

# Qualification Factsheet



CMI Level 3 Award in First Line Management (QCF) 600/9678/0

CMI Level 3 Certificate in First Line Management (QCF) 600/9679/2

CMI Level 3 Diploma in First Line Management (QCF) 601/0105/2

## Qualification Objective

These qualifications are designed 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.

## Accreditation Dates

These qualifications are accredited by Ofqual from 1<sup>st</sup> September 2013, and the operational start date in CMI Centres is 1<sup>st</sup> January 2014. The accreditation ends on 31<sup>st</sup> August 2018.

## Rules of Combination

Unit Number	Unit Name	Level	Credits
Unit 3001V1	Personal development as a first line manager	3	6
Unit 3002V1	Resource planning	3	6
Unit 3003V1	Meeting stakeholder needs	3	6
Unit 3004V1	Managing and communicating information	3	6
Unit 3005V1	Identifying development opportunities	3	6
Unit 3006V1	Recruitment and selection process	3	6
Unit 3007V1	Maintaining quality standards	3	6
Unit 3008V1	Improving team performance	3	7
Unit 3009V1	Management communication	3	6
Unit 3010V1	Being a leader	3	6
Unit 3017V1	Introduction to first line management	3	6
Unit 3018V1	Corporate social responsibility	3	6

### CMI Level 3 Award in First Line Management (QCF)

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

Unit Number	Unit Name	Level	Credits
Unit 3001V1	Personal development as a first line manager	3	6
Unit 3002V1	Resource planning	3	6
Unit 3003V1	Meeting stakeholder needs	3	6
Unit 3004V1	Managing and communicating information	3	6
Unit 3005V1	Identifying development opportunities	3	6
Unit 3006V1	Recruitment and selection process	3	6
Unit 3007V1	Maintaining quality standards	3	6
Unit 3008V1	Improving team performance	3	7
Unit 3009V1	Management communication	3	6
Unit 3010V1	Being a leader	3	6
Unit 3017V1	Introduction to first line management	3	6
Unit 3018V1	Corporate social responsibility	3	6

### CMI Level 3 Certificate in First Line Management (QCF)

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

### Group A

Unit Number	Unit Name	Level	Credits
Unit 3001V1	Personal development as a first line manager	3	6
Unit 3002V1	Resource planning	3	6
Unit 3003V1	Meeting stakeholder needs	3	6
Unit 3004V1	Managing and communicating information	3	6
Unit 3005V1	Identifying development opportunities	3	6

### Group B

Unit Number	Unit Name	Level	Credits
Unit 3006V1	Recruitment and selection process	3	6
Unit 3007V1	Maintaining quality standards	3	6
Unit 3008V1	Improving team performance	3	7
Unit 3009V1	Management communication	3	6
Unit 3010V1	Being a leader	3	6
Unit 4002V1	Managing stakeholders' expectations	3	7
Unit 4003V1	Understanding organisational culture, values and behaviour	3	7
Unit 4004V1	Understanding team dynamics	3	7
Unit 4005V1	Management report writing	3	7
Unit 4006V1	Management and leadership influencing skills	3	7
Unit 4008V1	Promoting equality and diversity	3	6
Unit 3017V1	Introduction to first line management	3	6
Unit 3018V1	Corporate social responsibility	3	6

### **CMI Level 3 Diploma in First Line Management (QCF)**

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 total of 37 credits to achieve this qualification.

## **Relationship to National Occupational Standards (NOS) for Management and Leadership**

Unit Number	Unit Name	NOS Units
Unit 3001V1	Personal development as a first line manager	LAA1, LAA2, LAA3, LBA2, LBA9, LDD1, LDD3 LDB9, LEB1
Unit 3002V1	Resource planning	LBA9, LDA1, LDB2, LEA3, LEB2, LEB3
Unit 3003V1	Meeting stakeholder needs	LCA2, LCA3, LCA4, LDA1, LDD2, LFD2 LFD3, LFE5
Unit 3004V1	Managing and communicating information	LDB5, LEC2, LEC4, LEC5
Unit 3005V1	Identifying development opportunities	LBA2, LBA3, LDB3, LDB4, LDC1, LDC2, LDC5
Unit 3006V1	Recruitment and selection process	LDA1, LDA2
Unit 3007V1	Maintaining quality standards	LDB3, LFE1, LFE2, LFE3, LFE4, LFE5
Unit 3008V1	Improving team performance	LDA6, LDA7, LDB4, LDB8, LDC5
Unit 3009V1	Management communication	LDB5
Unit 3010V1	Being a leader	LAA1, LAA2, LBA1, LBA2, LBA3, LBA7, LBA8, LDB1, LDB4
Unit 3017V1	Introduction to first line management	LAA1, LAA2, LDC5, LDD1, LDD2
Unit 3018V1	Corporate social responsibility	LBB3, LEB4
Unit 4002V1	Managing stakeholders' expectations	LDD2, LFD2
Unit 4003V1	Understanding organisational culture, values and behaviour	LBA8
Unit 4004V1	Understanding team dynamics	LBA3, LDB1, LDB6, LDB8
Unit 4005V1	Management report writing	Not covered
Unit 4006V1	Management and leadership influencing skills	LAA1, LBA3, LDB1
Unit 4008V1	Promoting equality and diversity	LBA7

## **Equivalences**

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CMI qualifications at QCF Level 3 portray practical skills and competences that are rated in academic terms as being comparable to GCE AS/A Levels.

## **Further Details**

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For further information on the Level 3 in First Line Management Qualifications please click through to the Syllabus.