



## IAM QCF Level 5 Diploma in Business and Administrative Management

### QUALIFICATION ASSESSMENT

#### Mandatory Units

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##### **Group 1: Strategic administration of operations, information and finance**

###### ***Comprises:***

**Unit 501: Operations management**

**Unit 502: Information for strategic decision-making**

**Unit 503: Advanced finance for business managers**

###### **Assessment**

Group 1 is assessed by a three-hour written examination set and marked by the IAM.

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##### **Group 2 • Strategic administration of human resources, knowledge and change**

**Unit 504: Organisational analysis and change**

**Unit 505: Human resource management**

**Unit 506: Knowledge management strategy**

###### **Assessment**

Group 2 is assessed by a three-hour written examination based on a pre-released case study, set and marked by the IAM.

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##### **Group 3: Governance, motivation and leadership**

**Unit 507: The context of corporate governance**

**Unit 508: Leadership, motivation and group dynamics**

###### **Assessment**

Group 3 is assessed by a three-hour written examination based on a pre-released case study, set and marked by the IAM.

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##### **Group 4: Business research**

**Unit 509 Business research**

###### **Assessment**

This unit is assessed by a project report internally assessed by the centre and moderated by the IAM.

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## **Optional units (two to be completed)**

### **Unit 510: Economics for business**

#### **Assessment**

This unit is assessed by an assignment set by the IAM, marked by the centre and moderated by the IAM.

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### **Unit 511: Organisational facilities management**

#### **Assessment**

This unit is assessed by an assignment set by the IAM, marked by the centre and moderated by the IAM.

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### **Unit 512: Islamic finance**

#### **Assessment**

This unit is assessed by an assignment set by the IAM, marked by the centre and moderated by the IAM.

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### **Unit 531 Financial systems and auditing**

#### **Assessment**

This unit is assessed by an assignment set by the IAM, marked by the centre and moderated by the IAM.

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### **Unit 532 Small business enterprise**

#### **Assessment**

This unit is assessed by an assignment set by the IAM, marked by the centre and moderated by the IAM.

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### **Unit 533 European business**

#### **Assessment**

This unit is assessed by an assignment set by the IAM, marked by the centre and moderated by the IAM.

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### **Unit 534 Business ethics**

This unit is assessed by an assignment set by the IAM, marked by the centre and moderated by the IAM.

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