

## CMI Level 3 Diploma in First Line Management and Leadership

Location	Online
Course Type	Adult
Department	Leadership and Management
Start Date	Friday 11th September 2026
Duration	Part-time, 1 Year
Time	00:00:00 - 00:00:00
Fee	£ 425.00 You may be eligible for support with your tuition fees - please visit the college website - funding and finance page for further information
Course Code	XAP-XD3D-1400

### Course Overview

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Ready to take the next step in your career? Our CMI Level 3 qualification is designed for aspiring and current first line managers who want to build confidence, sharpen their leadership skills, and make an immediate impact in the workplace. This programme equips you with practical, real-world skills to lead teams effectively, communicate with confidence, and support organisational success.

### Course Requirements

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For adult students aged 19+, you will need a minimum of two GCSEs at grades A-C (or grades 4-1).

## What You Will Learn

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**Module 1. Organisational Awareness for First Line Managers** This unit develops students understanding of how organisations operate, including structure, culture, and governance. First line managers will explore how their role aligns with organisational objectives, values, and strategy, enabling them to make informed decisions and contribute effectively to organisational success.

**Module 2. Approaches to Managing and Leading People and Teams** This unit focuses on practical leadership and management approaches for leading individuals and teams. Students will develop the skills required to motivate, support, and manage performance, while building a positive team culture and achieving operational goals.

**Module 3. Stakeholder Communication for First Line Managers** This unit equips students with the knowledge and skills needed to communicate effectively with a range of stakeholders. It covers communication methods, adapting messages for different audiences, and building strong working relationships to support business objectives.

**Module 4. Contributing to the Management of Change** Students will develop an understanding of how change impacts organisations and individuals. This unit explores how first line managers can support and implement change initiatives, manage resistance, and contribute positively to successful organisational transitions.

**Module 5. Technology for First Line Managers** This unit introduces the role of technology in modern management. Students will explore digital tools and systems that support communication, data management, and operational efficiency, enabling them to improve productivity and support innovation within their teams.

## Assessment

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This is an assignment-based qualification.

## Progression

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Students could progress to:

CMI Level Certificate in Coaching and Mentoring

CMI Level 3 Award in Project Management

CMI Level 5 Certificate in Management and Leadership

## Career Options

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Supervisor, First Line Manager

## **Mandatory Units**

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Organisational Awareness for First Line Managers  
Approaches to Managing and Leading People and Teams  
Stakeholder Communication for First Line Managers  
Contributing to the Management of Change  
Technology for First Line Managers

## **Contact Details**

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For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## **Disclaimer**

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Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.