
January 2025 V5	<ul style="list-style-type: none"> • Addition of information regarding an update to equivalent units for the Level 3 First Line Management and Leadership qualification. • Formatting and revision of the policy. • Removal of the wording CMI Hub. • Addition of MoD Learners. • URL links embedded into the document • Addition of Level 8 Management and Leadership
May 2022 V4	<ul style="list-style-type: none"> • Addition of information regarding an update to equivalent units for the Level 7 Strategic Management and Leadership Practice qualification.
Feb 2022 V3	<ul style="list-style-type: none"> • Addition of information regarding the Level 6 Professional Management and Leadership Practice and the Level 7 Strategic Management and Leadership Practice.
October 2018 V2	<ul style="list-style-type: none"> • Complete revision of the policy.
June 2015 V1	<ul style="list-style-type: none"> • Creation of the document as a 'policy'. • The initial draft was created to accommodate the move from old to new syllabi and the requirement for top-ups.

Distribution

Distribution List

- All Quality Managers
- All CMI Markers & Moderators
- Partner Relationship Managers
- Customer Service Team
- Partner Engagement Managers
- Awarding Body Support Team
- CMI Centres

This policy will be published on the [CMI website](#).

Document Purpose

Document Purpose

This policy applies to all Chartered Management Institute (CMI) Centres and Learners registered on a CMI-regulated qualification. This document aims to support and clarify to Centres and their Learners how equivalent units apply to CMI qualifications and the procedure to follow to claim equivalent units.

The term 'equivalent units' is applied solely to compare old and current CMI units contained within previous and new qualifications at the same level.

Scope

Scope

This policy applies to all key stakeholders engaged with the CMI qualifications and to all CMI Centres and CMI-registered Learners.

Equivalent Units can only be claimed through a **CMI Centre**. The exemption to this is for MoD-registered learners. MoD Learners should contact CMI directly to discuss - qualifications@managers.org.uk

Definition

Definition of Equivalent Units

Equivalent units are CMI Regulated Qualifications Framework (RQF) qualification units which, when compared, are judged by CMI to have content and Learning Outcomes/Assessment Criteria similar, equal or greater than other CMI units; the equivalency is decided through a detailed mapping process undertaken by CMI. Equivalent units may look different to one another but, in short, CMI has decided they are sufficiently comparable in terms of content and Learning Outcomes/Assessment Criteria.

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 qualification (syllabus). In this instance, units from the old qualification will be considered against the new qualification.

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 \(RPL\)](#)
- Exemptions – see the [CMI Exemption Policy and Procedure](#)

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.

What Equivalent Units does CMI offer?

Equivalent Units

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

Level 3

CMI Level 3 in First Line Management

- 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:

CMI Level 3 in Principles of Management and Leadership

- 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: <ul style="list-style-type: none"> • 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 	Qualification: <ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Unit 3007V1 Maintaining quality standards 	Equivalent Unit <ul style="list-style-type: none"> • Unit 316 Monitoring Quality to Improve Outcomes

Level 3

CMI Level 3 in Principles of Management and Leadership

- 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

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

CMI Level 3 in First Line Management and Leadership

- 3C31 CMI Level 3 Certificate in First Line Management and Leadership - 610/4595/0
- 3D31 CMI Level 3 Diploma in First Line Management and Leadership - 610/4596/2

Qualification: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 3C31 CMI Level 3 Certificate in First Line Management and Leadership - 610/4595/0 • 3D31 CMI Level 3 Diploma in First Line Management and Leadership - 610/4596/2
<ul style="list-style-type: none"> • Unit 314 Managing Budgets and Resources 	Equivalent Unit <ul style="list-style-type: none"> • Unit 338 Budgeting For First Line Managers
<ul style="list-style-type: none"> • Unit 306 Principles of Equality, Diversity and Inclusive Working Practice • Unit 308 Managing Volunteers • Unit 309 Responding to Conflict in the Workplace • Unit 313 Developing and Sharing Good Practice • Unit 315 Principles of Health and Safety in a Work Setting • Unit 316 Monitoring Quality to Improve Outcomes • Unit 317 Supporting the Delivery of Customer Service • Unit 318 Managing Data and Information • Unit 319 Managing Meetings • Unit 320 Presenting for Success 	<ul style="list-style-type: none"> • Unit 306 Principles of Equality, Diversity and Inclusive Working Practice • Unit 308 Managing Volunteers • Unit 309 Responding to Conflict in the Workplace • Unit 313 Developing and Sharing Good Practice • Unit 315 Principles of Health and Safety in a Work Setting • Unit 316 Monitoring Quality to Improve Outcomes • Unit 317 Supporting the Delivery of Customer Service • Unit 318 Managing Data and Information • Unit 319 Managing Meetings • Unit 320 Presenting for Success

Level 4 / Level 5

CMI Level 5 in Management and Leadership

- 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:

CMI Level 4 Management and Leadership

- 4D1V2 CMI Level 4 Diploma in Management and Leadership - 601/0100/3

Qualification: <ul style="list-style-type: none"> • 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 	Qualification: <ul style="list-style-type: none"> • 4D1V2 CMI Level 4 Diploma in Management and Leadership - 601/0100/3
<ul style="list-style-type: none"> • Unit 5001 Personal development as a manager and leader • Unit 5012 Being a leader 	Equivalent Unit <ul style="list-style-type: none"> • Unit 5001 Personal development as a manager and leader • Unit 5012 Being a leader

<ul style="list-style-type: none"> Unit 5014 Introduction to management coaching and mentoring 	<ul style="list-style-type: none"> Unit 5014 Introduction to management coaching and mentoring
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Level 5

CMI Level 5 in Management and Leadership

- 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:

CMI Level 5 in Management and Leadership

- 5C30 CMI Level 5 Certificate in Management and Leadership - 603/2391/7
- 5D30 CMI Level 5 Diploma in Management and Leadership - 603/2392/9
- 5XD30 CMI Level 5 Extended Diploma in Management and Leadership - 603/4966/9

Qualification: <ul style="list-style-type: none"> 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 	Qualification: <ul style="list-style-type: none"> 5C30 CMI Level 5 Certificate in Management and Leadership - 603/2391/7 5D30 CMI Level 5 Diploma in Management and Leadership - 603/2392/9 5XD30 CMI Level 5 Extended Diploma in Management and Leadership - 603/4966/9
<ul style="list-style-type: none"> Unit 5003V1 Managing Team and Individual Performance. 	Equivalent Unit <ul style="list-style-type: none"> Unit 510 Managing Conflict
<ul style="list-style-type: none"> Unit 5006V1 Conducting a Management Project 	Equivalent Unit <ul style="list-style-type: none"> Unit 524 Conducting a Management Project
<ul style="list-style-type: none"> Unit 5012V1 Being a Leader 	Equivalent Unit <ul style="list-style-type: none"> Unit 526 Leadership Practice

Level 5 / Level 6

CMI Level 5 in Management and Leadership

- 5D30 CMI Level 5 Diploma in Management and Leadership - 603/2392/9
- 5XD30 CMI Level 5 Extended Diploma in Management and Leadership - 603/4966/9

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:

CMI Level 6 in Professional Management and Leadership Practice

- 6A30 CMI Level 6 Award in Professional Management and Leadership Practice - 603/4114/2
- 6C30 CMI Level 6 Certificate in Professional Management and Leadership Practice - 603/4115/4
- 6D30 CMI Level 6 Diploma in Professional Management and Leadership Practice - 603/4116/6

Qualification: <ul style="list-style-type: none"> • 5D30 CMI Level 5 Diploma in Management and Leadership - 603/2392/9 • 5XD30 CMI Level 5 Extended Diploma in Management and Leadership - 603/4966/9 	Qualification: <ul style="list-style-type: none"> • 6A30 CMI Level 6 Award in Professional Management and Leadership Practice - 603/4114/2 • 6C30 CMI Level 6 Certificate in Professional Management and Leadership Practice - 603/4115/4 • 6D30 CMI Level 6 Diploma in Professional Management and Leadership Practice - 603/4116/6
<ul style="list-style-type: none"> • Unit 509 Managing Stakeholder Relationships • Unit 518 Managing Risk • Unit 522 Managing the Customer Experience • Unit 525 Using Reflective Practice to Inform Personal and Professional Development • Unit 608 Strategic Corporate Responsibility and Sustainability 	Equivalent Unit <ul style="list-style-type: none"> • Unit 509 Managing Stakeholder Relationships • Unit 518 Managing Risk • Unit 522 Managing the Customer Experience • Unit 525 Using Reflective Practice to Inform Personal and Professional Development • Unit 608 Strategic Corporate Responsibility and Sustainability

Level 6

CMI Level 6 in Management and Leadership

- 6A1V2 CMI Level 6 Award in Management and Leadership - 600/9454/0
- 6C1V2 CMI Level 6 Certificate in Management and Leadership - 600/9455/2
- 6D1V2 CMI Level 6 Diploma in Management and Leadership - 601/0099/0

There are **NO** units in the following suite of qualifications which are deemed to have 'equivalent units':

CMI Level 6 in Professional Management and Leadership Practice

- 6A30 CMI Level 6 Award in Professional Management and Leadership Practice - 603/4114/2
- 6C30 CMI Level 6 Certificate in Professional Management and Leadership Practice - 603/4115/4
- 6D30 CMI Level 6 Diploma in Professional Management and Leadership Practice - 603/4116/6

Level 6 / Level 7

CMI Level 6 in Professional Management and Leadership Practice

- 6A30 CMI Level 6 Award in Professional Management and Leadership Practice - 603/4114/2
- 6C30 CMI Level 6 Certificate in Professional Management and Leadership Practice - 603/4115/4
- 6D30 CMI Level 6 Diploma in Professional Management and Leadership Practice - 603/4116/6

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:

CMI Level 7 in Strategic Management and Leadership Practice

- 7C30 CMI Level 7 Certificate in Strategic Management and Leadership Practice - 603/4834/3
- 7D30 CMI Level 7 Diploma in Strategic Management and Leadership Practice - 603/4837/9
- 7XD30 CMI Level 7 Extended Diploma in Strategic Management and Leadership Practice - 603/7618/1

Qualification: <ul style="list-style-type: none"> 6A30 CMI Level 6 Award in Professional Management and Leadership Practice - 603/4114/2 6C30 CMI Level 6 Certificate in Professional Management and Leadership Practice - 603/4115/4 6D30 CMI Level 6 Diploma in Professional Management and Leadership Practice - 603/4116/6 	Qualification: <ul style="list-style-type: none"> 7D30 CMI Level 7 Diploma in Strategic Management and Leadership Practice - 603/4837/9 7XD30 CMI Level 7 Extended Diploma in Strategic Management and Leadership Practice - 603/7618/1
<ul style="list-style-type: none"> Unit 607 Procurement, Purchasing and Contracting Unit 608 Strategic Corporate Social Responsibility and Sustainability Unit 609 Leading Quality Management Unit 610 Principles and Practices of Policy Development 612 Coaching Skills for Leaders 614 Principles and Practices of Ethical Decision Making 	Equivalent Unit <ul style="list-style-type: none"> Unit 607 Procurement, Purchasing and Contracting Unit 608 Strategic Corporate Social Responsibility and Sustainability Unit 609 Leading Quality Management Unit 610 Principles and Practices of Policy Development 612 Coaching Skills for Leaders 614 Principles and Practices of Ethical Decision Making

Level 7

CMI Level 7 in Strategic Management and Leadership

- 7A1V2 CMI Level 7 Award in Strategic Management and Leadership - 600/9456/4
- 7C1V2 CMI Level 7 Certificate in Strategic Management and Leadership - 600/9457/6
- 7D1V2 CMI Level 7 Diploma in Strategic Management and Leadership - 601/1196/3
- 7XD1V2 CMI Level 7 Extended Diploma in Strategic Management and Leadership - 600/9460/6

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:

CMI Level 7 in Strategic Management and Leadership Practice

- 7C30 CMI Level 7 Certificate in Strategic Management and Leadership Practice - 603/4834/3
- 7D30 CMI Level 7 Diploma in Strategic Management and Leadership Practice - 603/4837/9
- 7XD30 CMI Level 7 Extended Diploma in Strategic Management and Leadership Practice - 603/7618/1

Qualification: <ul style="list-style-type: none"> 7A1V2 CMI Level 7 Award in Strategic Management and Leadership - 600/9456/4 7C1V2 CMI Level 7 Certificate in Strategic Management and Leadership - 600/9457/6 7D1V2 CMI Level 7 Diploma in Strategic Management and Leadership - 601/1196/3 7XD1V2 CMI Level 7 Extended Diploma in Strategic Management and Leadership - 600/9460/6 	Qualification: <ul style="list-style-type: none"> 7C30 CMI Level 7 Certificate in Strategic Management and Leadership Practice - 603/4834/3 7D30 CMI Level 7 Diploma in Strategic Management and Leadership Practice - 603/4837/9 7XD30 CMI Level 7 Extended Diploma in Strategic Management and Leadership Practice - 603/7618/1
<ul style="list-style-type: none"> Unit 7001V1 Personal Leadership Development as a Strategic Manager 	Equivalent Unit <ul style="list-style-type: none"> Unit 701 Strategic Leadership
<ul style="list-style-type: none"> Unit 7013V1 Strategic Leadership 	Equivalent Unit <ul style="list-style-type: none"> Unit 701 Strategic Leadership

Level 8

CMI Level 7 in Strategic Management and Leadership Practice

- 7A30 CMI Level 7 Award in Strategic Management and Leadership Practice - 603/4833/1
- 7C30 CMI Level 7 Certificate in Strategic Management and Leadership Practice - 603/4834/3
- 7D30 CMI Level 7 Diploma in Strategic Management and Leadership Practice - 603/4837/9
- 7XD30 CMI Level 7 Extended Diploma in Strategic Management and Leadership Practice - 603/7618/1

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:

CMI Level 8 Strategic Direction and Leadership

- 8C1V2 CMI Level 8 Certificate in Strategic Direction and Leadership - 600/9468/0
- 8D1V2 CMI Level 8 Diploma in Strategic Direction and Leadership - 600/9469/2

<p>Qualification:</p> <ul style="list-style-type: none"> ● 7A30 CMI Level 7 Award in Strategic Management and Leadership Practice - 603/4833/1 ● 7C30 CMI Level 7 Certificate in Strategic Management and Leadership Practice - 603/4834/3 ● 7D30 CMI Level 7 Diploma in Strategic Management and Leadership Practice - 603/4837/9 ● 7XD30 CMI Level 7 Extended Diploma in Strategic Management and Leadership Practice - 603/7618/1 	<p>Qualification:</p> <ul style="list-style-type: none"> ● 8C1V2 CMI Level 8 Certificate in Strategic Direction and Leadership - 600/9468/0 ● 8D1V2 CMI Level 8 Diploma in Strategic Direction and Leadership - 600/9469/2
<ul style="list-style-type: none"> ● Unit 701 Strategic Leadership 	<p>Equivalent Unit</p> <ul style="list-style-type: none"> ● Unit 7013V1 Strategic Leadership

Process for Claiming Equivalent Units

Process for Claiming Equivalent Units

When claiming for equivalent units the following must be adhered too

- CMI will only award equivalent units for its own qualifications.
- Equivalent units can only be offered towards **Certificate** or **Diploma** sized qualifications.
- 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 on behalf of the Learner they must follow the following procedure –

- Register the Learner and immediately inform CMI by emailing qualifications@managers.org.uk

Once this information is received, CMI will:

- Generate an invoice.
- Should the application be successful, CMI will sign off the requested unit(s) on the learner's profile.
- The normal process for moderation and certification will follow for the other units contained within the qualification that the learner is registered on.

Monitoring and Review

Monitoring and Review

This policy will be reviewed annually to ensure the appropriateness and approach are fit for purpose.