

# Management & Leadership

## CMI Level 3 Qualifications in First Line Management

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The qualifications covered are:

- CMI Level 3 Award in First Line Management
- CMI Level 3 Certificate in First Line Management
- CMI Level 3 Diploma in First Line Management

The Level 3 qualifications in First Line Management are developed for supervisors and first line managers who have operational responsibility for a defined area of activity. This qualification gives junior managers the communication and motivational skills to help improve operational efficiency.

These qualifications are designed for supervisors and first line managers who wish to build on and develop their existing management skills and knowledge:

- Our Level 3 Award in First Line Management provides an introduction to the skills, roles and responsibilities of this management area. It will also develop your basic knowledge by focusing on the development of specific management skills.
- A more extensive qualification, our Level 3 Certificate in First Line Management gives you a broader knowledge of effective management skills while focusing on the specific management areas appropriate to you and your workplace.
- With a more comprehensive structure, our Level 3 Diploma in First Line Management gives you all the key skills and competencies you will need to become an effective first line manager.

### How long will it take me to achieve this qualification?

Award:	6 – 8 weeks
Certificate:	18 – 24 week
Diploma:	12 – 18 months

### How is the qualification assessed?

Assessment is normally via practical work-based assignments provided by us. This ensures you minimise time away from work and that you undertake work study which is relevant to your own organisation's context.

### What next?

On successful completion of a Level 3 qualification in First Line Management, a number of progression opportunities become available:

- Enhance your professional status by upgrading your CMI membership
- Progress to other qualifications at the same level (e.g. from Level 3 Award to Level 3 Certificate etc.)
- Progress to other qualifications at the next level (e.g. from Level 3 Certificate to Level 4 or 5 Certificate)

### Where can this course be taken?

Please contact us for your nearest centre on: 0191 587 8156.



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