

# CMI AWARD IN INFORMATION BASED DECISION MAKING

## AIMS

The aim of this qualification is to develop new skills, knowledge and behaviours in your role as a manager, thereby enhancing your confidence and effectiveness when supporting your colleagues. Successful candidates will achieve a nationally recognised and transferable management award.

## CLIENT GROUP

This unit is about using, presenting and communicating data that supports decision making.

You will be responsible for:

- Evaluating data and information (both the sources and selection of data)
- Identifying legal requirements
- Evaluate decision making and methods of communicating decisions

## AWARD

On successful completion of the programme, candidates receive the CMI Award in Information Based Decision Making at SCQF8.

## LEARNING OUTCOMES

This programme will help you to:

- Be able to identify and select sources of data and information
- Be able to analyse and present information to support decision making
- Be able to communicate information that supports decision making

## PROGRESSION

Candidates who successfully complete this award can undertake additional CMI modules and achieve sufficient credits to obtain the CMI Certificate in First Line Management.

## ASSESSMENT

The assessment consists of written tasks that require application of learning to your own practice.

## DURATION

3 days plus assessment

## CANCELLATION POLICY

Inverness College UHI (ICUHI) reserves the right to cancel or defer the dates of the courses. In the event of ICUHI cancelling a course, learners will be deferred to another (scheduled ICUHI) course or given a full refund if ICUHI are unable to provide a course on dates suitable to the learner. In the event of cancellation of a course by the learner or their representative, the following charges will apply:

More than 28 days – 0%

14-28 days – 25%

1-14 days – 50%

No notice or non-attendance without notice – 100%

ICUHI reserves the right to charge a cancellation fee of £40 if the learner or their representative cancels (refund terms above). Cancellations can be advised to ICUHI by telephone but must be confirmed in writing, either by post or email to:

[business.ic@uhi.ac.uk](mailto:business.ic@uhi.ac.uk)

Refunds are calculated from the date of the written confirmation of the cancellation being received by ICUHI.

Learner deferral requests must be received no later than 10 working days prior to the course start date, otherwise the above £40 administration fee will apply. ICUHI will make all reasonable attempts to defer the learner to a suitable ICUHI course, but deferral requests are at the discretion of ICUHI as are any refunds after deferral requests. All awarding body costs arising from the learner deferral request must be met by the learner.



To apply or for more information  
email: [business.ic@uhi.ac.uk](mailto:business.ic@uhi.ac.uk)