

Converting your IAM qualification

Transferring from the IAM Diploma and Advanced Diploma to the Level 4 and Level 5 Diplomas in Business and Administrative Management (QCF)

It is the decision of candidates, based on advice from their tutors, whether to move from the current IAM Diploma or Advanced Diploma for which they are already registered, to the new Level 4 or 5 Diplomas for Business and Administrative Management. However, the IAM would recommend that if a candidate has successfully completed **less than half** of the current Diploma or Advanced Diploma examinations, they should seriously consider transferring to the new qualifications.

As the content of the Level 4 and 5 Diplomas in Business and Administrative Management is completely new, and not simply a re-write of the current level 4 and 5, the IAM cannot offer a complete like-for-like conversion of all of the current Diploma and Advanced Diploma units. However, the table below shows which assessments can be converted into achievement within the new qualifications.

The optional units in the new qualifications do not have any equivalent units in the current Diploma and Advanced Diploma.

Please note: As we have clearly stated previously, assessments for the new IAM QCF level 4 and 5 qualifications will not be available until September 2011.

Independent candidates who wish to transfer from the current to the new qualifications should complete the attached form and submit it to the IAM by email, fax or post.

Candidates studying at an IAM-accredited centre **must** submit their form to the IAM centre co-ordinator.

Candidates can only transfer based on qualification units which they have completed successfully. The final date for the submission of transfer forms is **31st March 2013**.

There is no fee for transferring over to the new level 4 and 5 qualifications.

Level 4 Conversion table

IAM Diploma in Administrative Management		IAM Level 4 Diploma in Business and Administrative Management (OCF)
Unit 1 People in organisations	Converts to	Group 3 Managing and developing human resources in organisations <ul style="list-style-type: none"> • Unit 405 Personal effectiveness • Unit 406 Managing people in organisations
Unit 2 Administrative systems and processes	Converts to	Group 1 Administrative management and systems <ul style="list-style-type: none"> • Unit 401 Fundamentals of administrative management • Unit 402 Administrative systems
Unit 3 Professional administration	Converts to	Group 3 Managing and developing human resources in organisations <ul style="list-style-type: none"> • Unit 405 Personal effectiveness • Unit 406 Managing people in organisations
Unit 4 Information for decision-making	Converts to	Group 4 Managing finance information and knowledge <ul style="list-style-type: none"> • Unit 407 Managing information and knowledge • Unit 408 Finance for administrative managers
Unit 5 Case study 1 or Project report 1		No equivalent

Level 5 Conversion table

IAM Advanced Diploma in Administrative Management		IAM Level 5 Diploma in Business and Administrative Management (OCF)
Unit 1 Administrative systems in the organisation		No equivalent
Unit 2 Strategic issues in administration		No equivalent
Unit 3 Administrative management of resources	Converts to	Group 1 Strategic administration of operations information and finance <ul style="list-style-type: none"> • Unit 501 Operations management • Unit 502 Information for strategic decision making • Unit 503 Advanced finance for business managers
Unit 4 Human resource management and practice	Converts to	Group 2 Strategic administration of human resources, knowledge and change <ul style="list-style-type: none"> • Unit 504 Organisational analysis and change • Unit 505 Human resource management • Unit 506 Knowledge management strategy
Unit 5 Project report 2	Converts to	Group 4 Business research <ul style="list-style-type: none"> • Unit 509 Business research
Unit 5 Case study 2		No equivalent

Form TF1 Transfer form

(Level 4 & 5 Diploma in Business and Administrative Management (QCF))

Independent candidates wishing to transfer from the Level 4 Diploma in Administrative Management or the Level 5 Advanced Diploma in Administrative Management to the new IAM Level 4 or 5 Diploma in Business and Administrative Management qualifications should complete this form and submit it to the IAM by email, fax or post. Candidates studying at an IAM-accredited centre should submit the form to their IAM co-ordinator.

Candidates can only transfer based on qualification units which they have completed successfully. The final date for the submission of conversion requests is 31st March 2013.

Title: Mr Mrs Miss Ms Other

Candidate surname:

Other names:

Membership number

Centre name

Please indicate below, by placing a tick (✓) in the box to the right of the unit title:

Level 4 Diploma in Administrative Management	Tick box (✓)
Unit 1 People in organisations	<input type="checkbox"/>
Unit 2 Administrative systems and processes	<input type="checkbox"/>
Unit 3 Professional administration	<input type="checkbox"/>
Unit 4 Information for decision-making	<input type="checkbox"/>

Level 5 Advanced Diploma in Administrative Management	Tick box (✓)
Unit 3 Administrative management of resources	<input type="checkbox"/>
Unit 4 Human resource management and practice	<input type="checkbox"/>
Unit 5 Project report 2	<input type="checkbox"/>

Return via post, fax or email to:

Student Registration, The IAM
 6 Graphite Square, Vauxhall Walk, London,
 SE11 5EE

Fax: 020 7091 2619

email: studentregistrations@instam.org