



Distance Learning Information Pack

Recognised on the UK Regulated Qualifications Framework



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Thank you for enquiring about a distance learning qualification with us.

This information pack will give you facts about the qualification and answers to many of your questions. We are looking forward to hearing from you and finding out more about what you want to achieve, in order that we can provide you with the best advice and our personalised attention.

Distance learning with us includes unlimited telephone, Skype and email support with your tutor, and no hidden costs. You will have access to an extensive range of on-line CMI resources and you can be sure that at all times you will receive expert advice and support from us. You will be working with a highly experienced team who have built a proven track record of success helping thousands of people over the last 20 + years achieve their CMI qualifications.

To reassure you of our commitment to supporting you, we have an amazing money back guarantee. Our promise to you is that if for any reason you are unhappy with the level of service and support from inspired2learn during the first month of working with us, we will refund to you in full all money you have already paid to us!

A genuine quote from Laura in Plymouth who completed her Level 5 Diploma with us:

“..... inspired2learn have made this an easy process as they understood what was needed from the assignments and my situation. They have been extremely helpful in advising about learning materials to help with the assignments, and have marked my assignments promptly with helpful feedback. I would definitely recommend this as a route for other people”

We admire the fact that you are interested in undertaking a distance learning qualification in order to develop yourself further, and gain professional recognition. We can relate to this on a personal level and we enjoy working with like-minded people. We have both completed a level 7 distance learning qualification ourselves in recent years and this personal experience helps us to support you.

Perhaps the statistics from recent CMI research better summarises what achieving a CMI qualification will do for you (Source: <http://www.managers.org.uk/individuals/qualifications/why-study-with-cmi>):

- Over 85% of managers agreed their management and leadership qualification improved their performance and by transferring their new skills to the work place, almost all have seen a vast improvement in their teams' performance too.
- 78% of employers agreed that qualifications provide quality assurance for customers and that the benefits outweighed the time, money and effort invested in obtaining them.
- More than 80% of managers say that taking a management qualification has resulted in increased professional recognition, with most stating that employers prefer qualified managers when recruiting.
- This was confirmed by a further 53% advising that their qualification had helped them in gaining a promotion.

“Studying whilst working full time in busy demanding role is not an easy task. It had been some time since I had completed any qualifications and I was a bit apprehensive about embarking on the Level 3 Certificate in First Line Management. With the support I received from inspired2learn, I passed with flying colours. In particular, my tutor was an invaluable source of support throughout the whole process. Any queries or uncertainties I encountered along the way, she happily answered, providing me with much needed encouragement. I learned a great deal studying for this qualification that I intend to apply to my day to day work.” (Mark, Coventry)

We look forward to working with you.

Warm regards

Barrie and Clare

Barrie and Clare Smale | Directors | inspired2learn

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1. The role you will need to play in your studies

We are looking forward to working in partnership with you. From our previous work with distance learning, we have found that the most **successful distance learning learners have the following skills & qualities:**

- commitment to achieving the qualification
- self-motivation, ability and commitment to learn and achieve
- self-reliance and good organisational skills
- sticking to their own deadlines wherever possible
- willingness to ask questions and seek guidance from us
- desire to read and research using a range of learning opportunities and materials

It helps us to help you better when you:

- tell us what is working well for you
- advise us of change in circumstances that might affect your ability to complete your qualification
- give us quick feedback about difficulties you might be facing

The benefits of working together and achieving a qualification with us:

- gain a widely recognised qualification
- gain a sense of personal achievement and satisfaction
- professional development and recognition
- increased knowledge
- eligibility to apply for CMI membership
- potential for progression onto further qualifications
- give yourself a competitive edge in the labour market

In recent research (Dr R. McBain *et al* – *The Business Benefits of Management & Leadership Development*, Feb. 2012) it is stated: “managers clearly rate accredited learning and qualifications as having the most impact on their management abilities”

2. The role inspired2learn will play

We can be involved as little or as much as you prefer.

Our basic price package includes:

- a telephone and/or e-mail conversation with you to ensure the qualification and method of study is right for you
- an induction pack that will give full details of the qualification, sources of study materials, our administration processes and assessment guidelines
- assignments and written guidance for completing them
- a named tutor available for unlimited support via e-mail, telephone and Skype.

Your tutor will always:

- ✓ provide you with a minimum acknowledgment response to your enquiries within 24 working hours (e.g. if Friday, by following Monday)
- ✓ provide you with a full response to your enquiries within 48 working hours (e.g. if Friday, by following Tuesday)
- ✓ notify you of their dates of holiday and other unavailability, and what tutorial cover has been arranged during this time
- ✓ be prepared to arrange telephone/skype appointments during normal office hours, Monday - Friday – you will be asked to call them

Note: evening and weekend contact with your tutor is not part of our service, but may be offered at a tutor's individual discretion

- assessment and moderation of your assignments in line with the requirements of the Chartered Management Institute, and within agreed timescales
- tutor availability throughout your programme during normal office hours, Monday-Friday, 9am-5pm, to answer basic administrative queries you have about your programme of study
- access to CMI learning resources
- CMI certificate issued to you on successful completion of the qualification.

3. Your qualification

A distance learning package with us includes everything listed below

- CMI registration fee
- assessment and moderation fees
- assessment information and induction pack
- certification
- access to CMI's extensive range of on-line resources at Management Direct

[View a promotional video about Management Direct](#)

[Inspired2learn's Management Direct homepage](#)

- unlimited email and telephone support (Skype if you prefer)
- an amazing money back guarantee - our promise to you is that if for any reason you are unhappy with the level of service and support from inspired2learn during the first month of working with us, we will refund you.

There are no hidden costs. If there is anything you would like to add to your package we can quote separately for this.

For example, some people like to arrange a face to face tutorial with us at some stage during their qualification. The cost of this will vary according to your geographical location and how much time you would like to spend with us.

Please ask us for details if this would be useful to you.

4. Choosing your qualification

There are no formal entry requirements for the CMI qualifications. However, it is very important to choose the right qualification for you – here is a brief guide:

Level 2 – Team Leading

New in a team leading/supervisory position or aspiring to be a team leader/supervisor.

Level 3 – First Line Management

New in a first line management/project management post managing people or aspiring to be a first line manager/project manager.

Level 4/5/6 – Management and Leadership

Aspiring middle managers/project managers, or experienced middle managers/project managers working at an operational level within the business. Probably managing first line managers/team leaders/project teams and budgets.

Level 7 – Strategic Management and Leadership

Aspiring senior manager/leader/project manager or experienced senior manager/leader/project manager with an input into strategic management & leadership activities.

Level 7 – Coaching & Mentoring

Aspiring senior manager/leader/project manager or experienced senior manager/leader/project manager with an input into coaching and mentoring and strategic planning for this within an organisation.

Please see the ANNEX of this document for:

- more information about the structure of these qualifications
- details of the units of study at each level
- an explanation of the role of the Chartered Management Institute (CMI)
- a summary of the qualification levels on the Regulated Qualifications Framework (RQF)

5. Timescales

The time to complete your qualification will vary according to your individual circumstance. One of the benefits of distance learning is the flexibility to study at your own pace within the registration period allowed by the CMI.

Here is a summary:

Qualification designation	CMI registration period from date of first registration (or on completion of the qualification, whichever is soonest)	Time that we will provide unlimited tutorial support – you will still be able to submit assignments for assessment up to one month before the CMI registration expiry date
Award	1 year	6 months
Certificate	3 years	9 months
Diploma	3 years	18 months
Extended Diploma (only available at levels 5 & 7)	3 years	24 months

6. How you will be able to study

Together with your own wider reading and research (particularly essential at Level 4 and above), you will have access to the CMI's Management Direct. If you are studying Levels 3,5 or 7 you will also have access to the CMI's pathways Series workbooks for each unit of study.



Management Direct: practical support at your fingertips

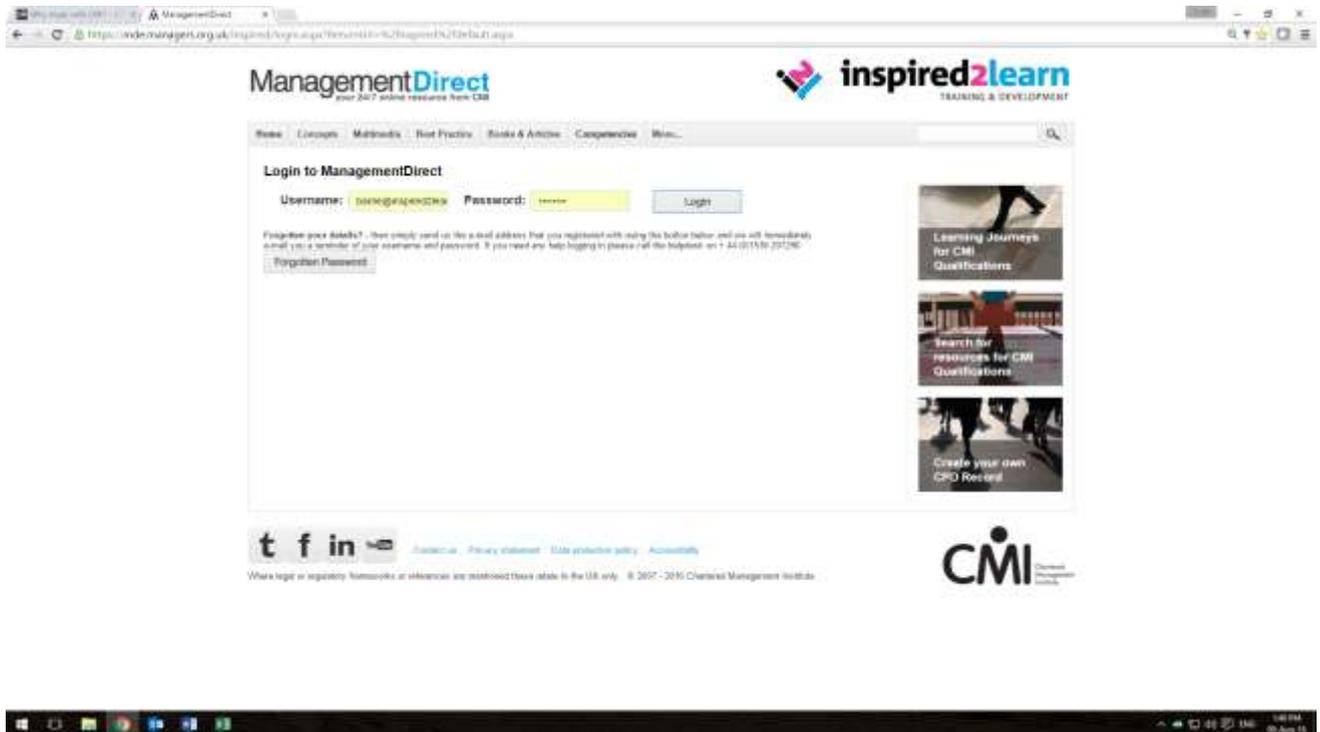
This excellent resource will be an essential source of learning for your qualification programme.

When you are registered with the CMI you will receive membership details from them that will include directions on how to access the *Management Direct* learning resources. There are a huge amount of excellent multimedia resources on this site, and it is well worth spending some time at the start of your programme to check out what is available. [View general information about Management Direct](#)



The screen shots below show the pages you will progress through to access inspired2learn learning journeys on Management Direct – you will access these here - [Inspired2learn's Management Direct homepage](#)

Log-in page:



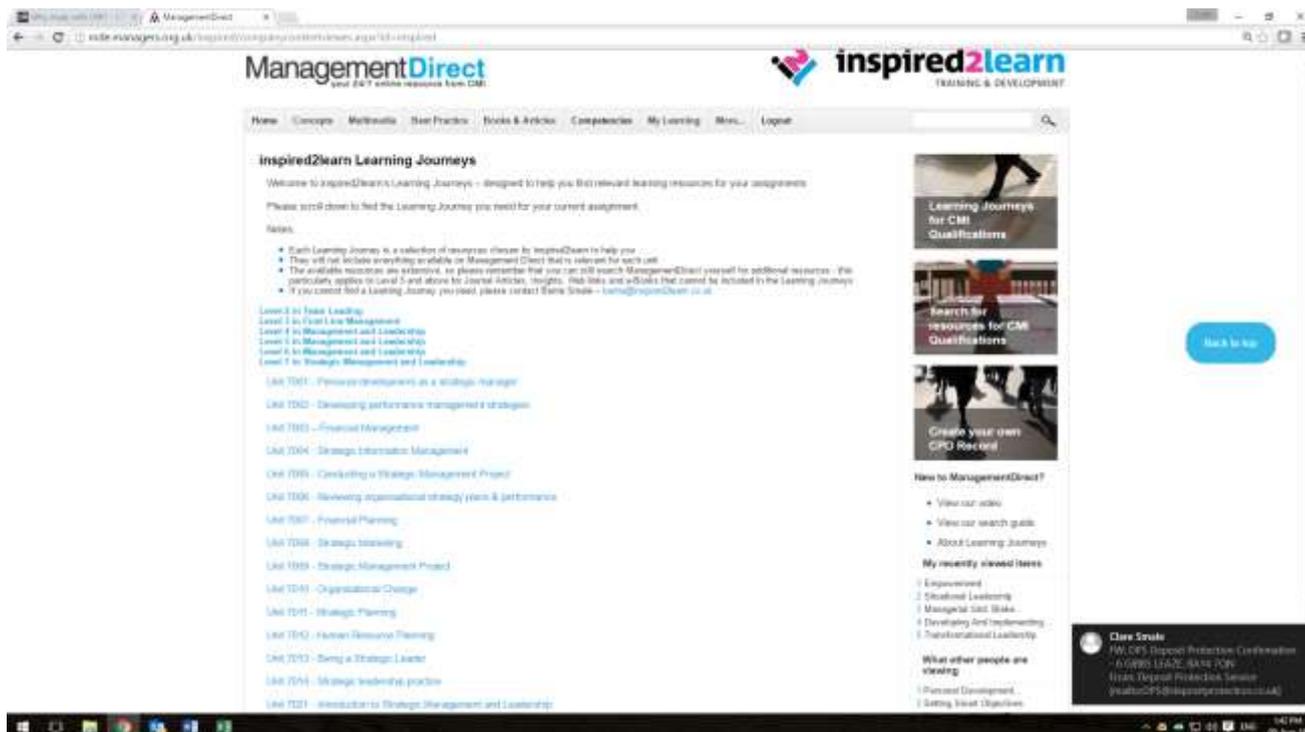
Welcome page after your log-in:

The screenshot shows the ManagementDirect website home page. At the top, there are logos for ManagementDirect (your 24/7 online resource from CMI) and inspired2learn TRAINING & DEVELOPMENT. A navigation menu includes Home, Concepts, Methodology, Best Practice, Books & Articles, Competence, My Learning, and More... with a Login button. The main content area features a 'Welcome Barrie' section with a search bar and a 'Create support' button. Below this, 'Popular searches include' lists various terms like '360 degree appraisal', 'change', 'communication', 'leadership', 'management', and 'project management'. On the right, there are three featured cards: 'Learning journeys for CMI Qualifications', 'Search for resources for CMI Qualifications', and 'Create your own CPD Record'. Further right, a 'New to ManagementDirect?' section lists links like 'View our video', 'View our search guide', and 'About Learning Journeys'. Below that, 'My recently viewed items' lists 'Engagement', 'Situational Leadership', 'Management Self-Check', 'Developing and Implementing', and 'Transformational Leadership'. A 'What other people are viewing' section lists 'Personal Development', 'Setting SMART Objectives', 'Management Mission Tools', 'SMART Objectives', and 'Setting Your Personal...'. At the bottom, there are social media icons for Twitter, Facebook, and LinkedIn, along with a footer containing 't f in' icons, a 'Join us' button, and a copyright notice: '© 2007 - 2015 Chartered Management Institute'.

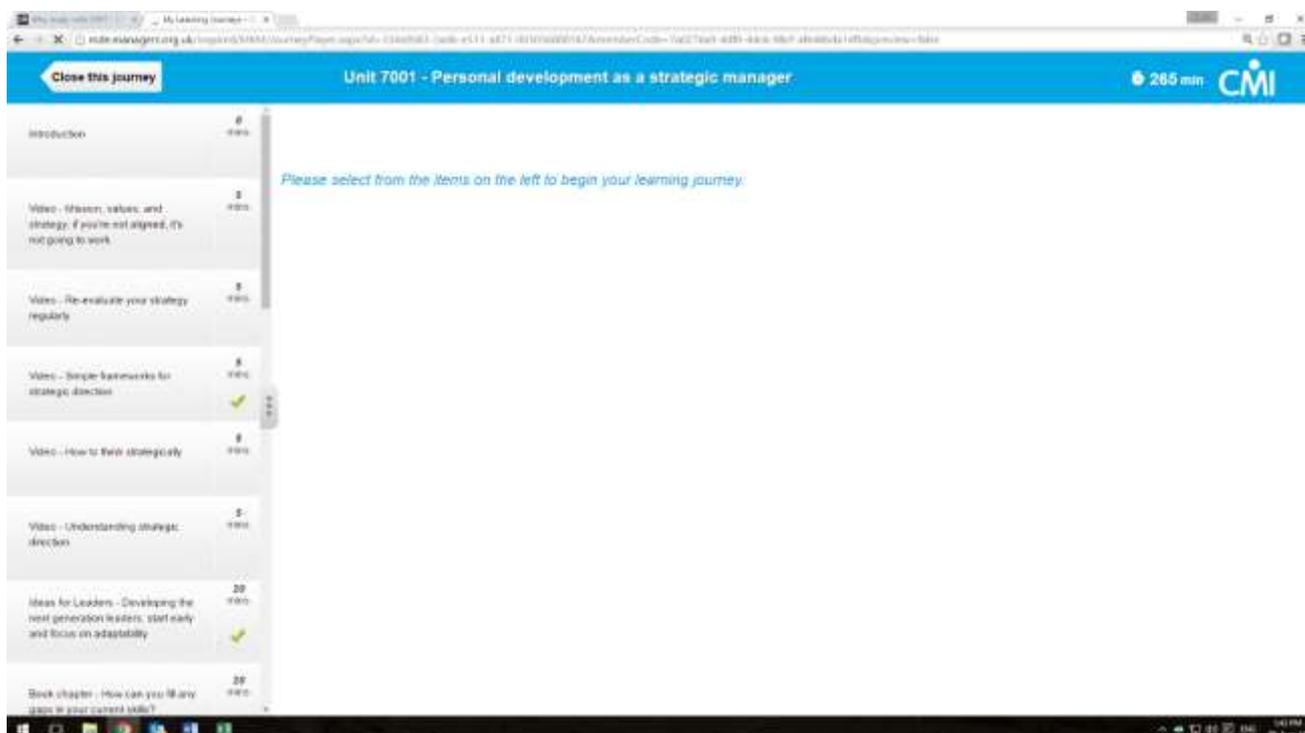
You now see hyperlinks to Levels 2-7 qualifications learning journeys:

The screenshot shows the 'inspired2learn Learning Journeys' page. The header is identical to the previous screenshot. The main content area is titled 'inspired2learn Learning Journeys' and includes a welcome message: 'Welcome to inspired2learn's Learning Journeys - designed to help you find relevant learning resources for your assignments'. It also states: 'Please scroll down to find the Learning Journey you need for your current assignment'. A 'Notes' section contains three bullet points: 'Each Learning Journey is a selection of resources chosen by inspired2learn to help you', 'They will not include everything available on ManagementDirect that is relevant for each unit', and 'The available resources are extensive, so please remember that you can still search ManagementDirect yourself for additional resources - this particularly applies to Level 5 and above for General Articles, Insights, Web Sites and eBooks that cannot be included in the Learning Journeys'. Below the notes, there are hyperlinks for 'Level 2 to Team Leading', 'Level 3 to Front Line Management', 'Level 4 to Management and Leadership', 'Level 5 to Management and Leadership', 'Level 6 to Management and Leadership', and 'Level 7 to Strategic Management and Leadership'. On the right, there are three featured cards: 'Learning journeys for CMI Qualifications', 'Search for resources for CMI Qualifications', and 'Create your own CPD Record'. Below these, a 'New to ManagementDirect?' section lists links like 'View our video', 'View our search guide', and 'About Learning Journeys'. Further down, 'My recently viewed items' lists 'Engagement', 'Situational Leadership', 'Management Self-Check', 'Developing and Implementing', and 'Transformational Leadership'. A 'What other people are viewing' section lists 'Personal Development'.

This shows when you click on the Level 7 hyperlink you see links to learning journeys for the Level 7 units:



This is the home page for a unit learning journey – you click on items at the left of the page and the learning resources opens in the page:



7. How you will be assessed

Assessment method	Written assignments for all levels, plus a management project for Levels 5 & 7 Extended Diplomas
How your assignments will be submitted	Via e-mail as one Microsoft Word document
How your assignments will be marked	Your assignment will be marked by our experienced assessors who will complete a mark sheet and also add feedback comments in the text of your assignment. Results are PASS or REFER (up to 2 re-submissions are allowed per assignment)
How your assignments will be returned to you	By e-mail attachment
How our assessment of your work is quality checked	<p>A sample of all marked assignments are quality checked by our Internal Moderator.</p> <p>A CMI External Moderator also samples your work in order to authorise sign off of your qualification</p>
Your final portfolio and the sign-off process by our CMI External Moderator	We will electronically and securely store all of your marked assignments
How you will receive your certificate	By post to an agreed address

8. Our prices

Remember, these prices include everything listed below:

- CMI registration, assessment, moderation and certification fees
- assessment information and induction pack
- access to CMI's extensive range of on-line resources at *Management Direct*
- unlimited email, Skype and telephone support as required by you

Qualification	Award	Certificate	Diploma	Extended Diploma
Level 2	£375 + vat	£575 + vat	£995 + vat	n/a
Level 3	£445 + vat	£645 + vat	£1,195 + vat	n/a
Level 4	£475 + vat	£745 + vat	£1,395 + vat	n/a
Level 5	£495 + vat	£795 + vat	£1,445 + vat	£1,845 + vat
Level 6	£545 + vat	£845 + vat	£1,595 + vat	n/a
Level 7	£595 + vat	£945 + vat	£1,745 + vat	£2,195 + vat

Incremental top-up approach

It is possible for you to build your qualification via an incremental approach. Taking this approach will cost you a more than a direct enrolment.

For example:

You could enrol on an Award and complete one unit. You will then receive a certificate for the Award and, if you wish, you could then stop at this point. However, if you then decide to progress, you could do a top-up enrolment to the Certificate, Diploma or Extended Diploma.

Alternatively, you may start with a Certificate and top up to a Diploma etc.

The prices for this approach are on the next page:

Prices for the incremental top-up approach:

Qualification	Direct enrolment on Award	Incremental top up to Certificate	Direct enrolment on Certificate	Incremental top up to Diploma	Direct enrolment on Diploma	Incremental top up to Extended Diploma	Direct enrolment on Extended Diploma
Level 2	£375 + vat	£250 + vat	£575 + vat	£480 + vat	£995 + vat	n/a	n/a
Level 3	£445 + vat	£260 + vat	£645 + vat	£620 + vat	£1,195 + vat	n/a	n/a
Level 4	£475 + vat	£365 + vat	£745 + vat	£725 + vat	£1,395 + vat	n/a	n/a
Level 5	£495 + vat	£370 + vat	£795 + vat	£730 + vat	£1,445 + vat	£490 + vat	£1,845 + vat
Level 6	£545 + vat	£370 + vat	£845 + vat	£840 + vat	£1,595 + vat	n/a	n/a
Level 7	£595 + vat	£435 + vat	£945 + vat	£895 + vat	£1,745 + vat	£555 + vat	£2,195 + vat

Note: the following example illustrates how the incremental pricing works if you decide to skip a stage: **Level 5 Award moving straight onto Level Extended Diploma**

$$£445 + (£370 + £680 + £490) = £1,985 + \text{vat}$$

Payment methods:

Full payment for Award, Certificate, Diploma or Extended Diploma	By on-line shop on our website OR By BACS/cheque payment against invoice
Incremental payments (if this progression route is chosen)	ONLY by BACS/cheque payment against invoice
Instalment plans – on application	ONLY by direct debit

9. Purchase additional optional resources to enhance your studies

There is also the option to **purchase additional resources** from us:

1. Face to face tutorials – the price we quote will depend on your geographical location and the amount of time required.

2. Undertaking one or more of the following profiling exercises will help you increase your self- awareness and development needs at the start of your study programme:

- MiRo Behaviour Modes Profile (on line) - £65
- 360 Degree Competency Feedback using a generic questionnaire (on line) - £150
- 360 Questionnaire using your own organisation's competencies (on line) - £195
- Hay Leadership Styles – 180 degree feedback profile (on line) - £275
- Hay Management Styles – self assessment workbook (paper and pencil) - £45.

All the above profiling prices exclude VAT.

10. Further enquiries

Please feel free to contact us:

e-mail: barrie@inspired2learn.co.uk

Telephone: +44 (0)1380 720377 or 07970 022658

Find out more about us on the following social media links:



ANNEX

SUPPLEMENTARY INFORMATION

CMI as a Chartered Body

CMI as an Awarding Body

Qualification summaries & the Regulated Qualification Framework

Unit structure of qualifications

Level 2 Team Leading

Level 3 First Line Management

Level 4 Management & Leadership

Level 5 Management & Leadership

Level 6 Management & Leadership

Level 7 Strategic Management & Leadership

Level 7 Coaching & Mentoring

**Chartered Manager application form
– exemption route with Inspired2learn**

CMI as a Chartered Body – www.managers.org.uk

CMI is the only Chartered professional body in the UK dedicated to promoting the highest standards of management and leadership. Our Chartered status is the government stamp of approval, unique in our sector and your guarantee of the integrity and quality of our advice, qualifications and portfolio of services.

Chartered Status is only awarded to organisations which are considered to be pre-eminent in their field. This can only be granted by Her Majesty Queen Elizabeth II on the recommendation of the Privy Council, made up of over 500 members from both houses of parliament, including all Cabinet Ministers.

Working with Organisations and Government

CMI is the founder of the ***National Occupational Standards*** for Management and Leadership and set the standards for others follow. It's a responsibility that gives us the credibility and expertise possessed by no other organisation – along with the insight, experience and resources to deliver the results employers and individuals are looking for.

CMI work in partnership with employers across private, public and not-for-profit sectors, such as Coca Cola, Williams Lea and Birmingham City Council in a variety of ways such ensuring that organisations can help increase management standards across their organisation.

CMI works with many Government Departments such as the Department for Business, Innovation and Skills, as well as the Departments for Education, Health, Work and Pensions, the Home Office and the Cabinet Office. We respond to Select Committee Inquiries where relevant to ensure that our members' views are considered when policy decisions are being made

CMI also provides Secretariat support to the All-Party Parliamentary Group on Management, running a programme of topical meetings with high-level speakers and providing briefings on the latest policy and research news. Recent meetings debated the future of Management Apprenticeships and how the quality of management and leadership in the NHS can be improved.

CMI as an Awarding Body

CMI qualifications are derived from the National Occupational Standards for Management and Leadership and are accredited on the UK Regulated Qualifications Framework (RQF), meaning qualifications will be fully recognised throughout the UK by both education and business sectors alike.

- CMI is *the only* awarding body able to offer qualifications ranging from Level 2 (comparable to GCSE) through to Level 8 (comparable to PhD)
- They are also the only organisation able to offer and confer *Chartered Manager* status on individual managers. Currently there are 1,400 individuals with 'CMgr' status to their name
- CMI work with over 60 Universities and Business Schools approving them to deliver CMI qualifications ranging from level 2-8

CMI is an **accredited and recognised Awarding Body by Ofqual**, the regulator for the England, **DfES** the regulator for Wales, **SQA** the regulator for Scotland and **CCEA** for Northern Ireland. As an awarding body CMI have full national and European recognition for all the qualifications they award.

Ofqual, together with its partner regulators in Wales (DCELLS) and Northern Ireland (CCEA), is responsible for regulation of the Regulated Qualifications Framework (QCF).

The RQF is a system for recognising skills and qualifications. It does this by awarding credit for qualifications and units (small steps of learning). Each unit has a credit value. This value specifies the number of credits gained by learners who complete that unit. The flexibility of the system allows learners to gain qualifications at their own pace along routes that suit them best.

All qualifications on either the RQF or Scottish framework are transferred to the European Qualification Framework. All regulated CMI Qualifications are recognised by Colleges and Universities and **will allow entry** to higher qualifications.

Regulated Qualifications Framework (RQFF)

The following table provides a brief outline about the equivalence of the CMI qualifications in the UK:

		UNIVERSITY			
LEVEL 8	Doctorate PhD				
LEVEL 7	Master's Degree MA, MSc, MPhil	Post graduate diplomas			
LEVEL 6	University Degree BA, BSc				
LEVEL 5		Foundation Degree FdA, FdSc	HND		
LEVEL 4			HNC		
LEVEL 3	A-Level	A2	AS	L3 Extended Diploma (National Diploma)	L3 Diploma (National Certificate)
LEVEL 2	GCSE Grades A-C	L2 Diploma (1st Diploma)			
LEVEL 1	GCSE Grades D-G	L1 Diploma (Foundation)			
ENTRY LEVEL 3	Key Stage 3	E3 Diploma (Foundation)			
SCHOOL / 6TH FORM		F.E. COLLEGE			

Qualification summaries on the following pages

We will send you a **full syllabus as a PDF e-mail attachment on request** – please just request your copy by contacting us:

E-mail: enquiries@inspired2learn.co.uk

Phone: 01380 722309

Level 2 Team Leading – Award and Certificate

Award – Learners need to complete any combination of units to a minimum of 5 credits

Certificate - Learners need to complete any combination of units to a minimum of 15 credits

Units	Title	Credits
Unit 2001	Personal development as a team leader	6
Unit 2002	Communicating with a team	5
Unit 2003	Monitoring team performance	5
Unit 2004	Controlling resources	6
Unit 2005	Building work relationships	5
Unit 2006	Developing team needs	6
Unit 2007	Providing customer service	5
Unit 2008	Being a team leader	5
Unit 2009	Introduction to Team Leading	6
Unit 2010	Understanding Corporate Social Responsibility	5

Level 2 Diploma in Team Leading

Diploma - Learners need to complete all core units (Group A) and one optional unit (Group B) to a total of at least 38 credits

Units	Title	Credits
Group A		
Unit 2001	Personal development as a team leader	6
Unit 2002	Communicating with a team	5
Unit 2004	Controlling resources	6
Unit 2005	Building work relationships	5
Unit 2006	Developing team needs	6
Unit 2007	Providing customer service	5
Group B		
Unit 2003	Monitoring team performance	5
Unit 2008	Being a team leader	5
Unit 2009	Introduction to Team Leading	6
Unit 2010	Corporate Social Responsibility	5

Level 3 First Line Management – Award and Certificate

Award – Learners need to complete any combination of units to a minimum of 6 credits

Certificate - Learners need to complete any combination of units to a minimum of 13 credits

Units	Title	Credits
Unit 3001	Personal development as a first line manager	6
Unit 3002	Resource planning	6
Unit 3003	Meeting stakeholder needs	6
Unit 3004	Managing and communicating information	6
Unit 3005	Identifying development opportunities	6
Unit 3006	Recruitment and selection process	6
Unit 3007	Maintaining quality standards	6
Unit 3008	Improving team performance	7
Unit 3009	Management communication	6
Unit 3010	Being a leader	6
Unit 3017	Introduction to First Line Management	6
Unit 3018	Corporate Social Responsibility	6

Level 3 First Line Management - Diploma

Diploma - Learners need to complete all core units (Group A) and optional units (Group B) to a minimum of 7 credits - an overall total of at least 37 credits

Units	Title	Credits
Group A		
Unit 3001	Personal development as a first line manager	6
Unit 3002	Resource planning	6
Unit 3003	Meeting stakeholder needs	6
Unit 3004	Managing and communicating information	6
Unit 3005	Identifying development opportunities	6
Group B		
Unit 3006	Recruitment and selection process	6
Unit 3007	Maintaining quality standards	6
Unit 3008	Improving team performance	7
Unit 3009	Management communication	6
Unit 3010	Being a leader	6
Unit 3017	Introduction to First Line Management	6
Unit 3018	Corporate Social Responsibility	6
Unit 4002	Managing stakeholder expectations	7
Unit 4003	Introducing organisational culture, values and behaviour	7
Unit 4004	Managing team dynamics	7
Unit 4005	Management report writing	7
Unit 4006	Management and leadership influencing skills	7
Unit 4008	Managing equality and diversity	7

Level 4 Management & Leadership - Award and Certificate

Award - Learners need to complete any combination of units to a minimum of 6 credits

Certificate - Learners need to complete any combination of units to a minimum of 13 credits

Units	Title	Credits
Unit 4001	Managerial styles and behaviours	6
Unit 4002	Managing stakeholder expectations	7
Unit 4003	Understanding organisational culture, values and behaviour	7
Unit 4004	Understanding team dynamics	7
Unit 4005	Management report writing	7
Unit 4006	Management and leadership influencing skills	7
Unit 4007	Managing interviews	7
Unit 4008	Promoting equality and diversity	7
Unit 4009	Staff inspection review	8

Level 4 Management & Leadership – Diploma

Diploma - Learners need to complete all core units from Group A and a minimum of 13 credits from Group B - an overall total of at least 39 credits

Units	Title	Credits
Group A		
Unit 4001	Managerial styles and behaviours	6
Unit 4002	Managing stakeholder expectations	7
Unit 4003	Understanding organisational culture, values and behaviour	7
Unit 5001	Personal development as a manager and leader	6
Group B		
Unit 4004	Understanding team dynamics	7
Unit 4005	Management report writing	7
Unit 4006	Management and leadership influencing skills	7
Unit 4007	Managing interviews	7
Unit 4008	Promoting equality and diversity	7
Unit 4009	Staff inspection review	8
Unit 5012	Being a leader	7
Unit 5014	Introduction to management coaching and mentoring	6

Level 5 Management & Leadership – Award, Certificate & Diploma

Award - Learners need to complete any one unit to a minimum of 6 credits

Certificate - Learners need to complete any combination of units to a minimum of 13 credits

Diploma - Learners need to complete any combination of units to a minimum of 38 credits

Units	Title	Credits
Unit 5001	Personal development as a manager and leader	6
Unit 5002	Information based decision making	7
Unit 5003	Managing team and individual performance	9
Unit 5004	Practices of resource management	7
Unit 5005	Meeting stakeholder and quality needs	6
Unit 5006	Conducting a management project	10
Unit 5007	Organisational financial management	9
Unit 5008	Conducting a marketing plan	9
Unit 5009	Project development and control	6
Unit 5010	Planning for development	6
Unit 5011	Managing recruitment, selection and induction	7
Unit 5012	Being a leader	7
Unit 5013	Leadership practice	7
Unit 5020	Introduction to management and leadership	7
Unit 5021	Operational risk management	7
Unit 5022	Organisational corporate social responsibility	7

Level 5 Management & Leadership – Extended Diploma

Extended Diploma - complete all core units from Group A, at least one unit from Group B and a minimum of 19 credits from Group C – an overall total of at least 62 credits.

Units	Title	Credits
Group A		
Unit 5001	Personal development as a manager and leader	6
Unit 5002	Information based decision making	7
Unit 5004	Practices of resource management	7
Unit 5005	Meeting stakeholder and quality needs	6
Unit 5006	Conducting a management project	10
Group B		
Unit 5003	Managing team and individual performance	9
Unit 5012	Being a leader	7
Group C		
Unit 5007	Organisational financial management	9
Unit 5008	Conducting a marketing plan	9
Unit 5009	Project development and control	6
Unit 5010	Human resource development	6
Unit 5011	Managing recruitment, selection and induction	7
Unit 5013	Leadership practice	7
Unit 6002	Ethical organisational management	7
Unit 6003	Planning a change process	7
Unit 6004	Leading equality and diversity	7
Unit 6005	Developing and managing networks	7
Unit 6007	Managing ideas and innovation	7
Unit 6008	Managerial decision making	7
Unit 5020	Introduction to management and leadership	7
Unit 5021	Operational risk management	7
Unit 5022	Organisational corporate social responsibility	7

Level 6 Management & Leadership - Award and Certificate

Award - Learners need to complete any combination of units to a minimum of 7 credits

Certificate - Learners need to complete any combination of units to a minimum of 14 credits

Units	Title	Credits
Unit 6001	Managing organisational culture	7
Unit 6002	Ethical organizational management	7
Unit 6003	Planning a change process	7
Unit 6004	Leading quality and diversity	7
Unit 6005	Developing and managing networks	7
Unit 6006	Organisation structures	7
Unit 6007	Managing ideas and innovation	7
Unit 6008	Managerial decision making	7

Level 6 Management & Leadership – Diploma

Diploma - Learners need to complete all core units (Group A) and one optional unit (Group B) to a total of at least 41 credits

Units	Title	Credits
Group A		
Unit 6001	Managing organisational culture	7
Unit 6002	Ethical organizational management	7
Unit 6003	Planning a change process	7
Unit 6004	Leading quality and diversity	7
Unit 7001	Personal development as a strategic manager	6
Group B		
Unit 6005	Developing and managing networks	7
Unit 6006	Organisation structures	7
Unit 6007	Managing ideas and innovation	7
Unit 6008	Managerial decision making	7
Unit 7013	Being a strategic leader	7

Level 7 Strategic Management & Leadership – Award, Certificate & Diploma

Award - need to complete any combination of units to a minimum of 6 credits

Certificate - Learners need to complete any combination of units to a minimum of 13 credits

Diploma - Learners need to complete any combination of units to a minimum of 39 credits

Units	Title	Credits
Unit 7001	Personal development as a strategic manager	6
Unit 7002	Developing performance management strategies	7
Unit 7003	Financial management	7
Unit 7004	Strategic information management	9
Unit 7005	Conducting a strategic management project	10
Unit 7006	Reviewing organisational strategy plans and performance	9
Unit 7007	Financial planning	6
Unit 7008	Developing a marketing strategy	6
Unit 7009	Strategic project management	6
Unit 7010	Implementing organisational change strategies	7
Unit 7011	Strategic planning	9
Unit 7012	Strategic human resource planning	8
Unit 7013	Strategic leadership	7
Unit 7014	Strategic leadership practice	7
Unit 7021	Introduction to strategic management and leadership	10
Unit 7022	Developing risk management strategies	9
Unit 7023	Strategic corporate social responsibility	9

Level 7 Strategic Management & Leadership – Extended Diploma

Extended Diploma - Learners need to complete all core units (Group A) and three optional units (Group B) to a total of at least 66 credits

Units	Title	Credits
Group A		
Unit 7001	Personal development as a strategic manager	6
Unit 7002	Developing performance management strategies	7
Unit 7003	Financial management	7
Unit 7004	Strategic information management	9
Unit 7005	Conducting a strategic management project	10
Unit 7006	Reviewing organisational strategy plans and performance	9
Group B		
Unit 7007	Financial planning	6
Unit 7008	Developing a marketing strategy	6
Unit 7009	Strategic project management	6
Unit 7010	Implementing organisational change strategies	7
Unit 7011	Strategic planning	9
Unit 7012	Strategic human resource planning	8
Unit 7013	Strategic leadership	7
Unit 7014	Strategic leadership practice	7
Unit 7021	Introduction to strategic management and leadership	10
Unit 7022	Developing risk management strategies	9
Unit 7023	Strategic corporate social responsibility	9

CMI Level 7 Award in Leadership Coaching and Mentoring

Learners need to complete any combination of units to a minimum of 6 credits to achieve this qualification.

Unit Number	Unit Name	Credits
Unit 7015V1	Coaching and mentoring within organisational culture	7
Unit 7016V1	Coaching and mentoring policies	6
Unit 7017V1	Organisational coaching and mentoring	6
Unit 7018V1	Strategic impact of coaching and mentoring	6
Unit 7019V1	Embedding coaching and mentoring in the organisation	7
Unit 7020V1	Leadership coaching and mentoring skills	7

CMI Level 7 Certificate in Leadership Coaching and Mentoring

Learners need to complete any combination of units to a minimum of 13 credits to achieve this qualification.

Unit Number	Unit Name	Credits
Unit 7015V1	Coaching and mentoring within organisational culture	7
Unit 7016V1	Coaching and mentoring policies	6
Unit 7017V1	Organisational coaching and mentoring	6
Unit 7018V1	Strategic impact of coaching and mentoring	6
Unit 7019V1	Embedding coaching and mentoring in the organisation	7
Unit 7020V1	Leadership coaching and mentoring skills	7

CMI Level 7 Diploma in Leadership Coaching and Mentoring

Learners need to complete all Group A units and any combination of units to a minimum of 7 credits from Group B. Learners need to complete a minimum of 46 credits to achieve this qualification.

Group A

Unit Number	Unit Name	Credits
Unit 7015V1	Coaching and mentoring within organisational culture	7
Unit 7016V1	Coaching and mentoring policies	6
Unit 7017V1	Organisational coaching and mentoring	6
Unit 7018V1	Strategic impact of coaching and mentoring	6
Unit 7002V1	Developing performance management strategies	7
Unit 7020V1	Leadership coaching and mentoring skills	7

Group B

Unit 7019V1	Embedding coaching and mentoring in the organisation	7
Unit 7010V1	Implementing organisational change strategies	7
Unit 6001V1	Managing organisational culture	7
Unit 6004V1	Leading equality and diversity	7

Exemption Upgrade for Chartered Manager



Application Form

The Chartered Manager Exemption Upgrade to Chartered Manager is open to applicants who have completed a CMI level 5 or above Management Diploma and who have a minimum of 3-years' management experience.

- Chartered Manager is the most prestigious status that can be achieved in the managerial profession
- Provides a professional status and independent endorsement of your ability to manage and lead
- Demonstrates your managerial competence to supplement your functional skills, setting you apart and enhancing employability
- Increases your confidence to make the right decisions to deliver success
- Proves you possess transferable managerial skills that boost your prospects of employment and progression

The criteria for becoming a Chartered Manager includes: 1) Degree level management qualification, 2) minimum of 3 years management experience, 3) proven management competence, 4) a commitment to CMI Professional Standards and ongoing personal development.

This route builds on the knowledge and expertise you have demonstrated through completion of your qualification, providing evidence for criteria 1 and 3 above. Below you will be asked to reflect on the applied learning you have gained throughout your qualification, the improvement in your management practice and the positive, measurable contribution you have made to your organisation.

Applications should be completed at the end of the course and be endorsed by a nominated member of staff from inspired2learn who will then present your application for validation by CMI. Successful applicants will be awarded Chartered Member or Chartered Fellow, dependent on their experience.

Centre Details:

Centre Name:	I2L LTD trading as inspired2learn
Centre Representative:	Barrie Smale
Title and date of Qualification completed:	

Your Details:

Name:			
Email:			
Phone No.:			
Job Title:			
Number of staff who report to you:		Number of employees in your organisation:	

Your Management Experience:

1.	How many years of management experience do you have?	
2.	How many years of strategic management experience do you have?	

Management Assessment:

The following questions are divided into different management disciplines and help us to assess the extent of your management responsibilities and experience. CMI reserves the right to request references to support your answers. *Please delete **Yes** or **No** to each of the following questions:*

Managing People

Do you have responsibility for managing a team of people?	Yes	No
Do you regularly lead meetings?	Yes	No
Do you assess and provide formal feedback on the performance of individuals in your team?	Yes	No

Managing Yourself

Do you take responsibility for your own professional development and record your continuing professional development (CPD)?	Yes	No
Do you have a documented personal development plan?	Yes	No
Do you ensure that you have access to and use the information sources necessary for your role and your personal development?	Yes	No

Achievements

Do you manage projects?	Yes	No
Do you develop and implement operational plans for your area?	Yes	No
Do you consistently meet the performance targets set and agreed with you?	Yes	No

Managing Change

Do you manage processes for identifying and implementing innovations in your area of responsibility?	Yes	No
Do you create plans for managing changes in your area of responsibility?	Yes	No
Do you measure the outcomes of innovations or changes?	Yes	No

Managing Finance and Resources

Do you have responsibility for a budget?	Yes	No
Do you consistently work to the budget or agreed variances?	Yes	No
Do you plan resource requirements in light of your targets or objectives?	Yes	No

Strategic Management Experience

Do you develop and implement strategic business plans?	Yes	No
Do you attend and influence high level decision making meetings regarding the strategic direction of the organisation or your division/department?	Yes	No
Do you support and advise people across your organisation on strategic issues?	Yes	No
Do you establish risk management plans for your area of responsibility?	Yes	No
Do you have responsibility for strategic relationships your organisation has with other organisations?	Yes	No

Additional Requirements

You must answer yes to each of the questions below if you wish to proceed with your application for Chartered Manager status. Please circle your answer yes or no next to each of the questions:

Do you confirm that you agree to the Terms and Conditions of CMI membership available via www.managers.org.uk/terms? **Yes** **No**

In accepting any offer of CMI membership you are also agreeing that you understand and will abide by the CMI Code of Practice for Professional Managers available at www.managers.org.uk. Do you agree to do so? **Yes** **No**

In accepting any offer of a Chartered grade of CMI membership you are committing to completing and maintaining a Continuing Professional Development record which could be requested for inspection from you at any point. The CMI provides both guidance on CPD and a recording system at www.managers.org.uk. Do you agree to maintain CPD? **Yes** **No**

To retain your Chartered status, you agree to pay your annual membership fee, renewal 12 months after initial award. **Yes** **No**

Chartered Manager Application Please complete the following questions in your own words. We recommend you complete each question in no more than three hundred words. Please [click here](#) to view an exemplar completed application.

1. Looking back over the last 18 months, explain the contribution or influence you have had upon your organisation's performance. Please ensure that your answer makes reference to the management activities and skills that you have used

2. Describe how you have applied the learning gained from your recent studies to inform and improve your managerial practice. Please ensure that you explain what you have achieved as a result of applying your learning

3. Considering the CMI Code of Practice, describe your recent management performance from an ethical perspective. Explain why it is important to ensure that your behaviour and that of your team members is acceptable in terms of the standards of the wider society in which we operate

4. Describe your planned learning over the next 18 months to further develop your management & leadership skills. Please provide at least two examples of planned learning and details of how they relate to your role/development

Centre endorsement - I confirm that the above person successfully completed the work based elements of our programme and that the statements confirm work based contribution, applied learning and future development plans.

Endorsed by: (Print name & Job Title)	BARRIE SMALE - DIRECTOR
Sign & Date:	