

Management and Leadership

CMI Level 4

SUSSEX
BUSINESS
SCHOOL

AIM HIGHER, GET FURTHER.



ENTRY CRITERIA

Aged 19 or over working as a Team Leader or in a similar role

CMI Level 4 Management and Leadership



DESIGNED FOR

Junior Managers wishing to develop personal management capabilities and grow professional management skills, including decision-making, managing team dynamics and delegation capabilities.

SUPPORT

- Self-study courses with dedicated support from CMI-approved tutors to provide support and assistance with assignments and study materials
- Delivered via Moodle and in collaboration with the CMI and Management Direct
- All course materials are available online 24/7

QUALIFICATION

- Study at Award, Certificate or Diploma Level.
- RQF Level 4 is regarded in academic terms as being equivalent to a Foundation Degree.
- Accredited by the Chartered Management Institute (CMI).
- Nationally recognised: all credits earned are transferable to other university or college programmes within a similar discipline.

BENEFITS

- Improve your management skills and techniques, elevate your leadership skills
- Apply theories and management models to practical work situations, and develop your problem-solving skills
- Gain management certification that demonstrates to your employer that you have current knowledge and understanding of what it is to be an effective Manager
- Manage workplace problems confidently and effectively
- Improve your career prospects and earning power



SELF STUDY INFO

Each unit up to 8 weeks to complete, with 1-2 days of study per week

ALL OUR COURSES INCLUDE:

Study materials, personal tutor support, assessments, and affiliate membership of the CMI until course completion, and your Certificate both digital and paper.

Additionally, access to the widely renowned [Management Direct](#) platform for further CPD and Professional Development via Mentoring and Career Development for the duration of your course.

COURSE ASSESSMENT

No examinations.

Completion of a written assignment per Unit (word count per assignment (2,500 to 3,000))

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AWARD

Award is the shortest and most concise qualification consisting of one unit of your choice from the list below (4001-4009) and typically taking between one and two months to complete.



CERTIFICATE

Certificate provides a broad base of knowledge and skills, and consists of two units of your choice from the list below (4001-4009) and typically taking between two and four months to complete.



DIPLOMA

Diploma provides a comprehensive and extensive programme consisting of six units (four mandatory units and additional two of your choice) from the list below and typically taking between six and 12 months to complete.

COURSE UNITS

- 4001 Managerial Styles and Behaviours (TUT 60) **DIPLOMA MANDATORY UNIT**
- 4002 Managing Stakeholders' Expectations (TUT 70) **DIPLOMA MANDATORY UNIT**
- 4003 Organisational Culture, Values and Behaviour (TUT 70) **DIPLOMA MANDATORY UNIT**
- 4004 Understanding Team Dynamics (TUT 70)
- 4005 Management Report Writing (TUT 70)
- 4006 Management and Leadership Influencing Skills (TUT 70)
- 4007 Managing Interviews (TUT 70)
- 4008 Promoting Equality and Diversity (TUT 70)
- 4009 Staff Inspection Review (TUT 80)

- 5012 Being a Leader (TUT 70) **DIPLOMA ONLY**
- 5014 Introduction to Management Coaching and Mentoring (TUT 60) **DIPLOMA ONLY**
- 5001 Personal Development as a Manager and Leader (TUT 60) **DIPLOMA ONLY, MANDATORY UNIT**

CMI qualifications consist of units, which have a TUT value that tells you roughly how many hours it typically takes to complete each unit.



BUYING OPTIONS

We offer payment options suited to any circumstances whether in full or one unit at a time.

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BUYING OPTIONS FOR CERTIFICATE AND DIPLOMA LEVEL QUALIFICATIONS:

Award Level course is single unit course at £285 + £120 Registration Fee.

Option 1:

ALL-IN-ONE

Pay for the course in full. Includes the CMI Registration Fee.

CMI Certificate and Diploma level Qualifications via our All-In-One payment option, also include an introductory hourly session of Career Coaching to help integrate your newly developed skills and knowledge, specific to your niche.

Option 2:

UNIT-BY-UNIT

Pay one unit at a time as you study. Your first payment will include the Registration Fee and your first unit. You can then purchase your next unit as you progress through your course.

An allowance of 2 calendar months (8 weeks) are provided between unit completion, and following unit purchase/enrolment.

HOW MUCH DOES IT COST

All **individual units** are £285.00 per unit.

CMI Registration Fees:

Award £120
Certificate £165
Diploma £227

All prices are inclusive of VAT

[Please visit our website](#) for special offers and to purchase any course.



ANY QUESTIONS?

Our dedicated onboarding team are standing by to assist you

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WAYS TO GET IN TOUCH

We will be pleased to help you tailor your own programme of learning and answer any queries you may have.

Call us: +44 (0) 1424 551 066

Email us: hello@sussexbusinessschool.com

Have a quick question and need a quick response?

Reach out on Twitter:



WHAT DRIVES US

FREE PERSONALISED LEARNING PLAN

Complete and send the career assessment questionnaire below to receive your free personalised career advice and learning plan to meet your career and professional development objectives. Our team will be in touch once we receive and analyse your information. [Start here.](#)

CHOOSE YOUR FUTURE

SPEAK TO A COURSE SPECIALIST

Book a free, no-obligation telephone or Zoom consultation with our Onboarding Manager. If you prefer Zoom or are not based in the UK please add your Zoom account email address and a note that you would like a zoom call to *Any other questions area of the form. [Click here to book your slot.](#)