
Chartered Management Institute – Level 3 Principles in Leadership and Management

Course Duration: 45 Weeks
Course Fee: £1,350

Overview

[Level 3 Principles of Management and Leadership](#) is 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. Please click [here](#) for full course syllabus.

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 in a modern and constantly changing working environment. It allows you to develop a wide range of management competencies from managing budgets, resources and meetings to leading and developing individuals and teams.

The following topic areas will be covered:

Unit No	Unit Title
301	Principles of Management and Leadership
302	Managing a Team To Improve Results
314	Managing Budgets and Resources
318	Managing Data and Information
319	Managing Meetings
320	Presenting for Success
321	Managing Own Personal & Professional Development

Course Structure

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.

Lecturers: CMI Lecturers
E-Mail: [daniel.benrimoj@schools.edu.gi]
Location:[Main Building]
Session Hours: [Mon 18:00 - 20:00]

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 will need to have access to a **google account (Gmail account)** and be well versed in IT as work and learning material will be uploaded electronically via online learning environment. This will allow access to course material at all times. Your tutor and programme coordinator will advise during induction session should learners have any concerns.

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.

CMI – Level 5 Extended Diploma in Management and Leadership

Course Duration: 56 Weeks

Course Fee: £1,750

Overview

[The Level 5 qualification in Management and Leadership](#) is 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.

This qualifications is derived from the National Occupational Standards for Management and Leadership and are accredited on the UK national qualifications frameworks. Please click [here](#) for full course syllabus.

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 practising or aspiring managers and leaders. It allows you to develop a wide range of competencies from operational management principles and practices to managing finance and data as well as meeting stakeholder needs. The following topic areas will be covered:

Unit	Unit Title
501	Principles of Management & Leadership in an Organisational Context
502	Developing, Managing & Leading Individuals & Teams to Achieve Success
509	Practices of Resource Management
510	Meeting Stakeholder & Quality Needs
513	Conducting a Management Project
514	Managing Change
515	Creating & Delivering Operational Plans
520	Managing Finance
521	Managing Data & Information
525	Using Reflective Practice To Inform Personal & Professional Development

Course Structure

Candidates will complete a portfolio containing all of their assignments. Assessment is 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 amount and volume of work for each unit at this level should be broadly comparable to a word count of 3,000 – 4,000 words.

Lecturers: CMI Lecturers

E-Mail:

[daniel.benrimoj@schools.edu.gi]

Location:[Main Building]

Session Hours: [Thurs 18:00 - 20:00]

Progression Opportunities?

On successful completion of a Level 5 qualification in Management and leadership, a number of progression opportunities become available, among them:

- Enhance your professional status by upgrading your membership with the Institute.
- Start working towards Chartered Managers status.

What do I need to bring?

Notebook, pens, and a folder. You will need to have access to a **google account (Gmail account)** and be well versed in IT as work and learning material will be uploaded electronically via online learning environment. This will allow access to course material at all times. Your tutor and programme coordinator will advise during induction session should learners have and concerns.

Entry Requirements

This programme is ideal for middle managers with the responsibility for staff, managing budgets and 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.