

# Management & Strategy

Institute of Administrative Management Qualifications

[www.goldsmithibs.com](http://www.goldsmithibs.com)

# Management & Strategy

## IAM Level 4 Diploma in Administrative Management

Established in 1915, the **Institute of Administrative Management [iam]** is the only 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. Upon successful completion of the Institute of Administrative Management [IAM] Advanced Diploma, candidates may progress to a **final year UK Bachelors Top-up Degree**.

<b>Course Title:</b>	<ul style="list-style-type: none"><li>IAM Level 4 Diploma in Administrative Management</li></ul>
<b>Duration:</b>	<ul style="list-style-type: none"><li>Six [6] Months to Twelve [12] Months</li></ul>
<b>What are the Entry requirements?</b>	<ul style="list-style-type: none"><li>The IAM Certificate in Administrative Management, A-level, GCSE, LCCI, RSA, AAT,</li><li>CAT, NVQs, SVQs, open access route and other suitable qualifications</li></ul>
<b>When can I commence study?</b>	<ul style="list-style-type: none"><li>Full-time [September, January, March and July each year]</li><li>Part-time [September, January, March and July each year]</li><li>Distance Learning [You may commence at anytime in the year]</li></ul>
<b>What will I study?</b>	<ul style="list-style-type: none"><li>Unit 01: People in the Organisations [PIO]</li><li>Unit 02: Administrative Systems and Processes [ASP]</li><li>Unit 03: Professional Administration [PA]</li><li>Unit 04: Information For Decision-Making [IFDM]</li><li>Unit 05: Case Study I [CS I]</li></ul>
<b>How is the course assessed?</b>	<ul style="list-style-type: none"><li>By a three (3) hour paper-based examination only</li></ul>
<b>Any Exemptions?</b>	<ul style="list-style-type: none"><li>IAM Executive Secretary Diploma, Degrees in Administration &amp; Management etc.</li></ul>
<b>Any deadlines I should know about?</b>	<ul style="list-style-type: none"><li>Register at least <b>one (1) month</b> prior to your planned examination sitting</li><li>Examination Sittings are in March, June, September and December each year</li></ul>
<b>What next after the course?</b>	<ul style="list-style-type: none"><li>Advance to IAM Level 5 Advanced Diploma, a Bachelors Degree and/or Employment</li></ul>
<b>Can I combine this with another course?</b>	<ul style="list-style-type: none"><li>MS Office, Typing, SAGE Line 50 and other leadership courses are recommended</li></ul>
<b>What is the tuition fee?</b>	<p><b>Home Candidates</b> [i.e. candidates not requiring a study visa to undertake study]:</p> <ul style="list-style-type: none"><li>£300.00 [Three Hundred Pounds] per unit *</li></ul> <p><b>International or Overseas</b> [i.e. candidates requiring a study visa to undertake study]:</p> <ul style="list-style-type: none"><li>£4,000 [Four Thousand Pounds] per qualification [i.e. Level 4 Only]*</li></ul> <p>* Fees includes IAM official study guides, access to online resources and tutor support</p>
<b>What if I need further information?</b>	<ul style="list-style-type: none"><li>Contact Goldsmith IBS on <b>+44 [0] 207 820 8212</b> or email: <b>info@goldsmithibs.com</b></li><li>The IAM, No. 6 Graphite Square, Vauxhall Walk, London SE11 5EE England</li><li><b>Telephone:</b> +44 [0] 207 091 2600      <b>Fax:</b> +44 [0] 207 091 2600</li><li><b>Email:</b> info@instam.org      <b>Web:</b> www.instam.org</li></ul>

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## IAM Level 5 Advanced Diploma in Administrative Management

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<b>Course Title:</b>	<ul style="list-style-type: none"><li>IAM Level 5 Advanced Diploma in Administrative Management</li></ul>
<b>Duration:</b>	<ul style="list-style-type: none"><li>Six [6] Months to Twelve [12] Months</li></ul>
<b>What are the Entry requirements?</b>	<ul style="list-style-type: none"><li>IAM level 4 Diploma in Administrative Management or Level 4 Executive Secretary</li><li>Certain Diplomas and Degrees in Administration [subject to assessment]</li></ul>
<b>When can I commence study?</b>	<ul style="list-style-type: none"><li>Full-time [September, January, March and July each year]</li><li>Part-time [September, January, March and July each year]</li><li>Distance Learning [You may commence at anytime in the year]</li></ul>
<b>What will I study?</b>	<ul style="list-style-type: none"><li>Unit 01: Administrative Systems in Organisations [ASIO]</li><li>Unit 02: Strategic Issues in Administration [SIA]</li><li>Unit 03: Administrative Management of Resources [AMOR]</li><li>Unit 04: Human Resources Management &amp; Practice [HRMP]</li><li>Unit 05: Case Study II [CS II]</li></ul>
<b>How is the course assessed?</b>	<ul style="list-style-type: none"><li>By a three (3) hour paper-based examination only</li></ul>
<b>Any Exemptions?</b>	<ul style="list-style-type: none"><li>Certain degrees and professional qualifications [subject to maximum exemption rule]</li></ul>
<b>Any deadlines I should know about?</b>	<ul style="list-style-type: none"><li>Register at least <b>one (1) month</b> prior to your planned examination sitting</li><li>Examination Sittings are in March, June, September and December each year</li></ul>
<b>What next after the course?</b>	<ul style="list-style-type: none"><li>Advance to the final year of a UK Bachelors Degree, an MBA and/or Employment</li></ul>
<b>Can I combine this with another course?</b>	<ul style="list-style-type: none"><li>MS Office [Advanced], other leadership and strategic courses are recommended</li></ul>
<b>What is the tuition fee?</b>	<p><b>Home Candidates</b> [i.e. candidates not requiring a study visa to undertake study]:</p> <ul style="list-style-type: none"><li>£300.00 [Three Hundred Pounds] per unit *</li></ul> <p><b>International or Overseas</b> [i.e. candidates requiring a study visa to undertake study]:</p> <ul style="list-style-type: none"><li>£4,000 [Four Thousand Pounds] per qualification [i.e. Level 5 Only]*</li></ul> <p>* Fees includes IAM official study guides, access to online resources and tutor support</p>
<b>What if I need further information?</b>	<ul style="list-style-type: none"><li>Contact Goldsmith IBS on <b>+44 [0] 207 820 8212</b> or email: <b>info@goldsmithibs.com</b></li><li>The IAM, No. 6 Graphite Square, Vauxhall Walk, London SE11 5EE England</li><li><b>Telephone:</b> +44 [0] 207 091 2600    <b>Fax:</b> +44 [0] 207 091 2600</li><li><b>Email:</b> info@instam.org    <b>Web:</b> www.instam.org</li></ul>