

Dr.Joji Abey MFC,PhD.FHEA  
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PO Box 40434,  
Riffa,  
Kingdom of Bahrain

Cc: Prof. Nader Mohammed Al-Bastaki

4th August 2021

### Declaration of International CMI Centre Approval

Dear Dr. Joji Abey,

I am delighted to inform you that International CMI Centre Approval has been granted to :

College of Business Administration, Kingdom University, PO Box 40434, Riffa,  
Kingdom of Bahrain.

This approval allows your International CMI Centre to offer qualifications approved by the Chartered Management Institute (CMI) on a Dual Accreditation basis.

### Programmes Approved

The details of the qualifications that have been approved for dual accreditation from 4th August 2021 are described in programme-specific approved mapping documents supplied separately

**BSc in Business Management - mapped to CMI Level 5 Certificate in Management & Leadership (5C30)**  
**BSc in Finance & Accounting - mapped to CMI Level 5 Certificate in Management & Leadership (5C30)**  
**BSc in Finance & Banking - mapped to CMI Level 5 Certificate in Management & Leadership (5C30)**

**The CMI units mapped are as follows: 515, 520, 523 and 524 totalling 270 TUTs.**

### Conditions of Approval

General Conditions

1. Centre approval applies to programmes delivered at the site named. Any other programmes, or the same programmes delivered on other sites or by third parties will require separate approval. This requirement

covers satellites, multi-sites and any arrangements whereby students are to be exposed to the CMI brand.

2. Further programmes may be added to this international approval document if and when mapping is agreed and with the consent of the CMI Quality Manager.

3. This approval applies to programmes delivered and assessed in English only.

4. The CMI Condition of Confidence 1 applies.

5. The institution continues to comply with the requirements of relevant regulatory , public and statutory bodies in

Bahrain.

6. Moderations will be conducted virtually using the CMI HUB, the CMI Google Drive or Kingdom University's learning environment. Yearly centre visits for quality assurance purposes may be conducted by teleconference or video.

7. At registration, CMI will need visibility of each student's Unique Learner Number (ULN) at Kingdom University to ensure that it has accurate traceability of students. Kingdom University students will also be assigned unique CMI p-numbers at registration by CMI. This will avoid any confusion that might arise when names are recorded, transcribed or shared. This is especially important because of differences in name formats between the two countries and the probability of duplicate student names on a single programme. The format in which names are provided by Kingdom University to CMI will dictate how they will appear on the CMI certificates.

8. The centre is to disseminate the importance of accommodating CMI Learning Outcomes in assignments across all teaching staff on modules that carry Dual Accreditation credit. Module/course Leader checklists have been provided during the mapping process.

### **Specific Conditions of Approval (from the approval process)**

9. Kingdom University will sign the declaration in Appendix L of the International HE Partner Guide to Dual Accreditation within 3 months of this approval and provide the signed copy to the CMI QM for retention.

### **Delivery Address**

This approval is not transferable or extendable to other sites or third parties without prior written consent from your CMI Quality Manager (International). Any additional satellite centre to that named above will require a separate approval process.

### **Other Information**

Please find enclosed in the welcome pack the following documentation:-

- Declaration of International CMI Centre Approval (this document)

Your International CMI Centre will have access to the following benefits and resources:-

- A dedicated and personalised website (HUB)

CMI staff will help with the registration process of learners. Your contact for registration of students will be [partnership@managers.org.uk](mailto:partnership@managers.org.uk).

### **Promotional Support**

- Use of CMI Approved Centre logo
- Promotional materials for qualifications provided via CMI Engagement support

Document Title | V1.0 | 00/00/00

1

- Listing of your International Centre on the CMI website.
- Learner induction resources via your Engagement Manager or video resources (contract-dependent)

### Communication

- A dedicated CMI Relationship Manager and or Engagement Manager
- A dedicated CMI Quality Manager

Through our personalised HUB you can eventually access and utilise the following:

- Register Learners online to CMI Qualifications
- Request moderation by CMI to enable certification
- Check CMI Learner lists and the qualifications they are registered for
- Check and maintain International Centre staff list and key contacts
- Access support resources from CMI
- Access CMI Study Resources, e.g., Management Direct

Guidance for all of the processes on the HUB can be found via the '?' link found in the top right hand corner of each screen.

Please note that CMI HUB is different to the Google Drive folder that you may have used during the centre approval process.

As CMI Programme Director, you have been approved for full access to the CMI HUB and can log in via <http://hub.managers.org.uk> using your allocated login and password which will be provided. You can change your login details via the CMI website, where you will also be able to access information about our qualifications via <https://www.managers.org.uk/education-and-learning/qualifications/qualification-library/>

If other members of staff require access to the HUB or the Google Drive they will require an individual username and password. Requests for access should be submitted via email through yourself to [partnership@managers.org.uk](mailto:partnership@managers.org.uk) or uploaded to the HUB. Currently HUB permissions can be given for Registration (REG), Personal Achievement Record (PAR) and Reports (REP); please specify which permissions each member of staff requires, along with their name, job title, date of birth and email address.

A template spreadsheet that should be used for learner registration with CMI is available from [partnership@managers.org.uk](mailto:partnership@managers.org.uk)

When students have completed their programme and certification is required from CMI you will need to request moderation by creating a batch of completed Learners on the CMI HUB. Guidance on uploading batches to the CMI HUB can be found at:

<https://www.youtube.com/watch?v=EC9YQ4mjmdc&feature=youtu.be>

If you can facilitate CMI moderation on your own VLE or would like to use the CMI Google Drive for moderation please contact your Mapper/Moderator to arrange this.

I would also like to take this opportunity to thank you for your time and attention in completing the international approval documentation. I wish you every success with the programmes.

Document Title | V1.0 | 00/00/00

2

In the meantime, if you require any further information or assistance, please do not hesitate to contact me. Yours sincerely



Allison Jay  
CMI Head of Awarding Body and Compliance  
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## **Resources for tutors, learners and Administration staff - March 2021**

### **Quality Assurance**

All CMI policies and procedures can be found at:

<https://www.managers.org.uk/education-providers/policies-and-procedures>

### **Centre handbook**

<https://www.managers.org.uk/~media/Files/PolicesProcedures/General/Centre-Handbook.pdf>

**Malpractice and Maladministration** - <https://www.youtube.com/watch?v=IBg3QTtsZtA>

**Guide To Good Assessment Practice** - <https://www.youtube.com/watch?v=tZB-6QHqhfQ>

**Good Practice in IQA** - <https://www.youtube.com/watch?v=G39TL3NdE14>

**Conflicts of interest webinar recording:** <https://youtu.be/qXoFvIXFI9w>

**HE qualification mapping**

[he.mapping@managers.org.uk](mailto:he.mapping@managers.org.uk)

**HE and direct delivery approvals (Approved and registered centres)**

[approvals@managers.org.uk](mailto:approvals@managers.org.uk)

**Flexible assessment, syllabus queries, Professional Standards**

[product@managers.org.uk](mailto:product@managers.org.uk)

**International partner guide to dual accreditation (includes centre application form):**

<https://www.managers.org.uk/wp-content/uploads/2020/03/5.9-International-HE-Partner-Guide-to-Dual-Accreditation-doc.docx>

**HE satellite form:**

<https://www.managers.org.uk/wp-content/uploads/2020/03/HE-Partner-International-Satellite-Centre-Enquiry-Form.pdf>

**For Tutors, Assessors, IVs**

**Staff Induction Video**

<https://www.youtube.com/watch?v=jS-vAOEf8Qc&feature=youtu.be> (Training Providers) <https://www.youtube.com/watch?v=EC9YQ4mjmdc&feature=youtu.be> (HEIs)

[ManagementDirect - Introduction for CMI members](#)

[How to browse content in ManagementDirect](#)

[How to create learning journeys in ManagementDirect](#)

**For Centre Admin staff**

Document Title | V1.0 | 00/00/00

**New centre video (also good for new staff using the hub)**

<https://www.youtube.com/watch?v=cjgLHAy1wv0>

**Learner registration**

[https://www.youtube.com/watch?v=BbQIUJ\\_qrRE&feature=youtu.be](https://www.youtube.com/watch?v=BbQIUJ_qrRE&feature=youtu.be)

**CMI marking, moderation queries**

[awardingbody@managers.org.uk](mailto:awardingbody@managers.org.uk) or call 01536 207 496, select option 1

**For a video on making claims/ requesting moderation See:**

<https://www.youtube.com/watch?v=12w9-19eT-Q&feature=youtu.be>

**For a video on making HE claims/requesting moderation See:**

<https://www.youtube.com/watch?v=kiHQdAryQL4&feature=youtu.be>

**HE Learner Registration , certification, HUB changes, centre change queries**  
[partnership@managers.org.uk](mailto:partnership@managers.org.uk) or call 01536 207 330

**Chartered Manager enquiries**  
[cmgr@managers.org.uk](mailto:cmgr@managers.org.uk) or call 01536 207 429

**Membership queries**  
[membership@managers.org.uk](mailto:membership@managers.org.uk) or call 01536 207 307

### **For Learners**

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

<https://www.youtube.com/watch?v=qQukftiLXZs&feature=youtu.be> (HEI's)

[ManagementDirect - Introduction for CMI members](#)

[How to browse content in ManagementDirect](#)

[ManagementDirect - How to access resources to support your qualification](#)

[ManagementDirect - How to manage your learning](#)

If you require any further guidance or support in accessing these resources please contact your Engagement Manager or [Engagement@managers.org.uk](mailto:Engagement@managers.org.uk)