

LEVEL 3 DIPLOMA IN PRINCIPLES OF MANAGEMENT AND LEADERSHIP

The Centre is accepting applications. Important information about this certification is provided.

Commencement Date

Training begins on 31 October 2024 and ends on 28 November 2025.

Qualification Objective

These qualifications are aimed towards currently practising or aspiring managers who will be supervising or managing a team to achieve clear goals or defined outcomes. They will set and monitor goals and objectives by providing instruction, direction, and guidance. Operational and project activities are a key part of their day to day role.

The qualifications have been designed for practising or aspiring managers in roles such as Team Leader, Supervisor, Project Officer, Shift Manager, or Foreperson. This qualification can be offered to learners from age 16. Table 1 below provides important information about the CMI (3D30) Level 3 Diploma.

Table 1 – Programme Information and Important Dates

41 Credits	178 Guided Learning Hours 410 Total Unit Time
Registration Period	15 July to 4 October 2024 Application documents are digital
Start Date	31 October 2024, and ends 28 November 2025 Modules will run over 6 weeks each
Total Cost	\$8,200 (USD) Payment by module is available for individuals At registration \$983.00, and \$902.12 for each module

The application deadline is 4 October 2024

Requirements for Qualification

The Level 3 diploma programme is vigorous, and each applicant is expected to use research effectively and demonstrate excellent written and work-related application skills. Each applicant must possess the following:

1. At least a high school diploma or equivalent.
2. Relevant professional certificates/certifications or evidence of competency-based learning.
3. Supervisory, First-Line Manager, or an entrepreneur-level experience.

Capacity

Seats are limited to accommodate 25 learners.

Total Cost

The certification costs \$8,200.00 (USD). This cost includes application fees, tuition, eBooks and materials, and access to CMI's vast online resources.

Required Modules

CMI 21st century leaders have informed the qualification structure and organisation of units and have two key themes: 1) Foundations for Excellence, 2) Developing Capabilities, Delivering Results, and Driving Best Practices. It also meets the needs of our service sector.

This diploma has eight modules. An orientation is conducted at the beginning and then an evaluation is conducted to conclude. Table 2 below shows the modules with CMI requirements.

Table 2 – Level 3 Diploma Modules

Code	Modules	Cr	GLH	TUT
Theme: Foundations for Excellence				
CMI 301	Principles of Management and Leadership	7	33	70
Theme: Developing Capabilities, Delivering Results, Driving Best Practice				
Interpersonal Excellence - Managing People and Developing Relationships				
CMI 302	Managing a Team to Achieve Results	6	23	60
CMI 303	Managing Individuals to be Effective in their Role	5	19	50
CMI 309	Responding to Conflict in the Workplace	3	13	30
Organisational Performance – Delivering Results (Day-to-Day Activities)				
CMI 312	Managing Daily Activities to Achieve Results	4	21	40
CMI 314	Managing Budgets and Resources	5	25	50
CMI 315	Principles of Health and Safety in a Work Setting	6	24	60
Personal Effectiveness – Managing Self				
CMI 321	Managing Own Personal and Professional Development	5	20	50
Total		41	178	410

Cr- Credits, **GLH-** Guided Learning Hours, **TUT-** Total Unit Time

COURSE DESCRIPTIONS

Code	Descriptions
CMI 301	Being equipped with the knowledge, skills, and behaviours to manage and lead effectively is essential if an individual and their organisation are to succeed. This unit has been designed for learners who want to develop or sharpen their professional edge and enhance personal effectiveness. The unit focuses on the ways organisations operate. The application of management and leadership approaches and how these can positively impact on own role, lead to improved performance, and support teams, colleagues, and customers. The aim of the unit CMI 301 is to introduce the foundations for managers, which will be developed throughout all the level 3 units.
CMI 302	The ability to manage teams that communicate effectively and overcome barriers to achievement is a critical skill for any manager. High-performing cohesive teams are created in an environment where there is a collective understanding of values, goals, and objectives. This unit has been developed to support managers in understanding the nature of teams in the workplace and how these can be managed to achieve results.
CMI 303	High-performing individuals impact the performance of teams and the organisation. This unit aims to develop managers' understanding of how to confidently use their knowledge, skills, and abilities to support individuals in performing well and exceeding expectations.
CMI 309	Conflict and disagreements in the workplace have a detrimental effect on team dynamics, productivity, and motivation. Responding effectively to conflict is a fundamental skill for all managers. This unit aims to support managers in understanding the types and causes of conflict and how to identify strategies to respond to conflict situations promptly and professionally.
CMI 312	Working efficiently is essential if a business is to remain competitive. A well-structured workload is key to individual and team success. The unit aims to equip managers with the knowledge to identify priorities and set measurable objectives. Managers will know how to organise and allocate daily work activities, monitor outcomes, and respond practically to problems in a manner that supports achieving results.
CMI 314	Budgets and resources are crucial to the functioning of any organisation. Organisations need to plan and manage money and resources to remain operational. This unit aims to equip managers with the knowledge needed to manage budgets and other resources, allowing them to remain efficient and effective.
CMI 315	Health and safety are important as they protect the well-being of employees and customers. Neglecting them can have serious, legal, financial, and reputational consequences. This unit aims to equip managers to understand their statutory and organisational responsibilities in making the workplace safer.
CMI 321	To meet the demands of an ever-changing workplace, individuals need to ensure they continue to update and develop their knowledge and skills. Planning for personal and professional development ensures greater opportunities for success. The purpose of the unit is to support the manager in identifying the benefits of engaging in personal and professional development. By using the knowledge gained, a meaningful development plan will be created to support them to become an effective manager in the workplace.

LEVEL 3 WORKSHOP AND ASSESSMENT SCHEDULE

Workshops and Dates	Code	Module	Assignment Start Date	Due Date	Lecturer	CR	GHL	TUT
1 31 October 2024 9:00 am – 4:00 pm	All units	Introduction Day	1 November 2024		Sharlene Dabreo-Lettsome			
2 5 to 6 November 2024 9:00 am – 4:00 pm 2 Full days	301	Principles of Management and Leadership	7 November 2024	13 December 2024	Marva Titley-Smith	7	33	70
Christmas Recess 16 December 2024 to 18 January 2025								
3 21 to 22 January 2025 9:00 am – 4:00 pm 1 ½ days	302	Managing a Team to Achieve Results	23 January 2025	28 February 2025	Marva Titley-Smith	6	23	60
4 4 March 2025 9:00 am – 4:00 pm	303	Managing Individuals to be Effective In Their Roles	5 March 2025	11 April 2025	S. Dabreo-Lettsome	5	13	30
5 15 April 2025 9:00 am – 12:00 pm (½ day)	309	Responding to Conflict in the Workplace	16 April 2025	23 May 2025	Aisha Hill	3	19	50
Easter Holidays 18 – 21 April 2025								
6 27 May 2025	312	Managing Daily Activities to Achieve Results	28 May 2025	4 July 2025	S. Dabreo-Lettsome	4	21	40
7 8 July 2024 9:00 am – 4:00 pm	314	Managing Budgets and Resources	9 July 2025	5 September 2025	Davinia McGann	5	25	50
Festival Recess and Holidays 28 July to 8 August 2025								
8 9 to 10 September 2025 9:00 am – 4:00 pm 1 ½ day	315	Principles of Health and Safety in a Work Setting	11 September 2025	17 October 2025	Michelle Donovan Stevens	6	24	60
9 21 October 2025 9:00 am – 4:00 pm	321	Managing Own Personal and Professional Development	22 October 2025	28 November 2025 The End!	Debra Hodge	5	20	50
10 2 December 2025 9:00 am – 12:00 pm	Programme Evaluation (Mandatory)				D. Hodge			
Totals						41	178	410

UNITED KINGDOM QUALIFICATION FRAMEWORKS

At CMI at HLSCC, we offer certifications at Levels 3, 5, and 7, which align with this UK framework. Table 3 below shows the alignment of CMI levels to the UK qualifications.

Table 3: UK Level and Qualifications

LEVEL	QUALIFICATION		
8		DOCTORATE	
7	LEVEL 7 NVQ	MASTER'S DEGREE/ POSTGRADUATE	
6	HIGHER, DEGREE APPRENTICESHIP	HONOUR'S DEGREE	
5		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

In the UK, the education system has nine levels. For instance, level 0 or Entry Level encompasses courses for basic life skills up to level 8, representing the Doctoral level or a Chartered Manager.

ADVANTAGES OF A CMI LEVEL 3 DIPLOMA

The CMI Level 3 diploma certification is equivalent to an AS degree or A Level required to enter many UK universities. This pathway can be your gateway to UK schools without the fuss of taking a foundation year with additional costs. For US schools, this pathway can provide advanced placement. It is suitable for managers who supervise or manage a team and is accessible to learners who are entirely new to management. In our annual audit, CMI at HLSCC recently received a commendable 84% pass rate for first assignments for its learners.

According to UCAS entry requirements, a Level 3 qualification can be accredited for prior learning (APL), essentially credit awarded for more comprehensive learning evidenced from self-directed study, work, or training. This pathway results in access to a Higher Education (HE) Diploma. It is designed to provide

a good foundation in the knowledge and skills required for studying at the university level. Hence, students are confident and well-prepared when they go on to higher education. (UCAS, 2024).

Learners will find that the CMI Level 3 diploma certification is affordable and internationally recognised. It is suitable for local and international part-time studies, making it accessible to many learners. Caribbean-based learners can efficiently engage in a virtual learning experience from their office or home while obtaining an international certification within an accredited institution. All processes, from the application to study completion, can be handled electronically. Upon completion, CMI in the UK will email the diploma directly to the learner.



Become the leader your team needs

Develop your team-building skills and knowledge with the only
chartered professional body in the field of
management and leadership

THE APPLICATION PROCESS

Our electronic registration form is fillable. Please print, sign, and scan the registration form and email one complete package, including other required documents. Each applicant must submit the following documents for consideration:

- 1) Completed registration form
- 2) Copy of high school diploma or equivalent, and (or relevant professional certificates/certifications) or evidence of competency-based learning
- 3) Curriculum vitae or resume (candidate must demonstrate evidence of supervisory skills or management of a team.)
- 4) Personal Statement (a 600-word essay that describes your motivation for pursuing this qualification; it should be typed and double-spaced)
- 5) Two (2) letters of reference
- 6) Current job description
- 7) Copy of a valid photo ID
- 8) Copy of NHI Card or other proof of health insurance

(*If your employer is financing your programme, official written correspondence indicating the amount to be paid on your behalf must be submitted once the applicant has been accepted.)