

CMI

Recognised Programmes Mapping Centre Guidance

CMI Recognised Programme enables you to associate the CMI brand with your non-qualification Management and Leadership training programmes, mapped to the National Occupational Standards (NOS).

» BENEFITS FOR YOU

- Win more business by gaining the CMI seal of approval for your bespoke training programme(s)
- Improve your offer to learners with membership benefits and supporting CMI content for your learners
- Gain external certification from CMI for participants who complete the programme

» YOUR APPLICATION

We will send you a Recognised Programme application form for completion and our Partnership Agreement for you to review. To help us avoid any delay in completing the mapping, please provide as much detail as possible about the programme.

Programme Information could include:

1. Title
2. Target Audience
3. Full learning content and syllabus for each programme that is to be considered for Recognised Programme
4. Length of workshop/programme
5. Aims/objectives
6. Content or activity to show programme has outcomes to develop the delegates practice and behaviours
7. Application of learning
8. Training notes
9. How often the programme will be delivered
10. Your plans for when the programme will be up-dated/reviewed
11. Access to e-learning tools and LMS style tools if appropriate

Please note this list is not exhaustive

We can give a free of charge overview of the programme which will identify whether the programme is likely to map to the criteria and also an indication of the timelines if you wish to proceed with full mapping.

Alternatively you can request for your application to progress with full mapping without an overview.

» SERVICE LEVEL AGREEMENT

SLA for Overview	4 Working days *
SLA Full Mapping (where mapping is straightforward)	14 Working days *
SLA Overview and Full Mapping (if additional content is required by mapper, this may delay the completion within stated SLA)	18 Working days *

*SLA time line starts at the point you provide full information to support mapping.

Payment for mapping will be in two parts, 50% at start of mapping process and 50% on completion.

» PROGRAMME MAPPING

When we have your request for mapping, we will assign a mapper and issue full documentation to them. Currently we map to the Management & Leadership National Occupational Standards (NOS) and Coaching & Mentoring National Occupational Standards (NOS). We recognise that many organisations are developing shorter programmes as they do not want staff out of the office for several days which can impact on workload. We offer mapping for:-

- Programmes of more than one day - 4 Units to map to at least 40% of that Unit for Outcomes, Behaviours and Knowledge.
- Programmes of one day or less – 50% of one Unit

Mapping can only be completed on existing content.

CMI set the criteria and parameters for mapping and this cannot be amended by anyone other than CMI.

» PROGRAMME MAPS SUCCESSFULLY

If the mapping is successful and does not require any enhancement, we would like you to sign and return the Partnership Agreement which will have been sent to you previously. Please note that we cannot accept

any learner registrations until we receive your signed agreement. We do accept emailed copies of partnership agreements with an accompanying electronic signature. We will then send a Welcome Pack containing:-

- Welcome Letter
- Mapping Report
- Registration Template
- Recognised Programme Plaque Order Form
- Certificate with logo order form

On successful completion of mapping, the programme is approved for 12 months, we will send a re-approval letter annually with a Partnership Agreement signature required every three years.

» UNSUCCESSFUL MAPPING

Our Mapper will contact you direct to advise you of areas where your programme does not map. Their role is to offer recommendations on how you can consider amending the programme based on their experience of the standards required, it is not their role to consult on the development of content. In the majority of cases you will be asked to supply additional material/content to support the programme.

You will have one further attempt to submit all additional information or address deficiencies.

Reasons for unsuccessful mapping:-

There are a number of reasons why a programme cannot be mapped initially. However, we will work closely with you and offer specific guidance to meet mapping criteria for you to action.

- Insufficient evidence to map to 4 Units at 40% for full programmes
- Insufficient evidence to map to 1 Unit at 50% for short programmes
- Evidence of plagiarism in the content
- Intellectual Property Rights – if you include case studies or company reports from other websites please provide a declaration showing you have permission to use such information and declare the source
- Third Party Delivery – if you are using a third party you need to include details of the third party or franchise agreement in relation to the programme that is being recognised with full explanation of quality assurance of delivery
- Misleading terminology eg implying a level or size of qualification

FREQUENTLY ASKED QUESTIONS

Will my Recognised Programme be an Accredited Qualification?

No - Recognised Programmes are not qualifications but are generally short programmes or training courses in Management and Leadership.

Will I be required to provide evidence of Quality Assurance to my Quality Manager at my next visit?

No – Recognised Programmes are not Quality Assured in the same way as CMI qualifications as they are not regulated. CMI will Quality Assure Recognised Programmes at the point of approval and at any point the programme is revised.

How long will my Programme be Recognised for?

Recognised Programmes will be approved for 12 months, we will send a re-approval letter annually with a Partnership Agreement signature required every three years.

Will I need to pay an annual approval fee for Recognised Programmes?

If you are an Approved Centre delivering CMI qualifications:-

No – as you are already a CMI Centre, you will benefit from not paying the additional annual approval fee. You will only be obliged to pay a remapping fee should your programme be revised in any way.

If you are a standalone Recognised Centre -

Yes – a subsequent annual renewal fee will be payable.

What benefits do delegates gain from being registered in a Recognised Programme?

All delegates registered on a Recognised Programme are entitled to 12 months CMI Affiliate Membership. This gives access to ManagementDirect our online resources portal providing a vast array of management and leadership materials.

Can Provider staff benefit from Membership with CMI?

Yes – as Recognised Programme Partner you will be able to nominate two members of staff to receive complimentary Affiliate membership.

What if my Programme changes?

In the event that your Recognised Programme is revised before or at the expiration date, CMI must be notified so that your programme can be remapped to ensure it is still eligible as a Recognised Programme.

Are there any restrictions on programme titles?

As you own the programme, you decide on the title of the programme. However, there are some restrictions on key words such as “Award”, “Certificate”, “Diploma”, “Masters” or “Postgraduate” as they can be mistaken for qualifications. You should not include a “Level” in the title, for example Level 5, as again this could imply the programme is a qualification. The title of the programme will be printed on the delegate certificate and as Recognised Programmes are not qualifications, we limit these words but are always happy to discuss alternatives with you.

Professional language should be used consistently and reference to the Code of Conduct.

Why would a Programme not map successfully?

- Insufficient evidence to map to 4 Units at 40% for full programmes
- Insufficient evidence to map to 1 Unit at 50% for short programmes
- Plagiarism
- Intellectual Property Rights – the Centre may have included case studies or company reports from other websites without a declaration they have permission to use such information and to declare their source
- Third Party Delivery – the Centre may not have included details of third party or franchise agreement in relation to the programme that is being recognised with full explanation of quality assurance of delivery