

Institute for the Administrative Management

Advanced Diploma in Administrative Management

ISBS is proud to offer the Advanced Diploma in Administrative Management (NQF Level 5) awarded by Institute for the Administrative Management our educational partner. This programme is delivered fully at ISBS by our experienced and professional academics. The programme is carefully designed to meet the needs of candidates and managers who wish to gain a formal qualification to enhance their achievements and prospects.

The Advanced Diploma in Administrative Management is offered by ISBS on a full time basis over a 12 to 24 months period (minimum 15 hours per week organised and supervised study). Please note that overseas students cannot take this diploma on a part time basis.

Programme Structure

The Advanced Diploma in Administrative Management is divided into 5 Units:

Unit1 : Administrative Systems in the Organisations

Unit2 : Strategic Issues in Administration

Unit3 : Administrative Management of Resources

Unit4 : Human Resource Management & Practice

Unit5 : Case Study 2 or Project Report

Assessment

Units 1 - 4 are assessed by a three hour unseen written exam. Unit 5 is assessed either by a three hour case study exam, or by 3,000 - 4,000 work based project report.

Progression

Successful completion of the Advanced Diploma leads to the BA (Hons.) in Business Management. Following completion of the Advanced Diploma students are entitled to full membership of iam.

Learning Outcomes

- Use business models to design & implement effective systems
- Understand & apply strategic decision making skills
- Apply best practice in Human Resource Management
- Use financial & project management tools
- Manage finances & other resources

Benefits to you

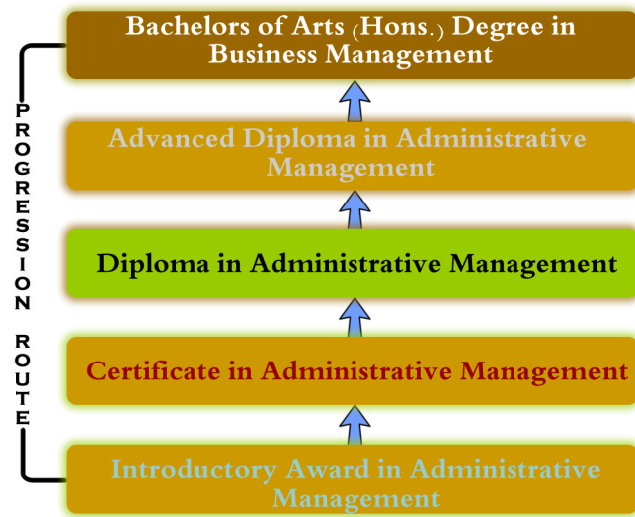
- You will gain the ability to operate comfortably and effectively at senior levels
- As a manager you will be able to use your knowledge and experience creatively to deliver organisational improvements
- Prove your ability to operate as a senior manager

Entry Requirements

The entry requirements are displayed below: (if you do not fit into any of the list please send your cv for assessment)

- ✓ This Diploma is open to anyone who has relevant Diploma level qualifications from the iam or other bodies OR
- ✓ Proven managerial work experience for a minimum of 2 years

Students applying from outside the UK where the medium of instruction is not English should also consider presenting a recognised English ability assessment such as IELTS or ToEFL.



Send your CV to admissions@isbs.org.uk for admission assessment.