

The Institute of Administrative Management

Exemption policy

Exemption policy

1. The Institute operates an exemption scheme which offers students recognition for other relevant academic or professional qualifications they may hold.
2. The Institute and other bodies are constantly updating their syllabi and this means that the attached exemptions are liable to change. The Institute will review its decision as changes occur. For this reason the following exemptions should be considered as a guideline only.
3. It is possible to obtain exemptions from individual units of the Certificate, Diploma or Advanced Diploma in Administrative Management. Holders of qualifications on the exemptions list are entitled to submit a claim for exemption from the units as specified, using the official form.
4. In line with current best practice the Institute will only permit the maximum number of exemptions shown in the table below:

Level 3 Certificate in Administrative Management	Level 4 Diploma in Administrative Management	Level 5 Advanced Diploma in Administrative Management
1 unit from 3	2 units from 5	2 units from 5

5. The Institute will also consider applications from educational institutions or awarding 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 these qualifications may apply for exemptions individually.
6. The Institute will also consider applications for exemption from individuals who hold qualifications that are not listed below, provided they are from a reputable awarding body where the level and content of the qualification syllabus and the rigour of the assessment regime matches those of the Institute's qualifications. In these cases the Institute will assess the qualifications that individuals already hold for an assessment fee of £50. The assessment fee is not refundable.
7. Exemptions must be granted by the Institute, in writing, before candidates enter for examinations.
8. The Institute will not grant exemptions against modules applicants have already failed.
9. All applications for exemptions must be made on the Institute's official form and be accompanied by:
 - Proof of qualification: photocopies of the relevant certificates; original documents must not be submitted
 - Details of syllabus, relevant examination papers and assessment procedures if applying for exemption using a qualification not on the approved list;
 - Appropriate payment.
10. It is essential that the applicant provide all the necessary information and documentation. Any form that is not fully completed and accompanied with appropriate payment will be returned to the applicant for further details and will delay a decision.

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

Exemption fee: £45.00 per module

£55 per case study

The Institute's decision on exemptions is final.

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	

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	

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		√

Page is intentionally blank

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	

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	

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	

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	

Page is intentionally blank

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