



Deltic Training

**Entry form for IAM assignments/examinations
September 2017 Series
IAM Level 4 VRQ Diploma in Business and Administrative Management**

This completed form must reach Deltic by Friday 25th August 2017. This is your formal entry to this assessment series.

Final submission date to Deltic for completed assignments: Friday 15th September 2017.

Section A:

Name:	
Address:	
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 19th September 2017. 09:00 – 12:00

- Optional Unit 5: Quantitative Methods for Administrative Managers (H/507/8600)**
Tuesday 19th September 2017. 13:30 – 16:30
- Optional Unit 7: Facilities Management (F/507/8619)**
Wednesday 20th September 2017. 09:00 – 12:00
- Optional Unit 10: Business Regulation (UK) (F/507/1914)**
Wednesday 20th September 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 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**