

CMI LEVEL 4 NVQ DIPLOMA IN MANAGEMENT

QUALIFICATION FACTSHEET

4D27V2

CMI Level 4 NVQ Diploma in Management

601/6877/8

QUALIFICATION PURPOSE

This qualification has been developed in consultation with employers and other key stakeholders. It is for middle managers and supports the development of their ability to lead and manage individuals and teams. The qualification develops important skills, including providing leadership and management and developing working relationships with stakeholders

KEY DATES

These qualifications are regulated from 1st September 2015. The review date for this qualification is 31st August 2018.

RULES OF COMBINATION

To achieve a CMI Level 4 NVQ Diploma in Management, learners must complete a minimum of 53 credits, which is equivalent to 530 TQT hours, of which there are 214 GLH.

- 170 TUT (17 credits) from GROUP A MANDATORY UNITS
- a minimum of 200 TUT (20 credits) from GROUP B OPTIONAL UNITS
- a maximum of 160 TUT (16 credits) from GROUP C OPTIONAL UNITS

A minimum of 400 TUT (40 credits) must be achieved through the completion of units at Level 4 or above.

UNIT NUMBER	UNIT NAME	CREDITS	GLH	TUT
MANDATORY GROUP A				
M&L 9	Manage personal and professional development	3	12	30
M&L 26	Provide leadership and management	5	28	50
M&L 27	Develop and implement an operational plan	5	24	50

M&L 32	Develop working relationships with stakeholders	4	20	40
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OPTIONAL GROUP B

M&L 25	Develop and maintain professional networks	3	15	30
M&L 28	Encourage learning and development	3	16	30
M&L 30	Initiate and implement operational change	4	19	40
M&L 31	Discipline and grievance management	3	26	30
M&L 33	Manage a tendering process	4	21	40
M&L 34	Manage physical resources	4	26	40
M&L 35	Manage the impact of work activities on the environment	4	30	40
M&L 36	Prepare for and support quality audits	3	17	30
M&L 37	Conduct quality audits	3	21	30
M&L 38	Manage a budget	4	26	40
M&L 40	Manage a project	7	38	70
M&L 41	Manage business risk	6	27	60
M&L 42	Manage knowledge in an organisation	5	34	50
M&L 43	Recruitment, selection and induction practice	6	33	60
M&L 44	Manage redundancy and redeployment	6	39	60
M&L 10	Promote equality, diversity and inclusion in the workplace	3	15	30
M&L 11	Manage team performance	4	21	40
M&L 12	Manage individuals' performance	4	20	40
M&L 13	Manage individuals' development in the workplace	3	10	30
M&L 14	Chair and lead meetings	3	10	30
M&L 16	Encourage innovation	4	14	40
M&L 17	Manage conflict within a team	5	25	50
M&L 18	Procure products and/or services	5	35	50

M&L 20	Implement and maintain business continuity plans and processes	4	25	40
M&L 21	Collaborate with other departments	3	14	30
M&L 22	Support remote or virtual teams	4	18	40
M&L 45	Contribute to the development of a strategic plan	5	31	50
M&L 49	Design business processes	5	23	50
M&L 51	Develop and manage collaborative relationships with other organisations	5	28	50
M&L 52	Optimise the use of technology	6	29	60
M&L 53	Manage product and/or service development	5	23	50

OPTIONAL GROUP C

M&LEB1	Manage health and safety in own area of responsibility	5	15	50
B&A 64	Contribute to the design and development of an information system	5	23	50
B&A 65	Manage information systems	6	30	60
B&A 69	Manage events	6	49	60
CS 34	Manage customer service operations	7	23	70
CS 36	Review the quality of customer service	4	20	40
B&A 41	Contribute to the improvement of business performance	6	33	60
B&A 42	Negotiate in a business environment	4	18	40
CS 30	Resolve customers' problems	4	19	40
CS 31	Resolve customers' complaints	4	22	40
MK3-1	Analyse competitor activity	3	3	30
SAL4-3	Developing sales proposals	5	30	50
SAL4-1	Prioritising information for sales planning	3	20	30

FURTHER INFORMATION

For further information on the CMI Level 4 NVQ Diploma in Management, please see the Qualification Syllabus.