

# CMI LEVEL 5 IN MANAGEMENT AND LEADERSHIP

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 for the development of the role and skill of managers. These qualifications aim to develop personal management capabilities, make effective use of information in decision-making, operations and the development of the skills in managing people.

## QUALIFICATION CODES

| CMI CODE | QUALIFICATION TITLE                                       | QUALIFICATION REFERENCE NUMBER |
|----------|---|--------------------------------|
| 5A1V2    | CMI Level 5 Award in Management and Leadership            | 600/9452/7                     |
| 5C1V2    | CMI Level 5 Certificate in Management and Leadership      | 600/9453/9                     |
| 5D1V2    | CMI Level 5 Diploma in Management and Leadership          | 601/1195/1                     |
| 5XD1V2   | CMI Level 5 Extended Diploma in Management and Leadership | 601/0104/0                     |

## ACCREDITATION DATES

These qualifications are accredited from 1st September 2013, and the operational start date in CMI Centres is 1<sup>st</sup> January 2014. The accreditation ends on 31<sup>st</sup> August 2018.

# RULES OF COMBINATION

## CMI Level 5 Award in Management and Leadership

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 5001V1 | Personal development as a manager and leader  | 6       | 20  | 60  |
| Unit 5002V1 | Information based decision making             | 7       | 25  | 70  |
| Unit 5003V1 | Managing team and individual performance      | 9       | 30  | 90  |
| Unit 5004V1 | Practices of resource management              | 7       | 25  | 70  |
| Unit 5005V1 | Meeting stakeholder and quality needs         | 6       | 20  | 60  |
| Unit 5006V1 | Conducting a management project               | 10      | 35  | 100 |
| Unit 5007V1 | Organisational financial management           | 9       | 30  | 90  |
| Unit 5008V1 | Conducting a marketing plan                   | 9       | 30  | 90  |
| Unit 5009V1 | Project development and control               | 6       | 20  | 60  |
| Unit 5010V1 | Planning for development                      | 6       | 20  | 60  |
| Unit 5011V1 | Managing recruitment, selection and induction | 7       | 25  | 70  |
| Unit 5012V1 | Being a leader                                | 7       | 30  | 70  |
| Unit 5013V1 | Leadership practice                           | 7       | 30  | 70  |
| Unit 5020V1 | Introduction to management and leadership     | 7       | 45  | 70  |

|             |  |   |    |    |
|-------------|--|---|----|----|
| Unit 5021V1 | Operational risk management                    | 7 | 25 | 70 |
| Unit 5022V1 | Organisational corporate social responsibility | 7 | 30 | 70 |

### CMI Level 5 Certificate in Management and Leadership

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 5001V1 | Personal development as a manager and leader  | 6       | 20  | 60  |
| Unit 5002V1 | Information based decision making             | 7       | 25  | 70  |
| Unit 5003V1 | Managing team and individual performance      | 9       | 30  | 90  |
| Unit 5004V1 | Practices of resource management              | 7       | 25  | 70  |
| Unit 5005V1 | Meeting stakeholder and quality needs         | 6       | 20  | 60  |
| Unit 5006V1 | Conducting a management project               | 10      | 35  | 100 |
| Unit 5007V1 | Organisational financial management           | 9       | 30  | 90  |
| Unit 5008V1 | Conducting a marketing plan                   | 9       | 30  | 90  |
| Unit 5009V1 | Project development and control               | 6       | 20  | 60  |
| Unit 5010V1 | Planning for development                      | 6       | 20  | 60  |
| Unit 5011V1 | Managing recruitment, selection and induction | 7       | 25  | 70  |
| Unit 5012V1 | Being a leader                                | 7       | 30  | 70  |
| Unit 5013V1 | Leadership practice                           | 7       | 30  | 70  |

|             |  |   |    |    |
|-------------|--|---|----|----|
| Unit 5020V1 | Introduction to management and leadership      | 7 | 45 | 70 |
| Unit 5021V1 | Operational risk management                    | 7 | 25 | 70 |
| Unit 5022V1 | Organisational corporate social responsibility | 7 | 30 | 70 |

### CMI Level 5 Diploma in Management and Leadership

Learners need to complete any combination of units to a minimum of 38 credits to achieve this qualification. The minimum Total Qualification Time is 380 hours, including 105 Guided Learning Hours.

| Unit Number | Unit Name                                     | credits | GLH | TUT |
|-------------|---|---------|-----|-----|
| Unit 5001V1 | Personal development as a manager and leader  | 6       | 20  | 60  |
| Unit 5002V1 | Information based decision making             | 7       | 25  | 70  |
| Unit 5003V1 | Managing team and individual performance      | 9       | 30  | 90  |
| Unit 5004V1 | Practices of resource management              | 7       | 25  | 70  |
| Unit 5005V1 | Meeting stakeholder and quality needs         | 6       | 20  | 60  |
| Unit 5006V1 | Conducting a management project               | 10      | 35  | 100 |
| Unit 5007V1 | Organisational financial management           | 9       | 30  | 90  |
| Unit 5008V1 | Conducting a marketing plan                   | 9       | 30  | 90  |
| Unit 5009V1 | Project development and control               | 6       | 20  | 60  |
| Unit 5010V1 | Planning for development                      | 6       | 20  | 60  |
| Unit 5011V1 | Managing recruitment, selection and induction | 7       | 25  | 70  |
| Unit 5012V1 | Being a leader                                | 7       | 30  | 70  |

|             |  |   |    |    |
|-------------|--|---|----|----|
| Unit 5013V1 | Leadership practice                            | 7 | 30 | 70 |
| Unit 5020V1 | Introduction to management and leadership      | 7 | 45 | 70 |
| Unit 5021V1 | Operational risk management                    | 7 | 25 | 70 |
| Unit 5022V1 | Organisational corporate social responsibility | 7 | 30 | 70 |

### CMI Level 5 Extended Diploma in Management and Leadership

Learners need to complete all Group A units, a minimum of 7 credits from Group B and any combination of units to a minimum of 19 credits from Group C. Learners need to complete a total of 62 credits to achieve this qualification. The minimum Total Qualification Time is 620 hours, including 220 Guided Learning Hours.

| UNIT NUMBER | UNIT NAME | CREDITS | GLH | TUT |
|-------------|-----------|---------|-----|-----|
|-------------|-----------|---------|-----|-----|

#### MANDATORY GROUP A

|             |  |    |    |     |
|-------------|--|----|----|-----|
| Unit 5001V1 | Personal development as a manager and leader | 6  | 20 | 60  |
| Unit 5002V1 | Information based decision making            | 7  | 25 | 70  |
| Unit 5004V1 | Practices of resource management             | 7  | 25 | 70  |
| Unit 5005V1 | Meeting stakeholder and quality needs        | 6  | 20 | 60  |
| Unit 5006V1 | Conducting a management project              | 10 | 35 | 100 |

#### OPTIONAL GROUP B

|             |  |   |    |    |
|-------------|--|---|----|----|
| Unit 5003V1 | Managing team and individual performance | 9 | 30 | 90 |
| Unit 5012V1 | Being a leader                           | 7 | 30 | 70 |

#### OPTIONAL GROUP C

|             |                                     |   |    |    |
|-------------|-------------------------------------|---|----|----|
| Unit 5007V1 | Organisational financial management | 9 | 30 | 90 |
| Unit 5008V1 | Conducting a marketing plan         | 9 | 30 | 90 |
| Unit 5009V1 | Project development and control     | 6 | 20 | 60 |

|             |  |   |    |    |
|-------------|--|---|----|----|
| Unit 5010V1 | Planning for development                       | 6 | 20 | 60 |
| Unit 5011V1 | Managing recruitment and selection             | 7 | 25 | 70 |
| Unit 5013V1 | Leadership practice                            | 7 | 30 | 70 |
| Unit 6002V1 | Ethical organisational management              | 7 | 30 | 70 |
| Unit 6003V1 | Planning a change process                      | 7 | 25 | 70 |
| Unit 6004V1 | Leading equality and diversity                 | 7 | 30 | 70 |
| Unit 6005V1 | Developing and managing networks               | 7 | 25 | 70 |
| Unit 6007V1 | Managing ideas and innovation                  | 7 | 25 | 70 |
| Unit 6008V1 | Managerial decision making                     | 7 | 25 | 70 |
| Unit 5020V1 | Introduction to management and leadership      | 7 | 45 | 70 |
| Unit 5021V1 | Operational risk management                    | 7 | 25 | 70 |
| Unit 5022V1 | Organisational corporate social responsibility | 7 | 30 | 70 |