

iam Exemption request form

Exemption fee: £45.00 per unit

£55.00 per case study

Please use block letters:

Surname:	
Other names:	
Title (delete as appropriate): Mr / Mrs / Miss / Ms / Other:	
Address (Address must be cardholder's):	
Country:	Postcode /Zip:
Telephone:	Email:
Membership Number:	

I wish to claim exemption form the following modules:

Qualification	Module	Requested (tick as appropriate)	Granted (Official use only)
Level 3 Certificate in Administrative Management	1. Inside organisations		
	2. Working with people		
	3. Administrative practice		
Level 4 Diploma in Administrative Management	1. People in organisations		
	2. Administrative systems and processes		
	3. Professional administration		
	4. Information for decision making		
	5. Case study 1 or Project report		
Level 4 Diploma in Administration for Executive Assistants	1. Understanding management		
	2. Administration in organisations		
	3. Effective communication in organisations		
	4. Administration for executive support		
	5. Case study or Project report		

Level 5 Advanced Diploma in Administrative Management	1. Administrative systems in the organisation		
	2. Strategic issues in administration		
	3. Administrative management of resources		
	4. HR management and practice		
	5. Case study 2 or Project report		

Existing qualifications supporting exemption claim:

Qualification title	Awarding body	Examination pass date	Supporting documents attached

Methods of payment:

I enclose a remittance for: £ _____

Cheque/Bankers Draft

(payable to 'The Institute of Administrative Management')

Debit card:

Delta Solo
 VISA Switch

Switch only:

Issue No: /
 Start Date: /

VISA Mastercard

Card No: / / /
 Expiry Date: /
 Security No: (Last 3 numbers on reverse of card)

Signature:	Date:
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**Return to: Customer Services, iam, 6 Graphite Square, Vauxhall Walk,
 London, UK, SE11 5EE Fax: +44(0)2070912619
 email: info@instam.org**

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