

# 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

## 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 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
<b>MANDATORY GROUP A</b>				
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
<b>OPTIONAL GROUP B</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

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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