

A man with glasses and a purple sweater is pointing at a large screen. The screen shows a task titled 'Task 3 (17 marks)' with a list of features of cloud accounting. The text on the screen includes: 'Task 3 (17 marks)', 'This task is about business structures, technology and data security.', 'This task contains parts (a) to (c).', '(a) (i) Identify which TWO of the following are the key features of cloud accounting. (2 marks)', 'Secure local backup', 'Availability of apps and programs', 'Restricted mobile access to information', 'Enables access to large networks'.

## CMI Certificate in principles of Management and Leadership - D113

The Level 3 qualification in Principles of Management and Leadership is aimed at practising or aspiring managers who will supervise or manage a team to achieve clearly defined outcomes. They will set and monitor goals and objectives by providing instruction, direction and guidance. Day to day operational and project activities are a key part of their role.

### COURSE DETAILS

The Level 3 qualification in Principles of Management and Leadership is structured to support three different sized qualifications to support student aspirations and career requirements:

- Diploma — one full academic year to complete seven modules.
- Certificate — 16 weeks to complete two modules.
- Award — 6 weeks to complete one module.

There are several enrolment dates throughout the academic year, which the lecturers will discuss at interview. The qualification will be delivered as a hybrid model, meaning that students will attend a mixture of online and in-person sessions at regular intervals. Students are expected to complete weekly set activities and assessment work independently, however they will be allocated a tutor to provide support throughout the duration of the course.

Modules covered by the qualification include:

- Principles of Management and Leadership.
- Managing a Team to Achieve Results.
- Monitoring Quality to Improve Outcomes.
- Contributing to the Delivery of a Project.
- Managing Daily Activities to Achieve Results.
- Managing Own Personal and Professional Development.
- Building Stakeholder Relationships using Effective Communication.

### ENTRY GUIDELINES

Relevant Level 2 qualification at Pass or above or minimum of 4 GCSEs at Grade 9-4/A\*- C, and relevant experience, and should be in or aspiring to be in a middle manager role. Students will be ideally working within an organisation or role where they are able to apply knowledge and demonstrate skills. If English is not your first language, you may need an assessment before enrolling on this course. To discuss further, please contact the ESOL department on 0151 551 7144

## ASSESSMENT METHOD

You will be required to complete a written assignment at the end of each module. There are no exams.

## ADDITIONAL INFORMATION

Chartered Management Institute (CMI) is a professional body — and the only chartered body - for management and leadership. Once registered for this qualification, you will automatically become a studying member, and upon completion will be eligible to become an Associate of CMI (ACMI).

## WHERE CAN I PROGRESS TO?

Most students will complete further modules to achieve the Level 3 Diploma in Principles of Management and Leadership. Students will progress onto job roles such as:

- Team Leader
- Supervisor
- Project Officer
- Shift Manager
- Foreperson After completion of this qualification, you can also continue your learning and progress on to the following qualification:
- CMI Level 5 Qualifications in Management and Leadership
- Advanced Level Apprenticeship

## WHEN DOES THIS COURSE RUN?

CAMPUS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
	Part Time	D113P001	

CAMPUS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
<p><b>If you are aged 19 or over:</b></p> <p>Fee : £350.00</p> <p>Please note, there are no discounts for this course.</p> <p><i>The fee quoted is for the academic year 23/24.</i></p>			

For advice and guidance, please contact Student Services via our [online enquiry form](#)

This information was current on 20th May, 2024 and may be subject to change.