

# The Advanced Diploma in Administrative Management

## MANAGE YOUR FUTURE

The Advanced Diploma in Administrative Management has been developed for individuals who want to enhance their career prospects, gain a professional qualification and have the opportunity to progress to the final year of a degree programme. The Advanced Diploma will equip you to operate at senior levels in any organisation, allowing you to use your knowledge and experience to deliver solutions as a manager in today's business world. For more information please contact an accredited centre or visit the IAM website.

[www.instam.org](http://www.instam.org)

# The Advanced Diploma in Administrative Management

The Advanced Diploma is accredited as a Level 5 qualification by Regulatory Authorities in England, Wales and Northern Ireland. Holders of both the Diploma and Advanced Diploma are eligible for progression on to the final year of first degree programmes run by numerous universities. The qualification is assessed through externally marked examinations and assignments and can normally be completed in 1 to 2 years, depending on the time you have available.

## Administrative systems in the organisation

This unit examines the framework and tools to critically assess how the objectives and techniques of organisational improvement can be used to enhance the performance of organisational processes.

## Strategic issues in administration

This unit introduces some of the concepts of higher level business thinking and develops awareness of the contemporary issues that are essential to successful professional development.

## Human resource management and practice

This unit provides the understanding needed to effectively utilise models of personnel management and human resource management and implement leadership strategies.

## Administrative management of resources

The aim of this unit is to develop knowledge and understanding of the key principles involved in managing organisational resources and to provide an appreciation of the tools and techniques for managing finance, projects and facilities.

## Case study or project report

The case study paper is designed to test the application of knowledge and skills acquired during the course to a real life situation. Alternatively a report demonstrating the application of the same knowledge and skills within a project can be completed outside of examinations.

## NEXT STEPS

Full details of the Advanced Diploma in Administrative Management, including a detailed outline of the syllabus, fees and an application form are available from accredited centres or on the IAM website. [www.instam.org](http://www.instam.org)

## IAM Qualifications

All IAM Administrative Management qualifications offer the best possible learning experience, whether studying full time or part time:

- **Developed with employers:** Qualifications are based on research and feedback from employers
- **Flexible study modes:** Study through distance learning or at IAM accredited centres
- **Direct access to universities:** A proven route to first degree and masters degree programmes at numerous UK universities
- **Free study materials:** Written by subject experts help you through the qualification
- **Four exam sessions:** Decide how quickly you progress without the need to cram twice a year
- **Free student membership:** Be eligible for full membership of the prestigious IAM after completion



Established in 1915, the Institute of Administrative Management is the UK's leading professional body for practising and aspiring business managers at all levels. IAM members are professionals managing key operations for organisations in over 70 countries around the world. IAM qualifications and membership of the Institute will provide you with the expertise, knowledge and practical skills to sustain your competitive advantage.

