



Institute of Administrative Management

Exemption policy



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Exemption policy

The Institute operates an exemption scheme which offers students recognition for other relevant academic or professional qualifications they may hold.

It is possible to obtain exemption from individual units of the Certificate, Diploma or Advanced Diploma in Administrative Management. Holders of qualifications on the exemptions list, Appendix 1, are entitled to submit a claim for exemption from the units as specified, using the official form.

The Institute will also consider applications from educational institutions or examining bodies whose courses and assessment methods might also satisfy the Institute's criteria for exemption. Once such an exemption has been approved by the Institute, students successfully completing the qualification may apply for exemptions individually.

The Institute will also consider applications for exemption from individuals who hold other qualifications provided they are from a reputable awarding body where both the level and content of its syllabus matches those of the Institute's qualifications.

In line with current best practice the **iam** will only permit the maximum number of exemptions shown in the table below:

Qualification	Exemptions allowed
Level 3 Certificate in Administrative Management	1
Level 4 Diploma in Administrative Management	2
Level 5 Advanced Diploma in Administrative Management	2

Exemptions must be granted by the Institute, in writing, before entering for examinations. Exemptions cannot be granted against units that the applicant has previously failed.

Candidates who have been granted exemptions cannot obtain overall distinction for any qualification as the rules regarding overall distinction state that the candidate must achieve all modules by examination or other assessment appropriate to the modules, administered by the iam.

Where the exemption policy indicates that the achieved unit allows exemption from more than stated allowance, applicants must select which modules they wish to request exemption for.

No exemption is valid until the applicant has registered with the Institute and paid the appropriate exemption fee in full.

The above does not affect the fast track route, collaborative award schemes or other published and agreed special arrangements.

The Institute's decision on exemptions is final.

Applying for exemption

Claims for exemption on the grounds of academic or professional qualifications already obtained must be supported by photocopies of the relevant documents. Original documents must not be submitted.

It is essential that the applicant provides all the necessary information. Any form that is not fully completed will be returned to the applicant for further details and this will delay a decision.

Using a qualification from the approved exemption list.

All applications for exemptions must be made on the Institute's official form and be accompanied by:

- Proof of qualification

Using a qualification not currently on the approved exemption list.

If the qualification the applicant already holds is not listed on the **iam** exemption list, the **iam** will consider this qualification on an individual basis. Applicants should complete Section C of the application form and include:

- details of full syllabus;
- relevant examination papers;
- assessment procedures;
- proof of successful completion of qualification.

Please contact the **iam** for further details. The assessment fee is not refundable. However, if the exemption is granted, the assessment fee already paid will be offset against the total exemption fee.

Fees

Exemption using qualifications from the approved Exemption list:

The fee for using a qualification from the approved list is as follows

£50.00 per unit

£50.00 per case study

Exemption using a qualification not found of the approved exemption list:

Each application will be considered on an individual basis and the cost of the mapping will depend on the size of the individual claim. The fee range is:

£47 to £250

Depending on the qualification for which the exemption is requested.

Please contact the **iam** for further details. The assessment fee is not refundable. However, if the exemption is granted, the assessment fee already paid will be offset against the total exemption fee.

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Appendix 1

Exemptions list

The **iam** and other bodies are constantly updating their syllabus which means that the attached exemptions are liable to change. The **iam** will review its decision as changes occur. For this reason the following exemptions should be considered as a guideline only.

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Exemptions list



Level 3 Certificate in Administrative Management

Unit titles	Abbreviations
Inside Organisations	IO
Working with People	WP
Administrative Practice	AP

Education Development International (EDI)	Exemptions from Certificate units	Direct Entry to Diploma
Level 3 NVQ in Business and Administration (100/5311/6)		✓
Level 3 Certificate in Business and Administration (Organisations and People) (100/5215/X)		✓
Unit 01 Apply work skills in business and administration (Y/103/2155)	AP	
Unit 02 Apply personal skills in business and administration (D/103/2156)	AP	
Level 3 Certificate in Business Practice (100/1614/4)		✓
Level 3 Certificate in Business Administration (100/1617/X)		✓
Level 3 Certificate in Principles and Practice of Management (100/2480/3)		✓

City and Guilds	Exemptions from Certificate units	Direct Entry to Diploma
Level 3 NVQ in Business and Administration (100/5218/5)		✓
Level 3 Certificate in Business Administration (100/3102/9)		✓
Unit 01 Manage business and communication systems (J/101/9644)	IO	
Unit 02 Monitor and maintain the business environment (L/101/9645)	IO	
Unit 03 Develop Self, Others and Organisation (R/101/9646)	WP	
Level 3 Advanced Diploma in Business Administration (100/5791/2)		✓
Unit 301 Manage business and communication systems (J/101/9644)	IO	
Unit 302 Monitor and maintain the business environment (L/101/9645)	IO	
Unit 303 Develop Self, Others and Organisation (R/101/9646)	WP	

Exemptions list



OCR	Exemptions from Certificate units	Direct Entry to Diploma
Level 3 NVQ in Business and Administration (100/5199/5)		✓
Level 2 Award in Administration (100/4257/X)		
Unit 1 Identifying Administrative Functions (D/102/5840)	AP	
Unit 2 Performing the role of Administrator (H/102/5841)	AP	
Level 3 Award in Administration (100/4258/1)		
Unit 01 Reviewing administrative functions (K/102/5842)	AP	
Unit 02 Improving the quality of administrative services (M/102/5843)	AP	
Level 3 Certificate in Administration (100/1595/4)		✓
Unit 02 Promoting Effective Working Relationships (D/101/0528)	WP	
Unit 03 Reviewing the organisation of business activities (H/101/0529)	IO	
Unit 04 Reviewing and Developing Office Procedures (Y/101/0530)	AP	
Level 3 Diploma in Administration (100/2216/8)		✓
Unit 01 Producing Complex Business Documents (Y/101/0527)	AP	
Unit 02 Promoting Effective Working Relationships (D/101/0528)	WP	
Unit 03 Reviewing the organisation of business activities (H/101/0529)	IO	
Unit 04 Reviewing and Developing Office Procedures (Y/101/0530)	AP	
Group D Human Resources specialist units Working in a Human Resources Environment (R/101/4009) Contribute to Recruitment and Induction Processes (J/101/4010)	WP	
Advanced GCE in Business Studies (100/0422/1)		✓
Advanced Subsidiary GCE in Business Studies (100/0594/8)		✓

Institute of Leadership and Management (ILM)	Exemptions from Certificate units	Direct Entry to Diploma
ILM Level 3 Certificate in First Line Management (100/1731/8) (Expired last certification 31/08/2010)		✓
Unit 03 Understanding Organisations (J/101/1124)	IO	
Unit 05 Managing Activities (R/101/1126)	PA	
Unit 06 Managing Resources (Y/101/1127)	AP	
Unit 07 Developing People (D/101/1128)	PO	
Unit 08 Managing People (H/101/1129)	PO	
Unit 10 Managing Information (D/101/1131)	IFDM	

Exemptions list



Assessment and Qualifications Alliance (AQA)	Direct Entry to Diploma
Advanced Subsidiary GCE in Applied Business (100/4771/2)	✓

EDEXEL	Direct Entry to Diploma
Advanced GCE in Business Studies (100/0175/X)	✓
Advanced Subsidiary GCE in Business Studies (100/0364/2)	✓

Council for the Curriculum Examinations and Assessment (CCEA)	Direct Entry to Diploma
Advanced GCE in Business Studies (100/0465/8)	✓
Advanced Subsidiary GCE in Business Studies (100/0553/5)	✓

Welch Joint Education Committee (WJEC)	Direct Entry to Diploma
Advanced GCE in Business Studies (100/0481/6)	✓
Advanced Subsidiary GCE in Business Studies (100/0525/0)	✓

Chartered Institute of Personnel Development (CIPD)	Direct Entry to Diploma
Level 3 NVQ in Personnel Support (100/2364/1)	✓
Level 3 NVQ in Learning and Development (100/2350/1)	✓
Level 3 NVQ in Personnel Support (100/2364/1)	✓

SQA	Exemptions from Certificate units	Direct Entry to Diploma
Level 3 SVQ in Business and Administration		✓

Exemptions list



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Exemptions list



Level 4 Diploma in Administrative Management

Unit titles	Abbreviation
People in Organisations	PO
Admin Systems & Processes	ASP
Professional Administration	PA
Information for Decision Making	IDM
Case Study 1 or Project Report 1	CS1/PR1

Education Development International (EDI)	Exemptions from Diploma Units	Direct Entry to Adv. Diploma
Level 4 NVQ in Business and Administration (100/5310/4)		✓
Unit 401 Carry out your responsibilities at work (F/103/1629)	PA	
Unit 402 Work within your business environment (T/103/1630)	PA	
Unit 406 Monitor and review the implementation of corporate objectives, strategies and policies (Y/103/1667)	IDM	
Unit 407 Inform and facilitate corporate decision making (D/103/1668)	IDM	
Unit 408 Evaluate internal and external factors and promote partnership working (H/103/1669)	PIO	
Unit 410 Create and manage information systems (Y/103/1670)	ASP	
Unit 414 Develop productive working relationships with colleagues and stakeholders (R/103/1599)	PIO	
Unit 418 Provide leadership in your area of responsibility (H/103/1588)	PO	

Chartered Management Institute (CMI)	Exemptions from Certificate units	Direct Entry to Diploma
Level 3 Certificate in Management (100/1823/2) (Expired Last cert 31/08/2009)		✓
Unit S1 Managing Information and Communicating for Results (A/101/1606)	IDM	
Unit S4 Using and Controlling Resources (L/101/1609)	PA	
Unit S7 Developing People and Planning Work (L/101/1612)	PO	

Exemptions list



City and Guilds	Exemptions from Diploma Units	Direct Entry to Adv. Diploma
Level 4 Higher Professional Diploma in Business Administration (100/5316/5)		✓
Unit 01 Financial Management (F/101/6967)	IDM	
Unit 03 Business organisation (H/103/2529)	ASP	
Unit 04 Using information systems in business administration (Y/103/2530)	IDM	
Unit 06 Personal and Professional Development (M/101/6978)	PO	
Unit 05 The organisational environment (D/103/2531)	ASP	
Unit 07 Analysing and presenting quantitative data (H/103/2532)	IDM	
Unit 09 Financial appraisal and accountability (M/103/2534)	IDM	
Unit 14 Planning and organising formal meetings (L/103/2539)	PO	
Unit 15 Leading and developing a work team (K/102/9194)	PO	
Unit 16 Recruiting, selecting and developing new staff (F/103/2540)	PO	
Level 4 NVQ in Business and Administration (100/5219/7)		✓
Unit 401 Carry out your responsibilities at work (F/103/1629)	PA	
Unit 402 Work within your business environment (T/103/1630)	PA	
Unit 406 Monitor and review the implementation of corporate objectives, strategies and policies (Y/103/1667)	IDM	
Unit 407 Inform and facilitate corporate decision making (D/103/1668)	IDM	
Unit 408 Evaluate internal and external factors and promote partnership working (H/103/1669)	PIO	
Unit 410 Create and manage information systems (Y/103/1670)	ASP	
Unit 414 Develop productive working relationships with colleagues and stakeholders (R/103/1599)	PIO	
Unit 418 Provide leadership in your area of responsibility (H/103/1588)	PO	

Institute of Leadership and Management (ILM)	Exemptions from Certificate units	Direct Entry to Adv. Diploma
ILM Level 3 Certificate in First Line Management (100/1731/8) (Expired last certification 31/08/2010)		
Unit 07 Developing People (D/101/1128)	PO	
Unit 08 Managing People (H/101/1129)	PO	
Unit 10 Managing Information (D/101/1131)	IDM	

Exemptions list



OCR	Exemptions from Diploma Units	Direct Entry to Adv. Diploma
NVQ Level 4 Business Administration (100/5200/8)		✓
Unit 401 Carry out your responsibilities at work (F/103/1629)	PA	
Unit 402 Work within your business environment (T/103/1630)	PA	
Unit 406 Monitor and review the implementation of corporate objectives, strategies and policies (Y/103/1667)	IDM	
Unit 407 Inform and facilitate corporate decision making (D/103/1668)	IDM	
Unit 408 Evaluate internal and external factors and promote partnership working (H/103/1669)	PIO	
Unit 410 Create and manage information systems (Y/103/1670)	ASP	
Unit 414 Develop productive working relationships with colleagues and stakeholders (R/103/1599)	PIO	
Unit 418 Provide leadership in your area of responsibility (H/103/1588)	PO	

EDEXEL	Exemptions from Diploma Units	Direct Entry to Adv. Diploma
Level 5 BTEC Higher National Diploma in Facilities Management (Current NQF Level) (100/3479/1)		✓
Level 5 BTEC Professional Award in Management Studies (Current NQF Level) (100/4327/5, 100/4326/3, 100/4325/1)		✓
Unit 02 Communications at work (M/102/6376)	IDM	
Unit 06 Managing activities (T/102/6380)	PA	
Unit 09 Decision making and taking (J/102/6383)	IDM	
Unit 18 Introducing strategy (K/102/6392)	IDM	

Exemptions list



Scottish Qualifications Authority (SQA)	Exemptions from Diploma Units	Direct Entry to Adv. Diploma
Level 4 SVQ in Business and Administration		✓
Unit 401 Carry out your responsibilities at work (F/103/1629)	PA	
Unit 402 Work within your business environment (T/103/1630)	PA	
Unit 406 Monitor and review the implementation of corporate objectives, strategies and policies (Y/103/1667)	IDM	
Unit 407 Inform and facilitate corporate decision making (D/103/1668)	IDM	
Unit 408 Evaluate internal and external factors and promote partnership working (H/103/1669)	PIO	
Unit 410 Create and manage information systems (Y/103/1670)	ASP	
Unit 414 Develop productive working relationships with colleagues and stakeholders (R/103/1599)	PIO	
Unit 418 Provide leadership in your area of responsibility (H/103/1588)	PO	

Exemptions list



Level 5 Advanced Diploma in Administrative Management

Unit titles	Abbreviation
Administrative Systems in the Organisation	ASO
Strategic Issues in Administration	SIA
Administrative Management of Resources	AMR
Human Resource Management and Practice	HRMP
Case Study 2 or Work Project Report 2	CS2/PR2

EDEXEL	Exemptions from Adv Diploma units
Level 5 BTEC Professional Award in Management Studies (Current NQF Level Original Level 4) (100/4327/5, 100/4326/3, 100/4325/1)	
Unit 05 Managing change (F/102/6379)	SIA
Unit 06 Managing activities (T/102/6380)	AMR
Unit 09 Decision making and taking (J/102/6383)	SIA
Unit 18 Introducing strategy (K/102/6392)	SIA

Chartered Management Institute (CMI)	Exemptions from Adv Diploma units
CMI Level 5 Diploma in Management (100/5394/3) (Expired Last certification 31/08/11)	
Unit C44 Effective Communication and information management (F/103/3025)	AMR

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