



Deltic Training



About the IAM Level 4 Diploma in Business and Administrative Management

This qualification is for individuals who wish to develop their understanding and improve their management skills. It enables individuals to take a systematic approach to organisational and information management.

Accreditation:

Qualification accreditation information:

Accredited qualification number: 501/1567/4

Awarding body: Institute of Administrative Management. Recognition Number RN5139

Further information at: http://register.ofqual.gov.uk/Qualification/Details/501_1567_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 3 qualification or equivalent work experience in the business administration area.

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 first 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 enables them to complete this course in about a year.



Deltic Training



Qualification structure

The IAM Level 4 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 Administrative management and systems			
A/602/1796	401	Fundamentals of administrative management	15
K/602/1809	402	Administrative systems	10
Group 2 Managing operations and quality			
D/602/1810	403	Managing operations	15
H/602/1811	404	Managing quality	10
Group 3 Managing and developing human resources in organisations			
M/602/1813	405	Personal effectiveness	15
H/602/1814	406	Managing people in organisations	15
Group 4 Managing finance, information and knowledge			
F/602/1797	407	Managing information and knowledge	15
K/602/1812	408	Finance for administrative managers	10

IAM Optional units

QCF unit reference	IAM unit number	Unit title	Credit value
M/602/4873	409	Administration for executive assistants	10
T/602/4874	410	Introduction to Islamic finance	10
R/602/4865	411	Managing business facilities	10

Imported optional units

QCF unit reference	IAM unit number	Unit title	Credit value
R/601/0836	431	Management accounting: costing and budgeting	15
K/601/0955	432	Marketing intelligence	15
J/601/1109	433	The Internet and e-business	15
Y/601/1048	434	Business events management	15

Rules of Combination (RoC)

To achieve the IAM Level 4 Diploma in Business and Administrative Management candidates must achieve a minimum of 120 credits. Candidates must complete all eight mandatory units, worth 100 credits, plus two optional units worth a minimum of 20 credits.

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.



Deltic Training



Assessment

Group 1 Administrative management and systems

This group is assessed by a three-hour written examination.

Group 2 Managing operations and quality

This group is assessed by a three-hour written examination.

Group 3 Managing and developing human resources in organisations

This group is assessed by a three-hour examination based on a pre-released case study.

Group 4 Managing finance, information and knowledge

This group is assessed by a three-hour written examination.

Optional units

All level 4 optional units are assessed by assignments; the word count for these assignments is 1500 - 2000 words.

Examinations

Examinations are held four times a year in March, June, September and December.

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.

See the students section of the Deltic Training website (www.deltic-training.co.uk) for further information regarding examinations.

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 5 Diploma in Business and Administrative Management (broadly equivalent to the second year of a UK university bachelor degree in the area of business management). This course is offered by Deltic on a distance basis – see www.deltic-training.co.uk for more details.

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 Advanced Diploma 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.



Deltic Training



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 bachelors degree – is only £1,500 plus VAT (£1,800 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 entry fees;
- 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 £180/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,
22 Millgate,
Aylsham,
Norfolk,
NR11 6HX.

Tel: 01263 734724

E-mail: info@deltic-training.co.uk

Website: www.deltic-training.co.uk

Registered in England and Wales No: 5882775



Deltic Training



Application for enrolment to the IAM Level 4 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: £1800
 10 monthly postdated cheques enclosed each for £180. Private individuals only.
 Please charge debit/credit card below for the full fee
 Please charge ten monthly instalments of £180 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, 22 Millgate, Aylsham, Norfolk, UK, NR11 6HX
Registered in England and Wales No: 5882775 Email: info@deltic-training.co.uk

VAT Registration no. 987 6680 43