



# **ICE ACADEMY**

**FOR EDUCATION AND PROFESSIONAL DEVELOPMENT**

Chartered Management Institute

## **DIPLOMA in Management**

Level 3

**STUDENT HANDBOOK**

**What the course is all  
about  
Time Commitments  
workshops**



## CMI Membership Benefits

Membership brings with it **professional recognition** and a wide range of support services that will aid your development as a manager throughout your working life.

### Information Services

**MIC:** UK's Largest Management Library

**Subject Search:** Discover the latest management thinking with our Subject Search facility providing rapid access to resources on key management topics.

**Weblinks:** Our researchers have identified over 800 management-related websites, selected for their coverage, currency and authority, to save you trawling through endless websites.

**Ask a Researcher:** Experienced researchers are available to help members with complex questions, in order to assist with your work or studies.

### Career Development

Achieve your goals and progress your career with an Institute **qualification**. As a **nationally recognised awarding body** we have a wide range of professional qualifications, including our NVQs, Certificates and Diplomas in Management. As time is such a precious resource for most managers, many of our qualifications involve flexible and work-based learning. Centres throughout the country offer our qualifications and in many cases distance learning is also an option.

### CPD

Our interactive online CPD system now automatically records your progress and enables you to:

- Test your skills and knowledge
- Assess your needs against the National Occupational Standards for Management and Leadership
- Invite colleagues to provide confidential feedback
- Set personal goals and objectives
- Log your achievements
- Create a report to demonstrate your commitment and achievements
- Reflect on what you have learned

### Branches and Networks

The Institute's branches and networks are active throughout the UK, with 85 branches hosting over 300 events per year.

### Professional Manager

Members receive our own magazine, Professional Manager, packed with interesting features, news, book reviews and letters. Statutory members (Associate, Member & Fellow) also receive 'Management Today' magazine, each month.

### **Chartered Manager**

Once a Member of the Institute, you can demonstrate your capability as a professional manager still further by registering on our Chartered Manager programme.

The Institute is the ONLY professional body able to offer Chartered Manager status, an independent assessment of your ability to make a significant impact at work.

Many of those who have undertaken Chartered Manager have already found it to be a stimulus to career progression.

### **Member Events**

Events are a fantastic way to meet managers from all walks of life, make friends and learn some new management techniques.

All our events are designed to educate, inform and entertain you, supporting your development as a professional manager.

Both members and non-members are welcome to most events and members usually benefit from discounted rates.

**National Convention:** The annual National Convention and Gold Medal Dinner is our flagship event for the management community attracting over 400 delegates each year.

**Regional Conventions:** We host annual Regional conventions usually between April - July each year, bringing together a number of branches in each of our 12 regions.

**Branch Events:** Institute branches around the country run a regular programme of smaller events such as visits to companies, seminars and social events.

At many of our events, you will receive a **CPD certificate**, enabling you to record your learning.

### **Additional Benefits:**

Your membership of the Institute gives you access to great offers on a range of products and services. FREE legal helpline - gain access to free advice, and preferential rates on subsequent professional consultations, on residential conveyancing, personal injury, commercial litigation, debt recovery and insolvency.

- 0% on balance transfers with an Institute Credit Card. With MBNA you are guaranteed a 0% balance transfer for the first 9 months after you open your account and competitive rates.
- Public liability and professional indemnity insurance
- Discounted magazine subscriptions – Members receive preferential rates on a range of subscriptions including The Economist, Business Week and Time magazine.