

# CMI LEVEL 4 IN MANAGEMENT AND LEADERSHIP

## QUALIFICATION FACTSHEET

### QUALIFICATION PURPOSE

These qualifications are for the development of the role and skill of managers. The 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.

### QUALIFICATION CODES

CMI CODE	QUALIFICATION TITLE	QUALIFICATION REFERENCE NUMBER
4A1V2	CMI Level 4 Award in Management and Leadership	600/9450/3
4C1V2	CMI Level 4 Certificate in Management and Leadership	600/9451/5
4D1V2	CMI Level 4 Diploma in Management and Leadership	601/0100/3

### KEY DATES

These qualifications are regulated from 1st September 2013, and the operational start date in CMI Centres is 1<sup>st</sup> January 2014. This qualification will be reviewed from time to time, for more information see the CMI External Qualification List.

# RULES OF COMBINATION

## CMI Level 4 Award in Management and Leadership

Learners need to complete any combination of units to a minimum of 6 credits. The minimum Total Qualification Time is 60 hours, including 20 Guided Learning Hours.

UNIT NUMBER	UNIT NAME	CREDITS	GLH	TUT
Unit 4001V1	Managerial styles and behaviours	6	20	60
Unit 4002v1	Managing stakeholders' expectations	7	25	70
Unit 4003V1	Understanding organisational culture, values and behaviour	7	30	70
Unit 4004V1	Understanding team dynamics	7	25	70
Unit 4005V1	Management report writing	7	25	70
Unit 4006V1	Management and leadership influencing skills	7	25	70
Unit 4007V1	Managing interviews	7	25	70
Unit 4008V1	Promoting equality and diversity	7	30	70
Unit 4009V1	Staff inspection review	8	40	80

## CMI Level 4 Certificate in Management and Leadership

Learners need to complete any combination of units to a minimum of 13 credits. The minimum Total Qualification Time is 130 hours, including 45 Guided Learning Hours.

UNIT NUMBER	UNIT NAME	CREDITS	GLH	TUT
Unit 4001V1	Managerial styles and behaviours	6	20	60
Unit 4002v1	Managing stakeholders' expectations	7	25	70
Unit 4003V1	Understanding organisational culture, values and behaviour	7	30	70
Unit 4004V1	Understanding team dynamics	7	25	70
Unit 4005V1	Management report writing	7	25	70
Unit 4006V1	Management and leadership influencing skills	7	25	70
Unit 4007V1	Managing interviews	7	25	70
Unit 4008V1	Promoting equality and diversity	7	30	70
Unit 4009V1	Staff inspection review	8	40	80

## CMI Level 4 Diploma in Management and Leadership

Learners need to complete all Group A units and any combination of units to a minimum of 13 credits from Group B. Learners need to complete a total of 39 credits to achieve this qualification. The minimum Total Qualification Time is 390 hours, including 145 Guided Learning Hours.

UNIT NUMBER	UNIT NAME	CREDITS	GLH	TUT
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### MANDATORY GROUP A

Unit 4001V1	Managerial styles and behaviours	6	20	60
Unit 4002v1	Managing stakeholders' expectations	7	25	70
Unit 4003V1	Understanding organisational culture, values and behaviour	7	30	70
Unit 5001V1	Personal development as a manager and leader	6	20	60

### OPTIONAL GROUP B

Unit 4004V1	Understanding team dynamics	7	25	70
Unit 4005V1	Management report writing	7	25	70
Unit 4006V1	Management and leadership influencing skills	7	25	70
Unit 4007V1	Managing interviews	7	25	70
Unit 4008V1	Promoting equality and diversity	7	30	70
Unit 4009V1	Staff inspection review	8	40	80
Unit 5012V1	Being a leader	7	30	70
Unit 5014V1	Introduction to management coaching and mentoring	6	30	60