

A man with glasses and a purple sweater is pointing towards a large digital screen. The screen displays a task from a learning management system (LMS) titled 'Task 3 (17 marks)'. The task is about business structures, technology and data security. It contains parts (a) to (h). Part (a) asks to identify which TWO of the following are the key features of cloud accounting. The options are: Secure local backup, Availability of apps and programs, Restricted mobile access to information, and Enables access to large networks. The man is standing in front of the screen, which is part of a classroom or training environment.

CMI Diploma in Principles of Management and Leadership - bespoke for employers. - BU301

The demand for effective leaders and managers is increasing. Employers are offering Leadership and Manager qualifications to their employees as a way to develop and retain their existing workforce, ready to become their leaders and managers of the future or improve their current practices.

We offer bespoke courses to enable employers to help to develop their current and future leaders and managers.

The Level 3 qualification in Principles of Management and Leadership is aimed at practising or aspiring managers. Students will learn to supervise or manage a team to achieve clearly defined outcomes and and monitor goals and objectives by providing instruction, direction and guidance. Day to day operational and project activities are a key part of their role.

If you would like to upskill and develop your employees please contact Employer Services on 0151 551 7610.

COURSE DETAILS

The Level 3 qualification in Principles of Management and Leadership is structured to support three different qualifications, aiming to cater to the aspirations and career requirements of the student:

- Diploma — 1 full academic year to complete 7 modules
- Certificate — 16 weeks to complete 2 modules
- Award — 6 weeks to complete 1 module

The length of these qualifications can also be discussed. We encourage employers to be actively involved in the module choice and delivery to help you focus the course around your business needs.

The qualification will be delivered as a hybrid model, meaning that students will attend a mixture of online and in-person sessions at regular intervals. Students are expected to complete weekly set activities and assessment work independently, however they will be allocated a tutor to provide support throughout the duration of the course.

Modules covered by the qualification include:

- Principles of Management and Leadership
- Managing a Team to Achieve Results
- Monitoring Quality to Improve Outcomes
- Contributing to the Delivery of a Project
- Managing Daily Activities to Achieve Results
- Managing Own Personal and Professional Development
- Building Stakeholder Relationships using Effective Communication.

ENTRY GUIDELINES

A minimum of 5 GCSEs at Grades 4-9 including English and/or Maths (or L2 Functional Skills in English and/or Maths)

OR

A relevant Level 2 qualification and English or Maths at Grade 4 or above (or L2 Functional Skills in English and/or Maths)

If English is not your first language, you may need an assessment before enrolling on this course. To discuss further, please contact the ESOL department on 0151 551 7144.

ASSESSMENT METHOD

This course will be assessed through the completion of a written assignment at the end of each module. Students are not required to take exams as a part of this course.

ADDITIONAL INFORMATION

Students will be eligible for Foundation Chartered Manager status with CMI.

WHERE CAN I PROGRESS TO?

Students will progress onto job roles such as:

- Team Leader
- Supervisor
- Project Officer
- Shift Manager
- Foreperson

After completion of this qualification, you can also continue your learning and progress on to the following qualification:

- CMI Level 5 Qualifications in Management and Leadership
- Advanced Level Apprenticeship

WHEN DOES THIS COURSE RUN?

CAMPUS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
	Part Time	BU301-25	
<p>If you are aged 19 or over:</p> <p>Fee : £1265.00</p> <p><i>The fee quoted is for the academic year 25/26.</i></p>			

For advice and guidance, please contact Student Services via our [online enquiry form](#)

This information was current on 16th September, 2025 and may be subject to change.