



About the IAM



The Institute of Administrative Management is the leading professional body for those involved in the administration and management of business. Recognised by the regulatory authorities in England, Wales and

Northern Ireland, this prestigious awarding body is over 90 years old. It has developed tailor-made qualifications in administrative management which reflect the skills and knowledge required by professional business leaders throughout their career. Those studying for IAM qualifications are given free student membership of the Institute, and on completion will be able to claim full professional membership.

Where to study

All IAM qualifications are designed to be studied in a flexible manner, to suit the needs of today's working student. This is an open learning programme, so candidates can choose to study on their own or to receive guided tuition at an IAM accredited centre to finish the course and will receive their certificate from the IAM upon successful completion.

How to apply

Full details of the Online Qualifications in Information & Communication Technology, including a detailed outline of the syllabus, application form and full listings for IAM accredited tuition providers are available on the IAM website www.instam.org



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Online Qualifications in Information & Communication Technology

Professional qualifications in Business
Administration and Management

About online qualifications in Information & Communication Technology

These qualifications have been designed to improve your confidence when using computers and to develop your ICT knowledge and skills to ensure that they are up-to-date and relevant for the marketplace.

Unlike many similar programmes, the IAM ICT qualifications have been developed for use in both schools and colleges, as well as in the home and in the workplace. The teaching and application of ICT is supported by the qualifications' online assessment software.

The programme will further your existing skills and knowledge by:

- Facilitating online tuition in ICT that is directly relevant to the changing needs of learners
- Providing a programme of interactive online study which is informative, supportive and challenging
- Promoting independent learning

The qualifications encourage learners to work independently at their own pace and to assemble an ICT portfolio that naturally arises from work in different contexts. This innovative programme is delivered with our partners at Londonlearning, who provide specialist online training services around the world.

The IAM ICT qualifications are accredited as Level 1-3 qualifications by the Regulatory Authorities in England, Wales and Northern Ireland.



What you will study

IAM Level 1 Foundation in ICT

The IAM Foundation in ICT is designed to meet the needs of new users of ICT. The qualification will introduce students to computers and computer networks. The essential skills that are required to begin working confidently with computers and good practice in ICT will be developed, through use of Microsoft software applications in naturally occurring learning environments.

Students will work through a range of ICT content and tasks that will establish the underpinning knowledge and skills to use computers correctly and with confidence. Topics covered will include general computing, graphics, the internet & web page design, and basic word processing.

IAM Level 2 Award in ICT

This qualification will develop students' ability to select, develop and present information correctly using Microsoft software applications. Students will learn to handle data appropriately - storing and processing records, searching, sorting and exploring information. The importance of presenting information correctly, which is fit for purpose, will be highlighted. Candidates will explore a range of written and graphic presentation styles and learn to correctly create documents that contain different types of information. On completion of this qualification students will be able to use ICT tools effectively to draft, collate, refine and present information and data.

Topics covered will include presentations, spreadsheets, database and word processing

IAM Level 3 Online Certificate in ICT

The IAM Certificate in ICT enhances existing ICT skills and provides students with experience of software applications used by professionals. The qualification will equip candidates with the knowledge and advanced, practical ICT skills required for future success in further and higher education, employment or continuous professional development. The qualification provides a good basis for progression to a National Diploma or First degree in e-Commerce, Multimedia, Business Administration or IT practitioner. Students will demonstrate ICT skills in various contexts, learning to handle complex information correctly using modern software applications. This qualification will enable students to produce fully customised documents, utilise advanced research techniques and use appropriate referencing protocols.

Core units are: Data Handling, Internet Research, Word Processing and Application of ICT. Optional units in personal computer configuration, graphics, music

technology, complex data handling, programming and web design are also available.

How you will be assessed

Assessment at each level of the IAM ICT programme is through:

- **Online tasks.** These require you to demonstrate the IT skills you develop during the online tutorials. At Levels 1 & 2 an online marking engine will assess your achievements. At Level 3 an in-depth assignment approach is taken
- **30 minute external assessment.** When you have completed the exercises, two online tests will be administered by your tutor
- **E-portfolio.** As you work through the programme you will gather evidence of your use of IT skills from your daily life, to complete the e-portfolio

Entry requirements

This is an open access programme with no formal entry requirements. However, we usually advise learners to attempt the Level 2 before registering for the Level 3.

