



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

Module	Course Code	Workshop Date	Submission Date
Induction	1566CMML05	TBC	N/A
Information Based Decision Making 7 credits Unit 5002V1	1666CMML02	18 October 2016	19 November 2016
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	TBC	3 July 2017	24 July 2017
Managing Team & Individual Performance 9 credits Unit 5003V1	TBC	TBC	TBC
Conducting a Management Project 10 credits Unit 5006V1	1666CMML04	TBC (3 x twilight session 4-6pm)	TBC

Lunch will be provided for all full day workshops

Business Development Centre Team	Email: bdc@highlands.ac.uk Tel: 01534 608706
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Cost	Award <u>6 credits required</u> 1566CMAL01 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> 1566CMCL01 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> 1566CMDL01 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 (formally diploma) <u>62 credits required</u> 1566CMEL01 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 (all units) 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 fdc@highlands.ac.uk.