



is for Qualifications



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## What are the benefits of a professional qualification with CMI?

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Investing in your future with professional qualifications takes time and dedication but the results are worth the effort.

### **You'll be more marketable**

A professional qualification speaks volumes to prospective employers, giving you the advantage when looking for your next career move. It's recognition of your skills, ambition and commitment that could make all the difference.

*85% of managers say their qualification helped them make lasting changes to the way they manage and lead.*

### **You'll earn more money**

Research proves that those with a professional qualification and membership of a professional body stand to earn an additional £152,000 during their career – being able to prove your commitment to being a better manager opens the doors to career progression.

*89% of managers say the benefits gained from their qualification outweigh the time, money and effort invested in it.*

### **You'll perform better**

A professional qualification will not only hone your current skills and practices, but equip you with a range of new ones, giving you the professional tools to be the best you can within your chosen field.

*90% of managers surveyed by CMI say their management qualification improved their performance at work.*





*"In today's challenging business environment, experience alone is not enough. Professional qualifications are vital to anyone looking to succeed within their career and by studying with CMI, the only Chartered Body for management and leadership in the UK, you can ensure you receive the gold standard in your training and development."*

**Narinder Uppal BA MSc CMgr FCMI MCIM**  
Director of Awarding Body & International Development

## Why should I study with CMI?



Learn with CMI and receive more value for your investment with qualification standards that are second to none.

### **We're the only chartered body in the UK dedicated to management and leadership**

We work strategically with the Council for Administration (CfA) to help set the National Occupational Standards for Management and Leadership. It's a responsibility that gives us the credibility and expertise that no other organisation possesses, along with the insight, experience and resources to deliver the results you're looking for.

### **Fully recognised qualifications**

CMI qualifications are derived from the National Occupational Standards for Management and Leadership and accredited on the UK Qualifications Credit Framework (QCF) and the European Qualifications Framework, meaning your qualification will be fully recognised throughout the UK and Europe.

### **Chartered Manager**

CMI is the only professional body that can award Chartered Manager status. It's the most prestigious award that can be achieved in the managerial profession and provides independent endorsement of your ability to manage and lead.







## How does studying with CMI work?

With a large range of qualifications accessible through flexible study options, you can learn what you want, when you want.

### A progressive framework

We provide a progressive framework that enables you to develop your management skills and ultimately achieve the highest status of Chartered Manager. Each qualification leads on from the next, delivering professional learning that equips you with the skills, knowledge and confidence to take your career where you want it to be.

Within each of our levels there is the choice of studying for three different grades of qualification:

- **Award** (2-3 weeks)  
A concise qualification developing basic skills and knowledge
- **Certificate** (1-3 months)  
Building on and broadening the areas covered within the Award
- **Diploma** (6-12 months)  
Development of a comprehensive range of skills and knowledge

### Upgrade your qualification

On gaining an award or certificate in a CMI qualification, you have the option to upgrade to the next level – be it award to certificate or certificate to diploma – with no need to recover previous content.

### Access the qualification that's best for you

Drawing upon your personal experience, position and professional needs, CMI makes sure you undertake the learning that best suits you with no obligation to continue your learning once you have gained the qualifications you need.

### Flexible learning

Our highly flexible approach to studying involves a wide choice of units enabling you to pick and choose the content of our qualifications, creating a course personally tailored in size and content to best suit your needs.

### Learn close to home

With over 600 Approved Centres across the UK, learning locally with CMI is easy. However, if your circumstances dictate that distance learning is the better option, that's not a problem.

### See if it's right for you

If you'd like a taster of what's available, we also offer CMI introductory units within some of our qualifications. These introductory courses are a great start to finding the right course for you.







## What's involved?



Offering a comprehensive range of qualifications at multiple levels, we can take your learning from newly qualified through to Managing Director.

### What are the entry requirements?

There are no specific entry requirements for our qualifications, but in most cases you'll already be a manager or leader with the relevant experience to understand and make use of the skills and knowledge you'll learn.

### How long will my qualification take?

It all depends on the units you undertake within your chosen qualification and the delivery times. Plus methods can vary between Approved Centres. Here's a rough guide:

- **Award** – can take as little as 2-3 weeks
- **Certificate** – can take between 1-3 months
- **Diploma** – can take between 6-12 months

### How are these qualifications assessed?

Assessment is normally through practical work-based assignments provided by your local Approved Centre. That means you spend as little time as possible away from work and carry out study that's relevant to your organisation.







*"I was looking to make a career move, but began to realise that without any type of formal qualification would find it difficult to progress much further. CMI emerged as the organisation that would help me achieve the qualification I needed to move onwards and upwards."*

**Greg Evans CMgr MCMI**

Nuclear Power Station, Magnox North Ltd

## What support will I receive as a studying member?

As a studying member, you can access a wide range of useful information and services that will help you during your studies.

### Study support

There is a wealth of learning resources available worth over £1,000 to help you succeed. And to make life easy, we've pooled all the key resources that we know you'll need in one place so you won't have to waste valuable time tracking them down.

- Quickly find study resources directly linked to your qualification
- Access checklists, podcasts, e-learning tools and more via ManagementDirect, our unique online resource
- Get hints and tips from other students and tutors in our Study Zone network
- Network with other students in our online community or at our regional events

What's more, every time you access our online resources, our system automatically updates your unique Continuing Professional Development (CPD) record. So when you need it, you've got an exact record of your development to show prospective employers.

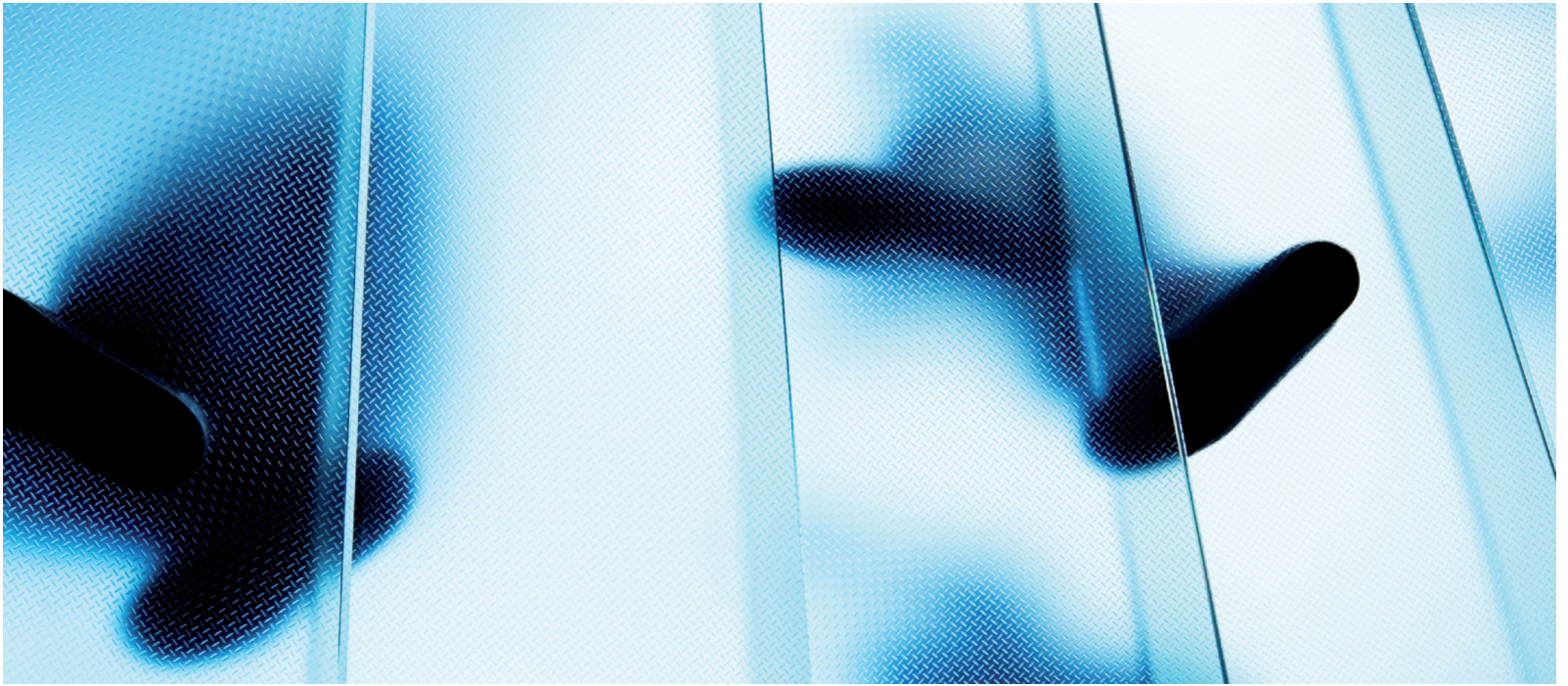
### Career development

We also offer relevant, practical advice throughout your career that will help you improve your day-to-day management development including:

- Expert advice on writing a stand-out CV
- How to succeed at interviews
- Access to thousands of vacancies via Find a Job
- Advice on volunteering
- How to become a consultant
- How to deal with redundancy

So now you know we're with you for the whole journey, all you have to do is choose the right qualification for you!



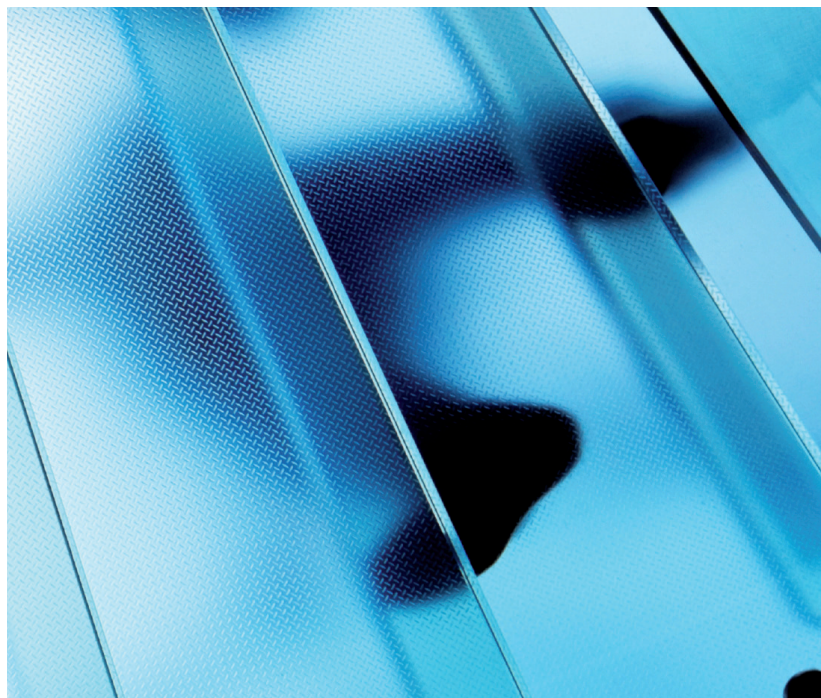


## Which qualification?

<b>Aspiring manager</b> ▶ Level 2 Team Leading (QCF)		
<b>Junior manager</b> ▶	What level of experience best describes you in your current role?	▶ Still learning ▶ ▶ Experienced ▶
<b>Middle manager</b> ▶	What level of experience best describes you in your current role?	▶ Still learning ▶ ▶ Experienced ▶
<b>Senior manager</b> ▶	What level of experience best describes you in your current role?	▶ Still learning ▶ ▶ Experienced ▶
<b>Senior manager</b> ▶	What level of experience best describes you in your current role?	▶ Experienced ▶







► *Find the right management course for you, based on where you are in your career and where you want to go.*

### Level 3 First Line Management (QCF)

Are you looking to perform better in your current role or progress to the next level?

► Perform ►  
► Progress ►

**Level 3** First Line Management

**Level 4** Management and Leadership

### Level 5 Management and Leadership (QCF)

Are you looking to perform better in your current role or progress to the next level?

► Perform ►  
► Progress ►

**Level 5** Management and Leadership

**Level 6** Management and Leadership

### Level 7 Strategic Management and Leadership (QCF)

Are you looking to perform better in your current role or progress to the next level?

► Perform ►  
► Progress ►

**Level 7** Strategic Management and Leadership

**Level 8** Strategic Direction and Leadership

### Level 8 Strategic Direction and Leadership (QCF)

Are you looking to perform better in your current role or progress to the next level?

► Progress to PhD level ►

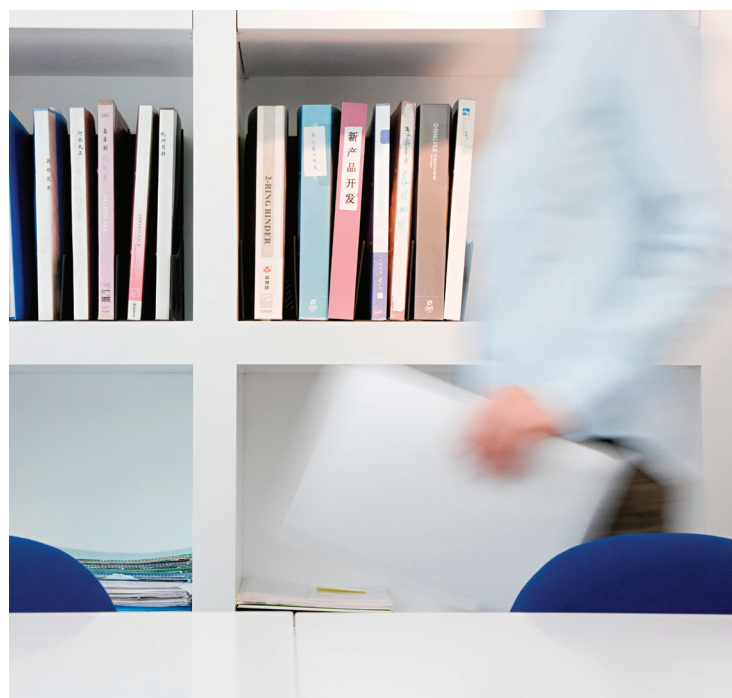
**Level 8** Strategic Direction and Leadership





*“Despite having an MBA, a Certified Management Consultant and a Chartered MCIPD, the reasons I embarked on the Chartered Manager journey were threefold; updating (maintenance), competence (survival) and enhancing my mobility (skills as a manager) in my career. Without my Chartered Manager status I couldn’t have moved quite so easily between industries as my career unfolded.”*

**Judy Craske CMgr MCMI**  
Transition Manager at Magnox North Ltd



## Chartered Manager

Chartered Managers are consistently high performers, committed to current best practice and ethical standards. These are the managers employers can count on to deliver the organisation’s objectives.

Chartered Manager is the highest status that can be achieved in the managerial profession. Awarded only by CMI, it is recognised throughout the public and private sectors and across all management disciplines.

Qualifications prove that you have the knowledge. Chartered Manager proves that you use this knowledge to deliver results.

### What’s in it for me?

**Being a Chartered Manager gives you more than just letters after your name – it is the most prestigious status that can be achieved in the managerial profession which:**

- Provides a professional status and independent endorsement of your ability to manage and lead
- Demonstrates your managerial competence to supplement your functional skills, setting you apart and enhancing employability
- Increases your confidence to make the right decisions to deliver success
- Proves you possess transferable managerial skills that boost your prospects of employment and progression
- Shows you can put theory into practice, driving your organisation forward with continuous positive impact







### What's involved?

Chartered Manager is awarded based on practical and continual application of your skills and expertise in leading people and managing change.

There are two routes to achieving Chartered Manager – the Qualified route for those with degree level or above in a management subject, and the Experiential route for those without.

#### Qualified route

Applicants undertake a written assessment and interviews; however there are exemptions for those with a CMI Diploma at level 5 or above where Chartered Manager criteria is met. There is also a professional discussion option for those with insufficient time to complete the documents required for the written submission.

When you see this symbol the Certificate or Diploma qualification meets the Chartered Manager entry criteria, which means you can easily upgrade.



#### Experiential route

Candidates will be assessed against the requirements of the Certificate in Management and Leadership at level 5, resulting in this qualification being gained at the same time as Chartered Manager.

### The survey says...

#### A recent survey of Chartered Managers in the UK found that:

- **97%** of existing Chartered Managers agreed Chartered status recognises the excellence and application of their management skills
- **86%** agreed Chartered status has or will help them develop in their career
- **99%** confirmed Chartered Manager is relevant to their personal development

#### Should you be a Chartered Manager?

#### Chartered Managers set themselves apart by *consistently* improving performance and delivering results. This could include:

- A new development that has and continues to deliver positive results for your organisation
- Maintaining performance in the face of adversity
- Achieving significant savings or improving performance through a different way of working
- Increasing profit or market share
- Consistently meeting or exceeding performance targets





*"I'd never have thought that a management development course could have so much personal and professional impact on someone my age. It has been a fantastic starting point for me and I'm looking forward to the next level."*

**Jessica Tichener**  
VT Group plc

## ► CMI Level 2: Team Leading (QCF)

This qualification is designed for practising or aspiring team leaders who are responsible for the activities and performance of others in achieving company objectives.

### **Award**

Our Level 2 Award in Team Leading lets you develop your knowledge of the roles and responsibilities of a team leader by focusing on specific skills areas.

### **Certificate**

A more extensive qualification, our Level 2 Certificate in Team Leading gives you a broader knowledge of team leading skills while focusing on the specific leadership areas appropriate to you and your workplace.

### **Diploma**

With a more comprehensive structure, our Level 2 Diploma in Team Leading gives you all the key skills and competencies you'll need to become an effective team leader.

### **Typical units**

Role of the team leader

Developing yourself

Effective communication

Planning and allocating work to the team

Working with others

Team performance

Providing customer service







*"I do not have a degree, but working in a University I find being able to use 'MCMI' signals that I do have a qualification which reflects the needs of my role – operational management being the most important."*

**Isabel Cherrett MCMI**

## ► CMI Level 3: First Line Management (QCF)

Developed for supervisors and first line managers who have operational responsibility for a defined area of activity, this qualification gives junior managers the communication and motivational skills to help improve operational efficiency.

### **Award**

Our Level 3 Award in First Line Management provides an introduction to the skills, roles and responsibilities of this management area. It will also develop your basic knowledge by focusing on the development of specific management skills.

### **Certificate**

A more extensive qualification, our Level 3 Certificate in First Line Management gives you a broader knowledge of effective management skills while focusing on the specific management areas appropriate to you and your workplace.

### **Diploma**

With a more comprehensive structure, our Level 3 Diploma in First Line Management gives you all the key skills and competencies you'll need to become an effective first line manager.

### **Typical units**

Personal development

Resource planning

Meeting stakeholder needs

Managing and communicating

Developing individuals and needs

Conducting a management project





*"I wasn't used to managing other people as I hadn't been in that position before. I wanted to be a good manager and was aware that my competence as a manager and my management style would have a big impact on my team and other colleagues."*

**Justin Skinner**  
Head of Capital Modelling, QBE

## ► CMI Level 4: Management and Leadership (QCF)

This qualification, designed for junior managers, helps to grow professional management skills including decision-making, managing team dynamics and delegation capability.

### Award

Our Level 4 Award in Management and Leadership allows you to develop your knowledge of the roles and responsibilities required in management and leadership by focusing on specific skills areas.

### Certificate

A more extensive qualification, our Level 4 Management and Leadership Certificate gives you a broader knowledge of the skills needed to be an effective manager, while focusing on the specific leadership areas appropriate to you and your workplace.

### Diploma

With a more comprehensive structure, our Level 4 management and Leadership Diploma gives you all the key skills and competencies you'll need to become the manager you want to be.

### Typical units

An introduction to staff inspection techniques

Managing team dynamics

Managing equality & diversity

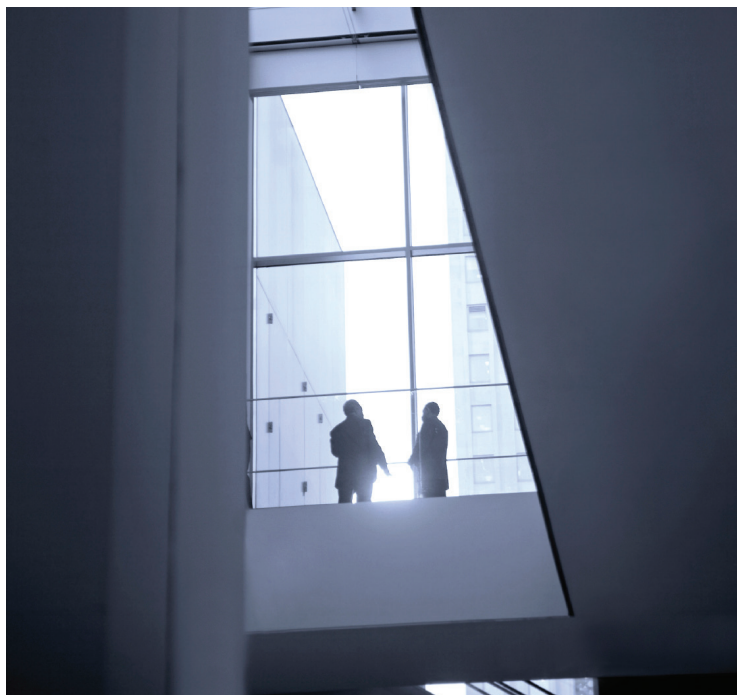
Management report writing

Managing and guiding interviews

Introducing organisational culture, values and behaviour







*“Through a CMI qualification, I learnt how to use the skills I already had more effectively and how to evaluate my own working practices. I also learnt new skills from the training days and how to apply these to my own situation.”*

**Julie Branton**  
University of Hull

## ► CMI Level 5: Management and Leadership (QCF)

**Chartered Manager**  
upgrade available



These qualifications are designed for middle managers as well as those aspiring to senior management and Chartered Manager status who want to develop key skills such as managing resources, recruitment and information management.

### Award

Our Level 5 Award in Management and Leadership lets you strengthen and develop your knowledge of middle management by focusing on specific management areas that are applicable to your job.

### Certificate

A more extensive qualification, our Level 5 Certificate in Management and Leadership gives you a broader knowledge of middle management skills while focusing on the specific leadership areas appropriate to you and your workplace.

### Diploma

With a more comprehensive structure, our Level 5 Diploma in Management and Leadership gives you all the key skills and competencies you'll need to become an effective middle manager. A Diploma in Management and Leadership is the benchmark qualification for full CMI membership, taking you another step towards Chartered Manager status.

### Typical units

- Personal development
- Information-based decision making
- Resource management
- Meeting stakeholders and quality needs
- Conducting and managing a project
- Being a leader





*"I believe gaining the qualifications and my Chartered Manager status has changed the way I work because I use what I have learned all the time."*

**Joyce Moyes CMgr**  
Abacus Day Nurseries

## ▶ CMI Level 6: Management and Leadership (QCF)

**Chartered Manager**  
upgrade available



Developed for middle managers aspiring to senior management, this qualification is designed to improve personal management capabilities through effective decision-making and strategic leadership.

### Award

Our Level 6 Award in Management and Leadership allows you to develop your knowledge of the roles and responsibilities of a manager by focusing on specific skill areas.

### Certificate

A more extensive qualification, our Level 6 Certificate in Management and Leadership gives you a broader knowledge of management skills while focusing on the specific areas appropriate to you and your workplace.

### Diploma

With a more comprehensive structure, our Level 6 Management and Leadership Diploma gives you all the key skills and competencies you'll need to become the manager you want to be.

### Typical units

Managing organisational culture

Being a strategic leader

Managing the change process

Managerial decision making

Personal development as a strategic manager

Leading equality and diversity







*"I have used CMI as a competency benchmark for my development."*

**Simon Burtonshaw Gunn FIBC FCMI**  
Principal Management Consultant

## ► CMI Level 7: Strategic Management and Leadership (QCF)

**Chartered Manager**  
upgrade available



Developed for senior managers who have the responsibility to translate organisational strategy into effective performance, this qualification requires the manager to focus on the requirements of implementing the organisation's strategy.

### Award

This Award will build on the management skills and knowledge you already have. It will give you a greater understanding of the various roles and responsibilities involved in strategic management and through focusing on specific areas of management, we'll tailor your qualification to suit your professional needs.

### Certificate

A more extensive qualification, our Level 7 Certificate in Strategic Management and Leadership gives you a broader knowledge of effective management skills while focusing on the specific management areas appropriate to you and your workplace.

### Diploma

With a more comprehensive structure, our Level 7 Diploma in Strategic Management and Leadership gives you all the key skills and competencies you'll need to become an effective strategic manager.

#### Typical units

- Personal development
- Strategic performance management
- Financial management
- Strategic information management
- Conducting a strategic project
- Organisational direction





*"I started seeking a way to benchmark my management and leadership strengths and find a path to professional recognition. Chartered Manager fulfilled these needs on both counts."*

**Neil Ventura MCMI**

## ► CMI Level 8: Strategic Direction and Leadership (QCF)

**Chartered Manager**  
upgrade available



This qualification is designed for senior managers who have the responsibility for developing and implementing effective ethical and collective strategies across their organisation.

### **Award**

The Level 8 Award in Strategic Management and Leadership is a concise qualification that allows you to strengthen your existing management and leadership skills and enhance your knowledge of the various roles and responsibilities of the strategic manager.

### **Certificate**

The Level 8 Strategic Management and Leadership Certificate builds and broadens on the skills and knowledge gained in the award, further developing your strategic management and leadership skills for application to you and your workplace.

### **Diploma**

Our Level 8 Diploma in Strategic Management and Leadership is a comprehensive qualification providing you with all the key strategic management skills necessary to implement organisational strategy and drive change.

### **Typical units**

- Personal development as a strategic leader
- Collective strategy development
- Inter-organisational strategic planning
- Inter-organisational strategic direction
- Strategic leadership practises
- Strategic culture







*"My CMI qualification has given me so much more than just a nationally recognised qualification. The standard of work I'm producing in my department has really improved and my self-confidence has developed beyond comprehension."*

**Andrew Holland**  
Humber Mental Health Teaching NHS Trust

## ► CMI Levels 3, 5 & 7: Coaching and Mentoring Qualifications (QCF)

Chartered Manager  
upgrade available



Whether you are just starting out in management or are responsible for implementing policies within your organisation, our Coaching and Mentoring qualifications will provide you with the knowledge and skills you need to get the very best from your team.

Each level of learning is available in three different stages designed to improve specific managerial skills and competencies depending on your experience, position and professional needs:

### Level 3

Designed for supervisors and first line managers to deliver the development of coaching and mentoring skills, with the techniques to manage individuals and teams to achieve their objectives.

### Level 5

Designed for developing management coaching and mentoring skills, helping you to identify the links between coaching, mentoring and the achievement of business goals.

### Level 7

Designed for directors and senior managers with authority and drive, helping them to translate organisational strategy into effective business performance.

#### Typical units

Principles, skills and impact of coaching and mentoring on teams

Coaching and mentoring operational processes

Coaching and mentoring relationships

Coaching and mentoring for individual and team needs

Managing team dynamics





*“I’ve found my CMI qualification to be hugely beneficial. The practical advantages for a current manager are immediate, as the course is tailored towards key management areas which are crucial in effective leadership.”*

**Richard Stephen**  
Serco Defence, RAF Alconbury

## NVQ Qualifications (QCF)

Our NVQ QCF (Qualifications and Credit Framework) are new work-related, vocational qualifications that enable you to learn at your own pace in a way that suits you. They have been designed with the help of employers, which means you’re gaining the kind of skills that employers are looking for.

The qualifications are made up of small units that can be accumulated at your own pace and be put towards a full, nationally recognised qualification. You can also bank your achievements over time and keep them as you move from one job to another so you don’t have to re-take any units that you’ve already studied.

- Recognises smaller steps of learning and enables you to build up qualifications gradually
- Helps you achieve skills and qualifications that meet industry needs
- Enables work-based training to be nationally recognised

### Level 2 NVQ Certificate in Team Leading (QCF)

Designed for team leaders and managers, this qualification helps identify ways that will help raise personal performance as well as improving communication skills and working relationships. It’s an excellent foundation for career progression.

### Level 3 NVQ Certificate in Management (QCF)

Ideal for those taking their first steps on the managerial ladder, this qualification helps managers create and implement their own professional development plan and aims to build team-leading skills such as allocating work and setting individuals objectives.

### Level 5 NVQ Diploma in Management (QCF)

Suitable for middle or senior managers, this Diploma helps managers provide effective leadership and direction in their area of responsibility, plan and develop operational changes and improve team productivity.

**Chartered Manager**  
upgrade available



### Level 7 NVQ Diploma in Management (QCF)

This qualification aims to develop the skills of managers in a senior strategic role by broadening their leadership and coaching competencies as well as improving their capability to direct and support others through organisational change.

**Chartered Manager**  
upgrade available



#### Typical units

- Developing working relationships with colleagues
- Setting objectives and providing team support
- Planning, allocating and monitoring staff workload
- Developing and evaluating operational plans for your own area of responsibility
- Developing a strategic business plan
- Leading change in an organisation







## Scottish Qualifications (SCQF)

Chartered Manager  
upgrade available



CMI provides a range of qualifications recognised by the Scottish Qualification Authority for managers of varying levels of experience working in Scotland.

Whether you're just starting your career as a manager or a practising leader responsible for organisational strategy, having a management SVQ is a guarantee to Scottish employers that you have the skills and knowledge you need to do the job. It's evidence that you're working to the Scottish national standards of competence.

### SCQF Qualifications in First Line Management

These qualifications are designed for supervisors and first line managers seeking to build on, and develop their existing management skills and knowledge through flexible bite-size workshops to minimise their time away from work.

### SCQF Qualifications in Management and Leadership

Aimed at practising or aspiring middle managers that wish to develop their core management skills and practices, these qualifications focus on personal development, management capabilities and competencies.

### SCQF Qualifications in Public Service Leadership

Designed in partnership with the public sector, these qualifications aim to develop the skills of professional team leaders and managers whilst also promoting collaborative working within and across organisations.

### SCQF Qualifications in Strategic Management and Leadership

Aimed at middle to senior managers who have the authority to translate organisational strategy into effective operational performance, these qualifications are designed to build the necessary knowledge and skills to deliver tangible results.





## Take the next step

### Study at one of our centres

If you'd like to find out where your nearest Approved Centre for your qualification is just visit the 'Where to study' section at [www.managers.org.uk](http://www.managers.org.uk) and enter your postcode.

### Distance learning

If you prefer to learn at your own pace without attending particular classes at specific times just email us at [qualifications@managers.org.uk](mailto:qualifications@managers.org.uk) and we'll send you a list of our approved distance learning providers.

### Find out more

If you'd like to talk to someone about our qualifications regarding any questions you may have all you have to do is call **01536 207 496** and you'll be put through to someone that can help.

Get more information by calling

**01536 207 496**

or visit [www.managers.org.uk/qualifications](http://www.managers.org.uk/qualifications)







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