

CHARTERED MANAGEMENT INSTITUTE

Level 5 Diploma in Management
and Leadership



ABOUT CMI

"BETTER LED AND MANAGED ORGANISATIONS."



CMI MISSION

"Increase the number and standard of professionally qualified managers."

The Chartered Management Institute is a Chartered Body for Management and Leadership that works with businesses and education to inspire people to become skilled, confident, and successful managers. CMI is the only Chartered body in the UK that awards Management and Leadership qualifications and the only body that awards Chartered Managers the ultimate recognition of the professional manager.

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.

Roles and responsibilities may include developing teams and individuals, creating operational plans, planning or managing projects, managing change, managing finance and resources, identifying new approaches to business activities, managing quality and continuous improvement, and managing the human resources function.

WHO ARE WE?

CMI at H. Lavity Stoutt Community College is an Education Provider Partner (EPP) Centre with complete approval and registration as a Centre. As such, the Centre undertakes an annual audit to ensure its continued compliance with CMI in the UK, enabling us to grant certifications.

Since 2005, the Centre at H. Lavity Stoutt Community College has been approved to offer certifications, and several individuals have successfully obtained level 3, 5, and 7 certifications in management and leadership.

Entry Requirements

In the UK, the education system has 9 levels. For instance, level 0 or entry-level encompasses basic courses up to grade 8, representing the Doctoral level for a Chartered Manager.

The Level 5 diploma programme is vigorous, and the applicant would be expected to use research effectively and demonstrate excellent written and application skills. Our educational requirements will include the following:

- Associate Degree and at least 5 years of supervisory or mid-management experience or
- Bachelor's 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.



Academic Equivalent

LEVEL	QUALIFICATION		
8		DOCTORATE	
7	LEVEL 7 NVQ	MASTER'S DEGREE/ POSTGRADUATE	
6		HONOUR'S DEGREE	
5	HIGHER, DEGREE APPRENTICESHIP	FOUNDATION DEGREE, HND	DipHE
4		HNC	CertHE
3	ADVANCED APPRENTICESHIP	LEVEL 3 NVQ	AS/ A LEVEL
2	INTERMEDIATE APPRENTICESHIP	LEVEL 2 NVQ	GCSE- grade 9 to 4
1	TRAINEESHIP		GCSE- grade 3, 2, 1
ENTRY	SKILLS FOR LIFE		
	WORK-BASED LEARNING	VOCATIONAL TRAINING	ACADEMIC LEARNING

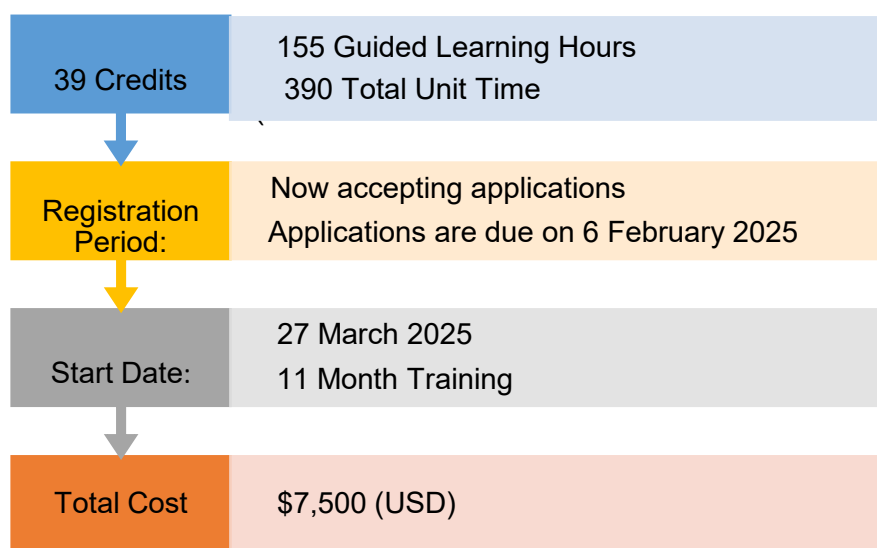
The CMI Level 5 programme is a significant academic achievement, equivalent to a Higher National Diploma (HND) and Foundation Degree (Bachelor's Degree). However, it doesn't require long hours and years to complete, giving you more time to concentrate on building your future.

- This is a full UK-regulated qualification highly valued within the British Virgin Islands and worldwide.
- All CMI qualifications are 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.

Advantages of CMI L5 Diploma

- A CMI Level 5 Diploma is a professional certification equivalent to a bachelor's degree but without a lengthy completion time compared to the traditional college or university pathway.
- Training is rigorous, and assignments are application-based.
- Learners will write about work-related experiences.
- Learners can seek support from their immediate supervisor for work-related areas they are not familiar with.

Delivery, Registration, Date and Cost



Modules

Code	Modules	Cr	GLH	TUT
CMI 501	Principles of Management and Leadership in an Organisational Context	7	25	70
CMI 504	Managing Performance	5	25	50
CMI 520	Managing Finance	6	22	60
CMI 519	Managing Quality & Continuous Improvement	6	22	60
CMI 521	Using Data & Information for Decision-Making	5	26	50
CMI 514	Managing Change	5	19	50
CMI 510	Managing Conflict (Elective)			
CMI 522	Managing the Customer Experience (Elective)			
CMI 525	Using Reflective Practice to Inform Personal and Professional Development	5	16	50
Total		39	155	390

Workshop Schedule 2025-2026

Workshop # & Date	Unit Code	Unit Description	Assignment Start Date	Assignment Checkpoint	Due Date	Lecturer	CR	GL H	TUT
27 March 2025	All units	Introduction to the Programme	27 March 2025	27 March 2025		Mrs. Sharleen Dabreo-Lettsome			
1 1 April 2025	CMI 501	Understanding Organisations	4 April 2025	25 April 2025	9 May 2025	Mrs. Michelle Donovan-Stevens	7	25	70
2 3 April 2025	CMI 501	Teams and Leadership							
3 13 May 2025	CMI 521	Using Data & Information for Decision-Making	16 May 2025	6 June 2025	20 June 2025	Mrs. Sharlene Dabreo-Lettsome	5	26	50
4 15 May 2025	CMI 522	Managing the Customer Experience	No Assignments						
5 26 June 2025	CMI 504	Managing Performance	27 June 2025	25 July 2025	22 August 2025	Mrs. M. Titley Smith	5	25	50
Festival Break 28 July to 15 August 2025									
5 26 & 28 August 2025 (1½ days)	CMI 520	Managing Finance	29 August 2025	19 September 2025	3 October 2025	Ms. Davinia McGann	6	22	60
6 7 October 2025	CMI 519	Managing Quality & Continuous Improvement	8 October 2025	31 October 2025	14 November 2025	Mr. Jonathan Jn. Baptiste	6	22	60
Christmas Holiday Break 17 November to 9 January 2026									
7 13 Jan 2026	CMI 514	Managing Change	16 January 2026	6 February 2026	20 February 2026	Ms. Aisha Hill	5	19	
8 15 Jan 2026	CMI 510	Managing Conflict	No Assignments						
9 24 Feb 2026	CMI 525	Personal & Professional Development	25 February 2026	20 March 2026	3 April 2026	Ms. Debra Hodge	5	16	50
10 7 April 2026		Programme Evaluation (½ day)		Ms. Debra Hodge					
Totals							39	155	390

What do CMI graduates have to say about the Level 5 Diploma?



PAST LEARNERS FEEDBACK

Graduates have expressed their appreciation for its practical focus, offering management skills that are immediately applicable. Many participants noted heightened confidence in their leadership abilities, better organisation of managerial strategies, and improved team and personal productivity.

They also value the course's flexible delivery options that enable them to balance studies with work commitments. The emphasis on real-world leadership scenarios is often mentioned as a major advantage, allowing students to implement their learning in actual workplace challenges.

An important benefit for graduates is the pathway to becoming a Chartered Manager, which is a well-regarded professional credential. Attaining this status is perceived as enhancing career prospects and boosting professional standing.

In conclusion, the CMI Level 5 course is highly regarded for aiding progress in middle management roles and significantly enhancing leadership abilities.



APPLY NOW

What do you need?

To complete our application process, the following documents below will need to be submitted along with our application forms:

01 – Scan the Above QR Code to go to our online application page.

<https://hlsc.edu.vg/centres-institutes/chartered-management-institute/>

02 – Print and fill out the application forms found there.

03 – Scan and email all completed forms and the requested documents to mdawson@hlsc.edu.vg.

Proof of Diploma: One of the following options:

- Associate degree plus 5 years of supervisory or mid-management experience.
- Bachelor's degree plus 3-5 years of supervisory or mid-management experience.
- Relevant professional certificates or certifications
- Evidence of competency-based learning

Curriculum Vitae or Resume

Personal Statement: A 600-word, typed, double-spaced essay outlining the candidate's motivation for pursuing the qualification

Two Letters of Reference

Current Job Description

Copy of a Valid Photo ID

Copy of NHI Card or Proof of Insurance

