

March 2010				
Series dates	Session opens	Qualification registration deadline	Closing date for Exam entries	Publication of results
8th March 2010 Level 4 Diploma in Administrative Management Unit 1 People in Organisations Level 5 Adv. Diploma in Administrative Management Unit 1 Administrative Systems in the Organisation	14th December 2009	22nd January 2010	12th February 2010	07th May 2010
9th March 2010 Level 4 Diploma in Administrative Management Unit 2 Administrative Systems and Processes Level 5 Adv. Diploma in Administrative Management Unit 2 Strategic Issues in Administration				
10th March 2010 Level 4 Diploma in Administrative Management Unit 3 Professional Administration Level 5 Adv. Diploma in Administrative Management Unit 3 Administrative Management of Resources				
11th March 2010 Level 4 Diploma in Administrative Management Unit 4 Information for Decision Making Level 5 Adv. Diploma in Administrative Management Unit 4 Human Resource Management and Practice				
12th March 2010 Level 4 Diploma in Administrative Management Unit 5 Case Study 1 Level 5 Adv. Diploma in Administrative Management Unit 5 Case Study 2				

NB. All project reports wishing to be marked in this series must be submitted by 20th March 2010

June 2010				
Series dates	Session opens	Qualification registration deadline	Closing date for Exam entries	Publication of results
7th June 2010 Level 4 Diploma in Administrative Management Unit 1 People in Organisations Level 5 Adv. Diploma in Administrative Management Unit 1 Administrative Systems in the Organisation	5th April 2010	23rd April 2010	14th May 2010	06th August 2010
8th June 2010 Level 4 Diploma in Administrative Management Unit 2 Administrative Systems and Processes Level 5 Adv. Diploma in Administrative Management Unit 2 Strategic Issues in Administration				
9th June 2010 Level 4 Diploma in Administrative Management Unit 3 Professional Administration Level 5 Adv. Diploma in Administrative Management Unit 3 Administrative Management of Resources				
10th June 2010 Level 4 Diploma in Administrative Management Unit 4 Information for Decision Making Level 5 Adv. Diploma in Administrative Management Unit 4 Human Resource Management and Practice				
11th June 2010 Level 4 Diploma in Administrative Management Unit 5 Case Study 1 Level 5 Adv. Diploma in Administrative Management Unit 5 Case Study 2				

NB. All project reports wishing to be marked in this series must be submitted by 19th June 2010

September 2010

Series dates	Session opens	Qualification registration deadline	Closing date for Exam entries	Publication of results
6th September 2010 Level 4 Diploma in Administrative Management Unit 1 People in Organisations Level 5 Adv. Diploma in Administrative Management Unit 1 Administrative Systems in the Organisation	5 th July 2010	23 rd July 2010	13 th August 2010	05 th November 2010
7th September 2010 Level 4 Diploma in Administrative Management Unit 2 Administrative Systems and Processes Level 5 Adv. Diploma in Administrative Management Unit 2 Strategic Issues in Administration				
8th September 2010 Level 4 Diploma in Administrative Management Unit 3 Professional Administration Level 5 Adv. Diploma in Administrative Management Unit 3 Administrative Management of Resources				
9th September 2010 Level 4 Diploma in Administrative Management Unit 4 Information for Decision Making Level 5 Adv. Diploma in Administrative Management Unit 4 Human Resource Management and Practice				
10th September 2010 Level 4 Diploma in Administrative Management Unit 5 Case Study 1 Level 5 Adv. Diploma in Administrative Management Unit 5 Case Study 2				

NB. All project reports wishing to be marked in this series must be submitted by 18th September 2010

December 2010

Series dates	Session opens	Qualification registration deadline	Closing date for Exam entries	Publication of results
6th December 2010 Level 4 Diploma in Administrative Management Unit 1 People in Organisations Level 5 Adv. Diploma in Administrative Management Unit 1 Administrative Systems in the Organisation	4 th October 2010	22 nd October 2010	12 th November 2010	04 th February 2011
7th December 2010 Level 4 Diploma in Administrative Management Unit 2 Administrative Systems and Processes Level 5 Adv. Diploma in Administrative Management Unit 2 Strategic Issues in Administration				
8th December 2010 Level 4 Diploma in Administrative Management Unit 3 Professional Administration Level 5 Adv. Diploma in Administrative Management Unit 3 Administrative Management of Resources				
9th December 2010 Level 4 Diploma in Administrative Management Unit 4 Information for Decision Making Level 5 Adv. Diploma in Administrative Management Unit 4 Human Resource Management and Practice				
10th December 2010 Level 4 Diploma in Administrative Management Unit 5 Case Study 1 Level 5 Adv. Diploma in Administrative Management Unit 5 Case Study 2				

NB. All project reports wishing to be marked in this series must be submitted by 18th December 2010