

LEARNER INFORMATION

C M I L E V E L 5 N V Q D I P L O M A I N
M A N A G E M E N T A N D L E A D E R S H I P

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» ABOUT THIS QUALIFICATION

This qualification is a new National Vocational Qualification (NVQ) that allows you to undertake on the job competence based learning.

The qualification is accredited on to the Regulated Qualification Framework (RQF) and is regulated by Ofqual in England and Northern Ireland and Qualifications Wales in Wales.

Upon successful completion of this qualification, you will have achieved 53 credits.

It is expected that you will undertake 237-318 hours of Guided Learning, which could include teacher supervised or directed study time, over a maximum of three years.

This qualification can be undertaken as part of the Higher Apprenticeship in Management, together with the CMI Level 5 Diploma or Extended Diploma in Management and Leadership, Transferable/Functional Skills, and Employer Rights and Responsibilities. For more information please [see here](#).

You are, however, able to complete this qualification as a standalone qualification outside of the apprenticeship framework, for example in the event that you wish to update your competences only. The qualification will cover the same topics (see below) and be assessed in the same way, to validate and develop your skills as a manager.

» WHAT DOES THIS QUALIFICATION COVER?

By undertaking this qualification, you will be developing your skills as a manager your ability to lead and manage individuals and teams, development of strategic plans and management of strategic change.

There are four mandatory units consisting of a total of 22 credits to complete, and these units cover designing business processes, managing strategic change, leadership and management, developing a strategic plan. You will then be required to select and additional 23 credits from Optional Group B and a maximum of 8 credits from Optional Group C.

Mandatory Group A

- Contribute to the development of a strategic plan
- Design business processes
- Manage strategic change
- Provide leadership and management

Optional Group B

- Establish business risk management processes
- Promote equality of opportunity, diversity and inclusion
- Develop and manage collaborative relationships with other organisations
- Optimise the use of technology
- Manage product and/or service development
- Manage strategic marketing activities
- Develop and maintain professional networks
- Develop and implement an operational plan
- Encourage learning and development
- Discipline and grievance management
- Develop working relationships with stakeholders
- Manage a tendering process
- Manage physical resources
- Manage the impact of work activities on the environment
- Prepare for and support quality audits
- Conduct quality audits
- Manage a budget
- Manage a project
- Manage business risk
- Manage knowledge in an organisation
- Recruitment, selection and induction practice
- Manage redundancy and redeployment
- Lead the development of a knowledge management strategy
- Lead the development of a continuous improvement strategy

Optional Group C

- Manage Health and Safety in your area of responsibility
- Contribute to the design and development of an information system
- Manage information systems
- Manage events
- Manage customer service operations
- Review the quality of customer service
- Developing sales proposals
- Prioritising information for sales planning

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



WHO CAN TAKE THIS QUALIFICATION?

This qualification is suitable for Learners from age 18 and who are in or aspiring to a middle 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 DOES THIS QUALIFICATION LEAD TO?

This qualification provides learners with skills and knowledge for individuals entering the management sector in roles including:

- Manager

- Duty Manager
- Senior Manager
- Head of Department

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

- Higher Apprenticeship in Management
- CMI Level 5 Qualifications in Management and Leadership
- CMI Level 7 Qualifications in Strategic Coaching and Mentoring

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.

This is a standalone qualification, and not part of a suite of qualifications. There is no alternative at a smaller or larger size.



WHAT DOES THIS QUALIFICATION LEAD TO?

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 a Member of CMI.

You will also become eligible for Chartered Manager status via the Exemption Route. For more information please [click here](#).

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