



Deltic Training

**Entry form for IAM assignments/examinations
January 2020 Series
IAM Level 4 VRQ Diploma in Business and Administrative Management**

This completed form must reach Deltic by Monday 16th December 2019. This is your formal entry to this assessment series.

Closing submission date to Deltic for completed assignments: Friday 17th January 2020.

Section A:

Name:	
Address:	
Country:	Postcode/ZIP:
E-mail:	Telephone:
IQ Registration Number:	

Section B:

Please tick appropriate box below to indicate all examinations/assignments you wish to sit/present:

Assignments:

- Mandatory Unit 1 Administrative Management (H/507/8595)**
- Mandatory Unit 2 The Business Environment (K/507/8596)**
- Mandatory Unit 4 Managing People in Organisations (A/507/8599)**

- Optional Unit 6: Marketing Concepts (A/507/8618)**
- Optional Unit 8: Managing Events (T/507/8620)**
- Optional Unit 9: Project management (D/5087/3847)**
- Optional Unit 11: Learning and Development (J/507/3843)**

Examinations:

- Mandatory Unit 3: Finance and Accounting for Administrative Managers (T/507/8598).**
Tuesday 14th January 2020 09:00 – 12:00

- Optional Unit 5: Quantitative Methods for Administrative Managers (H/507/8600)**
Tuesday 14th January 2020. 13:30 – 16:30
- Optional Unit 7: Facilities Management (F/507/8619)**
Wednesday 15th January 2020. 09:00 – 12:00
- Optional Unit 10: Business Regulation (UK) (F/507/1914)**
Wednesday 15th January 2020 13:30 – 16:30



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Please note that the Deltic examination venue for UK candidates will be advised closer to the examination date.

Section C:

To be completed by Deltic candidates sitting exams outside the UK, or at a venue other than Deltic. (Both boxes must be confirmed)

- I confirm that I have received confirmation from Deltic regarding IAM acceptance of my chosen examination venue
- I am enclosing written confirmation from my chosen examination venue that I may attend their examination session.

Section D: (To be completed by non-Deltic students, those not enrolled on Deltic exam-inclusive study packages, and for UK exam or assignment re-sits/re-entry.)

I am enclosing remittance for (insert numbers):

- examinations/assignments @ £80 each inc. VAT)

Payment details

Please tick the appropriate box to indicate payment method:

Cheques: Please make payable to 'Deltic Training Ltd'

- Cheque enclosed for payment in full: £
- Please provide me with bank details so I can pay the total of: £

Section E:

Signature:

Date:

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**On completion, return to: Deltic Training Ltd, 1 Park Road, Cromer, Norfolk, UK, NR27 0EA.
Registered in England and Wales No: 5882775 email: info@deltic-training.co.uk**