

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

**NB. All project reports wishing to be marked in this series must be submitted by 20<sup>th</sup> March 2010**

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

**NB. All project reports wishing to be marked in this series must be submitted by 19<sup>th</sup> June 2010**

## September 2010

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

**NB. All project reports wishing to be marked in this series must be submitted by 18<sup>th</sup> September 2010**

## December 2010

Session dates	Session opens	Qualification registration deadline	Closing date for Exam entries	Publication of results
<b>6<sup>th</sup> December 2010</b> <b>Level 4 Diploma in Administrative Management</b> Unit 1 People in Organisations <b>Level 5 Adv. Diploma in Administrative Management</b> Unit 1 Administrative Systems in the Organisation	4 <sup>th</sup> October 2010	22 <sup>nd</sup> October 2010	12 <sup>th</sup> November 2010	11 <sup>th</sup> February 2011
<b>7<sup>th</sup> December 2010</b> <b>Level 4 Diploma in Administrative Management</b> Unit 2 Administrative Systems and Processes <b>Level 5 Adv. Diploma in Administrative Management</b> Unit 2 Strategic Issues in Administration				
<b>8<sup>th</sup> December 2010</b> <b>Level 4 Diploma in Administrative Management</b> Unit 3 Professional Administration <b>Level 5 Adv. Diploma in Administrative Management</b> Unit 3 Administrative Management of Resources				
<b>9<sup>th</sup> December 2010</b> <b>Level 4 Diploma in Administrative Management</b> Unit 4 Information for Decision Making <b>Level 5 Adv. Diploma in Administrative Management</b> Unit 4 Human Resource Management and Practice				
<b>10<sup>th</sup> December 2010</b> <b>Level 4 Diploma in Administrative Management</b> Unit 5 Case Study 1 <b>Level 5 Adv. Diploma in Administrative Management</b> Unit 5 Case Study 2				

**NB. All project reports wishing to be marked in this series must be submitted by 18<sup>th</sup> December 2010**