

## CMI Level 3 in Principles of Management and Leadership

### Summary

This course will provide you with the broad knowledge and skills needed to improve your managerial ability. It focuses on the way organisations operate, as well as the application of management and leadership approaches. You will also study how to manage teams effectively, create cohesive workplaces, and overcome barriers to achievement.

<b>Course Provider</b>	National Extension College (NEC); Woolpack House, 70 High Street, Sawston, CB22 3HJ. 01223400200; contact email: pet@nec.ac.uk
<b>Qualification Accreditation</b>	CMI (Chartered Management Institute); Ofqual 603/2021/7
<b>Academic level</b>	Level 3
<b>PET entry requirements</b>	Level 2 English
<b>Format of course material</b>	<p>Paper based only + CD Rom containing additional supporting documents (not essential for completing the course). These are also available via email attachment.</p> <p>All materials including assignments are sent at the beginning of the course.</p> <p>This includes a welcome letter and an Introductory Assignment</p> <p>CMI L3 Certificate in Principles of Management text</p> <p>Pathways Workbook 301</p> <p>Pathways Workbook 302</p>
<b>Structure of course</b>	<p><b>Two core units:</b></p> <p>Unit 301: Principles of Management and Leadership. This unit includes:</p> <ol style="list-style-type: none"> <li>a. Ways Organisations Operate</li> <li>b. Application of Management</li> <li>c. Leadership Approaches</li> </ol> <p>Unit 302: Managing a Team to Achieve Results This unit includes:</p> <ol style="list-style-type: none"> <li>a. Understanding the Nature of Teams in the Workplace</li> </ol> <p>How to Achieve Results</p>

<b>Assignments</b>	<p>One practice assignment and one formal CMI assignment per unit. The two formal assessments moderated.</p> <p>Assignments are sent one by one and Practice Assignments before Formal Assignments.</p> <p>Feedback available within 5 working days from submission for marking. Assignments and feedback are sent by and to prison staff.</p>
<b>Exam</b>	<p>None</p> <p>Formal Assignments are EQA'd and moderated by the awarding organisation in order to provide the official CMI qualification. These are not sat under exam conditions.</p>
<b>Estimated completion time</b>	121 hours
<b>Maximum course duration</b>	The course needs to be completed within 12 months.
<b>Prison support requirements</b>	<p>Support assessment submission (ideally scan to the tutor or post). It is recommended to make copies in case assignments get lost; Contact supplier for more info on assignment submission or exam facilitation. See contact details are above in the 'Course provider' section.</p>
<b>Supplier tutor's support</b>	<p>There is supplier tutor support available. Tutors provide feedback on learners' work and answer queries via prison staff. See 'Contact provider' section for more details</p>
<b>Certificate</b>	<p>Yes. Official Qualification provided by TQUK. Fees apply for duplicates</p>
<b>Progress</b>	<p>CMI Level 5 Certificate in Management.</p> <p>To discuss any progression routes, call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm).</p>