

Your future. Your way.

FULLY ACCREDITED UK COURSES
FOR PROFESSIONAL DEVELOPMENT
AND ACADEMIC PROGRESSION

The logo graphic consists of several overlapping triangles in shades of purple, pink, and blue, arranged in a cluster.

**SUSSEX
BUSINESS
SCHOOL**

AIM HIGHER, GET FURTHER.



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This is a 44 pages document. Please consider whether printing can be avoided or kept to required page(s) only. Our planet will be most grateful.

GET TO KNOW US

Here at Sussex Business School we are motivated by a single vision:

A future with opportunities for everyone to realise their dreams

OUR VALUES:

RESPECT

We promote diversity and inclusion and celebrate differences

DIVERSITY

We treat everyone with respect and kindness

COMPETENCE

We know our business and here to guide you to success

APPROACHABILITY

We are easy to reach and love helping to shape careers and futures

WHO WE ARE

We are a diverse remote team of career experts, administrators, and approved, experienced tutors. We are all based in the UK and are dedicated to making your self-study journey as smooth and rewarding as possible.

Here at Sussex Business School we work tirelessly to bring you the best of the UK's Management and Leadership courses and news to help you stay at the forefront of leadership techniques and help you reach your career goals.

WHY WE EXIST

All of us at Sussex Business School are here to help people reach their potential so that everyone can have the future and career they deserve.

We are here to inspire professional excellence in those shaping the future of management and leadership, by helping the leaders of today and tomorrow to boost their careers and earning power at their own pace with online home-study UK accredited courses, career advice and personalised tutor support.



OUR COURSES

Explore available course categories with Sussex Business School

Courses for career development and academic progression

BITESIZE PROGRAMMES

A new, innovative series of practical online programmes which cater to the growing demand for micro-learning.

Bitesize courses concentrate on relevant and key topics, and include lots of practical guides and tools to support you in becoming the best manager.

Mapped against the CMI Professional Standards and Level 5 qualification learning outcomes with progression routes to further study.

MANAGEMENT AND LEADERSHIP

For all types of leaders or those wishing to move into management or improve their leadership skills and earning power. The equivalent academic levels range from Foundation Degree to PhD and Doctorate Levels. Courses accredited by CMI.

COACHING AND MENTORING

For all types of leaders focusing on building robust teams through coaching and mentoring. The equivalent academic levels range from Foundation Degree to PhD and Doctorate Levels.

PROJECT MANAGEMENT

Designed for those already working as a Team Leader or first-time manager, these courses are essential for your career development as a leader involved with client or organisational projects.

MANAGEMENT CONSULTING

For working Management Consultants in any sector or those seeking to become one. Develop your management consulting skills, focus on developing problem-solving, planning and managing consultancy sessions, and building successful client relationships.



WHICH COURSE

How to choose a course for your specific situation and goals



CMI courses are for leaders looking to progress their careers, earn more and achieve professional excellence and respect. Learners are able to demonstrate to current and prospective employers their capabilities, ambition, and commitment to professional development, and significantly improve career prospects and earning potential. Learners are also able to progress to top-up programmes at universities and Chartered Manager status which is only offered by the CMI.

WHICH LEVEL OF STUDY TO CHOOSE?

Level 3 course are best suited for team leaders and first-time managers focusing on building the foundations of leadership practices and opening the door to further development and study.

Levels 4 & 5 are more appropriate for mid-managers as they focus on developing core management skills such as managing resources, recruitment, and information management.

Levels 6 and 7 are developed for senior managers who have the responsibility to translate organisational strategy into effective performance.

Level 8: CMI is the only organisation that offers Level 8, which is suited to C-level senior managers.



CMI CHARTERED MANAGER CMgr

Fast Track to Chartered
Manager Status



BECOME A CHARTERED MANAGER CMgr

As one of the only Fully Approved CMI Delivery Centres, we know a thing or two about what it takes to excel both in terms of Management, and Leadership. As a result, we house one of the very few Approved Charter Assessors outside of the CMI, meaning we can assess and award the CMgr status.

As a Chartered Manager you'll join a community of high performing professional managers at the top of their game who are self-aware and skills-focused, delivering real value for their business.

HOW MUCH DOES IT COST

£149 Diploma course Add-on

For new students enrolling on any CMI Level 5 or above Diploma courses.

£199 Stand-alone Application

For those that meet the CMI Eligibility Requirements and are not enrolled onto a course with us. We will process a full application covering all CMI Chartered Manager Award requirements.

BENEFITS FOR ORGANISATIONS

Chartered Manager demonstrates that you solve problems and deliver solutions for your organisation.

- 95% say that Chartered Manager demonstrates their use of managerial skills to achieve organisational results
- 81% say that since becoming Chartered, they have used their managerial skills to lead people and manage change
- 78% say that since becoming Chartered, they have had a positive impact on the wider team in their organisation (such as increased employee engagement)

BENEFITS FOR INDIVIDUALS

It will also help you to continue developing your skills across your career.

- 91% say their self-awareness has increased
- 81% say their management skills have improved
- 76% say that Chartered Manager provides the “ultimate competitive advantage”

[Please visit our website](#) for more information or to purchase one of these options.



STILL NOT SURE?

Our dedicated onboarding team are standing by to assist you

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.](#)



OUR LEARNING PLATFORM

Studying online has never been easier with Moodle - most popular online learning platform



LEADING ONLINE LEARNING PLATFORM

All our courses are served via the world's most popular online learning platform - Moodle. With over 200 million users worldwide you are in good company!

LEARN ANYWHERE. ANYTIME. ON ANY DEVICE.

The platform available on desktop and mobile enabling you to learn anytime, anywhere and on any device.

Your tutor will be able to provide support and assistance via the messaging function straight inside the platform.

Discuss assignments and study materials throughout your course, find everything organised and easy to find and come back to.





BUYING OPTIONS

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

ALL OUR COURSES INCLUDE:

Study materials, personal tutor support (excluding Bitesize Programmes), assessments and affiliate CMI membership until course completion, and your Certificate both digital and paper.

Additionally, the CMI courses include 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.

BUYING OPTIONS FOR ALL CERTIFICATE AND ABOVE LEVEL QUALIFICATIONS:

All Award Level courses are single unit courses at £285 + the CMI 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.



BUYING OPTIONS CONT.

Prices are valid from January 2024 and are subject to change

HOW MUCH DOES IT COST

CMI Bitesize Series

£100 per programme in any series including three months CMI Membership

All Other Courses

All **individual units** are £285.00 per unit.
+ CMI Registration Fee

All prices are inclusive of VAT

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



CMI REGISTRATION FEES:

Levels 3 & 4:

Award £120 Certificate £165 Diploma £227

Level 5:

Award £140 Certificate £190 Diploma £252

Levels 6, 7 & 8:

Award £165 Certificate £252 Diploma £334
Extended Diploma £378

CMI COURSE TOP UPS:

For students that have either previously completed a lower stage qualification with us here at Sussex Business School or via another provider, we are able to facilitate the “Top-Up” to the next Framework level. Whether that be from Award to Certificate, Certificate to Diploma, or even skipping a stage entirely, we can facilitate the continued progression throughout your chosen Framework.

Please contact us [here](#) if you have a Top-Up enquiry.



Micro-learning online programmes

FOR MANAGERS

SUSSEX
BUSINESS
SCHOOL

AIM HIGHER, GET FURTHER.



ABOUT BITESIZE

Bitesize are innovative series of practical online programmes which cater to the growing demand for micro-learning



HOW MUCH DOES IT COST

CMI Bitesize Series

£100 per programme in any series including three months CMI Membership

Learners may choose to complete one or any combination of multiple programmes in any series.

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

Download the standalone Bitesize Programmes brochure [here](#).

DESIGNED FOR

Programmes are designed to equip learners with the skills and knowledge they need to support them in a current role and in career progression. Mapped against the CMI Professional Standards and Level 5 qualification learning outcomes, this mix of practical tools, case studies, checklists, videos and real world insights will give learners a better understanding of the topic.

BENEFITS FOR LEARNERS

- Bitesize courses are available on any type of device – whenever, wherever
- Completely flexible to suit your own needs
- Certificate of Recognition on completion to showcase your skills
- Three month's subscription included – access CMI's exclusive benefits and resources
- Eligible for Foundation Chartered Manager
- Opportunity to 'top-up' to Level 5 qualification in Management and Leadership

BENEFITS FOR ORGANISATIONS

- Ready-made programmes, delivered standalone or as part of a wider programme
- Addresses topical Management & Leadership challenges and skills for the future
- Caters to the growing demand for micro-learning
- Aligned to our Professional Standard and Level 5 qualifications
- Access CMI's full suite of resources, such as ManagementDirect



AVAILABLE PROGRAMMES



CERTIFICATE OF ACHIEVEMENT

On completion of each programme learners will receive a CMI Certificate of Achievement that evidences their Continuing Professional Development.

Each of these areas include three programme options to choose from for high impact virtual micro-learning for maximum output.

- | | |
|----------------------------------|--------------------------------|
| 1. Managing Change | 4. Conflict Resolution |
| 2. Managing Equality | 5. Data Driven Decision Making |
| 3. Leadership in the Digital Age | 6. Project Management |

NEXT STEPS

Upon completion of all the CMI Bitesize programmes, the learner can complete an optional, final assessment to gain a [Level 5 in Management and Leadership](#), putting them on the road to gaining additional qualifications and Chartered Manager status.



AVAILABLE PROGRAMMES



HOW MUCH DOES IT COST

CMI Bitesize Series

**£100 per programme in any series
including three months CMI Membership**

Learners may choose to complete one or any combination of multiple programmes in any series.

Managing Change:

Programme 1: Why Change Happens?

Programme 2: Approaches to Change

Programme 3: Initiating and Planning Change

Managing Equality, Diversity and Inclusion:

Programme 1: Legal and Organisational Approaches

Programme 2: Roles and Responsibilities of a Manager

Programme 3: Develop and Implement Plans and Reports

Please visit our [website](#) for special offers and to purchase any course.
Download the standalone Bitesize Programmes brochure [here](#).



AVAILABLE PROGRAMMES



HOW MUCH DOES IT COST

CMI Bitesize Series

**£100 per programme in any series
including three months CMI Membership**

Learners may choose to complete one or any combination of multiple programmes in any series.

Leading in a Digital Age:

Programme 1: Approaches to Managing and Leading Teams in a Digital Age

Programme 2: Equipping High Performing Teams with the Right Skills and Experience

Programme 3: Managing and Leading Hybrid Teams

Conflict Resolution:

Programme 1: What is Conflict?

Programme 2: Resolving Conflict in the Workplace

Programme 3: Knowledge, Skills and Behaviours for Managing Conflict

Please visit our [website](#) for special offers and to purchase any course.
Download the standalone Bitesize Programmes brochure [here](#).



AVAILABLE PROGRAMMES



HOW MUCH DOES IT COST

CMI Bitesize Series

**£100 per programme in any series
including three months CMI Membership**

Learners may choose to complete one or any combination of multiple programmes in any series.

Data Driven Decision Making

With data and information volumes increasing at unprecedented levels, the ability to interpret, use and harness 'Big Data' can become an organisational challenge. The aim of this series is to equip the learner with an understanding of the purpose and practices of interpreting, managing and presenting business data to inform decision making.

The programmes within this series are:

Programme 1: The Use of Data and Information in Decision Making

Programme 2: Interpret Data and Information to Support Decision Making

Programme 3: Present data and Information Used for Decision Making

Please visit our [website](#) for special offers and to purchase any course.
Download the standalone Bitesize Programmes brochure [here](#).



AVAILABLE PROGRAMMES



HOW MUCH DOES IT COST

CMI Bitesize Series

**£100 per programme in any series
including three months CMI Membership**

Learners may choose to complete one or any combination of multiple programmes in any series.

Project Management

The ability to manage projects is a vital skill for all managers. Focussing on the knowledge and skills required to manage projects successfully and overcome problems and challenges, this series supports the learner to evaluate the methods and tools for planning tasks and activities, build stakeholder relationships, manage resources and risk, monitor progress and report on outcomes.

The programmes within this series are:

Programme 1: Understand the Role of Projects in Delivering Organisational Strategy

Programme 2: Processes for Initiating, Planning and Managing Projects

Programme 3: Understand the Factors which Contribute to Effective Project Management

Please visit our [website](#) for special offers and to purchase any course.
Download the standalone Bitesize Programmes brochure [here](#).

Management and Leadership courses



ENTRY CRITERIA

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

CMI Level 4 Management and Leadership



ACCREDITED BY



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

CMI Level 4 Management and Leadership



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.

TOTAL UNIT TIME (TUT)

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

COURSE ASSESSMENT

No examinations.

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

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**



ENTRY CRITERIA

Aged 19 or over working as a manager or in a similar role

CMI Level 5 Management and Leadership



ACCREDITED BY



DESIGNED FOR

Operational Managers, Divisional Managers, Departmental Managers, Regional Managers and leaders wishing to develop their skills and knowledge in areas of management such as developing individuals and teams, planning and managing a project, managing finance, and human resource management.

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 5 is regarded in academic terms as equivalent to a Foundation Degree and Higher National Diploma (HND).
- 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

- Explore the fundamental management theories and models, improve your practical management skills, and develop an in-depth understanding of process and staff management
- Build your problem-solving skills and be enabled to apply them directly in your workplace, benefiting your organisation
- Demonstrate to your employer your proficiency in current management practices and commitment to professional development, improving your chances of career progression
- Use your manager training to progress onto higher levels of study, such as BA (Hons) degree top-up course



SELF STUDY INFO

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

CMI Level 5 Management and Leadership



AWARD

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



CERTIFICATE

Certificate provides a broad base of knowledge and skills, and consists of two or three units of your choice (min 121 TUT) from the list below and typically taking between two and six months to complete.



DIPLOMA

Diploma provides a comprehensive and extensive programme consisting of eight units of your choice from the list below and typically taking between six and 14 months to complete.

TOTAL UNIT TIME (TUT)

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

COURSE ASSESSMENT

No examinations.
Completion of a written assignment per Unit (word count per assignment (2,500 to 3,000)

COURSE UNITS

501 Principles of Management and Leadership in an Organisational Context (TUT 62)
502 Developing, Managing and Leading Individuals and Teams (TUT 60)
503 Principles of Managing and Leading Individuals and Teams (TUT 50)
504 Managing Performance (TUT 50)
506 Managing Equality, Diversity and Inclusion (TUT 41)
507 Principles of Coaching and Mentoring (TUT 48)
509 Managing Stakeholder Relationships (TUT 40)
511 Principles of Recruiting, Selecting and Retaining Talent (TUT 46)
513 Managing Projects to Achieve Results (TUT 51)
514 Managing Change (TUT 43)

515 Creating and Delivering Operational Plans (TUT 52)
518 Managing Risk (TUT 53)
519 Managing Quality and Continuous Improvement (TUT 56)
520 Managing Finance (TUT 56)
521 Using Data and Information for Decision Making (TUT 50)

CERTIFICATE AND DIPLOMA LEVEL ONLY:

523 Principles of Marketing Products and Services (TUT 55)
525 Using Reflective Practice to Inform Personal and Professional Development (TUT 44)
526 Principles of Leadership Practice (TUT 78)



ENTRY CRITERIA

Aged 19 or over with 2 years or more work experience in a senior management role

CMI Level 6 Professional Management and Leadership Practice



ACCREDITED BY



DESIGNED FOR

Individuals wishing to develop professional management and leadership practice to drive business activities in a senior management and leadership role and taking responsibility for people, projects, operations, and/or services to deliver organisational success, behave ethically and demonstrate a commitment to continual learning and development.

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, Diploma Level.
- RQF Level 6 is regarded in academic terms as being equivalent to a Bachelor's Degree with Honours, a Bachelor's Degree, a Professional Graduate Certificate in Education (PGCE), a Graduate Diploma and a Graduate Certificate.
- 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

- This course will effectively improve the management skills, methods and processes you need to operate successfully
- Develop an in-depth understanding of how Senior Managers offer clear and constructive leadership
- Build your knowledge of how the culture of an organisation impacts on behaviours, strategy and performance
- Demonstrate to current and prospective employers your capabilities, ambition and commitment to professional development
- Use your Professional Management and Leadership Practice certification to further your ongoing personal and professional development by accessing other CMI qualifications, such as investigating the opportunity to become a Chartered Manager, enrolling on a higher level qualification with the CMI, or on a Degree or Masters Programme at University.



SELF STUDY INFO

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

CMI Level 6 Professional Management and Leadership Practice



AWARD

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



DIPLOMA

Diploma provides a comprehensive and extensive programme consisting of six units of your choice, and typically taking between six and 12 months to complete.

TOTAL UNIT TIME (TUT)

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

COURSE ASSESSMENT

No examinations.
Completion of a written assignment per Unit
(word count per assignment (2,500 to 4,000))

COURSE UNITS

- 601 Professional Management and Leadership Practice (TUT 60)
- 602 Developing, Managing and Leading Individuals and Teams (TUT 60)
- 603 Organisational Culture (TUT 50)
- 604 Strategic Programme and Project Management (TUT 90)
- 605 Innovation and Change (TUT 70)
- 606 Developing and Leading Strategy (TUT 60)
- 607 Procurement, Purchasing and Contracting (TUT 60)
- 608 Strategic Corporate Responsibility and Sustainability (TUT 60)
- 609 Leading Quality Management (TUT 70)
- 613 Leading Equality, Diversity and Inclusion (TUT 70)
- 614 Principles and Practices of Ethical Decision Making (TUT 60)



ENTRY CRITERIA

Aged 19 or over with 2 years or more work experience in a senior management role

CMI Level 7 Strategic Management and Leadership



ACCREDITED BY



DESIGNED FOR

Managers who are already operating at the strategic level and is designed to improve your ability to implement fundamental management and leadership models within your organisation's strategic framework.

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, Diploma Level.
- RQF Level 7 is regarded in academic terms as equivalent to a master's degree, an Integrated Master's Degree, a Postgraduate Diploma, a Postgraduate Certificate in Education (PGCE) and a Postgraduate Certificate.
- 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

- This course will improve your leadership and strategic management skills and develop your ability to apply them at a strategic level within your organisation
- Apply the tools, models and theories directly to real-life work-based problems and see the benefits in your organisation
- Demonstrate to current and prospective employers your capabilities, ambition and commitment to professional development
- Significantly improve your career prospects and earning power
- Use this course to progress onto higher levels of study, including MBAs with universities in the UK



SELF STUDY INFO

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

TOTAL UNIT TIME (TUT)

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

COURSE ASSESSMENT

No examinations.
Completion of a written assignment per Unit
(word count per assignment (3,000 to 4,500))

CMI Level 7 Strategic Management and Leadership



AWARD

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



DIPLOMA +

Diploma provides a comprehensive and extensive programme consisting of five units of your choice, and typically taking between five and ten months to complete.

Extended Diploma provides the highest and most comprehensive level of learning for this qualification consisting of seven units and typically taking between seven and 12 months. Aligned to the Chartered Management Consultant Competency Framework, achievement of all units provides a pathway to completing ChMC (Chartered Manager Status) assessment.

COURSE UNITS

701 Strategic Leadership (TUT 110)
702 Leading and Developing People to Optimise Performance (TUT 100)
703 Collaboration and Partnerships (TUT 70)
704 Developing Organisational Strategy (TUT 90)
705 Leading Strategic Change (TUT 80)
706 Finance for Strategic Leaders (TUT 90)

707 Organisational Design and Development (TUT 80)
708 Strategic Risk Management (TUT 80)
709 Strategic Management of Data and Information (TUT 80)
710 Marketing Strategy (TUT 80)
712 Strategic Management Project (TUT 100)
713 Applied Research for Strategic Leaders (TUT 90)
714 Personal and Professional Development for Strategic Leaders (TUT 90)



ENTRY CRITERIA

Aged 19 or over and have Level 7 or equivalent and/or have been in a Senior Management position for at least 3 years

CMI Level 8 Strategic Direction and Leadership



ACCREDITED BY



DESIGNED FOR

Directors and Senior Managers with responsibility for developing and implementing ethical and performance-driven strategy across multiple organisations, leading by example to inspire teams and provide clear direction.

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, Diploma Level.
- RQF Level 8 qualification and is regarded in academic terms as being equivalent to Doctorate/PhD.
- 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

- Develop the advanced skills and knowledge that you need to lead transformational strategic change within your organisation(s), accelerating performance in multiple settings
- Apply the tools, models and theories directly to real-life work-based problems and see the benefits in your organisation
- Demonstrate to current and prospective employers your capabilities, ambition and commitment to professional development
- Achieve the highest level of strategic learning, significantly improving 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

CMI Level 8 Strategic Direction and Leadership



AWARD

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



DIPLOMA

Diploma provides a comprehensive and extensive programme consisting of seven units (mandatory units 8001-8006) plus one unit of your choice (7013 or 7014), and typically taking between six and 12 months to complete.

TOTAL UNIT TIME (TUT)

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

COURSE ASSESSMENT

No examinations.

Completion of a written assignment per Unit (word count per assignment (4,000 to 4,500))

COURSE UNITS

8001 Personal development as a strategic leader (TUT 100)
8002 Collective strategy development (TUT 100)
8003 Inter-organisational strategic planning (TUT 100)
8004 Inter-organisational strategic direction (TUT 100)
8005 Strategic communication (TUT 100)
8006 Strategic culture (TUT 100)

7013 Strategic leadership (TUT 70) **DIPLOMA LEVEL ONLY**

7014 Strategic leadership practice (TUT 70) **DIPLOMA LEVEL ONLY**

Coaching and Mentoring courses



ENTRY CRITERIA

Aged 16+ and able to demonstrate sufficient capability at the right level to undertake the learning and assessment

CMI Level 3 Coaching and Mentoring



ACCREDITED BY



DESIGNED FOR

Supervisors and first line managers to support the development, coaching and mentoring skills and techniques of individuals, teams and achieve objectives.

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
- CMI qualifications at RQF Level 3 portray practical skills and competences that are rated in academic terms as being comparable to GCE AS/A Levels
- 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

- Explore the principles of coaching and mentoring, and their organisational and individual impacts
- Develop skills and techniques that will enable you to apply your learning practically when mentoring team members
- Use this distance learning to progress onto higher levels of study
- Improve your career prospects and, as a result, command a potentially higher salary



SELF STUDY INFO

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

CMI Level 3 Coaching and Mentoring



AWARD

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



CERTIFICATE

Certificate provides a broad base of knowledge and skills, consisting of two units of your choice from the list below and typically taking between two and four months to complete.



DIPLOMA

Diploma provides a comprehensive and extensive programme consisting of six units (mandatory first five units below and additional optional unit of your choice from the three units marked DIPLOMA LEVEL ONLY, and typically taking between six and 12 months to complete.

TOTAL UNIT TIME (TUT)

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

COURSE ASSESSMENT

No examinations. Completion of a written assignment per Unit (word count per assignment (2,000 to 2,500))

COURSE UNITS

- 3011 Principles, skills and impact of coaching and mentoring (TUT 70)
- 3012 Coaching and mentoring for individual and team needs (TUT 60)
- 3013 Managing the coaching and mentoring relationships (TUT 50)
- 3014 Coaching and mentoring processes (TUT 70)
- 3015 Completing the coaching and mentoring process (TUT 50)
- 4003 Understanding Organisational Culture, Values and Behaviour (TUT 70) **DIPLOMA LEVEL ONLY**
- 4004 Understanding Team Dynamics (TUT 70) **DIPLOMA LEVEL ONLY**
- 4008 Promoting Equality and Diversity (TUT 70) **DIPLOMA LEVEL ONLY**



ENTRY CRITERIA

Aged 19 or over working as a manager or in a similar role

CMI Level 5 Coaching and Mentoring



ACCREDITED BY



DESIGNED FOR

Professionals currently working at Middle Management level and/or aiming to move into a more senior position. This course focuses on developing your coaching and mentoring skills in management.

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 5 is regarded in academic terms as equivalent to a Foundation Degree and Higher National Diploma (HND).
- 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

- Explore fundamental models and theories of coaching and mentoring, and their organisational impact
- Develop skills and techniques that will enable you to apply your learning practically when mentoring team members
- Use this distance learning to progress onto higher levels of study, such as an MBA or Masters course
- Improve your career prospects and, as a result, command a potentially higher salary



SELF STUDY INFO

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

CMI Level 5 Coaching and Mentoring



AWARD

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



CERTIFICATE

Certificate provides a broad base of knowledge and skills, and consists of three units of your choice from the list below and typically taking between three and six months to complete.



DIPLOMA

Diploma provides a comprehensive and extensive programme consisting of seven units below and typically taking between seven and 14 months to complete.

TOTAL UNIT TIME (TUT)

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

COURSE ASSESSMENT

No examinations.
Completion of a written assignment per Unit
(word count per assignment (2,500 to 3,000))

COURSE UNITS

5014 Introduction to Management Coaching and Mentoring (TUT 60)
5015 Management of Coaching and Mentoring (TUT 60)
5016 Using Coaching and Mentoring Skills as a Manager (TUT 60)
5017 Coaching Practice and Theory (TUT 60)
5018 Mentoring Practice and Theory (TUT 60)
5019 Management of Action Learning (TUT 60)
5001 Personal Development as a Manager and Leader (TUT 60) **DIPLOMA LEVEL ONLY**



ENTRY CRITERIA

Aged 19 or over with 2 years or more work experience in a senior management role with strategic coaching and mentoring responsibilities



ACCREDITED BY



DESIGNED FOR

Managers who are currently operating at a strategic level and wish to develop and implement organisational coaching and mentoring systems and models.

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

CMI Level 7 Strategic Coaching and Mentoring

QUALIFICATION

- Study at Award, Certificate, Diploma Level.
- RQF Level 7 is regarded in academic terms as equivalent to a master's degree, an Integrated Master's Degree, a Postgraduate Diploma, a Postgraduate Certificate in Education (PGCE) and a Postgraduate Certificate.
- 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

- Develop a broad understanding of the fundamental skills required for successful coaching and mentoring at a strategic level
- Explore the different approaches to coaching and mentoring
- Focus on the management of organisational culture and change
- Use your management coaching distance learning to progress onto higher levels of study, such as an MBA or Masters course
- Improve your career prospects and, as a result, command a potentially higher salary



SELF STUDY INFO

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

CMI Level 7 Strategic Coaching and Mentoring



AWARD

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



DIPLOMA

Diploma provides a comprehensive and extensive programme consisting of seven units (7015-7020 mandatory) plus one additional unit of your choice, and typically taking between seven and 14 months to complete.

TOTAL UNIT TIME (TUT)

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

COURSE ASSESSMENT

No examinations.

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

COURSE UNITS

7015 Coaching and Mentoring within Organisational Culture (TUT 70)
7016 Coaching and Mentoring Policies (TUT 60)
7017 Organisational Coaching and Mentoring (TUT 60)
7018 Strategic Impact of Coaching and Mentoring (TUT 60)
7002 Developing Performance Management Strategies (TUT 70)
7020 Leadership Coaching and Mentoring Skills (TUT 70)

DIPLOMA LEVEL ONLY - choose one additional unit of your choice from the list below:

7019 Embedding Coaching and Mentoring in the Organisation (TUT 70)
7010 Implementing Organisational Change Strategies (TUT 70)
6001 Managing Organisational Culture (TUT 70)
6004 Leading Equality and Diversity (TUT 70)

Project Management courses



ENTRY CRITERIA

Aged 18 or over and able to demonstrate sufficient capability at the right level to undertake the learning and assessment

CMI Level 3 & CMI Level 5 Project Management



ACCREDITED BY



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 Level 3 Award in Project Management, or Level 5 Certificate in Project Management
- Accredited by the Chartered Management Institute (CMI)
- Nationally recognised: all credits earned are transferable to other university or college programmes within a similar discipline

DESIGNED FOR

The qualification has been designed for practising or aspiring managers in roles such as: Project Manager, Operations Manager, Divisional Manager, Department Manager, Regional Manager and Specialist Manager. The CMI Project Management courses are aimed at practising or aspiring managers and leaders who are typically accountable to a senior manager or business owner.

BENEFITS

- Improve your management skills and techniques, elevate your leadership skills
- Extend your skills and knowledge to embrace further project management disciplines
- Progress to higher levels of study within CMI qualifications
- 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

CMI Level 3 & CMI Level 5 Project Management



AWARD

Level 3 Award is the shortest and most concise qualification consisting of one unit of your choice from the list below and typically taking between one and two months to complete.

COURSE UNITS

Level 3 Award

3001 Introduction to Project Management (TUT 60)

TOTAL UNIT TIME (TUT)

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

COURSE ASSESSMENT

Completion of a written assignment per Unit (word count per assignment Level 3 2,000 to 2,500, and Level 5 3,500 to 5,000)
No examinations



CERTIFICATE

Level 5 Certificate provides a broad base of knowledge and skills, and consists of two units of your choice from the list below and typically taking between two and four months to complete.

COURSE UNITS

Level 5 Certificate

513 Managing Project to Achieve Results (TUT 60)
524 Conducting a Management Project (TUT 100)

Professional Consulting courses



ENTRY CRITERIA

Aged 19 or over working as a manager or in a similar role

CMI Level 5 Professional Consulting



ACCREDITED BY



DESIGNED FOR

Those currently working as professional consultants or seeking to enter the field, focusing on developing skills such as problem solving, and planning and managing consultancy sessions, enabling you to build successful client relationships.

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 5 is regarded in academic terms as equivalent to a Foundation Degree and Higher National Diploma (HND).
- 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

- The professional CMI consulting course will develop the essential skills and competencies you need to work as a professional consultant
- Learn how to practically apply fundamental processes and strategies when advising your clients
- These CMI professional consulting courses will demonstrate to future clients that you are a highly capable professional consultant, with the ability to offer effective and practical advice, thereby improving your ability to win contracts
- Use your business consultant certification to progress onto higher levels of study, such as an MBA or Master's course



SELF STUDY INFO

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

CMI Level 5 Professional Consulting



AWARD

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



DIPLOMA

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

TOTAL UNIT TIME (TUT)

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

COURSE ASSESSMENT

No examinations.

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

COURSE UNITS

- 5029 Introduction to Consulting Essentials (TUT 80)
- 5030 Planning and Managing Consultancy Interventions (TUT 80) **DIPLOMA MANDATORY**
- 5031 The Role and Responsibilities of a Consultant (TUT 60) **CERTIFICATE & DIPLOMA ONLY**
- 5032 The Client Relationship (TUT 80) **DIPLOMA MANDATORY**
- 5033 Communication for Consultants (TUT 70)
- 5034 Problem Solving Tools and Techniques for Consultants (TUT 90) **DIPLOMA MANDATORY**
- 5009 Project Development and Control (TUT 60) **DIPLOMA ONLY**
- 5017 Coaching Practice and Theory (TUT 60) **DIPLOMA ONLY**
- 5019 Management of Action Learning (TUT 60) **DIPLOMA ONLY**
- 6003 Planning the Change Process (TUT 70) **DIPLOMA ONLY**



ENTRY CRITERIA

Aged 19 or over with 2 years or more work experience in a senior management role, and have some experience as a consultant (or similar) in any sector

DESIGNED FOR

Those currently working as professional consultants or seeking to enter the field, focusing on developing your strategic consultancy skills such as entry and diagnosis, group dynamics, communicating strategies and managing interventions.

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



ACCREDITED BY



CMI Level 7 Professional Consulting

QUALIFICATION

- Study at Award, Certificate, Diploma or Extended Diploma Level.
- RQF Level 7 is regarded in academic terms as equivalent to a master's degree, an Integrated Master's Degree, a Postgraduate Diploma, a Postgraduate Certificate in Education (PGCE) and a Postgraduate Certificate.
- 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

- This course will develop the fundamental strategic skills, tools and techniques that are key to successful management consulting
- Improve your ability to practically apply such fundamental processes and strategies when advising your clients
- Demonstrate to future clients that you are a highly capable professional consultant, with the ability to offer effective and practical advice
- Increase your ability to win contracts and forge effective, long-standing client relationships
- Use your business consultant certification to progress onto higher levels of study, such as an MBA or master's course
- Successful students can progress onto the Chartered Management Consultant (ChMC) Award



SELF STUDY INFO

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

CMI Level 7 Professional Consulting



AWARD

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



DIPLOMA +

Diploma provides a comprehensive and extensive programme consisting of four units of your choice from the list below and typically taking between four and eight months to complete.

Extended Diploma provides the highest and most comprehensive level of learning for this qualification consisting of all seven units below, and typically taking between seven and 14 months. Aligned to the Chartered Management Consultant Competency Framework, achievement of all units provides a pathway to completing ChMC (Chartered Manager Status) assessment.

TOTAL UNIT TIME (TUT)

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

COURSE ASSESSMENT

No examinations.

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

COURSE UNITS

- 720 Principles of Professional Consulting (TUT 100)
- 721 Leadership in Professional Consulting (TUT 90)
- 722 Practice of Professional Consulting (TUT 100)
- 723 Leading Innovation and Change through Professional Consulting (TUT 90)
- 724 Personal and Professional Development for Professional Consultants (TUT 70)
- 725 Professional Consulting Expertise (TUT 70)
- 726 Delivering Client Requirements through Professional Consulting (TUT 100)



ANY QUESTIONS?

Our dedicated onboarding team are standing by to assist you

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

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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.](#)

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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.](#)



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