
Chartered Management Institute – Level 3 Diploma in First Line Management

Course Duration: 45 Weeks

Course Fee: £1075

Overview

The Level 3 qualifications in First Line Management are designed for supervisors and first line managers who wish to build on and develop their existing management skills and knowledge.

These qualifications are derived from the National Occupational Standards for Management and Leadership and are accredited on the UK national qualifications frameworks.

Aims and Learning Outcomes

A qualification in this syllabus provides you with key management skills and techniques to enable you to operate effectively as a first line manager. It allows you to develop a wide range of management competencies from effective recruitment and selection through to leading and developing individuals and teams. Understand and respond to spoken language.

The following topic areas will be covered:

Unit No	Unit Title	Credits
3001	Personal Development as a First Line Manager	6
3002	Resource Planning	6
3003	Meeting Stakeholder Needs	6
3004	Managing and Communicating Information	6
3005	Identifying Development Opportunities	6
3008	Improving Team Performance	7

Course Structure

Candidates will complete a portfolio containing all of their assignments. Assessment is normally via practical work-based assignments. This ensures you minimise time away from work and that you undertake work study which is relevant to your organisation's context. Workshop sessions will help all candidates address any area of concern. The main objective of the assessment of these qualifications will be to meet the assessment criteria detailed within each unit.

The written word is expected to form the majority of assessable work. The amount and volume of work for each unit at this level should be broadly comparable to a word count of 2,500 – 3,000 words.

Individual deadlines will be set for all units and all work must be submitted by the dates set. If assignments are not submitted, candidate will score a zero for unit and will not be eligible to achieve CMI Level 3 Diploma in First Line Management (QCF). Students will then opt to achieve a Diploma, Certificate or Award.

Lecturers: CMI Lecturers

E-Mail: daniel.benrimoj@schools.edu.gi

Location:[Main Building]

Session Hours: Tuesday [6pm - 8pm]

Progression Opportunities?

On successful completion of a Level 3 qualification in First Line Management, a number of progression opportunities become available, among them:

- Enhance your professional status by upgrading your membership with the Institute.
- Progress onto the next level of Institute qualification – the Level 5 qualification in Management and Leadership.

What do I need to bring?

Notebook, pens, and a folder. You may also be required to purchase some texts. Your tutor will advise.

Entry Requirements

This programme is ideal for first line managers with the responsibility for staff, managing budgets and some degree of decision making.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.