

Institute for the Administrative Management

Diploma in Administrative Management

ISBS is proud to offer the Diploma in Administrative Management (NQF Level 4) 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 Diploma in Administrative Management is offered by ISBS on a full time basis over a 12 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 Diploma in Administrative Management is divided into 5 Units:

Unit1 : People in Organisations

Unit2 : Administrative Systems & Processes

Unit3 : Professional Administration

Unit4 : Information for Decision Making

Unit5 : Case Study 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

Completion of this Diploma leads to the Advanced Diploma in Administrative Management. Successful completion of the Diploma entitles students to apply as an associate member of the iam.

Benefits to you

- As a manager you will be able to manage individuals, teams and project move effectively
- Take a leading role in identifying and implementing change for the better in your organisation
- Gain the theoretical & practical understanding required by senior managers

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 at least 2 years previous work experience OR
- ✓ Relevant Certificate level qualification from the iam or other bodies

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.