

## CMI Level 3 in Principles of Management and Leadership

### Summary

Whether you're new to management or preparing for your first leadership role, this course provides a strong foundation in the essential skills you need to succeed. The qualification covers everything from leading teams and managing projects to solving problems and driving performance. You'll explore key topics including communication, resource planning and decision-making. You'll also discover the personal development needed to become an effective, ethical and confident manager.

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| <b>Course Provider</b> | National Extension College (NEC)<br>Woolpack House, 70 High Street, Sawston CB22 3HJ<br>01223 400200   <a href="http://www.nec.ac.uk">www.nec.ac.uk</a> |
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| <b>Qualification Accreditation</b> | Chartered Management Institute (CMI) |
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| <b>Academic level</b> | Level 3 |
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| <b>PET entry requirements</b> | Level 2 English |
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| <b>Format of course material</b> | Paper-based |
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| <b>Structure of course</b> | <p>There are two core units:</p> <p>Unit 301: Principles of Management and Leadership.<br/>This unit includes:</p> <ul style="list-style-type: none"> <li>• Ways Organisations Operate</li> <li>• Application of Management</li> <li>• Leadership Approaches</li> </ul> <p>Unit 302: Managing a Team to Achieve Results<br/>This unit includes:</p> <ul style="list-style-type: none"> <li>• Understanding the nature of teams in the workplace</li> <li>• Characteristics of high-performing teams.</li> <li>• Developing a shared vision for the team and aligning goals and objectives.</li> </ul> |
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| <b>Assignments</b> | 4 written assignments |
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| <b>Exam</b> | None |
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| <b>Study hours</b> | 121 |
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| <b>Course expiry date</b> | 12 months |
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| <b>Prison support requirements</b> | Facilitate tutor support via email. This often requires scanning learner assignments and emailing them to their tutor.   |
| <b>Supplier tutor's support</b>    | Yes - accessed with prison staff support   |
| <b>Certificate</b>                 | Yes  |
| <b>Progress</b>                    | CMI Level 5 in Management and Leadership is a common progression option but others include an Open University Access course in Business and Law. Call our free Advice Line on 0800 048 7520 on Tuesdays (10-12pm and 2-4pm) and Thursdays (10am-12pm and 2-6pm). |