



Membership Level and Fees updated November 2016

The IAM have recently reviewed membership and will be implementing new criteria for membership grading with effect from 1st January 2017 for new member applications.

Current members will be reassessed at renewal stage. The aim of this review is to allow more of our current and potential members to take full advantage of the associated benefits whilst still retaining the status and credibility that come with being a part of the IAM.

Introductory Membership

Student	<p>For those currently studying for management or business administration qualifications.</p> <p>Student membership grants access to IAM learning materials such as study guides as well as electronic access to a range of academic journals and text books that you can use to support your work.</p> <p>Students who are registered with a different awarding body will be required to supply proof of registration.</p>
Affiliate	<p>Affiliate level is suited to those who are just starting out in their career and are looking for support and advice from others within the profession.</p> <p>It is suitable for those administrators, managers, personal assistants, executive assistants and virtual assistants who do not yet have an administration or management qualification and have not yet gained 2 years' experience.</p>

Professional Membership

<p>Associate (AInstAM)</p>	<p>Associate level is intended for those looking to take their next steps up the career ladder.</p> <p>Individuals will need to submit a full CV and support their application with at least one of the following requirements:</p> <ul style="list-style-type: none"> • Evidence of having achieved a level 3+ qualification in a relevant administrative or managerial field. • Evidence of having been employed for two years or more in any business where their duties involve professional administration, and/or administrative management.
<p>Member (MInstAM)</p>	<p>At Member level you will have a wealth of sector knowledge and skills in your profession. You will be focused on developing new skills and insights as well as looking for career progression.</p> <p>Individuals will need to submit a full CV and support their application with at least one of the following requirements:</p> <ul style="list-style-type: none"> • Evidence of having achieved a level 4+ qualification (a Certificate is the minimum standard) in a relevant administrative or managerial field. • Evidence of having been employed for at least three years with a minimum of one year being a management role, within a business where their duties involved professional administration and/or administrative management. • Evidence of three years or more experience as an administrator supporting a manager (for example, EA, PA, VA or similar*) and with a minimum of one year working for a senior manager. <p><i>* job titles and posts may vary, but this is designed to cover roles that are primarily focused on working closely with managerial staff to provide administrative and/or business support, usually on a one-to-one basis.</i></p>

**Fellow
(FInstAM)**

Fellowship of the Institute of Administrative Management is the most senior grade available without invitation and is reserved for those who have reached the highest echelons in their career, demonstrating their ability to expertly carry out their professional roles and duties.

Individuals will need to submit a full CV and support their application with at least one of the following requirements:

- Evidence of having achieved a **level 6+ qualification** (a Diploma is the minimum standard) in a relevant administration, business and/or management discipline **and** of having been employed for at least **six years** with a minimum of **three years** being a management role, within a business where their duties involved professional administration and/or administrative management.
- Evidence of a significant contribution to the fields of professional administration and/or administrative management and/or business leadership judged by the IAM as commensurate to the grade.
- Evidence of having been employed for **ten years** or more at management level; with at least **three years** at senior/strategic level, within a business where their duties involved professional administration and/or administrative management.
- Evidence of **ten years** or more experience as a senior administrator supporting a manager (for example, EA, PA, VA or similar*) and with a minimum of **three years** working directly for a Chairman/Chairwoman, CEO, President, Vice President & Board Directors or equivalent.

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