

REGISTRATION FORM

Royal Fleet Auxiliary (RFA)



CMI LEVEL 3 AWARD IN FIRST LINE MANAGEMENT

For the duration of your qualification programme you are given complimentary 'Affiliate Membership' of CMI, enabling you to access a wide range of support material on the CMI Studying Members website.

CENTRE NAME	Royal Fleet Auxiliary (RFA)
CENTRE/COURSE NUMBER	C10432280
COURSE DATES	

PROGRAMME DETAILS AND OPTIONS

Certification requires confirmation of successful completion from 24th April 2026. Costs subject to periodic review and VAT at current rate and may change. **Additional work is required for the CMI qualification.** Externally assessed assignments are required – see our website for further information. This may make SLC eligible.

Qual Code 3A31	CMI Level 3 Award in First Line Management and Leadership. Including assessment fee.	For Fees click here	Select relevant programme by putting 'X' in the box
If you are already a CMI member, please indicate your membership number			
Service Number		Rank	

CONTACT DETAILS

Title		Surname		Forename	
Email Address*			Date of Birth* (dd/mm/yyyy)		

* Required for web access, please provide a non MOD email address. This is also the email we will also use to provide you with secure access to your digital certificate upon completion of your qualification.

Mailing Address:						
Contact Telephone (incl dialling code):						
In which language is your assessment being undertaken	English		Welsh		English/Welsh	

I am happy for you to contact me about CMI matters on the above number/s (please put an 'X' in box)	
I am attaching evidence of successful completion of my training	

PAYMENT OPTIONS

You can pay by cheque or by phone using your credit or debit card. We will not contact you for credit card details until we have registered your details on the system, following this we will email you an invoice for payment. We will attempt contact for payment over a 6 week period. If we are unable to take payment after this time, we will need to withdraw your registration details.

Cheque		Cheque number:		Cheques made payable to CHARTERED MANAGEMENT INSTITUTE
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Pay by Phone	An electronic invoice will be issued via email. If we do not receive payment within 6 weeks your registration will be withdrawn To pay by credit or debit card please contact the MOD customer services team on 020 3920 9899. Please quote your membership number (starts with P) that can found on the invoice Solo and Electron are not accepted
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Signature		Date	
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*By signing this form you are acknowledging and consenting to your CMI records being accessible by other MOD Centres through CMI's Partner Connect system.

REGISTRATION CHECKLIST

Have you..?

- Completed and signed the Registration Form
- Attached the appropriate remittance (provided cheque if appropriate)
- Proof of Course completion - locally produced certificate

Incomplete forms or missing attachments will trigger return and consequent delays.

Please forward these documents to:

Customer Service Administrator (MoD); Awarding Body; Chartered Management Institute, Grafton Court, Venture Park, Kettering, Northamptonshire, NN15 6XR, or electronically to mod.qualifications@managers.org.uk

Any queries please contact us on 020 3920 9899 or mod.qualifications@managers.org.uk

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