



IQ IAM Level 4 Diploma in Business and Administrative Management (VRQ No: 601/8029/8)

Qualification content overview



Mandatory units

Unit 1: Administrative Management (H/507/8595)

(Assessment method: Assignment) GLH: 60

- Historical and theoretical perspectives of administration and Administrative Management;
- The role, function and contribution of Administrative Management in organisations;
- The role and skills of the Administrative Manager;
- Administrative and information systems management;
- Effective communication of information within organisations.

Unit 2: The Business Environment (K/507/8596)

(Assessment method: Assignment) GLH: 60

- The impact on organisations of the national economy;
- Overview of typical legislation, and how these impact on organisations;
- Economic concepts and market environments;
- The global economy, and international capital and resource flows;
- Organisational aims and objectives;
- The concept of organisational stakeholders;
- Legal, ethical and corporate responsibilities of organisations.

Unit 3: Finance and Accounting for Administrative Managers

(T/507/8598) (Assessment method: Examination) GLH: 93

- The purpose and importance of finance and financial information in organisations;
- Structure and purpose of financial statements;
- Costing techniques in organisations;
- Budgeting and control;
- Management control through budgeting.

Unit 4: Managing People in Organisations (A/507/8599)

(Assessment method: Assignment) GLH: 75

- Management theories and their impact on organisations;
- The role and functions of managers in organisations;
- Leadership and its impact in organisation;
- Relationship between organisational structure and culture;
- Managing culture change and resistance;
- Employee engagement, motivation and performance;
- Managing teams in organisations.

Optional units (four to be completed)

(Barred Units marked *: Due to the overlap of content, candidates are unable to take both 'Managing Events' *and* 'Project Management' as optional units)

Unit 5: Quantitative Methods for Administrative Managers

(H/507/8600) (Examination) GLH: 63

- Data and its use within organisations;
- Sampling methods and techniques;
- Effective data presentation using graphs and charts;
- Information interpretation and evaluation;
- Decision making techniques
- The use of measures of central tendency and dispersion in business situations;
- Statistical methods and patterns in business data.

Unit 6: Marketing Concepts (A/507/8618) (Assignment) GLH: 60

- The concepts and process of marketing;
- Analysis of the marketing environment using appropriate tools and techniques;
- Market Research techniques and their application;
- The marketing mix and their impact on organisational processes;
- Marketing strategy.

Unit 7: Facilities Management (F/507/8619) (Examination) GLH: 78

- Purpose, nature and scope of facilities management;
- The role and skills of the facilities manager;
- Techniques and strategies for managing facilities;
- Administrative systems and support of facilities management;
- Facilities management and the legislative environment.

Unit 8: Managing Events (T/507/8620) * (Assignment) GLH: 60

- The skills, role and responsibilities of the events manager;
- Project management techniques;
- Planning tools and techniques;
- Events management and the legislative environment;
- Event performance indicators and event evaluation.

Unit 9: Project management (D/5087/3847) * (Assignment) GLH: 75

- Project management principles and approaches;
- Project risk-analysis and planning;
- Approaches and techniques for project monitoring;
- Project performance indicators and evaluation.

Unit 10: Business Regulation (UK) (F/507/1914) (Examination) GLH: 60

- Legislation and the regulation of business transactions in the UK;
- The UK legislative environment (H&S, Employment; Food Safety; Environmental issues, Data Protection etc);
- The impact of legislation on organisational activities;
- Corporate law and control (inc legal structures, accounting requirements, Competition law, and government regulatory bodies);
- The impact of such environments on the administrative management function.

Unit 11: Learning and Development (J/507/3843) (Assignment) GLH: 75

- Context of learning and development in organisations;
- Learning and development theories and models;
- Alternative approaches and methods in learning and development;
- The concept of knowledge transfer;
- Learning and development plans for individuals and organisations;
- Lifelong learning and Continuing Professional Development (CPD);

Accreditation:

Qualification accreditation information: Accredited qualification number: 601/8029/8

Further information at: http://register.ofqual.gov.uk/Qualification/Details/601_8029_8

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Guided Learning Hours:

GLH = Guided Learning Hours. This is an estimation of the time required under self-directed learning to complete the study for each unit, and the figures are obtained from the qualification Specification (see link from the Deltic Training website).

Actual study time required will be affected by variables such as prior knowledge and/or experience, desired grade, student aptitude, and ability.