

## Qualifications and National Standards

### \* **MANAGEMENT & LEADERSHIP: Chartered Management Institute Management Qualifications**

We offer CMI Level 3 Certificates and Diplomas in First Line Management four times a year. These qualifications offer you an opportunity to increase your confidence and skills in a range of management topics. The pathway to the qualification is a 6.5 day programme, the Introduction to First Line Management and you will complete assignments alongside this programme to achieve a qualification. This qualification is open to appropriate staff from any organisations.

Once a year there is also an opportunity for staff from South Gloucestershire, Bath & North East Somerset and North Somerset Council to join together and undertake a CMI Level 5 Diploma in Management and Leadership. This programme consists of a series of days and assignments covering leading change, conducting a management project, meeting stakeholder and quality needs, leadership practice, resource management and managing team and individual performance.

If you are unsure what level qualification to undertake, please use this information below as a guide.

#### **CMI Level 3 Diploma or Certificate in First Line Management**

This programme is typically aimed at first line managers and is most appropriate for the following groups

- Experienced line managers without management qualifications
- Newly appointed or aspiring line managers
- Project officers who are ready to take on a project management role

We run this qualification four times a year, to undertake a qualification please book a place on the Introduction to First Line Management as this is the pathway to this qualification. You can find this programme using the search function.

#### **CMI Level 5 Diploma in Management and Leadership**

This programme is typically aimed at middle managers with a breadth of experience and who have exposure to a range of management practices including :

- Managers who manage other team leaders/supervisors
- Managers who are responsible for managing other resources including a budget
- Managers who initiate and lead service changes
- Project managers with control over significant projects
- Existing managers, who have been a first line manager for a number of years and are ready to take the next step up in management.

We run this qualification once a year, beginning in April. To register an interest in this programme please email [Elleney.threader@southglos.gov.uk](mailto:Elleney.threader@southglos.gov.uk) As places are limited we will go through an application process in February 2017. Please note this programme is only available to staff from South Gloucestershire, Bath & North East Somerset and North Somerset Councils who are successful in the application process. The application process will be released in January 2017.

### **\*ADULT SOCIAL CARE: City and Guilds Qualifications**

We can provide support for these vocational qualifications, all of which are on the Qualification Credit Framework (QCF), the replacement for NVQs. This is via a rolling programme which people can begin at any time during the year – subject to assessor capacity.

#### **Full QCF Diplomas in:**

- Health and Social Care at Level 2 and Level 3
- Adult Care at Level 4
- Leadership in Health and Social Care at Level 5

**QCF Awards and Certificates** (these are smaller qualifications, ideal for someone's continuing professional development in a more specific work area), in:

- Awareness of Dementia Award at Level 2 and Level 3
- Dementia Care Certificate at Level 2 and Level 3
- Supporting Individuals with Learning Disabilities at Level 2 and Level 3

Our service includes registration with the Awarding Body (City & Guilds), 1-to-1 assessment, verification and certification.

For more information on the full range of vocational qualifications in the adult social care sector, this Skills for Care guide is helpful:

<http://www.skillsforcare.org.uk/Documents/Learning-and-development/Qualifications/Guide-to-qualifications-in-adult-social-care.pdf>

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Please contact: [hrworkforcedevelopment@southglos.gov.uk](mailto:hrworkforcedevelopment@southglos.gov.uk) to find out more about the qualifications we provide through our Qualification Centre.

*Please note: the Qualification Credit Framework is currently evolving into a slightly adapted system called the Regulated Qualifications Framework (RQF) which aims to help people better understand how qualifications relate to each other, by increasing consistency around how long, typically, a qualification takes to study and be assessed for, and the level of difficulty.*