



CMI Level 5 in Professional Coaching Practice

Understanding the CMI Process



What is the CMI?

How do I achieve the Level 5 CMI Certificate?

- The Chartered Management Institute (CMI) is an internationally recognised management and leadership awarding body
- To achieve the CMI certificate, you will need to:
 - Consider whether you have the time to complete the 2 assignments within the next 6 months
 - Send an email confirming you want to register to complete the certificate: cmi@mypd.co.uk
 - Complete 2 assignments
 - Submit the assignments to cmi@mypd.co.uk
- The CMI qualification is not compulsory but an optional extra. You will receive a certificate of completion for this course at the end of the week

Assignment Outline

- There are 2 units (assignments) to complete to achieve the CMI Level 5 Certificate:
 - **Unit 531 – Principles of Professional Coaching**
 - This unit introduces the principles of professional coaching, including the similarities and differences with other methods of support and the rationale for its delivery. There is a focus on the roles and responsibilities within the coaching relationship, organisational, legal and ethical frameworks and quality assurance.
 - The guideline word count for this unit is 4000 words.
 - **Unit 535 – Management and Leadership Influences in Coaching and Mentoring**
 - The aim of the unit is for the Professional Coach or Mentor to evaluate the role and influence of organisation culture, management, leadership and change on coaching and mentoring and apply this information in their professional practice.
 - The guideline word count for this unit is 4000 words.
- The CMI estimates 180 hours is required to complete the 2 units. This is inclusive of the guided learning hours accumulated in the training this week (30 – 35 hours)

Assistance with the CMI Certificate

- To assist you in completing the assignments:
 - CMI Qualification Syllabus - <https://www.managers.org.uk/wp-content/uploads/2022/06/L5-Professional-Coaching-Practice-Qualification-Syllabus-v01.docx.pdf>
 - Intro information – pages 4 - 9
 - Detailed criteria for the assignments can be found on the following pages
 - Unit 531: Pages 18 - 23
 - Unit 535: Pages 45 - 50
 - All the presentations and materials from this course can be used towards your assignments
 - Once registered, you will have access to the **CMI's ManagementDirect**. ManagementDirect is a complete online library of material addressing the current management practice to support your study and develop your skills
- Use the criteria outlined in the syllabus as subheadings for your assignments

Next Steps

- Read through the criteria for individual units in the [CMI syllabus](#)
- You have **ONE MONTH** to register your interest at cmi@mypd.co.uk
 - To register you with CMI, we require:
 - Full name AND Email address
 - Date of birth
 - Address
 - **AFTER 1 MONTH WE WILL NOT BE ABLE TO REGISTER YOU FOR THE QUALIFICATION**
- You will be registered to the CMI as a registered learner with access to ManagementDirect
- Complete your 2 assignments within 6 months from your date of registration
 - You can complete and submit one assignment before starting on the next
 - We suggest you use the assessment criteria as sub-headings
- Edit your work before you submit it to us
- Please name all submitted files, in doc, docx or pdf formats according to the following formula
 - “SURNAME_firstname – Unit XXX – TITLE”
 - For example:
 - SMITH_Liz – Unit 501 – Management & Leadership at MyPD.doc
- Make sure your work is submitted before the 6 months deadline and **Learner Authentication form** is **completed** (see next slide for details)!

Signed Statement of Authenticity

This will need to be pasted on the title page of both assignments, along with the learner's name, title of the assignment and word count:

"I formally declare that the work contained in this written assignment is all my own, and that it has been researched and written by me based solely on my professional experience, the content of the training provided by MyPD, and the resources provided to complete the CMI assignments".

IMPORTANT: Please note Learner Authentication form needs to be downloaded, completed and send it with your assignment(s) to cmi@mypd.co.uk.

- [CMI Learner Statement Declaration of Authenticity](#) (please ignore Learner CMI Number field)

Support Videos for Learners

Learner Induction Video - <https://youtu.be/l9BhqWUBnyU>

<https://www.youtube.com/watch?v=8RpMJQOykO0&feature=youtu.be>

ManagementDirect - Introduction for CMI members -

<https://www.youtube.com/watch?v=i6vfaddshHI&list=PLqS009KiguXtJlRNQJ5lwxAkxuJS5NdMl&index=3>

How to browse content in ManagementDirect -

<https://www.youtube.com/watch?v=SL6yb0L6OO0&list=PLqS009KiguXtJlRNQJ5lwxAkxuJS5NdMl&index=5>

How to create learning journeys in ManagementDirect -

<https://www.youtube.com/watch?v=Lq7tsFKpabs&list=PLqS009KiguXtJlRNQJ5lwxAkxuJS5NdMl&index=6>

ManagementDirect - How to access resources to support your qualification -

https://www.youtube.com/watch?v=_zDbQ68FIdc&list=PLqS009KiguXtJlRNQJ5lwxAkxuJS5NdMl&index=8

ManagementDirect - How to manage your learning -

<https://www.youtube.com/watch?v=YxEfVDPDVaY&list=PLqS009KiguXtJlRNQJ5lwxAkxuJS5NdMl&index=5>

Supercharge Learner Online Experience Through Management Direct -

<https://www.youtube.com/watch?v=arirEfQMSI4>