



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
Induction (08:00-9:00)	1566CMFL01	TBC	TBC
Managing & Communicating Information 6 credits Unit 3004V1	1666CMFL02	18 October 2016	08 November 2016
Meeting Stakeholders Needs 6 credits Unit 3003V1	1666CMFL03	16 November 2016	07 December 2016
Personal Development as a First Line Manager 6 credits Unit 3001V1	1666CMFL04	13 January 2017	03 February 2017
Identifying Development Opportunities 6 credits Unit 3005V1	1666CMFL05	28 February 2017	21 March 2017
Improving Team Performance 7 credits Unit 3008V1	TBC	TBC	TBC
Resource Planning 6 credits Unit 3002V	TBC	TBC	TBC
Business Development Centre Team	Email: bdc@highlands.ac.uk Tel: 01534 608706		
Programme Manager	Fiona Smith MSc., MEd., PGCE (FE), FLPI, FCMI Email: fiona.smith@highlands.ac.uk Tel: 01534 608762		
Cost	Award 6 Credits required 1566CMAF01 Fee: £291 (from Jan 2017 £298 per unit) Registered ISE (GST) exempt companies: £276.45 (from Jan 2017 £283.81 per unit) Plus CMI registration fee: £82 Certificate 13 Credits required 1566CMCF01 Fee: £582 - £873 (from Jan 2017 £298 per unit) Registered ISE (GST) exempt companies: £552.90 - £829.35 Plus CMI registration fee: £115 Diploma 37 Credits required 1566CMDf01 Fee: £1,746 (from Jan 2017 £298 per unit) Registered ISE (GST) exempt companies: £1,658.70 Plus CMI registration fee: £160		

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 bd@chighlands.ac.uk for more information.