

CMI LEVEL 5 IN BUSINESS SUPPORT

Q U A L I F I C A T I O N F A C T S H E E T

QUALIFICATION PURPOSE

These qualifications are aimed at Advisers that support SME Market. The core units within these qualifications are focused on developing effective business support relationships with clients, enabling the client to analyse the business and implement change, developing business support networks, reflective practice and development in business support and monitoring the business support service.

QUALIFICATION CODES

CMI CODE	QUALIFICATION TITLE	QUALIFICATION REFERENCE NUMBER
5A25V2	CMI Level 5 Award in Business Support	600/4454/8
5C25V2	CMI Level 5 Certificate in Business Support	600/4455/X
5D25V2	CMI Level 5 Diploma in Business Support	600/4456/1

KEY DATES

These qualifications are regulated from 1st September 2012, which is their operational start date in Centres. The regulation date for these qualifications is 31st December 2018.

RULES OF COMBINATION

CMI Level 5 Award in Business Support

Learners need to complete the mandatory unit to a total of 8 credits. The minimum Total Qualification Time is 80 hours, including 30 Guided Learning Hours.

UNIT NUMBER	UNIT NAME	CREDITS	GLH	TUT
Unit 5023	Introduction to business support	8	30	80

CMI Level 5 Certificate in Business Support

Learners must complete the mandatory unit and at least two optional units to a minimum of 24 credits in total to achieve this qualification. The minimum Total Qualification Time is 240 hours, including 105 Guided Learning Hours.

UNIT NUMBER	UNIT NAME	CREDITS	GLH	TUT
MANDATORY GROUP A				
Unit 5023	Introduction to business support	8	30	80
OPTIONAL GROUP B				
Unit 5024	Develop effective business support relationships with clients	8	30	80
Unit 5025	Enable the client to analyse the business and implement change	8	45	80
Unit 5026	Develop business support networks	4	25	40
Unit 5027	Reflective practice and development in business support	6	20	60
Unit 5028	Monitoring the business support service	5	20	50

CMI Level 5 Diploma in Business Support

Learners must complete all mandatory units and one optional unit to a minimum of 45 credits in total to achieve this qualification. The minimum Total Qualification Time is 450 hours, including 195 Guided Learning Hours.

UNIT NUMBER	UNIT NAME	CREDITS	GLH	TUT
MANDATORY GROUP A				
5023	Introduction to business support	8	30	80
5024	Develop effective business support relationships with clients	8	30	80
5025	Enable the client to analyse the business and implement change	8	45	80
5026	Develop business support networks	4	25	40
5027	Reflective practice and development in business support	6	20	60
5028	Monitoring the business support service	5	20	50
OPTIONAL GROUP B				
5006V1	Conducting a management project	10	35	100
5008V1	Conducting a marketing plan	9	30	90
5021V1	Operational risk management	7	25	70
5022V1	Organisational corporate social responsibility	7	30	70
5014V1	Introduction to management coaching and mentoring	6	40	60
5015V1	Management coaching and mentoring	6	45	60
5016V1	Using coaching and mentoring skills as a manager	6	45	60
5017V1	Coaching practice and theory	6	45	60

5018V1	Mentoring practice and theory	6	45	60
5019V1	Management of action learning	6	45	60
6003V1	Planning the change process	7	25	70