



## Chartered Management Institute Level 3 First Line Management 2016/2017



The venue for all workshops is Highlands College  
All workshops will start at 09:00 and finish at 17:00 unless otherwise stated  
Lunch will be provided for all full day workshops

| Module  | Course Code  | Date             | Submission Date  |
|---|--|------------------|------------------|
| <b>Meeting Stakeholders Needs</b><br>6 credits<br>Unit 3003V1                   | 1666CMFL03   | 16 November 2016 | 07 December 2016 |
| <b>Personal Development as a First Line Manager</b><br>6 credits<br>Unit 3001V1 | 1666CMFL04   | 13 January 2017  | 03 February 2017 |
| <b>Identifying Development Opportunities</b><br>6 credits<br>Unit 3005V1        | 1666CMFL05   | 28 February 2017 | 21 March 2017    |
| <b>Improving Team Performance</b><br>7 credits<br>Unit 3008V1                   | 1666CMFL01   | 28 March 2017    | 18 April 2017    |
| <b>Resource Planning</b><br>6 credits<br>Unit 3002V1                            | TBC  | TBC              | TBC              |
| <b>Managing &amp; Communicating Information</b><br>6 credits<br>Unit 3004V1     | TBC  | 18 May 2017      | 08 June 2017     |
| <b>Business Development Centre Team</b>   | Email: <a href="mailto:bdc@highlands.ac.uk">bdc@highlands.ac.uk</a><br>Tel: 01534 608706   |                  |                  |
| <b>Programme Manager</b>  | Fiona Smith MSc., MEd., PGCE (FE), FLPI, FCMI<br>Email: <a href="mailto:fiona.smith@highlands.ac.uk">fiona.smith@highlands.ac.uk</a> Tel: 01534 608762   |                  |                  |
| <b>Cost</b>   | <b>Award 6 Credits required</b><br><b>1666CMAF01</b><br>Fee: £291 (from Jan 2017 £298 per unit)<br>Registered ISE (GST) exempt companies: £276.45 (from Jan 2017 £283.81 per unit)<br>Plus CMI registration fee: £82 |                  |                  |
|   | <b>Certificate 13 Credits required</b><br><b>1666CMCF01</b><br>Fee: £582 - £873 (from Jan 2017 £298 per unit)<br>Registered ISE (GST) exempt companies: £552.90 - £829.35<br>Plus CMI registration fee: £115         |                  |                  |
|   | <b>Diploma 37 Credits required</b><br><b>1666CMDF01</b><br>Fee: £1,746 (from Jan 2017 £298 per unit)<br>Registered ISE (GST) exempt companies: £1,658.70<br>Plus CMI registration fee: £160                          |                  |                  |
|   |  |                  |                  |



## Level 3 First Line Management



### Who is this course for?

This programme is intended for the 'hands-on' manager whose role is to manage limited resources and who need to maintain and develop the effectiveness and efficiency of the operations for which they are responsible by means of motivating and developing their team, fostering effective communication and developing a sense of team/corporate identity.

### How long is this course and when does it run?

Delivery is through daytime workshops delivered over a 9-12 month period

Start date: Flexible (join individual modules at any time)

### Where is this course run?

Highlands College

### What are the entry requirements for this course?

There are no formal entry requirements

### What will I study on this course?

- Personal Development as a First Line Manager
- Identifying Development Opportunities
- Improving Team Performance
- Resource Planning
- Managing & Communicating Information
- Meeting Stakeholders Needs

### What qualification will I gain?

The Level 3 qualification in First Line Management offers a highly flexible approach to learning

To gain the Diploma all units must be completed

To gain the Certificate 2-3 units must be completed

To gain the Award 1 unit must be completed

### How will it be assessed?

To successfully complete the programme, delegates must complete both written and practical assignments

### What does this course lead on to?

On completion of the qualification delegates can progress on to CMI Level 5 Management & Leadership.

Please contact [bdc@highlands.ac.uk](mailto:bdc@highlands.ac.uk) for more information.