



learning today - leading tomorrow

# Level 5 Management and Leadership

“Translating organisational strategy into effective day to day performance.”

## Introduction

The Level 5 Management and Leadership qualification provides a unique opportunity for UK and International schools and academies to transform their professional development programme. Encouraging middle leaders to focus on translating organisational strategy into effective day to day performance, we provide schools and academies with the freedom and flexibility to design an accredited, bespoke and sustainable practitioner-led and evidence-based professional development programme.

## Programme design and delivery

We do not specify prescriptive content or mode of delivery for this qualification and therefore schools and academies are free to design their own programme content and use a mode of delivery that meets the needs of their pupils, teachers, leaders and stakeholders.

We work with individual schools and academies to ensure that the content of the school or academies delivery plan meets the assessment criteria detailed within the qualification and then provide a direct route to accreditation.

The design and/or alignment of activities and/or existing programmes encourages and supports individual schools and academies to focus on sustainable capacity building procedures to ensure their strategic plan, vision, goals and objectives can be met.

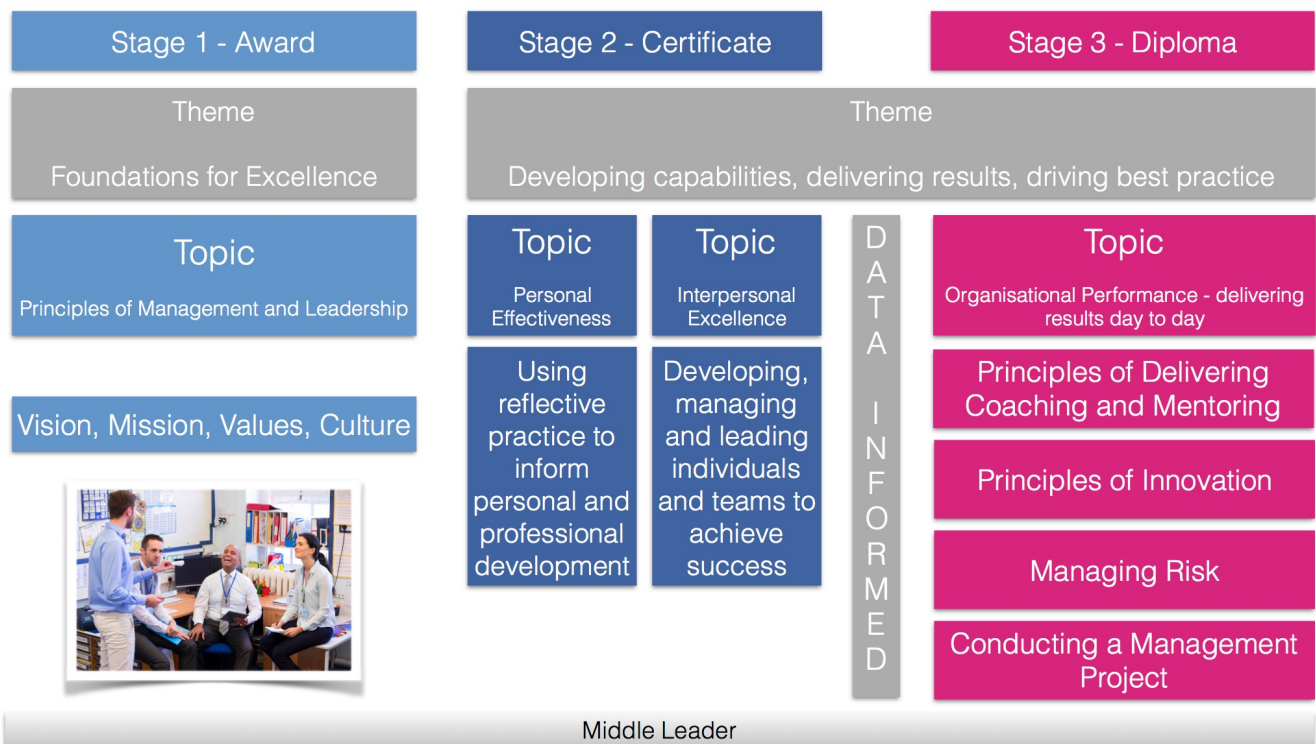
## Qualification Overview



learning today - leading tomorrow

Level 5 Management and Leadership  
Award / Certificate / Diploma

*Translating organisational strategy into effective day to day performance.*



# Qualification Structure

## The Process (Stage 1)

The first stage of the qualification process requires middle leaders to reflect on their organisation's vision, mission and values. Why do we do what we do?

**QRF:** 603/2390/5 (Award in Management and Leadership)

**THEME:** Foundations for Excellence

**Unit title:** Principles of management and leadership in an organisational context

**Unit number:** CMI 501

This unit is about understanding how organisations operate and the importance of organisational culture, strategic aims and objectives.

### **Learning Outcomes:**

The learner will:

- Understand factors which impact on an organisation's environment
  - Understand the application of management and leadership theories
  - Understand the knowledge, skills and behaviours to be effective in a management and leadership role
- 

## The Process (Stage 2)

The second stage of the qualification process requires middle leaders to focus on their personal leadership development and evaluate its effectiveness in delivering day to day results and driving best practice to support the organisation's vision and values.

**QRF:** 603/2391/7 (Certificate in Management and Leadership)

**THEME:** Developing Capabilities, Delivering Results, Driving Best Practice

**Topic:** *Personal effectiveness - managing self*

**Unit title:** Using reflective practice to inform personal and professional development

**Unit number:** CMI 525

The purpose of this unit is to support middle leaders to identify the benefits of engaging in personal and professional development.

**Learning Outcomes:**

The learner will:

- Understand the value of reflective practice to inform personal and professional development
  - Know how to apply reflective practice to inform personal and professional development
- 

**Topic:** *Interpersonal excellence - managing people and developing relationships*

**Unit title:** Developing, managing and leading individuals and teams to achieve success

**Unit number:** CMI 502

The unit focuses on the theoretical and practical approaches to developing, leading and managing teams. The aim is for middle leaders to develop understanding of how to confidently use their knowledge, skills and abilities to support colleagues, not only to perform well, but to exceed expectations.

**Learning Outcomes:**

The learner will:

- Understand approaches to developing, managing and leading teams
  - Understand approaches to achieving a balance of skills and experience in teams
  - Know techniques for leading individuals and teams to achieve success
- 

## The Process (Stage 3)

The third stage of the qualification process is 'data informed' and requires middle leaders to focus on improving practice by developing, implementing, and evaluating research-focused projects that support the organisation's vision and values.

**QRF:** 603/2392/9 (Diploma in Principles of Management and Leadership)

**THEME:** Developing Capabilities, Delivering Results, Driving Best Practice

**Topic:** *Organisational performance - delivering results day to day*

**Unit title:** Principles of delivering coaching and mentoring

**Unit number:** CMI 507

The unit aims to equip middle leaders with the knowledge of the principles and practices of delivering coaching and mentoring, and the impact these techniques can have in the development of a high-performance culture.

**Learning Outcomes:**

The learner will:

- Understand the role and purpose of coaching and mentoring within an organisation
  - Understand the use of models and processes used in workplace coaching and mentoring
  - Know how to manage the delivery of effective coaching and mentoring
- 

**Topic:** *Organisational performance - delivering results day to day*

**Unit title:** Principles of innovation

**Unit number:** CMI 517

This unit has been designed to enable middle leaders to identify opportunities for innovation, analyse the rationale for developing initiatives and know how to turn ideas into reality.

**Learning Outcomes:**

The learner will:

- Understand the role of innovation within organisations
  - Understand the process of managing innovation in an organisation
- 

**Topic:** *Organisational performance - delivering results day to day*

**Unit title:** Managing risk

**Unit number:** CMI 518

This unit helps middle leaders to evaluate types of business risk, the governance and approaches for managing these effectively, and how risk management can be implemented successfully within organisations.

**Learning Outcomes:**

The learner will:

- Understand the scope of business risk management
- Understand the process of managing business risk

**Topic:** *Organisational performance - delivering results day to day*

**Unit title:** Conducting a management project

**Unit number:** CMI 524

The aim of this unit is for middle leaders to conduct management research which will have an impact on organisational practice. It is expected that middle leaders will plan and manage a genuine project in the workplace or an academic enquiry relevant to an identified business need or challenge.

**Learning Outcomes:**

The learner will:

- Know how to plan a management project
- Be able to conduct a management project

---

## Programme assessment

We have developed approved assignment briefs for the qualification, ensuring that our clients meet the Ofqual Regulated Qualification Framework assessment criteria for the qualification. The assignment briefs provide best practice guidelines, examine work-based problems, and encourage employees to apply management and leadership tools, models and theories, to real life workplace situations.

## Programme accreditation

TFL Education have partnered with the Royal Chartered Management Institute (CMI) to bring this transformative opportunity to the education sector. The CMI is the only chartered professional body in the UK dedicated to promoting the highest standards in management and leadership excellence.

As an Approved Centre we are authorised to provide direct, quality assured, assessment and verification services for our clients.

## Supporting teachers, schools and academies

All middle leaders studying for the qualification will receive FREE TFL Education tutor support, FREE access to an online learning platform and FREE professional membership of the Chartered Management Institute.

### **TFL Education tutor support**

Once you make the commitment to work with us you will receive unlimited tutor support from TFL Education. Support can be provided in person, or via telephone, email, and/or Skype. You choose what works best for you.

### **Online Learning Platform**

ManagementDirect is the Chartered Management Institute's leading online portal of up to the minute management and leadership resources. With a wide range of content available in formats to suit different learning styles, including checklists, videos, e-books, articles and journals; all accessible from any PC, tablet or mobile device, individuals can select resources appropriate to the learning time they have available and/or according to the qualification structure.

### **Chartered Management Institute Membership**

All middle leaders studying with TFL Education will be eligible for FREE Affiliate membership to support you for the duration of your qualification.

## Endorsement

*"I highly recommend the CPD qualification routes available through TFL Education. We currently have all senior leaders at King's Leadership Academy undertaking the Level 7 Strategic Management and Leadership qualification, which leads to 'Chartered' status. The qualification has allowed us to create a professional development programme bespoke to our requirements, leadership culture and philosophy."*

**Dr. Andrew Reay CMgr FCMI**  
**Associate Principal**  
**King's Leadership Academy**

## Contact Information

### **Aiden Harper**

Head Office: +44 (0) 151 722 9765  
Mobile: +44 (0) 7973 500065  
Email: [aiden.harper@tfleducation.com](mailto:aiden.harper@tfleducation.com)  
Web: [www.tfleducation.com](http://www.tfleducation.com)