

# Business and Management

## Management and Leadership (CMI) Level 3

### In Brief

#### Start Date / Duration

The next start date for this course is April 2024. Course start dates are September, January, April and June. The Award can be completed in up to 3 months. The Certificate can be completed in up to 6 months. The Diploma can be completed in up to 2 years.

#### Entry Requirements

- Participants will be in a management role or will have the opportunity within the current role to shadow someone in a managerial position throughout the course
- There are no formal educational requirements, but learners should be currently working within an area that will enable them to benefit from the programme
- GCSE Maths and English A to C (4 and above) grade (or equivalent) are desirable
- All candidates will be interviewed before being accepted onto the programme

#### You will achieve

Level 3 in Leadership and Management (CMI) either an Award, Certificate or Diploma.

### Course Overview

These qualifications are 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.

The qualifications have been designed for practising or aspiring managers in roles such as:

- Team Leader
- Supervisor
- Project Officer

- Shift Manager
- Foreperson

## Course Content

This is a part-time work-based course. An applicant can start on the Award and, if they wish to, continue onto the certificate and then onto the diploma.

### **Management and Leadership (CMI) Level 3 Award**

There is one unit to complete in up to 3 months:

- Principles of Management and Leadership

### **Management and Leadership (CMI) Level 3 Certificate**

There are two units to complete in up to 6 months:

- Principles of Management and Leadership
- Managing a Team to Achieve Results.

### **Management and Leadership (CMI) Level 3 Diploma**

There are 8 units to complete in up to 2 years:

- Principles of management and leadership
- Managing a team to achieve results
- Building stakeholder relationships using effective communication
- Responding to Conflict in the Workplace
- Managing daily activities to achieve results
- Managing budgets and resources
- Managing data and information
- Managing own personal and professional development

Each unit is delivered as a taught session, except for managing own personal and professional development. Each unit has a structured assignment that you must complete following the session at college.

The course works on a roll on roll off basis, so you can enrol to the course at various points throughout the year. During the sessions, you will get the opportunity to interact and network with peers from a range of industries, sharing ideas and best practice, creating a learning environment where innovation can thrive.

Following each session, you will complete self-directed learning and further study on each of the modules, using online tools that you will gain access to via the CMI learning portal. This will allow you time to complete each of the assignments before the next session you attend. You will also have 1-1 support from your Trainer via telephone, email and video conferencing, as required.

You can view more course content via the link below;

<https://www.managers.org.uk/~media/Files/Qualifications/Level-3-Principles-of-Management-and->

[Leadership/L3-Principles-of-Mgt-and-Leadership-Qual-Syllabus.pdf](https://www.managers.org.uk/~media/Files/Qualifications/Level-3-Principles-of-Management-and-Leadership/L3-Principles-of-Mgt-and-Leadership-Qual-Syllabus.pdf) [https://www.managers.org.uk/~media/Files/Qualifications/Level-3-Principles-of-Management-and-Leadership/L3-Principles-of-Mgt-and-Leadership-Qual-Syllabus.pdf]

## How will I be assessed?

You will submit one assignment per unit. This will be submitted to your Trainer through the Eportfolio system, OneFile.

## What Equipment Will I Need?

You will need a computer with internet access.

## Where will I study?

Old Mill Lane campus  
Church Street  
Barnsley  
S70 2AX

## What can I do next?

You may also wish to further your ongoing personal and professional development by accessing other CMI qualifications, such as the CMI Level 5 Qualifications in Management and Leadership with the goal of becoming a Chartered Manager.

See what careers are available in the Business [https://www.barnsley.ac.uk/app/uploads/2023/01/Business-page0030.pdf] sector. Use our online careers tool, Career Coach [https://barnsley.lightcastcc.com/?radius=&region=Barnsley] , to find out what your next steps could be.

## How much does the course cost?

Course fees:

Management and Leadership (CMI) Level 3 Award £350. There is no funding available so applicants must pay the full cost

Management and Leadership (CMI) Level 3 Certificate £650. There is no funding available so applicants must pay the full cost

Management and Leadership (CMI) Level 3 Diploma £1050. There is no funding available currently so applicants must pay the full cost (19+ Free Courses for Jobs Funding available from August 2024)

## 19+ Students

Aged 19 or over and thinking about further education? You may be eligible for free or reduced course fees . Please refer to our page '[paying for your course.](#)'

## Extra information

### Join the Sports Village

We have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates.

### Full Fee Payable

If the course is listed as full fee payable, you will have to pay for the course.

### Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [<mailto:info@barnsley.ac.uk>]

### Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 26th March 2024

### Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started  
Call us on **01226 216 123**