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AWARDED SILVER IN THE
2017 TEACHING EXCELLENCE
FRAMEWORK

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For further information please visit howcollege.ac.uk or email our
Professional Admissions team ProfAdmissions@howcollege.ac.uk

CMI Level 3 Certificate 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 two modules from the following, a minimum of 13 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-CT3-1820

COURSE LENGTH

14 weeks taught plus approximately 1 week (30) hours personal learning time.

COURSE FEES

£490 (includes a CMI registration fee of £118)

AWARD ON SUCCESSFUL COMPLETION

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HOW TO APPLY

Please apply through our website at www.howcollege.ac.uk



HEART OF

WORCESTERSHIRE
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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 successful completion of the level 3 qualification in First Line Management you can progress to the Diploma in First Line Management at Level 3. Alternatively the CMI would recommend the below qualifications as a possible progression route, once complete the First Line Management qualifications:

- CMI Level 3 Qualifications in Coaching and Mentoring
- CMI Level 4/5 Qualifications in Management and Leadership.

Please see also the CMI Website for further information on CMI's portfolio of Level 3 and Level 4 qualifications.

ADDITIONAL INFORMATION

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