

Converting your IAM qualification

Transferring from the IAM Diploma and Advanced Diploma to the Level 6 Extended Diploma 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 6 Extended Diploma for Business and Administrative Management. Candidates who are registered onto the current Level 5 Advanced Diploma should be aware that, as the Level 6 Extended Diploma contains units at levels 4, 5 and 6, transferring onto the Level 6 Extended Diploma will mean completing some level 4 units.

As the content of the level 4 and 5 components within the Level 6 Extended Diploma 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 qualification.

Those units of the Level 6 Extended Diploma which are not listed in the conversion table do not have any equivalent units in the current Diploma and Advanced Diploma.

Please note: As we have clearly stated previously, assessments for IAM QCF units at levels 4 and 5 will not be available until September 2011. Assessment for level 6 units will begin in December 2011.

Independent candidates who wish to transfer from the current to the Level 6 Extended Diploma should complete the attached form and submit it to the IAM by email, fax or post, **together with payment details**.

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 a £100 top-up fee for transferring over to the Level 6 Extended Diploma in Business and Administrative Management (QCF)

Level 4 Conversion table

IAM Diploma in Administrative Management		IAM Level 6 Extended Diploma in Business and Administrative Management (QCF)
Unit 1 People in organisations		No equivalent
Unit 2 Administrative systems and processes	Converts to	<ul style="list-style-type: none"> Unit 641 Fundamentals of administrative management Unit 642 Administrative systems
Unit 3 Professional administration		No equivalent
Unit 4 Information for decision-making	Converts to	<ul style="list-style-type: none"> Unit 645 Managing information and knowledge Unit 646 Finance for administrative managers
Unit 5 Case study 1 or Project report 1		No equivalent

Level 5 Conversion table

IAM Diploma in Administrative Management		IAM Level 6 Extended Diploma in Business and Administrative Management (QCF)
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	<ul style="list-style-type: none"> Unit 651 Operations management Unit 652 Information for strategic decision making Unit 653 Advanced finance for business managers
Unit 4 Human resource management and practice	Converts to	<ul style="list-style-type: none"> Unit 654 Organisational analysis and change Unit 655 Human resource management Unit 656 Knowledge management strategy
Unit 5 Case study 2		No equivalent

Form TF2 Transfer form

(Level 6 Extended Diploma in Business and Administrative Management (QCF))

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 6 Extended Diploma in Business and Administrative Management** should complete this form and submit it to the IAM by email, fax or post, **together with payment details**.

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**.

There is a £100 top-up fee for transferring over to the Level 6 Extended Diploma in Business and Administrative Management (QCF).

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 2 Administrative systems and processes	<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"/>

Please see the following page for payment instructions.

Form TF2 Payment form

INDEPENDENT CANDIDATES ONLY

☐ I am enclosing a remittance for £100.

☐ I am enclosing a Cheque/Bankers Draft payable to **The Institute of Administrative Management**

Debit card: ☐ Delta ☐ VISA ☐ Solo ☐ Switch

Credit card: ☐ VISA ☐ Mastercard

Card number:

Expiry date: Security number: (Last 3 nos on reverse) Issue number: (Switch only) Start date: (Switch only)

Signature: Date: (dd / mm / yyyy)

CANDIDATES STUDYING AT AN IAM ACCREDITED CENTRE

Please contact the IAM co-ordinator at your centre, who will be able to submit your transfer application to the IAM on your behalf.

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

Your order represents an offer to us to purchase a product and/or service which is accepted by us when we have dispatched the product and/or service to you. You have the right to cancel your order within seven working days of delivery (starting the day after you receive the goods or the day after the contract for the supply of services is concluded) and return them for a full refund. For full terms and conditions please see www.instam.org.