



## About the Deltic/CAMS International Certificate in Administrative Management

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### ***Course overview***

Administrative Management is the nervous system of an organisation.

The effective and efficient management of information through people is a fundamental business requirement, impacted by purpose and objectives, collective focus, organisational growth, and by organisational structures and cultures.

The role of the managers in organisations is explored so that learners can begin to see how their own roles or potential roles could affect organisations. They will learn about how to manage and motivate staff and teams effectively and about the personal skills required to work with people within organisations.

Communication and organisational skills are also covered as well as looking at the importance of continuing professional development for managers. Administrative services are also covered, candidates will look at the scope of administrative services and develop an understanding of information as the core of the services offered. They will explore the management of information and the use of technology to manage the flow of information and communication through the organisation. Candidates will also look at the quality of administrative services and candidates will propose solutions to administrative problems.

This qualification is aimed at learners who wish to expand their role, are managers or strategic level members who wish to develop awareness of alternative approaches to managing the AM function.. It is a generic qualification for managers, newly appointed managers or those aspiring to become managers in all sectors. Learners can progress to the IQ IAM Level 4 (and subsequently Level 5) Diploma in Business and Administrative Management (VRQ). See 'Progression' section below.

### ***Accreditation:***

Qualification accredited by the Institute of Administrative Management.

Awarding body: The Centre for Administrative Management Studies

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

### ***Entry Criteria***

There are no formal entry academic requirements for this joining this course.



## **Study Methods**

### **FIXED VENUES:**

#### ***FOUR DAY COURSE:***

Our popular intensive four-day course is designed to allow for considerable delegate interaction in exploring concepts, theories and practical application of AM approaches. For students wishing to achieve formal certification, completion of two assignments to the appropriate standard is required following the four-day course. This will involve additional reading and research using guided materials. It is anticipated that allowing five hours of reading per week for four weeks after the course, students will be able to submit assignments within two months of the four-day event.

#### ***EVENING COURSES:***

Evening courses are held over ten weeks (one evening per week). This longer period allows for concepts, theories and practical application of AM approaches to be explored and appropriate reading to be undertaken, and assignments to be completed, during the course duration.

Students should allow three hours of additional reading/research per week within the ten week course period. Formal certification is achieved through the completion of two assignments to the appropriate standard within approximately two weeks following the last evening session.

#### **DISTANCE LEARNING:**

Deltic have designed support materials to enable candidates to study wherever they are in the world. We recommend 120 hours of study to achieve the Certificate over as short or long a time as you wish. The actual amount of study will also reflect the amount of practical experience the student has to complement their studies. We find that five hours a week for students with relevant experience enables them to complete this course in about six months.

### ***Reading List:***

The Deltic studyguide for this course provides further reading or research is not required in order to achieve a pass. Nonetheless, we strongly recommend that students demonstrate a depth and breadth of study from external sources in order that such additional knowledge can be applied in the work environment as well as for purposes of assessment.

Where such additional reading is recommended, this is suggested in the studyguide.

For a general resource which will be a valuable aid to study at this and higher levels, we recommend '*Business – the Ultimate Resource*' 3<sup>rd</sup> edition, published by A&C Black, London.

Especially for students wishing to progress their studies to higher levels, we recommend "The Study Skills Book" 3<sup>rd</sup> Edition, published by Pearson



## ***Assessment***

Achieving formal certification is through the assessment of two written assignments to the required standard to achieve a Pass, Merit or Distinction grade.

Assessment (marking) is carried out by Deltic Training, and subject to moderation by the awarding and/or accreditation body according to their regulations.

## ***Progression***

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

The most popular next stage of study is to the IQ/IAM Level 4 Diploma in Business and Administrative Management (broadly equivalent to the first year of a UK university BA(Hons) degree in the area of business management). This course is offered by Deltic on a distance basis – see [www.deltic-training.co.uk](http://www.deltic-training.co.uk) for more details.

Candidates may wish to use this qualification to ultimately progress to direct entry to a final-year university BA(Hons) degree or MBA programme. Please contact Deltic for details.

## ***IAM Student membership***

This course fee includes 12 months student membership of the Institute of Administrative Management (IAM). See [www.instam.org](http://www.instam.org) for further details of the IAM.

## ***NUS Extra card***

Students enrolled with Deltic are eligible to obtain the National Union of Students 'NUS Extra Card'. On enrolment with Deltic you will be provided with the appropriate link and password to enable you to obtain this valuable and useful card. See <http://www.nus.org.uk/en/nus-extra/> for more details.

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

## ***Course Fee***

The fee for this course is only:

£1,295 plus VAT (£1,554 total) for the fixed-venue courses. (See specific venue leaflet for details of what is included);

£900 plus VAT (UK) (£1,080 total overseas) for study on a distance-learning basis. Where students are funding this course privately, we are pleased to offer an instalment plan to allow for payment over six months at £180/month.



Either option includes all the following benefits for you to undertake and complete your studies:

- One year **iam** student membership;
- Deltic Study materials;
- Online Deltic support materials;
- Formal assignment assessment fees;
- Tutor support;
- Access to the Deltic library.

### ***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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Registered in England and Wales No: 5882775



## Application for enrolment to the Deltic/CAMS International Certificate in Administrative Management

Please complete the following details and return to Deltic.

<b>Name:</b>	
<b>Address:</b>	
Country:	Postcode:
Email:	Telephone:
Date of birth (for IAM student membership):	

**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'**

- FIXED VENUE: Cheque enclosed for payment in full: £1,554  
 DISTANCE BASIS: Cheque enclosed for payment in full: £1,080  
 DISTANCE BASIS: 6 monthly post-dated cheques enclosed each for £180. (Private individuals only).  
 Please charge debit/credit card below for the full fee  
 Please charge six monthly instalments of £180 to card detailed below (Distance basis, private individuals only)

**Debit/Credit card:**

Card No:  /  /  /   
 Expiry Date:  /   
 Security No:  (Last 3 numbers on reverse of card)

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

Signature:

Date:  /  /

**Return (or scan and email) to:**  
**Deltic Training Ltd, 1 Park Road, Suffield Park, Cromer, Norfolk, UK, NR27 0EA.**

**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**