

CMI Level 3 First Line Management & Leadership

- Includes face to face and virtual options – locations are: Birmingham, Bristol, London, Manchester and Oxford.
- All modules also available via our distance learning programme.
- All classes run in UK time.
- This timetable outlines the available units within the qualification and the Total Qualification Time (TQT) associated with each. The size of qualification achieved, Award, Certificate or Diploma, depends on the total TQT completed through a combination of these units.

Unit	Total Unit Time
Unit 330: Organisational Awareness for First Line Managers	80
Unit 331: Approaches to Managing and Leading People and Teams	70
Unit 332: Stakeholder Communication for First Line Managers	80
Unit 334: Contributing to the Management of Change	80
Unit 339: Technology for First Line Managers	70
Award – Minimum 50 TQT (students must complete one above unit to achieve this qualification)	
Certificate – Minimum 130 TQT (students will need to complete any combination of the above units to a minimum of 130 TQT hours to achieve this qualification)	
Diploma – Minimum 370 TQT (students will need to complete all the above units to achieve this qualification)	

Important Class Information:

	Face to Face 1 Day	Virtual 1 Day	Virtual Afternoons	Virtual Evenings
All Sessions	9.30am – 5.00pm	9.30am – 5.00pm	2.30pm – 4.30pm	6.30pm – 8.30pm
• Class days can vary depending on availability and are subject to minimum numbers. • Virtual Afternoons and Virtual Evenings are offered Monday – Thursday. • Face to Face and Virtual 1 Days will run on a Monday.				

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September 2026: Unit 330 – Organisational Awareness for First Line Managers

<i>Virtual Afternoons or Virtual Evenings</i>		
<i>Start Date</i>	<i>End Date</i>	<i>No. of Sessions (1 per week)</i>
w/c 28 Sep '26	w/c 19 Oct '26	4

<i>Face to Face or Virtual 1 Day</i>		
<i>Start Date</i>	<i>End Date</i>	<i>No. of Sessions</i>
28 Sep '26	28 Sep '26	1 Day

Assessment Recommendation: October 2026 Board

- Draft Submission: 26 Oct '26
- Draft Feedback: 09 Nov '26

January 2027: Unit 331 – Approaches to Managing and Leading People and Teams

<i>Virtual Afternoons or Virtual Evenings</i>		
<i>Start Date</i>	<i>End Date</i>	<i>No. of Sessions (1 per week)</i>
w/c 25 Jan '27	w/c 15 Feb '27	4

<i>Face to Face or Virtual 1 Day</i>		
<i>Start Date</i>	<i>End Date</i>	<i>No. of Sessions</i>
25 Jan '27	25 Jan '27	1 Day

Assessment Recommendation: February 2027 Board

- Draft Submission: 22 Feb '27
- Draft Feedback: 08 Mar '27

March 2027: Unit 332 – Stakeholder Communication for First Line Managers

<i>Virtual Afternoons or Virtual Evenings</i>		
<i>Start Date</i>	<i>End Date</i>	<i>No. of Sessions (1 per week)</i>
w/c 22 Mar '27	w/c 12 Apr '27	4

<i>Face to Face or Virtual 1 Day</i>		
<i>Start Date</i>	<i>End Date</i>	<i>No. of Sessions</i>
22 Mar '27	22 Mar '27	1 Day

Assessment Recommendation: April 2027 Board • Draft Submission: 19 Apr '27 • Draft Feedback: 03 May '27		
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May 2027: Unit 334 – Contributing to the Management of Change

<i>Virtual Afternoons or Virtual Evenings</i>		
<i>Start Date</i>	<i>End Date</i>	<i>No. of Sessions (1 per week)</i>
w/c 10 May '27	w/c 31 May '27	4

<i>Face to Face or Virtual 1 Day</i>		
<i>Start Date</i>	<i>End Date</i>	<i>No. of Sessions</i>
10 May '27	10 May '27	1 Day

Assessment Recommendation: June 2027 Board • Draft Submission: 07 Jun '27 • Draft Feedback: 21 Jun '27		
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July 2027: Unit 339 – Technology for First Line Managers

<i>Virtual Afternoons or Virtual Evenings</i>		
<i>Start Date</i>	<i>End Date</i>	<i>No. of Sessions (1 per week)</i>
w/c 05 Jul '27	w/c 26 Jul '27	4

<i>Face to Face or Virtual 1 Day</i>		
<i>Start Date</i>	<i>End Date</i>	<i>No. of Sessions</i>
05 Jul '27	05 Jul '27	1 Day

Assessment Recommendation: August 2027 Board		
• Draft Submission: 02 Aug '27 • Draft Feedback: 16 Aug '27		