

LEVEL 5 DIPLOMA IN MANAGEMENT AND LEADERSHIP

Entry Requirements

The candidates should have:

- ✚ AS Degree and at least 5 years of supervisory or mid-management experience, or
- ✚ BA Degree and at least 3-5 years of supervisory or mid-management experience, or
- ✚ Relevant professional certificates or certifications, or
- ✚ Evidence of competency-based learning.

Qualification Objective

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.

Role and responsibilities may also include but are not limited to developing teams and individuals, creating operational plans, planning and managing projects, managing change, managing finance, resources and identifying new approaches to business activities, managing quality and continuous improvement as well as managing the human resources function.

Academic Equivalent

The CMI Level 5 programme is the equivalent to a Higher National Diploma (HND) and Foundation Degree but without the long hours and years to complete, giving you more time to concentrate on getting that new future.

- This is a full UK-regulated qualification highly valued within the UK and around the world;
- Internationally recognised due to the skills and knowledge needed to carry out your role;
- Holds the same value certification from a college or university
- A CMI is an internationally recognised certificate.

COURSE DESCRIPTIONS

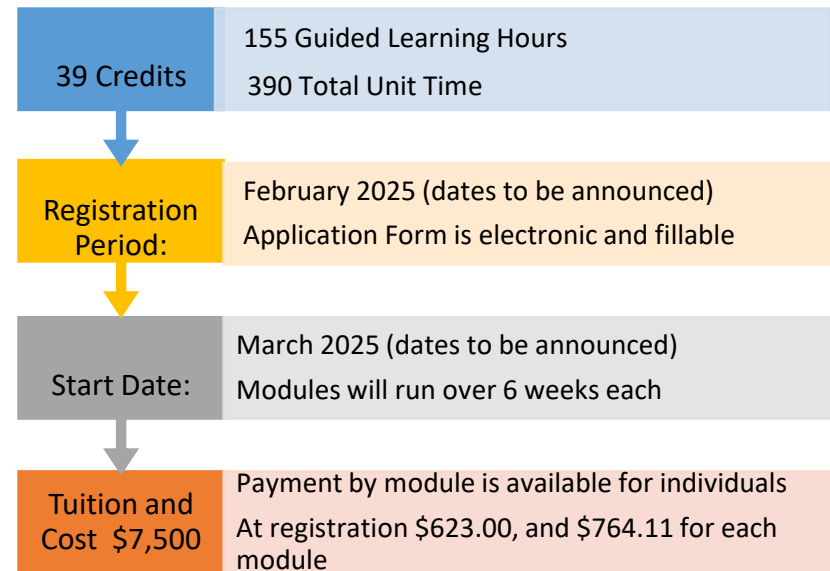
Level 5 Diploma in Management and Leadership			Credits	GLH	TUT
			37	155	390
Code	Course	Description			
501	Principles of Management and Leadership in an Organisational Context	This unit has been designed for learners who want to develop or sharpen their professional edge and enhance personal effectiveness. Learners will evaluate the impact of an organisation's structure and governance on management and leadership. They will explore theoretical models, management and leadership styles and approaches designed to promote a culture of mutual trust, respect and support.	7	25	70
504	Managing Performance	This unit evaluates the reasons for managing performance and the approaches that can be used. It explores methods of rewarding the performance of individuals who exceed expectations and analyses ways of managing under performance in a professional and supportive manner. This unit focuses on the way performance management, when used effectively, is able to impact on individual and organisational achievement.	5	25	50
519	Managing Quality & Continuous Improvement	This unit looks at the challenge of developing quality within organisations. It focuses on embedding continuous improvement into working practices. On successful achievement of this unit, learners will understand the scope and purpose of quality management, approaches, tools and techniques for managing quality and how to judge its success.	6	22	60
520	Managing Finance	This unit has been designed to enable learners to understand how financial systems within organisations operate. Learners will evaluate the sources of finance for organisations and understand the principles for setting and managing budgets in line with regulatory and organisational guidelines.	6	22	60

521	Using Data & Information for Decision Making	The aim of this unit is to equip learners with an understanding of the purpose and practices of interpreting, managing and presenting business data and information to inform decision making.	5	26	50
514	Managing Change	This unit has been designed to enable the learner to evaluate types and reasons for change within organisations and be able to select and apply theoretical models for its management. The purpose is not only to enable learners to develop the skills to manage change and achieve set objectives but to do so in a professional manner with open and honest communication throughout the entire process.	5	19	50
510	Managing Conflict	This unit is designed to equip the learner with strategies to manage conflict with confidence, find creative solutions and make difficult decisions.	- Elective	22	50
522	Managing the Customer Experience	The aim of the unit is to develop managers understanding of their roles and responsibilities in managing the customer experience. Learners will develop an understanding of the key features of a customer service culture and the customer journey, which if managed effectively will impact on an organisations success.	- Elective	22	50
525	Using Reflective Practice to Inform Personal & Professional Development	The aim of the unit is to equip learners with the understanding of the value of reflective practice, and how reflection can be used as the basis of meaningful personal and professional development.	5	16	50

DELIVERY

HLSCC offers modern technologies and comfortable physical learning spaces. Our CMI classrooms are located in the Centre for Applied Marine Studies on the south campus, which overlooks a beautiful natural lagoon. Our caring lecturers are all approved by CMI in the UK to teach the programmes. A blended learning environment allows for face-to-face presentations for resident learners and overseas learners can connect virtually for presentations, classroom activities and the lecturer's office hours; assignments can be uploaded, and digital learner resources are easily accessible. The Chartered Management Institute in the UK also provides a plethora of information in its vast online library that all registered learners can access from anywhere.

We use MOODLE, an open-source learning management system used for blended learning which helps educators create and manage online courses. Our training materials are easily accessible to learners, and assignments are uploaded to the learning platform where the lecturer and/or advisor can review the learners' work and suggest ways to improve assignments as applicable. The final assignments are sent to be marked by UK assessors through their online marking service and marking sheets are returned within six weeks. For transparency, learners are provided with a receipt upon successful submission of assignments, and the evaluator's marking sheets with comments are forwarded to both the learners and the lecturer /advisor. From the Introduction Day, each learner is provided with information to guide them through the programme.



REQUIRED DOCUMENTS FOR THE APPLICATION PROCESS

For each application, please submit the following:

1. Completed Registration Form
2. Signed Consent Form
3. Diploma Required
 - o Associate degree and 10 years of supervisory experience
 - o Bachelor's degree and 5 years of senior management experience, or
 - o Master's degree and 3 years senior management experience, or
 - o Relevant professional certificates or certifications, or
 - o Evidence of competency-based learning.
4. Curriculum Vitae or resume
5. Personal Statement (A 600-word essay that describes the candidate's motivation for pursuing the qualification, which should be typed and double-spaced)
6. Two (2) Letters of Reference
7. Current Job Description
8. Copy of a Valid Photo ID
9. Copy of NHI Card or Proof of Insurance
10. Promissory Note (If an employer will be financing the qualification for a candidate, a letter must be submitted stating the amount that will be paid on the candidate's behalf.)

Note that documents can be scanned and emailed for convenience.

Marva Wheatley-Dawson, MBA
Director of CMI
H. Lavity Stoutt Community College
Paraquita Bay, Tortola VG1120
British Virgin Islands
Telephone: 1(284) 852-7033
Email: mdawson@hlscc.edu.vg