



(Publications) Limited

**Frequently Asked Questions**

**(FAQs)**

**For**

**CQI Diploma**

**In**

**Quality Management**

**Quality Management & Training (Publications) Limited**

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- 1) How do I enrol?  
*By completing the QM&T student application form and paying the fees.*
- 2) Do I need to be a CQI member?  
*Yes. Before starting any of the CQI courses, you need to become a CQI member. Please contact CQI membership department or register online [www.thecqi.org](http://www.thecqi.org). Once you have a CQI membership number, complete the QM&T student application form.*
- 3) Is there an entry requirement?  
*Other than a basic qualification in Maths and English (i.e. GCSE or 'O' Level) it is also required to have completed the CQI Level 3 Certificate in Quality Management or to be able to demonstrate equivalent knowledge (i.e. 1 to 2 year's experience in the "Quality" working environment.)*
- 4) When does the course start?  
*At anytime. The limiting factors are the exam dates or the assignment submission deadlines.*
- 5) Where do I sit the exam?  
*You can sit the exam either as an external candidate at your local college, university, educational institute or at CQI's Headquarters in London. Depending on where you will be sitting the exam, there will be an additional charge made by the centre, paid directly to that centre. You don't pay this fee to QM&T.*
- 6) Where do I sit the exam if applying from abroad?  
*If applying from abroad, you can arrange to sit the exam at the British Council offices near you.*
- 7) When are the exams?  
*Exams are held twice a year, in January or June.*
- 8) When do I submit my assignments?  
*Assignments are submitted twice a year to QM&T, in November or April.*
- 9) What is the word count for assignments?  
*Assignment word count is approximately 4500 words.*
- 10) Where do I submit my assignments?  
*Assignments are submitted to QM&T. Your tutor marks your assignments which is then sent to CQI for moderation.*



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- 11) How do I contact my tutor?  
*By email or post. You can arrange to speak to your tutor. You would need to contact your tutor by email first to arrange a convenient time.*
- 12) How many units must I complete to get the Diploma?  
*There are nine units:  
U501 - People in quality Level 5  
U502 - Management system models Level 5  
U503 - Monitoring and measuring for quality Level 5  
U504 - Quality management Level 5  
U505 - Using quality to improve business performance Level 5  
U306 - Management systems audit Level 3  
U507 - Quality related legislation and regulation Level 5  
U508 - Quality planning in the product lifecycle Level 5  
U512 - Business research Level 5*
- 13) How many years to complete the Diploma course?  
*Four Years. Only students who successfully complete all nine units within the 4 year time frame, will be eligible for the award of CQI Diploma in Quality Management. The count starts with your first exam date.*
- 14) How are the units assessed?  
*Units are assessed by exam or assignment.*
- 15) Which units are assessed by an exam?  
*U501 - People in quality Level 5 (assessment by exam)  
U504 - Quality management Level 5 (assessment by exam)  
U306 - Management systems audit Level 3 (assessment by exam)*
- 16) Which units are assessed by an assignment?  
*U502 - Management system models Level 5 (assessment by assignment)  
U503 - Monitoring and measuring for quality Level 5 (assessment by assignment)  
U505 - Using quality to improve business performance Level 5 (assessment by assignment)  
U507 - Quality related legislation and regulation Level 5 (assessment by assignment)  
U508 - Quality planning in the product lifecycle Level 5 (assessment by assignment)*
- 17) Is there a project?  
*Yes, U512 - Business research Level 5 (project).*
- 18) When are the exam results released?  
*CQI release the June exam results in August and the January exam results are released in March.*



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- 19) Where does CQI send the exam results?  
*The results are sent directly to your home address, which you would have provided to CQI.*
- 20) How many units can I start with?  
*We recommend 2 units at a time. One assignment based and one exam based units.*
- 21) Can I apply from abroad to do this course?  
*Yes.*
- 22) Does QM&T offer all the diploma units?  
*Yes.*
- 23) How much study time will it take?  
*Suggested study hours vary for each unit and this also depends on the individual's previous knowledge of the subject. Approximately 80-100 hours per unit is suggested. The research project will possibly require more hours.*
- 24) What does the learning pack consist of?  
*The learning material for each unit includes a textbook (specifically to support and reflect the CQI 2010 syllabus), a coursebook and a workbook with study guidelines and sample questions and answers, assignment title, assignment guidance notes, etc.*
- 25) What are the fees?  
*See pricing at <http://www.qmt.co.uk/pricing.htm>*
- 26) How do I pay the fees?  
*The fees can be paid by cheque, debit or credit card or bank transfer. Students applying from abroad, would need to pay by bank transfer or by Pound Sterling cheque.*
- 27) What standard is the qualification?  
*The Diploma is a NVQ Level 5 qualification, which is equivalent to 2<sup>nd</sup> year degree level.*
- 28) Is each unit exam on a different day?  
*Yes. Dates for each exam are set by the CQI.*
- 29) What is the pass mark for exams and assignments?  
*The minimum pass mark is 50%. Examination and assignment results are indicated as:*
- | <b>Mark</b> | <b>Grade</b> |
|-------------|--------------|
| 0-49        | Fail         |
| 50-64       | Pass         |
| 64-79       | Merit        |
| 80+         | Distinction  |
- Each unit will be graded and certificated individually.*