

Learner Information

CMI Level 3 Diploma in First Line Management (QCF)

601/0105/2



ABOUT THIS QUALIFICATION

This qualification is a Vocationally Related Qualification (VRQ) that is aimed at supervisors and first line managers, who have operational responsibility for a defined area of activity.

The qualification is accredited on to the Qualifications and Credit Framework (QCF) and is regulated by Ofqual in England, Wales and Northern Ireland.

Upon successful completion of this qualification, you will have achieved 37 QCF credits.

It is expected that you will undertake 120-130 hours of Guided Learning, which could include teacher supervised or directed study time, over a maximum of three years.

This qualification is not part of an apprenticeship framework.

WHAT DOES THIS QUALIFICATION COVER?

By undertaking this qualification, you will be developing your communication and motivational skills to help improve operational efficiency.

There are five mandatory units consisting of a total of 30 Credits to complete, and these units covering personal development, resource planning, meeting and supporting stakeholders, communicating information, and identifying development opportunities for individuals and teams. You will then be required to select an additional 7 Credits from the optional unit group.

Mandatory Group A

- Personal development as a first line manager
- Resource planning
- Meeting stakeholder needs
- Managing and communicating information
- Identifying development opportunities

Optional Group B

- Recruitment and selection process
- Maintaining quality standards
- Improving team performance
- Management communication
- Being a leader
- Managing stakeholders' expectations
- Understanding organisational culture, values and behaviour
- Understanding team dynamics
- Management report writing
- Management and leadership influencing skills
- Promoting equality and diversity

- Introduction to first line management
- Corporate social responsibility

Further information on this qualification can be found [here](#).

WHO CAN TAKE THIS QUALIFICATION?

This qualification is suitable for Learners from age 16 and who are in a supervisor or junior manager role.

There are no specific entry requirements for this qualification, but as a Learner you will be ideally to be working within an organisation or role where they can demonstrate skills and apply knowledge. Alternatively, you could draw on previous experience within an organisation or use an organisation you are familiar with.

WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification is supported by Employers, who agree that it provides skills and knowledge for individuals entering the management sector in roles including, but not limited to:

- First Line Manager
- Section Manager
- Assistant Manager
- Trainee Manager
- Senior Supervisor
- Junior non-commissioned officer

After completion of this qualification, you can also continue your learning and progress on to the following qualifications:

- Advanced Level Apprenticeship
- CMI Level 3 Diploma in Management (QCF) – 601/3779/4
- CMI Level 3 Qualifications in Coaching and Mentoring (QCF)

You may also wish to progress on to a similar qualification with another Awarding Organisation.

There is no other qualification offered by CMI that is directly equivalent.

The qualification is part of a suite of First Line Management qualifications, with smaller options available:

- CMI Level 3 Award in First Line Management (QCF) - 600/9678/0 - provides an introduction to the skills, roles and responsibilities of this management area. It will also develop your basic knowledge by focusing on the development of specific management skills.
- CMI Level 3 Certificate in First Line Management (QCF) - 600/9679/2 - gives you a broader knowledge of effective management skills while focusing on the specific management areas appropriate to you and your workplace.

With a more comprehensive structure, the CMI Level 3 Diploma in First Line Management (QCF) gives you all the key skills and competencies you'll need to become an effective first line manager.

WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by Employers including Barnsley Metropolitan Borough Council, Renfrewshire Council, Canal and the River Trust the job roles specified above.

Chartered Management Institute (CMI) is a professional body – and the only chartered body - for management and leadership. Once registered for this qualification, you will automatically become a studying member, and upon completion will be eligible to become an Associate member.

There are no formal agreements for entry on to a Higher Education programme or course.