

# CMI LEVEL 5 QUALIFICATIONS IN MANAGEMENT AND LEADERSHIP

## QUALIFICATION FACTSHEET

5A30	CMI Level 5 Award in Management and Leadership	603/2390/5
5C30	CMI Level 5 Certificate in Management and Leadership	603/2391/7
5D30	CMI Level 5 Diploma in Management and Leadership	603/2392/9
5XD30	CMI Level 5 Extended Diploma in Management and Leadership	603/4966/9



### QUALIFICATION OBJECTIVE

These qualifications are aimed at practising or aspiring managers and leaders who are typically accountable to a senior manager or business owner. The primary role of a practising or aspiring manager and leader is to lead and manage individuals and teams to deliver aims and objectives in line with organisational strategy.

Role and responsibilities may also include but are not limited to developing teams and individuals, creating operational plans, planning and managing projects, managing change, managing finance, resources and identifying new approaches to business activities, managing quality and continuous improvement as well as managing the human resources function.

The qualifications have been designed for practising or aspiring managers in roles such as:

- Operations Manager
- Divisional Manager
- Departmental Manager
- Regional Manager
- Specialist Manager



### KEY DATES

These qualifications are regulated from 1<sup>st</sup> October 2017 and the operational start date in CMI Centres is 1<sup>st</sup> October 2017. The qualification review date is 31<sup>st</sup> August 2025.



### RULES OF COMBINATION

#### CMI Level 5 Award in Management and Leadership

Learners must complete at least one unit to a minimum of **40** TUT hours, 4 credits to achieve this qualification. There is a barred combination of units – learners taking 502 cannot select 503, 505 or 511 and learners taking 526 cannot select 501 or 502. Learners cannot select unit 608 as part of this qualification.

#### CMI Level 5 Certificate Management and Leadership

Learners must complete any combination of units to a minimum of **130** TUT hours, 13 credits to achieve this qualification. There is a barred combination of units – learners taking 502 cannot select 503, 505 or 511, and learners taking 526 cannot select 501 or 502. Learners cannot select unit 608 as part of this qualification.

### CMI Level 5 Diploma in Management and Leadership

Learners must complete a combination to a minimum of **370** TUT hours, 37 credits to achieve this qualification. There is a barred combination of units – learners taking 502 cannot select 503, 505 or 511 and learners taking 526 cannot select 501 or 502.

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

Learners must complete a combination to a minimum of **540** TUT hours, 54 credits to achieve this qualification. There is a barred combination of units – learners taking 502 cannot select 503, 505 or 511 and learners taking 526 cannot select 501 or 502.

#### Barred unit combinations

There are a number of barred unit combinations:

CMI 501 - 'Principles of Management and Leadership in an Organisational Contexts' cannot be selected with the following units:

- CMI 526 - Principles of Leadership Practice

CMI 502 - 'Developing, Managing and Leading Individuals and Teams to Achieve Success' cannot be selected with the following units:

- CMI 503 Principles of Managing and Leading Individuals and Teams to Achieve Success
- CMI 505 Forming Successful Teams
- CMI 511 Principles of Recruiting, Selecting and Retaining Talent
- CMI 526 Principles of Leadership Practice

Please note:

- CMI 502 is a hybrid of CMI 503
- CMI 502 was developed primarily for the apprenticeship pathway to cover the content stipulated in the Apprenticeship Standard for Operations/Departmental Manager ST0385/01
- CMI 502 unit may be selected by all learners on programme

CMI 526 - 'Principles of Leadership Practice' cannot be selected with the following units:

- CMI 501 - Principles of Management and Leadership in an Organisational Contexts
- CMI 502 - Principles of Developing, Managing and Leading Individuals and Teams to Achieve Success

Unit No	Unit Title	GLH	TUT	CRD
<b>Theme: Foundations for Excellence</b>				
501	Principles of Management and Leadership in an Organisational Context	25	70	7
526	Principles of Leadership Practice	30	80	8
<b>Theme: Developing Capabilities, Delivering Results, Driving Best Practice</b>				
<b>Interpersonal Excellence – Managing People and Developing Relationships</b>				
502	Developing, Managing and Leading Individuals and Teams to Achieve Success	27	60	6
503	Principles of Managing and Leading Individuals and Teams To Achieve Success	25	50	5
504	Managing Performance	25	50	5
505	Forming Successful Teams	17	40	4
<b>Organisational Performance – Delivering Results (Day to Day Activities)</b>				
506	Managing Equality, Diversity and Inclusion	19	50	5
507	Principles of Delivering Coaching and Mentoring	19	50	5

508	Principles of Developing a Skilled and Talented Workforce	16	40	4
509	Managing Stakeholder Relationships	18	40	4
510	Managing Conflict	17	50	5
511	Principles of Recruiting, Selecting and Retaining Talent	21	50	5
512	Workforce Planning	16	40	4
513	Managing Projects to Achieve Results	24	60	6
514	Managing Change	19	50	5
515	Creating and Delivering Operational Plans	22	60	6
516	Planning, Procuring and Managing Resources	24	60	6
517	Principles of Innovation	23	50	5
518	Managing Risk	23	60	6
519	Managing Quality and Continuous Improvement	22	60	6
520	Managing Finance	22	60	6
521	Using Data and Information for Decision Making	26	50	5
522	Managing the Customer Experience	22	50	5
523	Principles of Marketing Products and Services	23	60	6
524	Conducting a Management Project	30	100	10
608*	Strategic Corporate Responsibility and Sustainability	20	60	6
<b>Personal Effectiveness – Managing Self</b>				
525	Using Reflective Practice to Inform Personal and Professional Development	14	50	5

***\*Unit 608 may only be selected as part of the Level 5 Diploma or Extended Diploma***