



**Deltic Training**



## **About the IQ IAM Level 4 Diploma in Business and Administrative Management (VRQ)**

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This qualification is for individuals who wish to develop their understanding and improve their management skills. It enables individuals to take a systematic approach to organisational and information management.

### ***Accreditation***

Qualification accreditation information:

Accredited qualification number: 601/8029/8

Awarding body: Industry Qualifications. Recognition Number RN5330

Further information at: [http://register.ofqual.gov.uk/Qualification/Details/601\\_8029\\_8](http://register.ofqual.gov.uk/Qualification/Details/601_8029_8)

Deltic Training is a recognised learning provider within the UK Register of Learning Providers, **UKPRN: 10016411**

### ***Entry Criteria***

There are no formal entry requirements for this qualification. However, it is recommended that candidates should have a level 3 qualification or equivalent work experience in the business administration area.

For candidates whose first language is not English, a language knowledge equivalent to level 6 IELTS is recommended.

The content and level of demand of this qualification is broadly equivalent to the first year of a university bachelors degree in the area of business management. Therefore, given the complexity of some of the content we believe that candidates will not have sufficient knowledge or experience below the age of 18.

### ***Study Methods***

This course may be studied at a fixed venue (see [www.deltic-training.co.uk](http://www.deltic-training.co.uk) for details) or on a distance basis.

### ***Course duration***

#### ***Fixed Venues:***

For candidates studying this qualification at one of our fixed venues, the course will be structured to allow for assessment over four examination sessions. From start of the course to final exam - or assignment submission - will therefore be 14 months.

#### ***Distance learning:***

Deltic have designed support materials to enable candidates to study wherever they are in the world. We recommend 600 hours of study to achieve the qualification, over as short or long a time as you wish. The actual amount of study will largely reflect the amount of practical experience the student has to complement their studies. We find that between five and ten hours a week for students with relevant experience enables them to complete this course in about a year.



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### ***Qualification structure***

The IQ IAM Level 4 Diploma in Business and Administrative Management is made up of a combination of mandatory and optional units.

#### ***Mandatory units***

<b>VRQ unit reference</b>	<b>Assessment method</b>	<b>Unit title</b>	<b>Estimated hours Guided Learning</b>	<b>Nominal credit value</b>
<b>Unit 1 Mandatory Unit</b>				
H/507/8595	Assignment	Administrative Management	60	15
<b>Unit 2 Mandatory Unit</b>				
K/507/8596	Assignment	The Business Environment	60	15
<b>Unit 3 Mandatory Unit</b>				
T/507/8598	3 Hour Exam	Finance and Accounting for Administrative Managers	93	17
<b>Unit 4 Mandatory Unit</b>				
A/507/8599	Assignment	Managing People in Organisations	75	16

#### ***Optional units (Four only to be completed)***

<b>Unit 5 Optional Unit</b>				
H507/8600	3 Hour Exam	Quantitative Methods for Administrative Managers	63	14
<b>Unit 6 Optional Unit</b>				
A/507/8618	Assignment	Marketing Concepts	60	14
<b>Unit 7 Optional Unit</b>				
F/507/8619	3 Hour Exam	Facilities Management	78	14
<b>Unit 8 Optional Unit</b>				
T/5078620	Project	Managing Events *	60	15
<b>Unit 9 Optional Unit</b>				
D/507/3847	Project	Project Management *	75	15
<b>Unit 10 Optional Unit</b>				
F/507/1914	Examination	Business Regulation (UK)	60	15
<b>Unit 11 Optional Unit</b>				
J/507/3843	Assignment	Learning and Development	75	15



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### **Barred Units \***

Please note that due to the overlap of content, candidates are unable to take both 'Managing Events' and 'Project Management' as optional units

### **Course content**

To view the detailed course content, please refer to the IAM Qualification Handbook available from the Deltic website. A content summary sheet is also available.

### **Examinations**

Where assessment is by examination, UK candidates are required to attend our examination venue in Norwich. Examination venues are also provided overseas – please contact us for details.

Norwich is easily accessible by rail, and we recommend booking in advance to obtain the best deals on fares.

We normally host revision events during the day prior to examinations, details of which will be made available via the Deltic Student Newsletter, as well as the Deltic website.

### **Progression**

As well as being a standalone recognised professional qualification, students successfully completing the course may progress to further levels of study.

The most popular next stage of study is to the IQ IAM Level 5 Diploma in Business and Administrative Management (VRQ) which is broadly equivalent to the second year of a UK university BA(Hons) degree in the area of business management. The Level 5 course is offered by Deltic on a distance basis – see [www.deltic-training.co.uk](http://www.deltic-training.co.uk) for more details.

In addition, candidates may wish to refer to the IAM, Deltic, and other websites for details of progression paths for direct entry to university degree programmes.

Mature students completing the IAM Level 5 Diploma in Business and Administrative Management with Deltic, and with appropriate business experience, may be considered for direct entry to the Executive MBA programme at the University of East Anglia. Further information is available from Deltic, and we advise that candidates wishing to progress to this MBA notify us of their intention at the earliest opportunity to ensure placement, and to take advantage of any “early bird” scholarships.

### **Fees and funding**

The fee for this course – which in addition to being a professional qualification in its own right, is also broadly equivalent to the first year of a UK University bachelors degree – is only £1,700 plus VAT (UK) and £2,040 total for overseas students. This includes all the following costs necessary for you to undertake and complete your studies. Please note that any exam retakes or re-assessments are not included:



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- One years **iam** student membership;
- Study materials;
- 4 x mandatory examination/assignment entry fees, and;
- 4 x optional unit assessment fees;
- Tutor support;
- Access to the Deltic library, and additional support materials;
- Access to Deltic tutorial, revision and exam technique events

Students are also eligible to apply for the NUS Extracard, giving a range of benefits and discounts. See [www.nus.org.uk](http://www.nus.org.uk)

For overseas students, this may be upgraded to the International Student Identity Card (ISIC) – see [www.isic.org](http://www.isic.org)

Where students are funding this course privately, we are pleased to offer an instalment plan to allow for payment over ten months at £204/month.

### ***Next Steps***

To enrol on this course, please complete and return the attached enrolment form to Deltic. If you have chosen to study on a distance basis, you may enrol at any time.

If you have any questions regarding the course, do let us know – we will be very pleased to help.

We look forward to welcoming you on board with Deltic!

Deltic Training Ltd,  
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HOLT,  
Norfolk,  
NR25 6HY.

Tel: 01263 711811

E-mail: [info@deltic-training.co.uk](mailto:info@deltic-training.co.uk)

Website: [www.deltic-training.co.uk](http://www.deltic-training.co.uk)

Registered in England and Wales No: 5882775



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## Application for enrolment to the IQ IAM Level 4 Diploma in Business and Administrative Management (VRQ)

Please complete the following details and return to Deltic.

<b>Name:</b>	
<b>Address:</b>	
Country:	Postcode/ZIP:
Date of birth:	
Email:	Telephone:
IAM Membership Number (if already held):	

**Study method (Please state Distance or name of fixed venue):**

- Distance basis  
 Fixed venue (please state location):

**Please tick the appropriate box to indicate payment method:**

**Cheques: Please make payable to 'Deltic Training Ltd'**

- Cheque enclosed for payment in full: £2,040  
 10 monthly post-dated cheques enclosed each for £204. Private individuals only.  
 Please charge debit/credit card below for the full fee  
 Please charge ten monthly instalments of £204 to card detailed below (Private individuals only)

Payment may also be made by bank transfer or Standing Order. Bank details will be provided on request.

**Debit/Credit card:**

Card No:     /     /     /

Expiry Date:   /

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

Switch only:

Issue No:

Start Date:   /

If you are able to reclaim VAT, and would like a VAT invoice, please tick here:

Signature:

Date:   /   /

**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)**

**VAT Registration no. 987 6680 43**