



Deltic Training

**Entry form for IAM assignments/examinations  
May 2017 Series**

**IAM Level 4 VRQ Diploma in Business and Administrative Management**

This completed form must reach Deltic by Friday 31<sup>st</sup> March 2017. This is your formal entry to this assessment series.

Final submission date to Deltic for completed assignments: Monday 24<sup>th</sup> April 2017.

**Section A:**

<b>Name:</b>	
<b>Address:</b>	
Country:	Postcode/ZIP:
E-mail:	Telephone:
IAM Membership 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 25<sup>th</sup> April 2017. 09:00 – 12:00
  
- Optional Unit 5: Quantitative Methods for Administrative Managers (H/507/8600)**  
Tuesday 25<sup>th</sup> April 2017. 13:30 – 16:30
- Optional Unit 7: Facilities Management (F/507/8619)**  
Wednesday 26<sup>th</sup> April 2017. 09:00 – 12:00
- Optional Unit 10: Business Regulation (UK) (F/507/1914)**  
Wednesday 26<sup>th</sup> April 2017. 13:30 – 16:30



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Please note that the examination venue for UK candidates will be The George Hotel, Norwich, NR2 2DA.

**Section C:**

**To be completed by Deltic candidates sitting exams outside the UK. (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 exam or assignment re-sits/re-entry.)**

**I am enclosing remittance for (insert numbers):**

- examinations @ £80 each (includes £30 invigilation fee inc VAT per paper)

**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 charge debit/credit card below for the total of: £

**Debit card:**

- Delta
- VISA
- Solo
- Switch

*Switch only:*

Issue No:  /

Start Date:  /

**Credit card:**

- VISA
- Mastercard

Card No:  /  /  /

Expiry Date:  /

Security No:  (Last 3 numbers on reverse of card)

**Section E:**

Signature:

Date:  /  /

**On completion, return to: Deltic Training, 26 Albert Street, Holt, Norfolk, UK, NR25 6HY.  
Registered in England and Wales No: 5882775 email: [info@deltic-training.co.uk](mailto:info@deltic-training.co.uk)**