

Your CMI qualification is composed of two parts: the MDP and undertaking the associated assignments. In order to achieve the qualification, you will need to complete both parts. As you begin your learning journey with the Management Development Programme you will be given the option to register to undertake a CMI qualification by completing a registration form.

If you have chosen to proceed with the qualification you will be registered with CMI and will receive the relevant assignment materials and CMI website log in details. The registration process takes around 7 days from the time we receive your completed registration form. You will also hear from us with more information about getting started with your assignments within this time frame.

You will register for the Level 5 Award in Leadership and Management. To achieve this, you will need to complete an assignment; *Unit 501 – Principles of Management and Leadership in an Organisational Context*. This assignment consists of 4 tasks.

We have written a few practical pointers below to help, based on the most frequently asked questions we receive from our students:

1. When do I need to get started writing the assignments?

Once you have attended the MDP launch session and have completed and returned the CMI Registration Form, we will register you with CMI to enrol in your qualification. We will be in touch a week or so after registration with some information specific to the assignment writing phase.

We will send you:

- Your assignment syllabus and template
- Supporting materials (Statement of Authenticity, CMI Assignment Guidance)
- Tutorial schedules

CMI will email you directly:

- CMI log in details- this provides online access to a wide range of study resources

You are then free to start writing your assignment from this time onwards. It is important that you thoroughly read the CMI assignment syllabus and template we send to you as these contain information about the content of your assignments and word count - the word count will be specific to the unit and qualification you are doing. You will need to ensure your assignments fall within the word count restrictions or they will be rejected by the assignment markers at CMI.

2. How long do I have to complete my assignments?

According to CMI (the Accrediting Body) you have 1 year, commencing from the time of registration, to complete the Award level qualification and 3 years to complete a Certificate and Diploma qualification. However, we strongly recommend students aim to complete their assignments within 12 months of registration, in order that the material is fresh, and motivation is maintained.

3. What study resources are available to me?

As part of your course fee, we will register you with the CMI. Once your account is created, your qualification window is open and you will have access to a wealth of online learning resources with CMI (Management Direct-Management Direct is a complete online library of comprehensive and up-to-date material that addresses current management practice, supports studying and those looking to develop their skills.)

Once you have been registered you will receive an email containing your CMI account details. This account is direct between you and the CMI and you will have access for the duration of your qualification. For any user issues or questions with the CMI website please contact them at: mandirect@managers.org.uk

4. What other support do you offer your students?

As part of your course fee you are given access to two bespoke tutorials following CMI registration. The purpose of tutorials is to help you through the assignment writing phase of your qualification. These tutorials are run by our CMI qualified tutors and provide an opportunity to raise any questions about the assignments, review any classroom materials and share knowledge and experience with your peers. Please note that all content must be your own original work; our tutors can help you with the process and signpost you to helpful resources.

Tutorials are delivered live by Zoom. We will email you the tutorial timetable, along with your assignments, after registration. We will also email you reminders closer to the tutorial time along with the link, (please ensure we have an email address for you). Any additional questions or queries around our tutorials can be sent to cmi@prometheanexecutive.co.uk

5. Do I need to reference any materials I use in my assignment?

Be sure to reference properly (we recommend the Harvard system, please see below for an example). This is very important because if you don't reference properly CMI will return your assignment unmarked. Your work may also be flagged for plagiarism if you do not reference correctly and CMI may refuse to mark your assignment. Any sources quoted within your assignment must be clearly identified and also listed in a separate reference section at the end of your assignment. Please note that your references are not included in the total word count.

For example:

Davis, B. (2013). *A History of Chocolate*. Nottingham: Delectable Publications.

Davis, B. (2013). *A History of Chocolate*. 3rd ed. Nottingham: Delectable Publications.

6. What is the 'Statement of Context' and 'Statement of Authenticity'?

You will need to write a separate Statement of Context and include this with each submitted assignment. This is to provide the marker with an understanding of your present role within your organisation and what you hope to gain from doing the qualification. This should only be a paragraph or two **at most** and is not included in the total word count. You are also required to complete a Statement of Authenticity (provided by us) with each submission to confirm the assignment is your own work.

7. Can you give any content tips?

Each assignment requires you to complete a series of reflective real-world tasks. Try to keep it grounded in reality to ensure the process adds genuine value. You should aim to reference theory, and apply it to your professional practice, wherever possible. Please give an opinion. Carefully examine the evidence and make professional judgements.

Where the task asks you to evaluate or critically assess, make a judgement based on careful consideration of the evidence for and against the topic. Think about what happens in a courtroom; you should put forward the argument for and against the topic, and take a considered view e.g.: Evaluate the impact of corporate commitment to staff welfare on organisational objectives (7001, Task 5)

Where the task asks you to analyse a topic, logically break it down into its components and discuss it in detail e.g.: Analyse the strategic direction of the organisation (7001, Task 1)

8. Is there anything specific I need to do to format my assignment?

a) A front cover page - that contains as a minimum the following information:

- Your full name as given when at point of registration with CMI
- Your CMI registration number
- Unit title and CMI Unit Number
- Total word-count.

b) A contents page

c) A footer note on each page that contains the following information:

- Page number
- Date
- Unit Title and CMI Unit Number
- Your name and CMI Learner number

Please see the template we have provided for the specific unit you are undertaking; this contains an example of the expected layout.

9. How do I submit my assignment?

Once complete send your assignment, along with your completed **Statement of Context** and **Statement of Authenticity** (we email this to you along with the assignment syllabus and template) to us at cmi@prometheanexecutive.co.uk We will check the documents for overall compliance and then submit your Assignment to CMI for marking. You will typically hear back with your result within 4-6 weeks. There are only two results you can receive, Pass or Refer:

a) Refer will mean CMI require some adjustments to be made. You will receive feedback on any areas which require more work. Once the necessary changes have been made, the work can be resubmitted for marking. Please note any changes or amendments to your assignments need to be in blue text.

There is no additional cost for one re-mark, but we reserve the right to charge for marking subsequent re-submissions (currently £50 + VAT).

- b) Pass means that the question has been answered and criteria met at that qualification level. Passing all your assignments will result in the qualification being passed overall, and you will then receive your qualification certificate directly from CMI.

10. What happens after I have passed the assignments?

Once all your Assignments have been marked and passed, you will then receive your CMI qualification certificate. There can only be one original certificate so please ensure we have the correct information for the name as you wish it to appear, and the address you'd like the certificate to be emailed to. Fees may apply to changes to your name after you have submitted your Registration Form.

11. Does my qualification entitle me to Chartered Membership with the CMI?

During the completion of your assignments you have **Affiliate** level membership with the CMI, which provides you with access to the CMI website and online tools, newsletters etc. The cost of the Affiliate membership is covered through your course fee. Following completion of your assignments, you may have the opportunity to join the CMI as a member, there are several different levels available: **Associate, Member, Chartered Member, Fellow, Chartered Fellow**. Each level has its own requirements which you would need to demonstrate directly with CMI. Please check the CMI website>individuals>become a member>membership grades for more information on the membership levels, criteria and costs.

12. What if I don't receive any emails from you or CMI?

There have been occasions where we have received queries from students who haven't heard from us regarding assignments or tutorials, or they have not received their login details from CMI. Please always check your junk folders for emails from us and CMI as it is likely the emails have been incorrectly filtered out of your mailbox.

Please be aware that we are not CMI, we provide post course support and are the link with CMI but any issues with CMI themselves should be addressed to them directly.