



IAM Advanced Diploma in Administrative Management

Course Code: NIAM03

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:

- ❖ Operate comfortably and effectively at senior levels
- ❖ Use your knowledge and experience creatively to deliver organisational improvements
- ❖ Prove your ability to operate as a senior manager

Course Aims

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

- ❖ Use business models to design and implement effective systems
- ❖ Understand and apply strategic decision making skills
- ❖ Apply best practice in Human Resource Management
- ❖ Use financial and project management tools
- ❖ Manage finances and other resources

Course Market

The **Advanced Diploma** is for individuals who want to use best practice tools and techniques to manage organisations. It enables individuals to work at a senior level, making and implementing strategic decisions.

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

Unit 1	Administrative Systems in the Organisation
Unit 2	Strategic Issues in Administration
Unit 3	Administrative Management of Resources
Unit 4	Human Resource Management and Practice
Unit 5	Case Study 2 or Project Report 2

Duration

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

Assessment

Advanced Diploma papers are set and marked to the level of the **second 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 three hour unseen written paper comprising of a choice of 4 questions from 8, designed to assess the depth and breadth of candidates' knowledge of the unit. Unit 5 project report is assessed either by a three hour case study exam, or by a 3,000 - 4,000 word work based project report.

Entry Requirements

The Advanced Diploma is open to anyone who has relevant Diploma level qualifications from the **iam** or other recognised 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.

Students can progress from the Advanced Diploma in Administrative Management to the BA(Hons) Degree Programme. Successful completion of the Advanced Diploma entitles students to full membership of the **iam**.

