

LEVEL 3 IN FIRST LINE MANAGEMENT AND LEADERSHIP

QUALIFICATION FACTSHEET V2.0



QUALIFICATION PURPOSE

These qualifications are designed to support practising or aspiring managers, who supervise or manage a team to achieve clearly defined outcomes.

They will set and monitor goals and objectives by providing instruction, direction and guidance. Day to day operational and project activities are a key part of their role.

Learners who are aspiring to a management role may progress to the job roles such as:

- Team Leader
- Supervisor
- Project Officer
- Shift Manager
- Foreperson

QUALIFICATION CODES

CMI CODE	QUALIFICATION TITLE	QUALIFICATION REFERENCE NUMBER
3A31	CMI Level 3 Award in First Line Management and Leadership	610/4594/9
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

KEY DATES

This qualification is regulated from 1st September 2024 and the operational start date in CMI Centres is 19th September 2024. This qualification will be reviewed from time to time, for more information see the CMI External Qualification List.

RULES OF COMBINATION

CMI LEVEL 3 IN FIRST LINE MANAGEMENT AND LEADERSHIP

CMI LEVEL 3 AWARD IN FIRST LINE MANAGEMENT AND LEADERSHIP

Learners must select at least one unit to a minimum of 50 TQT hours to achieve this qualification. The minimum GLH is 18 hours. Credits 5

CMI LEVEL 3 CERTIFICATE IN FIRST LINE MANAGEMENT AND LEADERSHIP

Learners must select at least two units to a minimum of 130 TQT hours to achieve this qualification. The minimum GLH is 55 hours. Credits 13

CMI LEVEL 3 DIPLOMA IN FIRST LINE MANAGEMENT AND LEADERSHIP

Learners must select at least four units to a minimum of 370 TQT hours to achieve this qualification. The minimum GLH is approximately 146 hours. Credits 37

Unit Code	Unit Title	GLH	TUT	Credits
330	Organisational Awareness for First Line Managers	40	80	8
331	Approaches to Managing and Leading People and Teams	31	70	7
332	Stakeholder Communication for First Line Managers	36	80	8
333	Delivering Organisational Activities	28	60	6
334	Contributing to the Management of Change	36	80	8
335	Contributing to the Management of a Project	32	70	7
336	Managing Problems and Decision Making	38	60	6
337	Professional Development as a First Line Manager	30	70	7
338	Budgeting for First Line Managers	28	60	6
339	Technology for First Line Managers	31	70	7
340	Supporting People Throughout the Employee Life Cycle	29	60	6
306	Principles of Equality, Diversity and Inclusive Working Practice	24	60	6

308	Managing Volunteers	25	50	5
309	Responding to Conflict in the Workplace	13	30	3
313	Developing and Sharing Good Practice	19	50	5
315	Principles of Health and Safety in a Work Setting	24	60	6
316	Monitoring Quality to Improve Outcomes	24	60	6
317	Supporting the Delivery of Customer Service	19	50	5
318	Managing Data and Information	21	50	5
319	Managing Meetings	19	40	4
320	Presenting for Success	18	50	5