

# Level 5 CMI Certificate in Management and Leadership



**“Reach your full potential”**

# Level 5 CMI Certificate in Management & Leadership

## Overview

This qualification 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.

The key roles and responsibilities for leaders and managers, although not limited to, can be seen in the graphic.



## Who is it for?

This Qualification is suitable for practising middle managers and those aspiring to senior management who want to develop their core management skills such as managing resources, recruitment and information management.

Senior Manager



Regional Manager



Divisional Manager



Operations Manager



Department Manager



Specialist Managers



# Programme structure

The course is delivered using our on-line TEAM's platform and supported using on-line resources with full support from our highly skilled learning and skills coaches.

Programme Duration: 6 Months

Select and complete 2 units to a minimum of 13 credits (130 Total Qualification Time)

- Unit 501 - The principles of Management and Leadership within an Organisation
- Unit 502 - Developing, Managing and Leading Individuals and Teams to Achieve Success

# How is training delivered?

An essential element of the ESP delivery model is to ensure you are supported at each stage in your journey to enable you to fully succeed.

You will be taught by learning and skills coaches who are experts in their field with significant practical experience. All learning and skills coaches are well qualified with management experience, with many in senior positions.



Our learning and skills coaches will:

- Deliver online and face to face workshops
- They will cover the knowledge needed for each module through interactive and informative sessions
- They will help plan independent learning activities
- They will provide one to one coaching via telephone, in the workplace or via virtual mediums like Teams
- They will provide feedback on written assignments and evidence submitted
- They will support you with preparation for end point assessment



# CMI Certificate in Management & Leadership (Level 5)

## Certificate details:

Title: Level 5 Certificate in Management & Leadership

Credits: 13 and 2 Units

All credits/units must be completed to achieve the qualification



## Pre-Enrolment Activities

Before being accepted on to the apprenticeship you will need to complete the following pre-enrolment activities:

### Initial Assessment:

Complete BKSB maths and English initial assessments

### Diagnostic Assessment:

Complete BKSB maths and English diagnostic assessments

### Pre-Start Enrolment Form

This form will provide us with basic information about your qualifications and past and current experiences

### Enrolment form (online):

Complete formal online enrolment form

### Formal on-boarding:

Apprentice invited to induction introduction to the apprenticeship programme and first learning session

## Expectations and Commitment

### We ask learners to:

- Attend all virtual workshops and master classes as per the delivery plan
- Submit and upload assignments and evidence to the online e-portfolio (OneFile) by the stipulated target date to ensure completion of the qualification within the given timeframe
- Complete at least 4 to 6 hours of self-study each week inclusive of any online learning activities

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## **Progression Opportunities**

- Qualifications and further study up to post graduate level, including progression to the Chartered Manager level 6, Degree Apprenticeship and the Senior Leader master’s Level 7 Degree Apprenticeship
- Further career progression through work experience