

CMI PROGRAMMES – Frequently Asked Questions & Answers

1. I need a formal management qualification to gain the job I want. Will the CMI qualification give me this?

The Chartered Management Institute is the only chartered professional body dedicated to promoting the highest standards in management and leadership. Over 100,000 managers use their unique services on a daily basis. Their practical qualifications are ideal for managers at any level. Whatever qualification you chose, they are highly valued by employers, and will boost your career prospects.

As an approved Chartered Management Institute centre, Forth Valley College currently offer 2 level 5 (Scottish level 8/9) CMI qualifications in Management and Leadership:-

- CMI Certificate in Management and Leadership
- CMI Diploma in Management and Leadership

When you develop your management skills with CMI and Forth Valley College you start a journey that will help you develop into a better performing manager capable of making a greater impact within your organisation.

2. What is the difference between Certificate and Diploma? How do I know which one is best for me?

Both Certificate and Diploma are at level 5 (Scottish level 8/9). The key difference is the amount of units you complete. The Certificate requires completion of 3 units, and the Diploma 6/7*

Individuals often make this decision based on the time they can commit to gaining the management qualification and financial situation. In broad terms the Diploma will obviously give learners a more detailed knowledge and understanding of a wider range of topics.

If you are unsure of the most appropriate qualification for you, this can be discussed at the information session and interview. If you are in doubt please apply for either Certificate or Diploma and we can adjust after discussion at the information session.

**Depends on the units you choose to study – this can be discussed in more detail at the information session*

3. Is there any formal entry requirements?

There are no specific entry requirements for this qualification. However, candidates are likely to have a few years' experience at supervisory or first line management level.

The Level 5 qualifications are aimed at practicing or aspiring managers and leaders who are typically accountable to a senior manager or business owner. (The primary role of a practicing or aspiring manager and leader is to lead and manage individuals and teams to deliver aims and objectives in line with organisational strategy).

4. How long is the course?

- Certificate Typically 6-12 months
- Diploma Typically 12-24 months

5. How often do I need to attend college?

Our CMI qualifications are delivered via flexible distance learning – allowing candidates to work at their own pace and be supported by high quality learning materials and ongoing support from a dedicated tutor at Forth Valley College. This is intended to suit busy managers and supervisors – allowing time for study and minimum time away from the workplace. This is further supported by optional short assignment preparation workshops to support candidates held at either our Stirling or Falkirk campuses.

Do I need to attend the classes/workshops?	Induction workshop – full day	Yes. The one day induction workshop is mandatory.
	Assignment preparation workshops – half day	The workshops are not compulsory but students do find them beneficial; particularly with regard to their assignments. (Student success rate is higher when attending workshops).

6. When can I start?

We have two entry points throughout the year – Spring and Autumn. Information about these dates is available through the college website.

7. What subjects are covered as part of the programme?

Please refer to the specific programme information page on the website.

8. How will I be assessed?

All course assignments are work based and are relevant to both current and future roles. These are submitted (one per unit) electronically and assessed by our college academic team and subject to CMI moderation.

9. I have decided which course I want to do; how do I apply?

The college application form is available online. This should be completed and submitted to us. Once we receive your application form you will be invited to an information session and informal 1-1 interview.

10. What is included in my fees?

Our fees include 3 years membership of CMI, including access to their unrivalled online support and resources 'Management Direct', course workbooks, induction and assignment preparation workshops and support of the unit tutors.

Our fees are available on our website.

11. Can I pay for my fees in instalments?

If you are self-funding it is possible to pay for your fees in instalments. We require a deposit of 30% on enrolment (please note the deposit is capped at £500) and a direct debit to be set up to cover the balance. CMI students are able to pay the balance in instalments (over a period of 8 months for Diploma and over a period of 4 months for Certificate).

12. Is there any funding for the courses?

Depending on your circumstances, it may be possible to apply for a part-time fee grant from SAAS. Please visit the SAAS website for more information.

Part time fee grant – www.saas.gov.uk (*must be in place within 3 months of the course start date*)

Students using **part time fee grant** must complete the interactive part time fee grant form on the SAAS website & return to PTFG@forthvalley.ac.uk along with their enrolment form.

13. What should I do if I have any more questions?

Any other questions you may have can be answered at the information sessions and informal interviews that you will be invited to.

14. How do I get invited to one of your information sessions?

Please complete the application form online. This will initiate an invite to one of our regular information sessions. At these sessions you will have the opportunity to meet other potential students and staff, ask questions and have a 1-1 informal chat about the course and your application form. You are under no obligation by completing the application form.