

About the Introductory Award in Administrative Management

This qualification is for individuals who want to learn how to improve their skills and understanding of business administration best practice. It also provides a basis from which more advanced skills and knowledge can be developed.

The Introductory Award in Administrative Management is accredited as a Level 2 qualification by the Regulatory Authorities in England, Wales and Northern Ireland.

You will learn how to:

- Understand and use key business administration skills
- Work with data and information more effectively
- Apply techniques for better communication
- Work better with other individuals and teams
- Identify problems and act effectively to make decisions

Benefits to you:

- Contribute to the efficient management of your organisation
- Gain recognition for your existing skills
- Learn the information you need to support you on the pathway to a successful career

Entry Criteria

The Introductory Award is open to everyone, irrespective of previous experience or qualifications. It requires 60 hours of study over as short or long a time as you wish, from 6 to 12 months.

Programme Content

The Introductory Award in Administrative Management is made up of three units:

Skills for Administrators

The aim of this unit is to introduce the role of administration in an organisational context. It introduces students to some of the key skills of administration within the organisation, focusing on the development of number skills and the presentation of data in a range of different formats. The importance of effective business communication in the workplace is also identified.

Individuals within the organisation

This unit provides an appreciation of the people management functions within the organisation. Students are introduced to leadership and management concepts – individual differences within the workplace, the role that groups and teams play in achieving organisational tasks and their importance, working effectively within a team and the importance of self-management and continuing professional development.

Organisational Skills

Administrators and Administrative Managers should be prepared to deal with a range of problems within the workplace. In this unit, students learn to recognize the types of problems faced by Administrators/Administrative Managers and to identify a rational decision making process. It will introduce decision making techniques and support skills to enable the Administrator/Administrative Manager to perform effectively and efficiently.

Assessment

Assessment of this qualification is in two parts:

1. Multiple Choice Examination
2. Creation of a Learning Diary that records evidence of skills for employment as well as academic achievements

Progression

Students can progress from this qualification to the **iam** Certificate in Administrative Management.



Where to Study

All **iam** qualifications are designed to be studied in a flexible manner, to suit the needs of today's working student. Individuals may attend colleges and other institutions, or private sector training organisations, or study by a structured programme of tutor supported open learning. A list of tuition providers is available on the **iam** website.

Successful completion of **iam** qualifications brings recognition through a formal certificate and the opportunity to attend one of the prestigious **iam** graduation ceremonies.

Fees

Students will need to register with the Institute in order to follow the programme and receive their Award upon successful completion. The Institute's fee is £75 for this Award which includes free Student membership, Registration and Certification as well as a study guide written by a leading specialist in the field. Registration is valid for 12 months.

The modes of study, courses and services offered by tuition providers vary between providers, as do the tuition fees charged. Students are therefore advised to contact the tuition provider of their choice for further information about tuition fees.

Next Steps

If you are interested in the Introductory Award in Administrative Management, please complete and return the attached registration form.

You should then enrol with a tuition provider of your choice. Once you have completed the Award, the tuition provider will notify the **iam** of your success, and you will be sent your completion certificate.

Registration form for the Introductory Award in Administrative Management

Please complete the form (in BLOCK letters) and send it to the Institute, together with your remittance. Your study guide will be despatched directly to you.

Name:	
Address (must be cardholders address):	
Country:	Postcode/ZIP:
email:	Telephone:
Membership Number (if already held):	

I am enclosing a remittance for:

£75.00 registration fee

In the form of:

Cheque/Bankers Draft

(payable to 'The Institute of Administrative Management')

Debit card:

Delta

VISA

Solo

Switch

Switch only:

Issue No:

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Start Date:

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Credit card:

VISA

Mastercard

Card No:

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Expiry Date:

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Security No:

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 (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

Your order represents an offer to us to purchase a product and/or service which is accepted by us when we have dispatched the product and/or service to you. You have the right to cancel your order within seven working days of delivery (starting the day after you receive the goods or the day after the contract for the supply of services is concluded) and return them for a full refund. For full terms and conditions please see www.instam.org

For UK Candidates ONLY.

Please complete the following questions for monitoring purposes only:

Q1: Date of Birth:

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Q2: Gender:

Male
 Female

Q3: Ethnicity:

Asian or Asian British - Bangladeshi
 Asian or Asian British - Indian
 Asian or Asian British - Pakistani
 Asian or Asian British – any other Asian background
 Black or Black British - African
 Black or Black British - Caribbean
 Black or Black British – any other Black background
 Chinese
 Mixed – White and Asian
 Mixed – White and Black African
 Mixed – White and Black Caribbean
 Mixed – any other Mixed background
 White - British
 White - Irish
 White – any other White background
 Any other
 Not known/Not provided

Q4: Learning Difficulties/Disabilities:

I consider myself to have a learning difficulty and/or disability and/or health problem
 I do not consider myself to have a learning difficulty and/or disability and/or health problem
 No information provided

If you consider you have a learning difficulty and/or disability and/or health problem, please answer Question 5 and/or Question 6:

Q5: Disability

- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Other physical disability
- Other medical condition (for example epilepsy, asthma, diabetes)
- Emotional/behavioural difficulties
- Mental ill health
- Temporary disability after illness (for example post-viral) or accident
- Profound complex disabilities
- Multiple disabilities
- Other
- No disability
- Not known/information not provided

Q6: Learning Difficulty

- Moderate learning difficulty
- Severe learning difficulty
- Dyslexia
- Dyscalculia
- Other specific learning difficulty
- Multiple learning difficulties
- Other
- No learning difficulty
- Not known/information not provided