



Chartered Management Institute
Level 5 Management and Leadership
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 | Workshop Date | Submission Date |
|---|-------------|----------------------------------|------------------|
| Meeting Stakeholder & Quality Needs 6 credits Unit 5005V1 | 1666CMML03 | 30 November 2016 | 21 December 2016 |
| Personal Development as a Manager & Leader 6 credits Unit 5001V1 | 1666CMML05 | 09 January 2017 | 30 January 2017 |
| Leadership Practice 7 credits Unit 5013V1 | 1666CMML06 | 01 March 2017 | 22 March 2017 |
| Organisational Financial Management 9 credits Unit 5007V1 | 1666CMML07 | 20 April 2017 | 11 May 2017 |
| Practices of Resource Management 7 credits Unit 5004V1 | 1666CMML08 | 22 May 2017 | 12 June 2017 |
| Managing Recruitment, Selection & Induction 7 credits Unit 5011V1 | 1666CMML09 | 3 July 2017 | 24 July 2017 |
| Managing Team & Individual Performance 9 credits Unit 5003V1 | 1666CMML10 | 2 August 2017 | 23 August 2017 |
| Information Based Decision Making 7 credits Unit 5002V1 | TBC | TBC | TBC |
| Conducting a Management Project 10 credits Unit 5006V1 | 1666CMML04 | TBC (3 x twilight session 4-6pm) | TBC |

| | |
|----------------------------------|--|
| Business Development Centre Team | Email: bdc@highlands.ac.uk Tel: 01534 608706 |
| Programme Manager | Fiona Smith MSc., MEd., PGCE (FE)., FLPI, FCFI Email: fiona.smith@highlands.ac.uk Tel: 01534 608762 |
| Cost | Award <u>6 credits required</u> 1666CMAL01 Fee: £347 (2017 modules will be £355) Registered ISE (GST) exempt companies: £330.47 (2017 modules will be £338.10 each) Plus CMI registration fee: £100 |
| | Certificate <u>13 credits required</u> 1666CMCL01 Fee: £694 - £1,041 (2017 modules will be £355) Registered ISE (GST) exempt companies: £660.94 - £991.41 (2017 modules will be £338.10 each) Plus CMI registration fee: £142 |
| | Diploma <u>38 credits required</u> 1666CMDL01 Fee: £1,735 - £2,082 (2017 modules will be £355) Registered ISE (GST) exempt companies: £1,652.35 - £1,982.82 (2017 modules will be £338.10 each) Plus CMI registration fee: £183 |
| | New Extended Diploma (formerly diploma) <u>62 credits required</u> 1666CMEL01 Fee: £3,123 (<i>less 15% discount</i>) £2,654.55 Registered ISE (GST) exempt companies: £2,528.55 (2017 modules will be £338.10 each) plus CMI registration fee: £192 |



Who is this course for?

This course is designed for practising middle managers and those aspiring to senior management who want to develop their core management skills, such as managing resources, recruitment and information management. These qualifications focus on the personal development of the individual learner's management capabilities and competencies

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, however; students are required to attend a pre-course interview before enrolment

What will I study on this course?

- Personal development as a manager & leader
- Leadership practice
- Organisational financial management
- Practices of resource management
- Managing recruitment, selection and induction
- Managing team and individual performance
- Information based decision making
- Meeting stakeholder and quality needs
- Conducting a management project

What qualification will I gain?

Level 5 qualification in Management & Leadership – Extended Diploma, Diploma, Certificate or Award

- Extended Diploma - 62 credits must be completed
- Diploma - any combination of units to a minimum of 38 credits must be completed
- Certificate - any combination of units to a minimum of 13 credits must be completed
- Award - a minimum of 6 credits must be completed

How will it be assessed?

Written and practical assignments and a work based project

What does this course lead on to? Progress towards Chartered Manager status and/or Level 7 Strategic Management and Leadership. Please contact bdc@highlands.ac.uk to discuss progression.