

# CMI Level 5 Certificate & Diploma in Management & Leadership



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**Guernsey College of Further Education is offering an opportunity to enrol onto a higher education course in CMI Level 5 Management and Leadership**

These qualifications are designed to provide a firm foundation in ideas, techniques and overall competences that will improve management effectiveness and performance and will give you a broader knowledge of middle management skills whilst focusing on the specific leadership areas appropriate to you and your workplace.

## **Course outline**

### **Certificate**

This course consists of two units as follows:

#### ***Principles of leadership practice***

The aim of this unit is to develop managers' understanding of ethical leadership and the impact of culture and values on leadership. Managers will examine leadership models and the concept of empowerment, with consideration of techniques and methods for leading others.

#### ***Managing performance***

Managing the performance of staff is essential to the smooth running of an organisation. This unit evaluates the reasons for managing performance and the approaches that can be used. It explores methods of rewarding the performance of individuals who exceed expectations, and analyses ways of managing under performance in a professional and supportive manner. This unit focuses on the way performance management, when used effectively, is able to impact on individual and organisational achievement.

### **Diploma**

This requires you to complete the above two units plus the following five units:

#### ***Using reflective practice to inform personal and professional development***

Reflective practice is an essential management tool, which supports the development of knowledge, skills and behaviours in the workplace. By consciously analysing own performance, decision making, leadership and management skills (in different situational contexts); opportunities for on-going development can be identified. The aim of this unit is to equip learners with the understanding of the value of reflective practice, and how reflection can be used as the basis of a meaningful personal and professional development.

#### ***Managing equality, diversity and inclusion***

Effective management of equality and diversity not only benefits staff and stakeholders, it can positively impact on an organisation's achievement. This unit has been designed to enable the learner to analyse the requirements for managing, monitoring and reporting on equality, diversity and inclusion. It focuses on the skills required to lead by example and how to adapt leadership styles to support others to see the benefits of inclusive practice. On successful completion of the unit, learners will be armed with the knowledge required to develop and implement an Equality action plan, and monitor its outcomes to make continuous improvement.



## *Managing quality and continuous improvement*

Quality may be defined as excellence, capacity, grade, worth or meeting customer expectations. Whilst the definition of quality can easily be found in the dictionary it is much harder to develop and maintain. This unit looks at the challenge of developing quality within organisations. It focuses on embedding continuous improvement into working practices. On successful achievement of this unit learners will understand the scope and purpose of quality management, approaches, tools and techniques for managing quality and how to judge its success.

## *Planning, procuring and managing resources.*

Inadequate resourcing can affect the ability to achieve objectives; whilst being over resourced has financial implications. This unit has been designed to enable managers to understand and respond to the challenge of managing and monitoring resources. Learners will understand the importance of effective and efficient resource use, identify and plan resource requirements and know how to procure resources in line with regulatory requirements.

## *Principles of delivering coaching and mentoring*

Coaching and mentoring are proven techniques used to enhance the skills, knowledge, talents and potential of individuals as part of an organisational learning and development strategy. This unit explores the principles and practices of coaching and mentoring, and the impact these techniques can have in the development of a high-performance culture.

## **Entry requirements**

It is recommended that candidates will have previously studied the CMI Level 3 but this is not essential. Ideally, candidates will be in a middle management position, or at least have had middle management experience. Admission to the course may be subject to an interview with the course curriculum leader.

## **Progression opportunities**

You can use this qualification to support your application for CMI Chartered Management status. It will also support you in progressing to more senior management positions.

## **Assessment method**

It is also worth noting that the qualification is gained by undertaking a combination of written assignments, professional discussions and presentations,. The assignments expect you to be able to apply your working knowledge from your management area in conjunction with further research to support your work.

## **Course duration**

Certificate - 5 sessions over 3 months

Diploma - 20 sessions over 11 months

## **Further information**

For more details or how to apply, please contact: Fiona Girard on [fionag@gcfe.net](mailto:fionag@gcfe.net) or (01481) 749940

## Guernsey College of Further Education

**Chairman** Julian Winsor

**Principal** Louise Misselke RGN, BSc, MSc, Cert Ed.

**Tel:** (01481) 749940

**Email:** [college@gcfe.net](mailto:college@gcfe.net)

**Web:** [www.guernseycollege.ac.gg](http://www.guernseycollege.ac.gg)

**Address:** Les Ozouets Campus, Les Ozouets, St. Peter Port GY1 2UB



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@GuernseyCollege



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NB: Course information is correct at time of print. Courses offered may be subject to change.