

Level 3 Qualifications in First Line Management



Who are these qualifications for?

The Level 3 qualifications in First Line Management are designed for supervisors and first line managers who wish to build on and develop their existing management skills and knowledge.

Units available to study at Level 3 include:

| Unit Title | Unit Code | Credit Value |
|--|-----------|--------------|
| Group A | | |
| Personal development as a first line manager | 3001 | 6 |
| Resource planning | 3002 | 6 |
| Meeting stakeholder needs | 3003 | 6 |
| Managing and communicating information | 3004 | 6 |
| Developing individual and teams | 3005 | 6 |
| | | |
| Group B | | |
| Recruitment and selection | 3006 | 6 |
| Maintaining quality standards | 3007 | 6 |
| Improving team performance | 3008 | 7 |
| Management communication | 3009 | 6 |
| Being a leader | 3010 | 6 |

The Award:

The Level 3 Award in First Line Management is a concise qualification, giving you an introduction to the necessary skills, roles and responsibilities of first line management. It enables you to strengthen and develop your basic knowledge of this management area through focusing on specific skills areas.

To achieve a Chartered Management Institute Award in First Line Management, you need to successfully complete at least one unit to a minimum of 6 credits.

The Award can take as little as 2-3 weeks.

The Certificate:

The Level 3 Certificate in First Line Management is a more extensive qualification; which allows you to broaden your knowledge of effective management skills and techniques. Whilst still maintaining the flexibility to focus on the specific management elements appropriate to both you and your organisation.

To achieve a Chartered Management Institute Certificate in First Line Management, you need to successfully complete any combination of units to a minimum of 13 credits.

The Certificate can take 1-3 months.

The Diploma:

The Level 3 Diploma in First Line Management is a more comprehensive structured qualification providing you with the key management and supervisory skills and techniques to enable you to operate effectively as a first line manager. This qualification allows you to develop a wide range of management competencies from effective recruitment and selection through to leading and developing individuals and teams.

To achieve a Chartered Management Institute Diploma in First Line Management, you need to successfully complete all core units (Group A) and two optional units (Group B) to a minimum total of 42 credits.

The Diploma can take 6-12 months.