

## Qualification Factsheet – Level 5 Management and Leadership

These qualifications are designed for middle managers and those aspiring to senior management 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.

“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 Code	Title	Qualification reference number
5A1	CMI Level 5 Award in Management and Leadership (QCF)	500/4204/X
5C1	CMI Level 5 Certificate in Management and Leadership (QCF)	500/4211/7
5D1	CMI Level 5 Diploma in Management and Leadership (QCF)	500/4210/5

## Accreditation dates

These qualifications are accredited from 1<sup>st</sup> September 2008, which is their operational start date in Centres. The accreditation ends on 31<sup>st</sup> December 2013, and the final date for certification is 31<sup>st</sup> December 2016.

## Qualifications summary

These qualifications are designed for managers, to support the development of their leadership and management skills in personal development, leadership, management resources, information, performance, customer and market awareness.

Although the qualifications can be offered to learners from age 16, in practice the majority of learners at this level would be expected to be over 19. 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 5 Award and Certificate

Units		Credits	GLH
Unit 5001	Personal development as a manager and leader	6	20
Unit 5002	Information based decision making	7	25
Unit 5003	Performance management	9	30
Unit 5004	Resource management	7	25
Unit 5005	Meeting stakeholder and quality needs	6	20
Unit 5006	Conducting a management project	10	35
Unit 5007	Financial control	9	30
Unit 5008	Marketing planning	9	30
Unit 5009	Project development and control	6	20
Unit 5010	Human resource development	6	20
Unit 5011	Managing recruitment and selection	7	25
Unit 5012	Being a leader	7	30
Unit 5013	Leadership practice	7	30
Unit 5020	Introduction to management and leadership	7	45
Unit 5021	Operational risk management	7	25
Unit 5022	Organisational corporate social responsibility	7	30

**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 - 35

**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 - 55

## Units and rules of combination for Level 5 Diploma

Units		Credits	GLH
<b>Group A</b>			
Unit 5001	Personal development as a manager and leader	6	20
Unit 5002	Information based decision making	7	25
Unit 5004	Resource management	7	25
Unit 5005	Meeting stakeholder and quality needs	6	20
Unit 5006	Conducting a management project	10	35
<b>Group B</b>			
Unit 5003	Performance management	9	30
Unit 5012	Being a leader	7	30
<b>Group C</b>			
Unit 5007	Financial control	9	30
Unit 5008	Marketing planning	9	30
Unit 5009	Project development and control	6	20
Unit 5010	Human resource development	6	20
Unit 5011	Managing recruitment and selection	7	25
Unit 5013	Leadership practice	7	30
Unit 6002	Ethical organisational management	7	30
Unit 6003	Managing the change process	7	25
Unit 6004	Leading equality and diversity	7	30
Unit 6005	Managerial networks	7	25
Unit 6007	Managing ideas and innovation	7	25
Unit 6008	Managerial decision making	7	25
Unit 5020	Introduction to management and leadership	7	45
Unit 5021	Operational risk management	7	25
Unit 5022	Organisational corporate social responsibility	7	30

**Diploma** - Learners need to complete all core units from Group A, at least one core unit from Group B and three optional units from Group C to a total of at least 62 credits to achieve the qualification. Range of guided learning hours: 220 – 245