

# LEARNER INFORMATION

C M I L E V E L 5 E X T E N D E D 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 Vocationally Related Qualification (VRQ) that is aimed at middle managers to develop management and leadership skills.

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 62 credits.

It is expected that you will undertake 240-280 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 Higher Apprenticeship in Management, together with the CMI Level 5 NVQ Diploma in Management and Leadership, Transferable/Functional Skills, Employer Rights and Responsibilities and Personal Learning and Thinking Skills (PLTS). 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 knowledge 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 middle manager.

## » WHAT DOES THIS QUALIFICATION COVER?

By undertaking this qualification, you will be developing your key skills as a manager, including developing personal management capabilities, making effective use of information in decision-making and developing people.

There are five mandatory units consisting of a total of 36 credits to complete, covering personal development; decision making; meeting stakeholder needs; and conducting a management project. You will then need to select an additional 7 credits from Optional Group B and 19 credits from Optional Group C.

### **Mandatory Group A**

- Personal development as a manager and leader

- Information based decision making
- Practices of resource management
- Meeting stakeholder and quality needs
- Conducting a management project

### Optional Group B

- Managing team and individual performance
- Being a leader

### Optional Group C

- Organisational financial management
- Conducting a marketing plan
- Project development and control
- Planning for development
- Managing recruitment, selection and induction
- Leadership practice
- Introduction to management and leadership
- Operational risk management
- Organisational corporate social responsibility
- Ethical organisational management
- Planning a change process
- Leading equality and diversity
- Developing and managing networks
- Managing ideas and innovation
- Managerial decision making

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



## WHO CAN TAKE THIS QUALIFICATION?

This qualification is suitable for Learners from age 19 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 6 Qualifications in Management and Leadership
- CMI Level 7 Qualifications in Strategic Management and Leadership

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 Management and Leadership qualifications at level 5, with smaller options available:

- CMI Level 5 Award in Management and Leadership - 600/9452/7 - lets you develop your knowledge of the roles and responsibilities of a manager by focusing on specific skills areas.
- CMI Level 5 Certificate in Management and Leadership – 600/9452/7 - gives you a broader knowledge of management skills while focusing on the specific leadership areas appropriate to you and your workplace.
- CMI Level 5 Diploma in Management and Leadership – 601/1195/1 - CMI's benchmark qualification, taking you a step towards Chartered Manager status and widely regarded professional recognition.

The Level 5 Extended Diploma in Management and Leadership gives you a more comprehensive structure and all the key skills and competencies you'll need to become an effective team leader.



## 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.