

CMI LEVEL 3 IN FIRST LINE MANAGEMENT

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 designed for team leaders, to support the development of their skills in leading a team, making sure that the team's work achieves organisational objectives, and contributes to planning, problem solving and decision making.

QUALIFICATION CODES

CMI CODE	QUALIFICATION TITLE	QUALIFICATION REFERENCE NUMBER
3A1V2	CMI Level 3 Award in First Line Management	600/9678/0
3C1V2	CMI Level 3 Certificate in First Line Management	600/9679/2
3D1V2	CMI Level 3 Diploma in First Line Management	601/0105/2

KEY DATES

These qualifications are regulated from 1st September 2013, and the operational start date in CMI Centres is 1st January 2014. The regulation ends on 31st August 2019.

RULES OF COMBINATION

CMI Level 3 Award in First Line Management

Learners need to complete any combination of units to a minimum of 6 credits. The minimum Total Qualification Time is 60 hours, including 20 Guided Learning Hours.

UNIT NUMBER	UNIT NAME	CREDITS	GLH	TUT
Unit 3001V1	Personal development as a first line manager	6	20	60
Unit 3002V1	Resource planning	6	20	60
Unit 3003V1	Meeting stakeholder needs	6	20	60
Unit 3004V1	Managing and communicating information	6	20	60
Unit 3005V1	Identifying development opportunities	6	20	60
Unit 3006V1	Recruitment and selection process	6	20	60
Unit 3007V1	Maintaining quality standards	6	20	60
Unit 3008V1	Improving team performance	7	20	70
Unit 3009V1	Management communication	6	20	60
Unit 3010V1	Being a leader	6	25	60
Unit 3017V1	Introduction to first line management	6	30	60
Unit 3018V1	Corporate social responsibility	6	20	60

CMI Level 3 Certificate in First Line Management

Learners need to complete any combination of units to a minimum of 13 credits. The minimum Total Qualification Time is 130 hours, including 40 Guided Learning Hours.

UNIT NUMBER	UNIT NAME	CREDITS	GLH	TUT
Unit 3001V1	Personal development as a first line manager	6	20	60
Unit 3002V1	Resource planning	6	20	60
Unit 3003V1	Meeting stakeholder needs	6	20	60
Unit 3004V1	Managing and communicating information	6	20	60
Unit 3005V1	Identifying development opportunities	6	20	60
Unit 3006V1	Recruitment and selection process	6	20	60
Unit 3007V1	Maintaining quality standards	6	20	60
Unit 3008V1	Improving team performance	7	20	70
Unit 3009V1	Management communication	6	20	60
Unit 3010V1	Being a leader	6	25	60
Unit 3017V1	Introduction to first line management	6	30	60
Unit 3018V1	Corporate social responsibility	6	20	60

CMI Level 3 Diploma in First Line Management

Learners need to complete all Group A units and any combination of units to a minimum of 7 credits from Group B. Learners need to complete a total of 37 credits to achieve this qualification. The minimum Total Qualification Time is 370 hours, including 120 Guided Learning Hours.

UNIT NUMBER	UNIT NAME	CREDITS	GLH	TUT
MANDATORY GROUP A				
Unit 3001V1	Personal development as a first line manager	6	20	60
Unit 3002V1	Resource planning	6	20	60
Unit 3003V1	Meeting stakeholder needs	6	20	60
Unit 3004V1	Managing and communicating information	6	20	60
Unit 3005V1	Identifying development opportunities	6	20	60
OPTIONAL GROUP B				
Unit 3006V1	Recruitment and selection process	6	20	60
Unit 3007V1	Maintaining quality standards	6	20	60
Unit 3008V1	Improving team performance	7	20	70
Unit 3009V1	Management communication	6	20	60
Unit 3010V1	Being a leader	6	25	60
Unit 4002V1	Managing stakeholders' expectations	7	25	70
Unit 4003V1	Understanding organisational culture, values and behaviour	7	30	70
Unit 4004V1	Understanding team dynamics	7	25	70
Unit 4005V1	Management report writing	7	25	70
Unit 4006V1	Management and leadership influencing skills	7	25	70

Unit 4008V1	Promoting equality and diversity	7	30	70
Unit 3017V1	Introduction to first line management	6	30	60
Unit 3018V1	Corporate social responsibility	6	20	60