

# Business and Management

## Management and Leadership (CMI) Level 3 Award/Certificate/Diploma

### In Brief

#### Start Date / Duration

There are various enrolment dates through out the year. Please see below for dates. The course duration is 14 weeks for the Award and Certificate respectively and 52 weeks for the Diploma.

#### Entry Requirements

- Participants will be in a management role or will have the opportunity within the current role to shadow someone in a managerial position throughout the course
- There are no formal educational requirements, but learners should be currently working within an area that will enable them to benefit from the programme
- GCSE Maths and English A to C (4 and above) grade (or equivalent) are desirable
- All candidates will be interviewed before being accepted onto the programme
- To join the Certificate course, learners must hold level 3 Award in Management
- To join the Diploma course learners must hold the Level 3 Certificate in Management

#### You will achieve

Level 3 in Leadership and Management (CMI) Award/Diploma or Certificate

### Course Overview

The Leadership and Management course is aimed at practising or aspiring managers who manage a team to achieve clearly defined outcomes, setting and monitor goals and objectives by providing instruction, direction and guidance. Day-to-day operational and project activities are a key part of their role. The course includes mandatory and optional units to match your work responsibilities, equipping you with essential management skills.

## Course Content

Start dates are as follows

### Award:

- 10 January 2025
- 24 April 2025

### Certificate:

- 28 February 2025
- 9 May 2025

### Diploma:

- 10 January 2025
- 24 April 2025

This is a part-time work-based course. An applicant can start on the Award and, if they wish to, continue onto the certificate and then onto the diploma.

### Management and Leadership (CMI) Level 3 Award

There is one unit to complete in up to 3 months:

- Principles of Management and Leadership

### Management and Leadership (CMI) Level 3 Certificate

There are two units to complete in up to 6 months:

- Principles of Management and Leadership
- Managing a Team to Achieve Results.

### Management and Leadership (CMI) Level 3 Diploma

There are 8 units to complete in up to 2 years:

- Principles of management and leadership
- Managing a team to achieve results
- Building stakeholder relationships using effective communication
- Responding to Conflict in the Workplace
- Managing daily activities to achieve results
- Managing budgets and resources

- Managing data and information
- Managing own personal and professional development

Each unit is delivered as a taught session, except for managing own personal and professional development. Each unit has a structured assignment that you must complete following the session at college.

The course works on a roll on roll off basis, so you can enrol to the course at various points throughout the year. During the sessions, you will get the opportunity to interact and network with peers from a range of industries, sharing ideas and best practice, creating a learning environment where innovation can thrive.

Following each session, you will complete self-directed learning and further study on each of the modules, using online tools that you will gain access to via the CMI learning portal. This will allow you time to complete each of the assignments before the next session you attend. You will also have 1-1 support from your Trainer via telephone, email and video conferencing, as required.

You can view more course content via the link below;

<https://www.managers.org.uk/~media/Files/Qualifications/Level-3-Principles-of-Management-and-Leadership/L3-Principles-of-Mgt-and-Leadership-Qual-Syllabus.pdf>

[<https://www.managers.org.uk/~media/Files/Qualifications/Level-3-Principles-of-Management-and-Leadership/L3-Principles-of-Mgt-and-Leadership-Qual-Syllabus.pdf>]

## **How will I be assessed?**

You will submit one assignment per unit. This will be submitted to your Trainer through the Eportfolio system, OneFile. The course is assessed through the production of reports with supporting evidence and observations.

## **What Equipment Will I Need?**

You will need a computer with internet access.

## **Where will I study?**

You will study in your place of work or online.

## **What can I do next?**

You may also wish to further your ongoing personal and professional development by accessing other CMI qualifications, such as the CMI Level 5 Qualifications in Management and Leadership with the goal of becoming a Chartered Manager.

See what careers are available in the Business

[<https://www.barnsley.ac.uk/app/uploads/2023/01/Business-page0030.pdf>] sector. Use our online careers tool, Career Coach [<https://barnsley.lightcastcc.com/?radius=&region=Barnsley>] , to find out what your next steps could be.

## How much does the course cost?

Management and Leadership (CMI) Level 3 Award £350. There is no funding available so applicants must pay the full cost.

Management and Leadership (CMI) Level 3 Certificate £650. There is no funding available so applicants must pay the full cost.

Management and Leadership (CMI) Level 3 Diploma £724. Funding for the diploma may be available through level 3 Free Courses for Jobs or an Advanced Learner Loan.

To achieve the Level 3 Diploma in full will cost £1,724 if you do not previously have the Award and Certificate qualifications.

## Extra information

### Advanced Learner Loans

This course may be eligible for an Advanced Learner Loan.

For eligibility information and details about how to apply, visit the Advanced Learner Loan page. Or contact our Information Team by calling 01226 216 123 or emailing: [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [mailto:info@barnsley.ac.uk]

### Join Honeywell Sports Village

We have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates.

### Free Courses For Jobs

If you are aged 19 or over, you may not have to pay for this course if:

- You do not already have a level 3 qualification OR
- You already have a level 3 qualification or higher but earn below the earnings threshold set by your local authority, which includes benefits (see below) OR
- You already have a level 3 qualification or higher but are unemployed and in receipt of a means-tested benefit, below the earnings threshold set by your local authority (see below).

This course is funded by *South Yorkshire Mayoral Combined Authority (SYMCA) and/or West Yorkshire Combined Authority (WYCA)*. You must be living in the South or West Yorkshire regions to qualify for funding.

### Earnings Threshold

- If you live in the qualifying **West Yorkshire** region and earn below £25,000 a year then you may not have to pay for this course.
- If you live in the qualifying **South Yorkshire** region and earn below £30,476 a year then you may not have to pay for this course.

## **Full Fee Payable**

If the course is listed as full fee payable, you will have to pay for the course.

## **Contact the Information Unit**

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email [info@barnsley.ac.uk](mailto:info@barnsley.ac.uk) [mailto:info@barnsley.ac.uk]

## **Disclaimer**

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

**Last updated:** 10th January 2025

### **Want to apply?**

Visit <https://www.barnsley.ac.uk/apply> to get started  
Call us on **01226 216 123**