

## Level 3 Diploma in Principles of Management and Leadership (online)

Location	Online
Course Type	Adult
Department	Business & Law
Start Date	Friday 1st August 2025
Duration	Part-time, 1 Year
Time	09:00 - 17:00
Fee	£ 724.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	XAP-XD3X-1900

## Course Overview

The CMI Level 3 Diploma in Management and Leadership is aimed at practising or aspiring managers who supervise or manage a team, or project officer and shift manager to achieve clearly defined outcomes. They will set 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. Upon completing the Diploma qualification you will be awarded Foundation Chartered Manager Status. Putting aspiring and early-career managers on a guided development pathway to becoming a fully-fledged Chartered Manager.

### Delivery model

This is a virtual deliver model therefore we do not require learners to attend site.

Access to a VLE platform (Mindful Education) which provides learning content, case studies and apply tasks to support understanding

learners are required to attend 7 x3 hour online workshops with tutor to discuss learning and receive assignment support. learners to complete and submit 7 assignments

### Qualification benefits for learners

Support and monitor goals

Provide instructions around objectives

Give direction and guidance

Support day-to-day operations

Effective project planning

Providing an overview of the roles and responsibilities required for managers and develop the skills required to succeed

Foundation Chartered Manager offers professional recognition and access to the tools to facilitate continuing professional development (CPD) against our Professional Standard

Qualification benefits or organisations

Ensuring teams can meet organisational objectives

Provides a fully comprehensive bank of the knowledge and skills required to be a manager as part of an organisation

The ability to apply learning in the context of another organisation or industry sector

## Course Requirements

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Students must complete a BKS assessment in English and Maths and attend a formal Teams meeting with the Trainer/Assessor to discuss eligibility, suitability and commitment to the course.

Students who hold Level 2 qualifications in Literacy and Numeracy may be asked to provide copies at enrolment.

Applicants will be invited to an information session to learn more about the course and eligibility criteria.

## What You Will Learn

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This combined knowledge and competency-based qualification will build and develop new skills to enhance their management career.

- Develop your portfolio of essential management skills
- Take charge of your personal and professional development
- Get an in-depth understanding of what is expected of a manager
- Manage teams effectively
- Get a recognised qualification for your personal development
- Support and monitor goals
- Provide instructions around objectives
- Give direction and guidance
- Support day-to-day operations
- Effective project planning

Qualification benefits or organisations

- Ensuring teams can meet organisational objectives

- Provides a fully comprehensive bank of the knowledge and skills required to be a manager as part of an organisation

- The ability to apply learning in the context of another organisation or industry sector

## Assessment

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Series of written assignments. Students will receive an assignment brief and evidence booklet which outlines the structure, word count and indicative content in order to complete each assignment.

Students will have access to an portfolio system which monitors progress, supports regular contact with your assessor. On registration learners will receive access to CMI Management direct

## Progression

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After completion of this qualification, and in line with career progression learners can continue to the following qualifications:

- CMI Level 5 in Management and Leadership
- ILM Level 5 in Management and Leadership
- Level 4 Associate Project Management Apprenticeship Standard
- CMI Level 5 Project Manager
- CMI Level 5 in Project Management
- Level 5 operations Manager Apprenticeship Standard

## Career Options

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This qualification is supported by employers, who agree that it provides skills and knowledge for individuals entering the management sector in roles including, but not limited to:

- Team leader
- Supervisor
- Project officer
- Shift manager
- Foreperson

## Mandatory Units

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The units selected as part of our delivery model are;

- Principles of Management and Leadership.
- Managing a team to achieve results.
- Building stakeholder relationships using effective communication.
- Manage daily activities to achieve results.
- Contribute to the delivery of a project.
- Manage budgets and resources.
- Managing own personal and professional development.

## Contact Details

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For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## Disclaimer

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Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.