



**Deltic Training**

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## **AUGUST 2016 STUDENT NEWSLETTER.**

**To: All CAMS Certificate, IQ/IAM QCF/VRQ Levels 3, 4 & 5 Diploma in Business and Administrative Management students, and iq/iam Certificated courses.**

### ***Wanting to enter for the iq/iam September 2016 assessment series?***

Please ensure you have completed and submitted the Entry Form – see “2016/17 Assignment submission and results timetable” latest news item.

### ***Deltic Decade celebrations!***

Incorporated in July 2006, our first decade celebrations are here. A huge “thank you” to everyone who has helped Deltic over the last ten years. Tutors, exam invigilators, assessors, Adept (who do the website), writers, authors, academics, friends and families – thank you.

But most importantly you – the students. Your hard work, engagement, wonderful results, Outstanding Achievement Awards, smiles & laughter, philosophical debate and argument – you have brought Deltic to life.

Thanks too, to the ‘old’ IAM who – with their annual Tutor and Centre Conferences, student gatherings, examiners meetings, and the wonderful Graduation Events – brought people together and combined social interaction with academic debate, recognition, and a genuine advancement in the science of Administrative Management. Their enthusiasm and encouragement over many years has always been appreciated.

We look forward to the next ten years, building on our international experience, and working with the new iam, the Centre for Administrative Management Studies, and other bodies to develop and promote the science.

### ***CAMS Certificate students***

For those who have joined us on our fixed-venue Certificate in Administrative Management courses – welcome to your first mention in the Deltic Newsletter.

The submission date for the May series fixed-venue courses is approaching, so please make sure your assignments are submitted in good time for assessment.

Details of our January 2017 4-day London fixed venue event will be available soon. This follows the Dubai event in December 2016 (see “*Come and enjoy the sun...*” below).

### ***New VRQ Qualifications from iq/iam***

Recent months have seen the launch of the new VRQ qualifications from iq/iam. Leaflets and content overview are all available from the Courses tab of the Deltic website.

### ***Iq/iam QCF Final deadline looms***

Two standard series for the QCF qualifications remain: September 2016, and January 2017. (May 2017 should be viewed as a “retake-only” series). We are unaware of any transfer arrangements for passes in the QCF qualifications to the new VRQ qualifications, and students on the QCF series should ensure that adequate time is allotted to complete their courses.

Where students registered on the QCF qualifications have yet to submit their first assignment, or have concerns about completing their course within the remaining timeframe, we strongly recommend transfer to the equivalent VRQ qualification. This will give more time for completion.

The ‘old’ QCF qualifications were completed by submission of six assignments. The new VRQ are completed by a mix of assignment, and exams, with four mandatory, plus four optional units to be completed, (eight total).

Transfer from QCF to equivalent VRQ qualification may be done by completion of form VRQT1 available from Deltic. Please be aware that to cover the increased costs in the number of assessment papers for the courses, iq registration fee, and additional tuition support, a one-off transfer fee of £500 + VAT will apply. Contact Deltic for details.

### ***Come and enjoy the sun....***

If you know of anyone who might enjoy an introductory course to administrative management, we will be again running the Certificate in Administrative Management in association with Informa and Centre For Administrative Management Studies (CAMS). The next Dubai course runs 4th

- 7th December 2016, at the Kempinski Hotel, Mall of the Emirates, Dubai, UAE.

Modesty *should* prevent us...but see the **\*\* 5-STAR REVIEWS \*\*** at <http://courses.independent.co.uk/training/informa-middle-east/certificate-in-administrative-management-359723/course-reviews>

For more details, see <http://www.informa-mea.com/Training/adminmgmt> or contact us direct to check for available discounts.

### **See us in the latest iam “Manager” magazine**

Amanda Jeffery received her “Outstanding Academic Achievement” award from the iam – see the news of page 7 of the latest “manager” e-magazine at <https://issuu.com/iam-manager/docs/manager-q3-2016>

Also, the Deltic book review on page 25 of the same issue. Past issues of the iq/iam Manager e-magazine may be accessed at:

Quarter 2 2016: <https://issuu.com/iam-manager/docs/manager-q2-2016>

Quarter 1 2016: <https://issuu.com/iam-manager/docs/manager-q1-2016>

Quarter 4 2015: <https://issuu.com/iam-manager/docs/manager-q4-2015>

Quarter 3 2015: <https://issuu.com/iam-manager/docs/manager-q3-2015>

Quarter 2 2015: <https://issuu.com/iam-manager/docs/manager-q2-2015>

Quarter 1 2015: <https://issuu.com/iam-manager/docs/manager-q1-2015>

### **NUS Cards**

Yippee – don’t forget your NUS card, and start saving!

The National Union of Students discount card – called NUS Extra – is available to all those studying with Deltic. The card provides a wealth of discounts for students in the UK. For those outside the UK, upgrade to the International Student Card. To buy your card, click on <http://goo.gl/E4Wjsj> Your place of study is – of course – Deltic Training. You will be asked for a specific code which you will find on the General tab which appears when you log in to the Deltic website.

### **IQ/IAM Assignment series dates for 2016/17**

The new 2016/2017 series timetable from iq/iam has now been released. See the Deltic website “Latest News” section for details.

There is now a mandatory deadline for booking assignments, approximately one month prior to the date by which Deltic will forward assignments to iq for moderation.

Booking forms are now available to students wishing to submit QCF or VRQ assignments for the September series.

### ***New wordcount guidance from iq/iam***

Guidance for assignment wordcount has recently been received from IQ – see “Latest News” section for details. This will also be made available in your login section.

### ***Have you been in contact with us recently?***

Our experience shows that the best results are achieved by those who work closely with their tutor. This is by submitting the section Learning Activities in the studyguides, by phoning us with questions, Skyping, and by submitting draft assignments well ahead of deadlines for feedback and suggestions for further reading and research. So do keep in regular contact with your tutor – it helps develop a good learning relationship.

Personal and work circumstances might mean that we do not hear from some students for long periods of time, and indeed this is a benefit of distance learning, as it allows you to pace your studies as circumstances change. If you’ve not spoken to your tutor for a while, do let us know where you are with your studies so we can keep our records up to date.

If necessary, ask for your tutor to prepare a new ***Individual Learning Plan (ILP)*** which acts as a timetable for your studies.

Please help us to keep our records up to date by informing us if you have changed address, email or phone details recently.

### ***Got Skype?***

Face-to-face on a distance-learning course? Oh yes! If you have Skype and have not yet let us know, drop us a line. Talking face-to-face is more immediate than email, communication is more effective, and it’s nice to recognise each other. Let us know, and we can wave to each other!

### ***Scholarships for the UEA MBA Programme***

For those considering the University of East Anglia MBA programme, you may be interested to read that they are offering a number of competitive scholarships for entry to the 2017 Full-time and Executive MBA programme.

Early application is recommended, and for more details, see <https://www.uea.ac.uk/norwich-business-school/mba-programme/full-time/fees-funding-and-scholarships>

The University will also be holding Open Events in the evening at the Norwich Business School as follows;

11th October 2016 - 6pm - 8pm

16th November 2016 - 6pm - 8pm

We will always be pleased to assist Deltic students to progress their studies to either final-year BA(Hons) or direct entry to the above MBA, so if you are interested, let us know.

***Finally.....***

As always, we are here to help with your studies, so if you have any questions at all, give us a call.

With best regards from all at Deltic.

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