

# CMI Level 5 Certificate in Management & Leadership





# Contents

3

5

7

10

11

12

13

15



# About Reed Learning

Reed Learning is part of the Reed Group, a family owned business established in 1960, now encompassing 12 companies all created with purpose of improving lives through work. With a global presence and diverse expertise across the talent economy, Reed Learning offers a comprehensive range of L&D services.

Our primary products include professional qualifications, apprenticeships, training managed services, and in-house training. Our vision is to become the home of workplace learning and the quality benchmark for CMI qualifications.

At Reed Learning, we specialise in delivering a wide array of management and leadership development programmes through proven delivery methods tailored to meet diverse needs.



# Our impact

## Improving people's lives

At our core, we're a people-focused organisation and everything we do is done with the desire to empower people to improve their lives.

## Helping communities prosper

In over 60 years we've been in business, we've helped the long-term unemployed get back into work, supported organisations through the pandemic and, through the Reed Foundation and Big Give, raised millions of pounds for charity.

## Caring for our planet

We've been carbon neutral since 2005. Since then, we've developed a range of initiatives with the aim of becoming a planet positive organisation.

# Why choose us?

Choose Reed Learning for:

## Quality, flexibility, value and social responsibility

Our expert-designed courses offer flexible learning formats to fit your schedule, providing academic excellence at competitive rates. As part of the Reed Group, we prioritise corporate responsibility and ethical practices, making us the ideal choice for your learning needs.



# About the CMI

Chartered Management Institute (CMI) is a specialist awarding body that offers a wide range of qualifications in:

Management  
& Leadership

Coaching and  
Mentoring

Professional  
Consulting

Backed by a unique Royal Charter in the UK, CMI is the only organisation that can award Chartered Manager status – the ultimate management accolade.

CMI is a global organisation, internationally recognised. By studying with CMI, you are joining a network of over 180k+ worldwide members in over 170 countries.

CMI offers you a respected and recognised brand with a portfolio of high quality, research led, future ready qualifications, programmes and endorsement.

As the only Chartered professional body in the field of Management and Leadership, you can be assured that CMI qualifications represent a global benchmark for excellence.



## CMI membership

You will be automatically provided with

# FREE affiliate membership

of the CMI with access to thought leadership research and online resources providing practical insight for both today's leaders and the next generation.

## What are the benefits of a CMI qualification?

Employers are actively looking for Management qualifications on CVs but only 1 in 5 managers have a recognised management qualification.

CMI qualifications are designed to provide you with the tools, support and guidance needed to create conscious leaders and take on any professional challenge.

Proven to boost earning potential and designed in collaboration with employers, CMI qualifications deliver professional pathways for learners at all levels.

CMI research shows that those who invest in management and leadership programmes see on average a 23% increase in organisational performance and a 32% increase in people performance.

These qualifications will accelerate your employability, knowledge and confidence to boost staff morale, spark innovation, increase productivity and improve business outcomes.

# Course overview

## Key facts

## What you'll get

- Comprehensive curriculum covering essential management and leadership topics
- Practical skills development, helping you become a confident leader
- Industry-relevant content reflecting current trends
- Experienced CMI tutors providing valuable mentorship
- Free Affiliate Membership of the CMI
- Assessment methods with practical application to real world scenarios
- Supportive Virtual Learning Environment (VLE) with 24/7 access
- Links to ManagementDirect via the CMI website with 100,000s of management and leadership resources to help you with your study





Since becoming Chartered, I've been able to add a lot more value to the management of the company...the productivity has increased and the company is growing.

**Rebecca Frain**  
CMgr FCMI, Managing Director  
Electrical Safety UK Ltd



Chartered Manager status gave me the confidence to be able to make that shift from a totally scientific background to the management and leadership role that I play now.

**Surbjit Kaur**  
CMgr FCMI, Senior Manager  
In Advisory Services, EY



I would recommend becoming a Chartered Manager. It gives you credibility. It has given me the ability to see my own skills as a leader and benchmark them against professional standards.

**Shani Mashood**  
CMgr FCMI, Head of Monitoring (Digital)  
and Executive Coach, BBC

## Benefits of the qualification

- ✓ Enhanced leadership skills
- ✓ Career advancement opportunities
- ✓ Increased employability
- ✓ Practical knowledge application
- ✓ Networking and professional development
- ✓ Recognition and accreditation
- ✓ Personal growth and confidence

Automatic award of Foundation Chartered Manager (fCMgr) status on successful completion



## CMI membership

# Foundation Chartered Manager (fCMgr) status?

Once you have successfully completed your CMI Level 5 Certificate in Management and Leadership you will be automatically awarded Foundation Chartered Manager status (fCMgr).



### Maintain your membership

with CMI and you can then use these post-nominals (fCMgr) after your name

**Foundation Chartered Manager** is all about giving you an advantage over the competition and setting you on your management career journey with all the benefits of CMI membership to support you.

**This unique status** recognises you as an individual and demonstrates that you have the foundation skills needed to be an effective manager. It also shows your commitment to further developing those skills to deliver better business results. It also provides you with the opportunity to set you on your way to achieving the ultimate professional distinction for any manager or leader, full Chartered Manager status, that can have an incredible impact on your earning potential, confidence and career progression.

**Once qualified**, make sure you update your email signature, stationary and social profiles to promote your achievement!

# Who is this course for?

Level 5 qualifications are aimed at practising or aspiring managers and leaders who are typically accountable to a senior manager or business owner.

Their primary role is to lead and manage individuals and teams to deliver aims and objectives in line with organisational strategy.



# What will you learn?

Study just two units from a choice of 4 different paired units and gain your Certificate!

You'll hone your management and leadership knowledge in specialist areas of your choice. Focussing on real-life scenarios you will acquire the expertise to develop capabilities, deliver results and drive best practice.

## Assessments and progression

You will complete written assessments for each of your chosen units and your CMI tutor will provide support and guidance to help you. Where requested, advice will be given to ensure successful completion of your qualification.

Once you've completed the Level 5 Certificate in Management and Leadership you will be eligible to progress to a Level 5 Diploma in Management and Leadership. Please [click here](#) for further information.

Select one of the four units from the choices below to pair with unit 501

for a minimum of 13 credits and 44 guided learning hours (GLH):





# Tutors & Support

## Tutor support

However you choose to study with us, you will be able to access expert support from experienced CMI tutors who will be able to answer your questions and provide feedback every step of the way to progress with your qualification and achieve success.

- All our CMI tutors have years of leadership and teaching experience
- Each learner is assigned a dedicated tutor throughout the qualification
- You'll have access to unlimited tutor support to help answer any questions or give you practical guidance

## Virtual learning environment (VLE)

Access learning resources through our virtual learning environment and ManagementDirect on the CMI website. ManagementDirect has 100,000s of reliable and validated management and leadership resources, including company and industry reports, videos, checklists, E-books, and journals such as the Harvard Business Review, with new content being added weekly. This rich source of materials with a powerful search facility is learner friendly and time efficient and is available anytime, anywhere on any device – 24/7 access will be available throughout your programme.

## Online discussions

Participate in our online discussions and learn with and from other learners as well as from our experts. Use this opportunity to share what you have learnt and reinforce your learning with your CMI community.

## Reed Learning Support Team

Accessible via email or over the phone, the Reed Learning Support Team are always on hand to help with everyday questions around webinars, classroom delivery, resources on the VLE and CMI membership.

## Assessment and feedback

You will complete a written assessment for your chosen unit and your CMI tutor will provide support and guidance to help you. Where requested, advice will be given to ensure successful completion of your qualification.

# Delivery options:



## Live online

Delivered 100% online, with our live online programme you will be able to combine learning in your own time with the added benefit of attending live webinars for your induction and chosen unit.

Not only will you have access to all the learning materials and recorded content on our virtual learning environment that on demand learners have available to them, but you will also join short, live webinars that can fit around your work commitments, hosted by our CMI tutors.

.....  
**Duration:** 12 weeks  
.....

**Price:** £1,099 inc. VAT



## On demand

With 24/7 on demand learning you can learn at your own pace – from home, at the office or even while commuting. 100% online, you will have access to learning materials and recorded content which you can use from any device, 24/7. You will be able to work through your qualification in a timeframe that suits you, giving you complete flexibility.

You will have the opportunity to watch pre-recorded webinars for your induction and chosen unit in your own time.

.....  
**Duration:** 12 weeks  
.....

**Price:** £1,099 inc. VAT



## Classroom (face to face or virtual delivery)

Attend face to face or virtual workshops when you choose our classroom delivery. Our workshops allow you to spend time with your peers and work collaboratively under the guidance of a CMI tutor. You will cover the content of the unit studied and will have the opportunity to discuss assessment requirements.

You will also have access to learning materials and recorded content which you can use from any device 24/7.

**Face to face workshops** can be hosted at a range of locations throughout the UK including our Reed Business School, an iconic manor house nestled in the heart of the Cotswolds.

**Virtual workshops** are delivered online and provide you with all the content you need as well as the opportunity to discuss your assessment but with the flexibility of learning within your own space.

---

**Duration:** 12 weeks

---

**Price:** £POA inc. VAT



## Residential

Residential CMI courses will be available at the Reed Business School. A stunning converted 15th century manor house located in the heart of the Cotswolds; Reed Business School is situated in the picturesque village of Little Compton. The unique, relaxed atmosphere allows you to focus solely on your study, away from the hustle and bustle of the city and usual distractions of a working environment. Our residential offer consists of 2-day teaching blocks with an overnight stay, with a programme tailored to the qualification you are studying. The number of blocks you will attend will be dependent on the qualification you choose.

Residential stays will also be supplemented with online learning to further increase your knowledge and understanding of key themes and provide you with ongoing guidance and support for the written assessment. You will also have access to an expert CMI tutor who will support you with your studies.

---

**Duration:** 12 weeks

---

**Price:** £POA inc. VAT





# Why choose Reed Learning?

## Flexible

Fully flexible delivery options and start dates

## Learning environment

24/7 access to our Virtual Learning Environment

## Delivery methods

Live online, On demand, Classroom, Residential

## Dedicated

CMI expert throughout your programme

## Excellent service

Our customer service levels are second to none

## Get qualified quickly

Work at your own pace to get qualified quickly

