



Chartered Management Institute Approved Assessment Centre  
Four Counties Training Ltd.  
Shaftesbury House, 49-51 Uxbridge Road, Ealing, London W5 5SA

**Each manager is different, but all need core managerial skills and knowledge. These are described in the MSC Management and Leadership national occupational standards which reflect best practice in Management.**

### Our programmes

FCT's Management Assessment Centre offers individual and group programmes for the development of managers in the workplace. We contract with employers rather than private individuals, so that the interests of both can be addressed. Our programmes cater for both experienced managers who need to accredit their competence in the job and new/experienced managers who need training and development to enhance performance in the job.

**All programmes can be adapted to the Client's particular requirements.**

- **CMI Level 3 NVQ Certificate in Management**
- **CMI Level 5 NVQ Diploma in Management**
- **CMI Level 7 NVQ Diploma in Management**
- **CMI Level 3 Award in First Line Management**
- **CMI Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services**
- **Management Development programmes (bespoke)**
- **Apprenticeships in Management**

### How to contact us

Joyce Dargie, CMI Programmes Director, on 0208 840 5132 or [joyce.dargie@fct.uk.com](mailto:joyce.dargie@fct.uk.com)

or

our office on 020 8840 5132 or [enquiries@fct.uk.com](mailto:enquiries@fct.uk.com)

### CMI NVQ Certificates and Diplomas in Management

These are the qualifications that have replaced NVQs in Management in the Qualifications and Credits Framework (QCF).

They are based on the same national occupational standards as the NVQs, the Management Standards Centre (MSC) standards in Management and Leadership, which had been updated and extended for QCF in 2008.

#### • CMI Level 3 NVQ Certificate in Management

The Certificate replaces the NVQ Level 3 and is suitable for first line managers or supervisors.

The minimum credit value of the Certificate is 25 credits. It requires 110 to 140 guided learning hours and can be achieved with 5 or 6 units of the qualification.

#### • CMI Level 5 NVQ Diploma in Management

The Diploma replaces the NVQ Level 4 and suits managers who have wide areas of responsibility and manage other managers.

The minimum credit value of the Diploma is 38 credits. It requires 165 to 195 guided learning hours and can be achieved with 6 or 7 units of the qualification.

#### • CMI Level 7 NVQ Diploma in Management

The Diploma replaces the NVQ Level 5 and suits managers who have Director level or strategic roles.

The minimum credit value of the Diploma is 45 credits. It requires 165 to 170 guided learning hours and can be achieved with 5 or 6 units of the qualification.

All qualifications are suitable for new as well as experienced managers, but they need to be employed in management positions as, similarly to the NVQs, the qualifications require workplace assessment.

Both qualifications are very flexible; the choice of units is wider than for the corresponding NVQs and the Client's own training provision or candidates' prior learning can be used to satisfy some of the learning hours.

The content of the programme can easily be tailored to the Client's own requirements and allows plenty of scope for building in performance improvements.

**Please see next page for more information on delivery options.**

## CMI NVQ Certificates and Diplomas in Management

### Delivery options

Our programmes complement the Client's in-house training and development provision by accrediting the knowledge gained from it, through an assessment process which improves their management practice. Top-up training is provided where required.

On all programmes, candidates are expected to prepare for sessions by researching study topics, completing work-based assignments or reports and collecting workplace evidence for their portfolios. One or more assessments are conducted by observation of the candidate's performance at work.

#### One-to one delivery

This option allows candidates who are busy managers to fit the programme around their work commitments.

Each candidate is allocated an FCT assessor who provides all-through support and assessment throughout the programme. Assessors meet their candidates for half-day or all-day sessions, at intervals agreed between themselves so as to make the best use of their time. Programmes typically take from 8 to 12 months to complete.

The first half-day is normally used for an induction to the programme: to give an overview of the proposed qualification, confirm that it is at the appropriate level for the candidate, plan its achievement and prepare for the assessment of the first unit.

Remaining half days are used for training (where necessary), advice, assessment planning and assessment.

#### Group delivery

This is the most suitable option where training input is required, if the Client is able to release a number of staff from work at the same time.

The programme is delivered in a combination of group and individual sessions. Group sessions are used for programme induction, training input and evidence portfolio workshops, while individual sessions are used for assessment in the workplace.

#### Delivery venues

Programmes can be delivered on the Client's premises, in FCT's training facilities, on hired premises or in any combination of those, but some assessment in the workplace is required.

## Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services

This is a specialist qualification which is a requirement for managers of care services.

#### Entry Requirements

Candidates have to be employed as managers of care services.

#### Programme Delivery

The programme can be delivered on a one-to-one basis, in the workplace, which allows busy managers to fit the programme around their work commitments.

Alternatively, delivery can be designed for a group of candidates from one client company to include both group and individual sessions. Training sessions on specific subjects can be built in as desired by the client.

### e-learning

The extent to which e-learning is used on our programmes depends entirely on the wishes of the Client company and on the Internet / general IT facilities available to the candidates in the workplace.

Where web-based learning and/or e-portfolios are not used on a programme, candidates are encouraged to do some web research and to receive materials and submit assignments and evidence in electronic form, but it is recognised that this may not be possible for candidates whose jobs make IT / Internet access very difficult.

### What managers say about us...

"The NVQ Certificate programme has given me time to reflect on my management practice and improve the way I lead my team. I make sure that I'm really clear about my expectations and realistic about results."

"It has allowed me to think more about my responsibilities as a manager and how to encourage others to develop."

- Transport for London managers

## Management Development Programmes

We provide developmental training at all levels of Management, from introductory training for inexperienced team leaders or supervisors to executive level Management training or coaching.

Our programmes are always designed specifically to the requirements of the Client company and may include:

- training in groups or one-to-one;
- elements of the Client's existing training provision;
- delivery on the Client's, FCT's or hired premises;
- accreditation for Chartered Management Institute Management Awards, Certificates or Diplomas;
- accreditation for units or awards from Learning & Development qualifications;

### Entry Requirements

There are no specific entry requirements for candidates for training and development programmes without accreditation.

For programmes that include accreditation, candidates do not need to be experienced, but should be employed as managers in positions suitable to the intended qualification level (e.g., supervisory positions for Level 3, wider operational positions that manage other managers for Level 5, Director-level strategic positions for Level 7).

FCT offers free, no-obligation consultancy on programme design and, if the Client wishes to go ahead, FCT will ensure appropriate pre-programme planning.

Most clients prefer delivery on their own premises, but FCT can offer training accommodation in its Training Suite at Shaftesbury House in Ealing, if required.

## Funding

Funding for Management qualifications is sometimes available for Level 2 or 3 qualifications. FCT is able to obtain Government funding for some candidates to offset the cost to the Client, if the candidates fulfil the funding eligibility criteria.

Eligibility for funding depends on the candidate's prior attainment level. Candidates who already have Level 1 or lower qualifications are fundable; those who hold Level 2 prior qualifications are partly fundable, and those with Level 3 or higher prior qualifications cannot be funded.

Even if a candidate is eligible for funding, the Client will usually have to contribute to the cost of delivery.

FCT will be happy to advise the Client on funding matters.

## Other services

Apart from Management qualifications, we offer:

- other qualifications through our [City & Guilds approved assessment Centre](#) (e.g., Rail and Engineering, Learning & Development, IT Users, Customer Service, Business Administration, Health & Social Care)
- Apprenticeships for young people and adults
- training and assessment design
- integrating qualifications with work activities and competence management processes

**We are happy to provide initial advice on your particular requirements free of charge and without obligation.**

## Our promise to you

**We are committed to providing an excellent service for your company.**

If you tell us about the training or competence management challenges you are facing, we will use our substantial expertise in this field to advise you free of charge and to develop suitable solutions for you, if you require them. For information about **Apprenticeships in Management**, please contact Marilyn Sang: [marilyn@fct.uk.com](mailto:marilyn@fct.uk.com) or call 0208 840 5512

Our team is at your disposal - please visit us on [www.fct.uk.com](http://www.fct.uk.com).

### Certification by the Chartered Management Institute

Four Counties Training Ltd. is an approved Assessment Centre of the Chartered Management Institute (CMI), the most prestigious Management qualifications awarding body.

Successful candidates on NVQ Certificate or Diploma programmes and on accredited Management Development Programmes receive the appropriate Chartered Management Institute Award, Certificate or Diploma certificate.

CMI certification is also available for individual units in cases where candidates are unable to complete the whole programme.

While on programme, candidates become Associates of the CMI with full access to its excellent resources. They may choose to become members on qualification and, with Level 5 or 7, apply for the coveted **Chartered Manager** status, the professional manager award, which entitles the bearers to use the letters CMgr after their name.

FCT Certificates of Attendance are issued to candidates who successfully complete a course of any non-accredited training on Management Development programmes.

### Our accolades



the Training Quality Standard, the quality standard for training and employer responsiveness, with additional recognition for excellence in the rail industry qualifications



the Matrix standard, as proof of the quality of our provision of information, advice and guidance to our learners and employer clients



Learning and Skills Beacon status, in recognition of our excellent delivery of Work Based Learning programmes



INVESTOR IN PEOPLE

the Investor in People accreditation, as proof of our commitment to training, developing and supporting our staff



Grade 1 (Outstanding), the highest standard achievable in the very demanding Ofsted inspection, in all inspected areas: Overall Effectiveness, Capacity to Improve, Achievement and Standards, Quality of Provision, Leadership and Management, Equality of Opportunity and all subject sector areas; e.g. Rail Operations; Engineering

### Our prices

Prices exclude any training accommodation that the Client may require or any agreed expenses such as travel outside Greater London, and are subject to VAT. Example prices are shown below.

CMI Level 3 NVQ Certificate in Management	from £1,800 to £2,500 per candidate, depending on amount of training, group / individual delivery and number of units required by the Client
CMI Level 5 NVQ Diploma in Management	from £1,800 to £2,700 per candidate, depending on amount of training, group / individual delivery and number of units required by the Client
Management Development Programmes	bespoke, based on the daily rate
Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services	from £1,950 per candidate for group programmes to £2,700 for a single candidate's one-to-one programme, also depending upon the number of units required by the Client
Training or consultancy	£595.00 per trainer/consultant day

In all cases, a formal proposal with the design and price of the proposed programme is issued and the Client has three months in which to decide whether to go ahead.