

Qualification Factsheet – Level 4 Management and Leadership

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.

“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 Code	Title	Qualification reference number
4A1	CMI Level 4 Award in Management and Leadership (QCF)	500/5685/2
4C1	CMI Level 4 Certificate in Management and Leadership (QCF)	500/5661/X
4D1	CMI Level 4 Diploma in Management and Leadership (QCF)	500/5686/4

Accreditation dates

These qualifications are accredited from 1st January 2009, which is their operational start date in Centres. The accreditation ends on 31st December 2013, and the final date for certification is 31st December 2016.

Qualifications summary

These qualifications are for the development of the role and skill of managers. These qualifications aim to develop personal management capabilities, make effective use of information in decision-making, operations and the development of the skills in managing people.

CMI does not specify entry requirements for these qualifications, but Centres are required to ensure that learners admitted to the programme have sufficient capability at the right level to undertake the learning and assessment.

The qualification is offered in the medium of the English Language. The qualification can be offered by Centres in languages other than English – Centres wishing to do this should refer to the relevant section of the CMI Centre Code of Practice for guidance.

Progressions

The qualifications provide opportunities for progression to other qualifications at the same or higher levels, which could also be work-based or more academically structured. The qualifications also support learners in meeting the requirements for work and/or employment within all areas of management and leadership at this level.

Rules of Combination

Units and rules of combination for Level 4 Award and Certificate

Units		Credits	GLH
Unit 4001	An introduction to managerial style	6	20
Unit 4002	Managing stakeholder expectations	7	25
Unit 4003	Introducing organisational culture, values and behaviour	7	30
Unit 4004	Managing team dynamics	7	25
Unit 4005	Management report writing	7	25
Unit 4006	Management and leadership influencing skills	7	25
Unit 4007	Managing and guiding interviews	7	25
Unit 4008	Managing equality and diversity	7	30
Unit 4009	An introduction to staff inspection techniques	8	40

Award - Learners need to complete any combination of units to a minimum of 6 credits to achieve the qualification. Range of guided learning hours: 20 - 40

Certificate - Learners need to complete any combination of units to a minimum of 13 credits to achieve the qualification. Range of guided learning hours: 45 - 70

Units and rules of combination for Level 4 Diploma

Units		Credits	GLH
Group A			
Unit 4001	An introduction to managerial style	6	20
Unit 4002	Managing stakeholder expectations	7	25
Unit 4003	Introducing organisational culture, values and behaviour	7	30
Unit 5001	Personal development as a manager and leader	6	20
Group B			
Unit 4004	Managing team dynamics	7	25
Unit 4005	Management report writing	7	25
Unit 4006	Management and leadership influencing skills	7	25
Unit 4007	Managing and guiding interviews	7	25
Unit 4008	Managing equality and diversity	7	30
Unit 4009	An introduction to staff inspection techniques	8	40
Unit 5012	Being a leader	7	30
Unit 5014	Introduction to management coaching and mentoring	6	30

Diploma - Learners need to complete all core units from Group A and three optional units from Group B to a total of at least 46 credits to achieve the qualification. Range of guided learning hours: 185 - 195