

QCF exemption request form



The IAM cannot consider exemptions, or provide related advice, unless the application is made using this form and accompanied by the appropriate fee. Exemptions are considered against the criteria and list of equivalent qualifications set out in our [Exemption policy](#) document.

Please ensure you have read this document prior to completing this form.

Section A: Candidate details

Please use block letters:

Forename:	Surname:
Address (must be cardholder's address):	
Country:	Postcode/ZIP:
Telephone:	Mobile:
Email:	
Membership Number:	

Section B: Assessment(s) for which exemption is sought

Level 4 Diploma in Business and Administrative Management (QCF) (Maximum 2 assessments)

I wish to claim exemption for the following assessment(s):

Assessment	Requested (tick as appropriate)	Granted (IAM use only)
Group 1 Administrative management and systems		
Group 2 Managing operations and quality		
Group 3 Managing and developing human resources in organisations		
Group 4 Managing finance, information and knowledge		
Unit 409 Administration for executive assistants		
Unit 410 Introduction to Islamic finance		
Unit 411 Managing business facilities		
Unit 431 Management accounting: costing and budgeting		
Unit 432 Marketing intelligence		
Unit 433 The Internet and e-business		
Unit 434 Business events management		

Level 5 Diploma in Business and Administrative Management (QCF) (Maximum 2 assessments)

I wish to claim exemption for the following assessment(s):

Assessment	Requested (tick as appropriate)	Granted (IAM use only)
Group 1 Strategic administration of operations, information and finance		
Group 2 Strategic administration of human resources, knowledge and change		
Group 3 Governance, leadership and motivation		

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Group 4 Research and thinking skills for business managers		
Unit 510 Economics for business		
Unit 511 Organisational facilities management		
Unit 512 Islamic finance		
Unit 531 Financial systems and auditing		
Unit 532 Small business enterprise		
Unit 533 European business		
Unit 534 Business ethics		

Level 6 Diploma in Business and Administrative Management (QCF) (Maximum 2 assessments)

I wish to claim exemption for the following assessment(s):

Assessment	Requested (tick as appropriate)	Granted (IAM use only)
Unit 601 Strategic management		
Unit 602 The dynamics of leadership		
Unit 603 Management information systems for business		
Unit 604 Advanced finance for decision makers		
Unit 605 Marketing management in business		
Unit 606 Customer focus for strategic advantage		
Unit 607 Leadership skills		
Unit 608 Managing risk in business		

Level 6 Diploma in Business Management (QCF) (Maximum 2 assessments)

I wish to claim exemption for the following assessment(s):

Assessment	Requested (tick as appropriate)	Granted (IAM use only)
Unit 661 Strategic management		
Unit 662 The dynamics of leadership		
Unit 663 Management information systems for business		
Unit 664 Advanced finance for decision makers		
Unit 665 Marketing management in business		
Unit 666 Customer focus for strategic advantage		
Unit 667 Leadership skills		
Unit 668 Managing risk in business		
Unit 669 Business research		

Level 6 Extended Diploma in Business and Administrative Management (QCF) (Maximum 2 assessments)

I wish to claim exemption for the following assessment(s):

Assessment	Requested (tick as appropriate)	Granted (IAM use only)
Level 4 Group 1 Administrative management and systems		
Level 4 Group 2 Managing operations and quality		
Group 4 Managing finance, information and knowledge		

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Unit 647 Managing business facilities		
Level 5 Group 1 Strategic administration of operations, information and finance		
Level 5 Group 2 Strategic administration of human resources, knowledge and change		
Level 5 Group 3 Governance, leadership and motivation		
Unit 661 Strategic management		
Unit 662 The dynamics of leadership		
Unit 663 Management information systems for business		
Unit 664 Advanced finance for decision makers		
Unit 665 Marketing management in business		
Unit 666 Customer focus for strategic advantage		
Unit 667 Leadership skills		
Unit 668 Managing risk in business		
Unit 669 Business research		

Section C: Relevant qualifications

Relevant qualifications listed on the approved QCF equivalence list or approved NQF exemption list

Please include details of the qualification, along with a **qualification certificate** or **full transcript** proving completion.

Qualification title	Awarding body	Date of completion	Proof of completion attached?

Relevant qualifications not listed on the approved QCF equivalence list or approved NQF exemption list

Please include details of the qualification, along with a **qualification certificate** or **full transcript** proving completion, and supporting documents detailing the qualification (a detailed **syllabus**, and either **assessment procedures** or **sample question papers**).

Qualification title	Awarding body	Date of completion	Proof of completion attached?	Supporting documents attached?

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Section D: Payment

I am enclosing a remittance for (insert numbers):

- Level 4 assessments listed on the QCF equivalence or NQF exemption list at £40.00 each
- Level 5 assessments listed on the QCF equivalence or NQF exemption list at £50.00 each
- Level 6 assessments listed on the QCF equivalence or NQF exemption list at £60.00 each
- Level 4 assessments **not** listed on the QCF equivalence or NQF exemption list at £50.00 each
- Level 5 assessments **not** listed on the QCF equivalence or NQF exemption list at £60.00 each
- Level 6 assessments **not** listed on the QCF equivalence or NQF exemption list at £70.00 each

Total payable (£):

Debit card:

- Delta
- VISA
- Solo
- Switch

Switch only:

Issue No:
 Start Date: /

Credit card:

- VISA
- Mastercard

Card No: / / /
 Expiry Date: /
 Security No: (Last 3 numbers on reverse of card)

Signature:	Date:
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Section E: Checklist

Have you included the following materials?

Proof of completion (qualification certificate or full transcript)	
Supporting documents (syllabus, together with either assessment procedures or sample papers)	
Payment	

Return to:

Examinations Office, IAM, 6 Graphite Square, Vauxhall Walk, London, UK, SE11 5EE

Fax: +44 (0)20 7091 2619

Email: examentries@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