

Introductory Certificate in Management - Level 3

A Chartered Management Institute's (CMI) qualification

Overview

This qualification provides an introduction to the Chartered Management Institute's (CMI) Level 3 Certificate in Management. This certificate is intended for people who are considering a move into a first line management role or those who are new to such a role. Quaestus will ensure that the structure and content of this programme is tailored to meet the needs of the organisation and successfully comply with the requirements of the Institute.

Overall Aims

To help delegates learn about:

- developing themselves
- the importance of a 'customer' focus
- gathering and communicating information
- setting objectives, planning and monitoring
- working effectively with others
- the basic concepts of quality, continuous improvement and change

Assessment

To achieve the award delegates will be asked to submit written responses to a number of questions. These questions are set and marked by the Institute. This assignment is designed to test delegate's knowledge and understanding of the above topics. This document may be counted as evidence towards the Chartered Management Institute full Level 3 Certificate in Management or the Level 3 NVQ/SVQ in Management, if delegates wish to progress to either of these qualifications (as long as the evidence is no more than three years old at the point of submitting for assessment).

To find out more about how we can accredit future and past management and leadership training call us on 01803 299740 or email us at consultants@quaestus.co.uk.