



Deltic Training



About the IAM Level 5 Diploma in Business and Administrative Management

This qualification is for individuals who wish to develop their senior management skills. This is done through critical evaluation of theories, research, and reflection on practice. This is a comprehensive qualification. To view the detailed course content, please refer to the Qualification Handbook available from the Deltic website. A content summary sheet is also available.

Accreditation:

Qualification accreditation information:

Accredited qualification number: 501/2122/4

Awarding body: Institute of Administrative Management. Recognition Number RN5139

Further information at: http://register.ofqual.gov.uk/Qualification/Details/501_2122_4

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

Entry Criteria

There are no formal entry requirements for this qualification. However, the IAM recommend that candidates should have a level 4 qualification or equivalent work experience (ie at senior management level) in the business administration area. To ensure a rewarding learning experience for the student, applicants wishing to join directly at this level will be requested to provide Deltic a comprehensive CV and/or suitable reference to support the application.

For candidates whose first language is not English, The IAM recommend a language knowledge equivalent to level 6 ILETS.

The content and level of demand of this qualification is broadly equivalent to the second year of a university bachelors degree in the area of business management. Therefore, given the complexity of some of the content we believe that candidates will not have sufficient knowledge or experience below the age of 18.

Study Methods

This course may be studied at a fixed venue (see www.deltic-training.co.uk for details) or on a distance basis.

Course duration

Fixed Venues:

For candidates studying this qualification at one of our fixed venues, the course will be structured to allow for assessment over four examination sessions. From start of the course to final exam will therefore be 14 months.

Distance learning:

Deltic have designed support materials to enable candidates to study wherever they are in the world. We recommend 600 hours of study to achieve the qualification, over as short or long a time as you wish. The actual amount of study will largely reflect the amount of practical experience the student has to complement their studies. We find that ten hours a week for students with relevant experience and previous level 4 academic qualification will enable them to complete this course in about a year.



Deltic Training



Qualification structure

The IAM Level 5 Diploma in Business and Administrative Management is made up of a combination of mandatory and optional units.

IAM Mandatory units

QCF unit reference	IAM unit number	Unit title	Credit value
Group 1 Strategic administration of operations, information and finance			
J/602/1820	501	Operations management	15
R/602/1822	502	Information for strategic decision-making	10
L/602/1821	503	Advanced finance for business managers	10
Group 2 Strategic administration of human resources, knowledge and change			
L/602/1818	504	Organisational analysis and change	15
J/602/1817	505	Human resource management	10
R/602/1819	506	Knowledge management strategy	5
Group 3 Governance, leadership and motivation			
Y/602/1823	507	The context of corporate governance	10
D/602/1824	508	Leadership, motivation and group dynamics	10
Group 4 Business research			
H/602/1825	509	Business research	15

IAM Optional units

QCF unit reference	IAM unit number	Unit title	Credit value
D/602/5453	510	Economics for business	15
Y/602/5452	511	Organisational facilities management	10
R/602/5451	512	Islamic finance	10
J/601/0901	531	Financial systems and auditing	15
H/601/1098	532	Small business enterprise	15
F/601/1089	533	European business	15
M/601/1024	534	Business ethics	15

Rules of Combination (RoC)

To achieve the IAM Level 5 Diploma in Business and Administrative Management the candidate must achieve a minimum of 120 credits. Candidates must complete all nine mandatory units, worth 100 credits, plus two optional units worth a minimum of 20 credits.



Deltic Training



Course content

To view the detailed course content, please refer to the Qualification Handbook available from the Deltic website. A content summary sheet is also available.

Assessment

Group 1 Strategic administration of operations, information and finance

This group is assessed by a three-hour written examination, or by completion of an Assignment of between 2,000 – 2500 words, marked by Deltic and moderated by the IAM.

Group 2 Strategic administration of human resources, knowledge and change

This group is assessed by a three-hour case study examination based on a pre-released case study, or by completion of an Assignment of between 2,000 – 2500 words, marked by Deltic and moderated by the IAM.

Group 3 Governance, leadership and motivation

This group is assessed by a three-hour case study examination based on a pre-released case study, or by completion of an Assignment of between 2,000 – 2500 words, marked by Deltic and moderated by the IAM.

Group 4 Business research

This group is assessed by a project report. Project reports are marked by Deltic and moderated by the IAM.

IAM Optional units

All level 5 optional units are assessed by IAM assignments; the word count for these assignments is 2000–2500 words, marked by Deltic and moderated by the IAM.

Examinations and Assignment submission

Examinations and assignment submission takes place four times a year in March, June, September and December. Please see the 'Latest News' section of the Deltic website for the next session dates and deadlines. Deltic students will be automatically notified of these dates by email at the appropriate time.

Deltic have an established examination venue in Norwich, and we can also help candidates locate suitable exam venues at other locations throughout the UK and worldwide.

Please note that where exams are taken at a venue other than Norwich, students will be responsible for invigilation fees and other venue costs.

Progression

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

The most popular next stage of study is to the IAM Level 6 Diploma in Business and Administrative Management (broadly equivalent to the third and final year of a UK university bachelor degree in the area of business management).



Deltic Training



In addition, candidates may wish to refer to the IAM website for details of progression paths for direct entry to university degree programmes.

See www.instam.org/qualifications/degrees.html

Mature students completing the IAM Level 5 Diploma in Business and Administrative Management with Deltic, and with appropriate business experience, may be considered for direct entry to the Executive MBA programme at the University of East Anglia. Further information is available from Deltic, and we advise that candidates wishing to progress to this Masters level notify us of their intention at the earliest opportunity to ensure placement, and to take advantage of any “early bird” scholarships.

Fees and funding

The fee for this course – which in addition to being a professional qualification in its own right, is also broadly equivalent to the first year of a UK University batchelors degree – is only £1,600 plus VAT (£1,920 total) and includes all the following costs necessary for you to undertake and complete your studies:

- Three years **iam** student membership;
- IAM Study materials;
- 4 x Examination and/or Assignment entry fees (ie one per mandatory Group);
- Group 4 Business Research project report assessment
- Optional unit assessment fees
- Tutor support
- Access to the Deltic library, and additional support materials
- Access to Deltic tutorial, revision and Exam technique events

Students are also eligible to apply for the NUS Extracard, giving a range of benefits and discounts.

See www.nus.org.uk

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

Where students are funding this course privately, we are pleased to offer an instalment plan to allow for payment over ten months at £192/month.

For details of potential alternative funding routes, see the Deltic website at www.deltic-training.co.uk

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,
8 Victoria Street,
NORWICH,
Norfolk, NR1 3QX.

Tel: 01603 926458 or 07881 786838

E-mail: info@deltic-training.co.uk Website: www.deltic-training.co.uk
Registered in England and Wales No: 5882775



Application for enrolment to the IAM Level 5 Diploma in Business and Administrative Management

Please complete the following details and return to Deltic.

Name:	
Address:	
Country:	Postcode/ZIP:
email:	Telephone:
Membership Number (if already held):	

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'

- Cheque enclosed for payment in full: £1920
 10 monthly postdated cheques enclosed each for £192. Private individuals only.
 Please charge debit/credit card below for the full fee
 Please charge ten monthly instalments of £192 to card detailed below (Private individuals only)

Debit/Credit card:

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

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

Signature:

Date: / /

**Return to: Deltic Training, 8 Victoria Street, NORWICH, Norfolk, UK, NR1 3QX
 Registered in England and Wales No: 5882775 Email: info@deltic-training.co.uk**

VAT Registration no. 987 6680 43