



## IAM Level 5 Diploma in Business and Administrative Management

### Qualification content overview



#### **Mandatory units**

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

###### 501 Operations Management

- The role of operations management within organisations
- Performance targets and evaluation techniques
- Competitive advantage and the value chain

###### 502 Information for strategic decision-making

- Strategic decision making, models and theories
- Quantitative approaches and techniques in decision-making
- Problem solving and the systems approach
- Information management and strategic advantage

###### 503 Advanced finance for business managers

- Cashflow forecasting
- Cost accounting techniques
- Capital investment appraisal

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

###### 504 Organisational analysis and change

- Evolution of management theory
- The External environment, and its impact on structures and processes
- Models for planning and implementing organisational change

###### 505 Human resource management

- Context and role of Human Resource Management (HRM)
- Recruitment and selection, performance management and reward
- The psychological contract in the organisation

###### 506 Knowledge management strategy

- Knowledge and competitive advantage
- Knowledge management and human resource strategy

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

###### 507 The context of corporate governance

- Development of corporate governance and corporate governance theory
- Corporate governance Codes of Practice
- Purpose and responsibilities of the board of directors
- Types of board structure
- Committees and the promotion of good corporate governance
- Stakeholders, shareholders and institutional investors

###### 508 Leadership, motivation and group dynamics

- Role of groups and teams in organisations
- Motivation theory and practise in organisations
- Leadership theory and practise
- Employee engagement and organisational performance

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

###### 509 Business research

While completing this unit candidates will write a business project report. This report will pull together information from several functional areas, thus supporting candidates in developing a holistic approach to business. Candidates will become familiar with the theory that underpins research, with the elements of formal research and with research methods and techniques.

This unit will support candidates to complete research and report writing assignments in their present or future job roles.

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

**Unit 510 Economics for business**

- Concept of utility and its relation to demand
- Demand, supply and price, and elasticity
- Market competition and the behaviour of firms
- Circular flow and national income
- National income accounts and multiplier effects on the economy
- Government macroeconomic policy, and the international environment on businesses
- Exchange rates and the balance of payments

**Unit 511 Organisational facilities management**

- Facilities management strategy development
- Achieving best value and retaining or outsourcing services
- Management of quality, performance and value of services provided to organisations
- Managing service providers
- Health and safety legislation, environmental management and the role of corporate social responsibility in facilities management

**Unit 512 Islamic finance**

- Risk and liquidity management within Islamic finance
- Islamic asset management
- Corporate governance in Islamic financial institutions
- Principles and models of Islamic insurance

**Unit 531 Financial systems and auditing**

- Management control systems of a business
- Planning and conduct of audit assignments
- Fundamental accounting concepts

**Unit 532 Small business enterprise**

- Performance management and the small business enterprise
- Objectives, planning and change
- Growth, change management and operations

**Unit 533 European business**

- Economic rationale underpinning the European Union (EU)
- Major EU Institutions and EU directives
- Structure and purpose of the main EU funding streams such as the ERDF and the ESF
- Linguistic, cultural, logistical and environmental barriers to EU operations

**Unit 534 Business ethics**

- Development of theoretical ethical approaches
- Ethical perspectives in business - absolute and relative ethics
- Ethical code design
- Moral agency, employee involvement and empowerment

**Accreditation:**

Qualification accreditation information: Accredited qualification number: 501/2122/4

Further information at: [http://register.ofqual.gov.uk/Qualification/Details/501\\_2122\\_4](http://register.ofqual.gov.uk/Qualification/Details/501_2122_4)

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