

## EVERYONE HAS AN INNER GENIUS

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you find yours



UK Quality Assured



AWARDED SILVER IN THE  
2017 TEACHING EXCELLENCE  
FRAMEWORK

Course regulated  
and validated by



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Professional Admissions team [ProfAdmissions@howcollege.ac.uk](mailto:ProfAdmissions@howcollege.ac.uk)

## CMI Level 3 Diploma in First Line Management

These programmes build upon the past operational knowledge and experience of managers by focussing on the more strategic issues of management within an organisation.

### COURSE OVERVIEW

This is a course designed for people new to a supervisory or line management role, or for those with significant experience but no formal management qualifications. It is a broad based course covering all aspects of the management role and content is directly related to learners own workplaces and previous experience.

### MODULES

Choose six modules from the following, a minimum of 37 credits is required to achieve the certificate;

- **Personal development as a first line manager (6 credits)**
- **Identifying development opportunities (6 credits)**
- **Resource planning (6 credits)**
- **Meeting stakeholder needs (6 credits)**
- **Managing and communicating information (6 credits)**
- **Improving team performance (7 credits)**

### ENTRY REQUIREMENTS

No formal entry requirements.

### DELIVERY INFORMATION

One taught session per week, Tuesdays 18.00-21.00, culminating in a formal written or typed assesment for each module. In addition 3 hours per week personal study will be required.

### LOCATION

WORCESTER  
WFLM-DP3-1820

### COURSE LENGTH

1 year

### COURSE FEES

£1,430 (includes a CMI registration fee of £165)

### AWARD ON SUCCESSFUL COMPLETION

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

### HOW TO APPLY

Please apply through  
our website at  
[www.howcollege.ac.uk](http://www.howcollege.ac.uk)



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### **METHODS OF ASSESSMENT**

Written assignment for each module, feedback will be provided within one month of completion to assist with your development and future submissions.

### **STAFF EXPERIENCE**

Deliverers of these sessions have occupational experience in the areas of management and leadership, which will assist in the practical application of the theory taught. A number of lecturers also possess CMI or academic qualifications in this field.

### **PROGRESSION**

On completion of this course you will be eligible to study for the CMI Level 5 qualification and can apply for Associate Membership of the CMI. Further information can be obtained from the CMI website.

### **ADDITIONAL INFORMATION**

Additional information for this course, including module outlines and guided learning hours can be found on the CMI website ([managers.org.uk](http://managers.org.uk)).