



## Distance Learning options for Level 3, Level 5 and Level 7 qualifications

### An Alternative Option:

Distance learning is a cost-effective alternative to taking a CMI qualification whilst attending one of the CMBD open or in-house courses. Working with a personal tutor, you will research the relevant underpinning knowledge required for each unit before completing the assignment. This is achieved by using the CMI *ManagementDirect* web-based resource. We also recommend that you purchase the optional *Pathway* guides for each of the units that you wish to complete direct from the CMI. These are available individually or as a pack for people completing more than one unit.

Distance learning is particularly suitable for candidates who have completed an Award Qualification (usually one unit) and who wish to 'top up' to a Certificate (usually a further one or two units) or a Diploma (usually a further 4 or 5 units). You will already have had experience and guidance in assignment completion and should be able to get off to a fast start.

There is also the option for Level 5 and Level 7 candidates to pursue CMI Chartered Manager recognition as part of their qualification upgrade if appropriate.

### How it works:

The first step is to contact us for a chat. We can then discuss what you want to achieve and make sure that you are aware of the various qualification options available to you. You can download the syllabus for your level from the CMI or the CMBD websites, or we can easily send you the information you require to consider the unit(s) that you will need to complete.

Once we have planned your approach, the next stage is to register you with the CMI and get you started. This can be by telephone, or for people who don't mind travelling, we offer the unique option (at no additional cost) to meet with your tutor for a couple of hours at our offices at Hexgreave Hall in North Nottinghamshire. You will be talked through what you need to do and be given guidance on how to tackle the assignment for the unit. You will then submit your work by email to your tutor for feedback and help as you work through the various tasks on the assignment.

### Costs (inclusive of all registration, tutor, marking and external verification costs):

	Award	Certificate	Diploma	Upgrade to Certificate from Award	Upgrade to Diploma from Award	Upgrade to Diploma from Certificate
Level 3	£695.00	£995.00	£2595.00	£595.00	£2095.00	£1795.00
Level 5	£795.00	£1095.00	£2995.00	£695.00	£2495.00	£2095.00
Level 7	£995.00	£1395.00	£3595.00	£895.00	£3195.00	£2795.00

Access to *ManagementDirect* is included in the costs above. Pathway unit guides cost from £25.00 each from CMI. All prices are subject to VAT at the prevailing rate (currently 20%) and any increases in costs from the CMI.