

# The Diploma in Administrative Management

## FAST TRACK YOUR CAREER

The Diploma in Administrative Management has been developed for individuals who wish to develop their management skills, gain a professional qualification and have the opportunity to progress to the final year of a degree programme. The Diploma will enable you to take a systematic approach to management by using analytical skills to improve your management decision making. For more information please contact an accredited centre or visit the IAM website.

**[www.instam.org](http://www.instam.org)**

qualifications that build careers

## The Diploma in Administrative Management

The Diploma in Administrative Management is accredited as a Level 4 qualification by the Regulatory Authorities in England, Wales and Northern Ireland. Holders of both the Diploma and Advanced Diploma are eligible for progression on to the final year of first degree programmes run by numerous universities. The qualification is assessed through externally marked examinations and assignments and can normally be completed in 1 to 2 years, depending on the time you have available.

### People in organisations

This unit provides an understanding of the people management functions within the organisation. Organisational culture and behaviour within the organisation are analysed and the impact on individuals and the organisation is identified.

### Professional administration

This unit considers administration in its wider organisational context and develops an understanding of the role of the professional administrator in achieving organisational objectives.

### Information for decision making

The aim of this unit is to develop an appreciation of the need for quality information in organisations and the

importance of managing that information to achieve the organisation's objectives.

### Administrative systems and processes

This unit introduces the contribution systems thinking makes to administrative processes and organisational effectiveness. The roles and purpose of different types of systems in an organisation and the methods for improving their operation is developed.

### Case study or project report

The case study paper is designed to test the application of knowledge and skills acquired during the course to a real life situation. Alternatively a report demonstrating the application of the same knowledge and skills within a project can be completed outside of examinations.

## NEXT STEPS

Full details of the Diploma in Administrative Management, including a detailed outline of the syllabus, fees and an application form are available from accredited centres or on the IAM website. [www.instam.org](http://www.instam.org)

## IAM Qualifications

All IAM qualifications are tailored to give you the best possible learning experience, whether studying full time or part time:

- **Developed with employers:** Qualifications are based on research and feedback from employers
- **Flexible study modes:** Study through distance learning or at IAM accredited centres
- **Direct access to universities:** A proven route to first degree and masters degree programmes at numerous UK universities
- **Free study materials:** Written by subject experts help you through the qualification
- **Four exam sessions:** Decide how quickly you progress without the need to cram twice a year
- **Free student membership:** Be eligible for full membership of the prestigious IAM after completion



Established in 1915, the Institute of Administrative Management is the UK's leading professional body for practising and aspiring business managers at all levels. IAM members are professionals managing key operations for organisations in over 70 countries around the world. IAM qualifications and membership of the Institute will provide you with the expertise, knowledge and practical skills to sustain your competitive advantage.

