



IQ IAM Level 5 Diploma in Business and Administrative Management (VRQ) 601/6549/2

Qualification content overview



Mandatory units (Units 1 – 4)

(GLH = Guided Learning Hours)

Unit 1: Operations Management (T/507/3837)

(Assessment method: Assignment) GLH: 70

- Function and role of Operations in organisations, and the relationship with Administrative Management;
- Examine frameworks for quality, process, capacity, inventory and people;
- The concept and role of quality management in organisations;
- Measuring and improving operations performance;
- Concept and role of the supply chain to achieve competitive advantage.

Unit 2: Management Accounting (T/507/3840)

(Assessment method: Examination) GLH: 70

- The role of management accounting in organisations;
- The use of costing techniques in decision making (absorption, marginal and activity based costing);
- Objectives and benefits of budgets in organisations;
- Preparing budgets and variance analysis;
- Use and preparation of cashflow forecasts;
- Cashflow actuals and forecasts – challenges and approaches;
- Investment appraisal techniques.

Unit 3: Leadership and Management (F/507/3842)

(Assessment method: Assignment) GLH: 80

- Theories and approaches to management and leadership;
- Ethical leadership and management;
- Motivation in the workplace – theory and practice;
- Creating effective teams;

- Leadership and group dynamics;
- Performance management techniques;
- Leadership and change management in organisations

Unit 4: Learning and Development (J/507/3843)

(Assessment method: Assignment) GLH: 75

- The context of the need for learning and development;
- Purpose of learning and development within organisations;
- Learning and development theories and models;
- Evaluation of the effectiveness of learning and development strategies;
- Alternative methods of delivering learning and development within organisations;
- The concept and role of lifelong learning and CPD;
- Knowledge management and transfer.

Optional units 5 – 13 (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: Analysis of Financial Accounts for Managers (L/507/3844)

(Assessment method: Examination) GLH: 70

- Purpose and users of financial statements and company reports;
- Analysis of financial information;
- Ratio analysis;
- Evaluation of the financial position of an organisation;
- Financial benchmarking and return on investment.

Unit 6: Finance for Decision Making (D/507/1905)

(Assessment method: Examination) GLH: 80

- Financial information and the decision-making process;
- Assessing business risk;
- Ownership structures and stakeholder interests;
- Sources of finance;
- Evaluation and assessment methods;
- Liquidity and return ratios.

Unit 7: Business Regulation (UK) (F/507/1914)

(Assessment method: Examination) GLH: 60

- Overview of key legislation and regulations which impact on business transactions;
- Analyse key legislation and regulations which impact on business operations;
- Impact of non-compliance;
- The role of administrative management in ensuring compliance.

Unit 8: Business Ethics and Corporate Social Responsibility

(T/507/3846) (Assessment method: Assignment) GLH: 65

- The role of ethics in the business environment;
- Evaluation and application of ethical theories and models in organisations;
- The role of Corporate Social Responsibility (CSR) in the business environment;
- Recommend approaches to management of ethics and CSR within the organisation;
- Evaluation of alternative approaches.

Unit 9: Managing Information and Knowledge in Organisations

(J/507/1915) (Assessment method: Assignment) GLH: 60

- The role of information and knowledge within the organisation;
- Assessment of the role of ICT with information and knowledge;
- The management of information flows within organisations;
- The impact of knowledge management on organisational learning;
- Strategies and processes to support learning and knowledge transfer;
- Contribution of organisational learning to business improvement.

Unit 10: Project Management (D/507/3847) *

(Assessment method: Assignment) GLH: 75

- Principles and objectives of project management;
- Project risk analysis;
- Practical development of a project plan;
- Projects and stakeholder involvement;
- Management and monitoring of projects;
- Post-project evaluation and success assessment.

Unit 11: Business research (R/507/1917) *

(Assessment method: Assignment) GLH: 80

- Planning of suitable research projects;
- Research methodologies, approaches and strategies;
- Formulation of questions, hypothesis and objectives;
- Project specification writing;
- Ethical issues in research;
- The role of primary and secondary research;
- Evaluation of research outcomes to specification;
- Report presentation and audience.

Unit 12: Innovation and Entrepreneurship (H/507/3848)

(Assessment method: Assignment) GLH: 70

- Relationship between creativity, entrepreneurship and innovation;
- Four dimensions of innovation space;
- Contribution of innovation to competitive advantage;
- Leadership for creativity and innovation;
- The role of the entrepreneurial manager.

Unit 13: Marketing Communications Strategy (M/507/1911)

(Assessment method: Assignment) GLH: 70

- Strategic marketing in organisations;
- Marketing strategy development;
- Identifying internal and external environments;
- Approaches to competitive organisational positioning;
- Communication strategies for marketing;
- Evaluation of marketing strategy on the organisation's competitive advantage.

Accreditation:

Qualification accreditation information: Accredited qualification number: 601/6549/2

Further information at:

http://register.ofqual.gov.uk/Qualification/Details/601_6549_2

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

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, 26 Albert Street, HOLT, Norfolk, NR25 6HY.

Tel: 01263 711811

E-mail: info@deltic-training.co.uk

Website: www.deltic-training.co.uk

Registered in England and Wales No: 5882775