



IAM Diploma in Administrative Management

Course Code: NIAM02

Awarding Body: IAM

Duration: 12 Months

Established in 1915, the Institute of Administrative Management (IAM) is the only UK government recognised professional body for both practising and aspiring Administrative Managers. iam qualifications and Membership of the Institute will provide you with the expertise, knowledge and practical skills to sustain your competitive advantage.



Introduction

The **iam** supports managers (and aspiring managers) at all levels. The aim of **iam** is to improve both personal and organisational performance through a systematic approach to Professional Development. The course will enable you to:

- ❖ Manage individuals, teams and projects effectively,
- ❖ Take a leading role in identifying and implementing change for the better in your organisation
- ❖ Gain the theoretical and practical understanding required by senior managers

Course Aims

The main aim of the course is to enable learners to:

- ❖ Use the principles of Human Resource Management
- ❖ Apply new management tools and skills
- ❖ Use analytical tools to improve management decision making
- ❖ Organise and communicate with multiple teams
- ❖ Identify and implement change to systems and processes

Course Market

This qualification is for individuals who wish to develop their understanding and improve their management skills. It enables individuals to take a systematic approach to organisational and information management.

The course is aimed principally at providing a professional qualification for the following markets:

- ❖ employees wishing to develop their professional skills in business administration;
- ❖ students wishing to achieve a Degree in a flexible and modular basis, at their own convenience and timescale;
- ❖ international students aiming to achieve a world class professional qualification in business administration.

Course Structure

The Diploma is made up of 5 units and all the subjects are compulsory

Unit 1	People in Organisations
Unit 2	Administrative Systems and Processes
Unit 3	Professional Administration
Unit 4	Information for Decision Making
Unit 5	Case Study or Project Report

Duration

The Course is for duration of 12 Months Full-time, with exams taken at the end of each six month term.

Assessment

Diploma papers are set and marked to the level of the **first year of a UK Business Management degree** programme. The examinations are set and marked externally. All subjects will be assessed by a written external examination of three hours duration.

Units 1-4 are assessed by a 3 hour closed book written examination comprising two sections A and B. Section A has eight compulsory short answer questions designed to test candidates' knowledge and understanding of concepts and terminology. Section B has a choice of two questions from four designed to assess the candidate's appreciation of the unit. A question will be set from each of the area Learning Syllabus. The Unit 5 project report is assessed through a 3,000 - 4,000 word report to a senior manager.

Entry Requirements

The Diploma is open to anyone who has at least 2 years previous experience or relevant Certificate level qualifications from the **iam** or other bodies.

Exemptions

The Institute operates an exemption scheme which offers students recognition for other relevant academic or Professional qualifications they may hold. The following exemptions should be considered as a guideline only.

- Exemption from the whole of the Diploma in Administrative Management is available to holders of:
 - ❖ a degree awarded by a United Kingdom university in a related discipline,
 - ❖ a BTEC or SQA (Scottish Qualifications Authority) award in a relevant discipline,
 - ❖ an NVQ/SVQ/VRQ Level 4 in a related discipline,
 - ❖ another recognised academic or professional qualification which has been approved for exemption by the Institute
- It is also possible to obtain exemption from individual units of the Certificate, Diploma or advanced Diploma in Administrative Management. Holders of qualifications on the exemptions list are entitled to submit a claim for exemption from the units as specified, using the official form.
- The Institute is also willing to consider applications for exemption from individuals who hold other qualifications provided they are from a reputable awarding body where both the level and content of its syllabus matches those of the Institute's qualifications.
- The Institute will also consider applications from *educational institutions* or examining bodies whose courses and assessment methods might also satisfy the Institute's criteria for exemption. Once such an exemption has been approved by the Institute, students successfully completing the course may apply for exemptions individually.
- All applications for exemptions must be made on the Institute's official form accompanied by:
 - ❖ proof of qualification
 - ❖ details of syllabus, relevant examination papers and assessment procedure if offering a qualification not on the approved list.
- It is advisable to submit exemption claims before entering for examinations. Exemptions cannot be granted for subjects that have previously been failed by examination.

The Institute's decision on exemptions is FINAL.

Progression

The **iam** qualifications offer excellent progression opportunities from Level 2 to a Degree, and to provide further progression, an MBA programme is being developed, for which validation is currently pending.

Completion of the Diploma leads to the Advanced Diploma in Administrative Management. Successful completion of the Diploma entitles students to associate member of the **iam**.

