

The IAM Level 4 Certificate in Business and Administrative Management is ideal for managers who wish to gain skills in specific business and administrative management techniques but are unable to commit to full time education.

A choice of four distinct pathways, each leading to an individual level 4 certificate, offers learners flexibility to study units that specifically interest them. The course can be studied full or part-time and should take around six months to complete.

The qualification is accredited by the appropriate qualification Regulatory Authorities.

### **Qualification aim**

This qualification is based on the IAM's definition of administrative management, namely that the administrative management function supports organisations in planning, organising, directing and controlling their business activities across all functional areas. Thus administrative management and administrative managers have a key role in ensuring that businesses gain and maintain their competitive advantage.

### **Qualification structure**

This qualification has four distinct pathways, each consisting of two mandatory units. Each pathway leads to an individual level 4 certificate. Candidates need to achieve 25 credits to complete the qualification.

### **Assessment**

Each pathway is assessed by a synoptic examination paper. This means that two mandatory units are assessed by one assessment, and minimises the assessment burden for candidates.

### **Certification and grading**

The units are not graded individually; candidates may pass or fail. However, they will be informed of the percentage value of their achievement. On the successful completion of the full qualification they will receive a qualification certificate graded as pass, merit or distinction.

### **Fees and pricing**

For current registration fees please visit our '[IAM qualification fees and pricing](#)' section.

### **Documentation**

[Syllabus](#)