

## iam Certificate in Administrative Management

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### Guidance

#### Delivery

Delivery of the programme has to be within the 120 learning hours. Centres should decide how they will deliver the programme. It is recommended that the learning hours are made up from

These might be for example

- Face to face teaching - 40
- Reading of study guide - 30
- Completion of Learning Diary - 20
- Completion of Project Report - 20
- Individual Research - 10

Centres have the flexibility to include the face to face teaching at weekends and over the summer holidays.

#### Assessment

Candidates are assessed through:

- Learning Diary
- Project Report

Centres should read all the relevant documentation and follow the process. The Learning Diary/Portfolio Assessment Guidance shows the areas for assessment and what is deemed to be a pass. This should be completed by the assessor. The Project report Guidance give centres and student guidance about how the work is marked. This can be found at:

[www.instam.org/student\\_info/assessment.html](http://www.instam.org/student_info/assessment.html)

The results of these assessments should be placed on the individual candidate assessment record along with the mentor's comments if available.

Centres should send to **iam** office the following documents:

- Candidate individual assessment record
- Centre candidate assessment results
- 10% of Learning Diaries and Project Reports

Results cannot be released until the **iam** has received all paper work and moderation has been completed

## Introductory Award Process

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| Centres Apply for to Deliver <b>iam</b> Introductory Award      |  |
| Centres sent Introductory Award Documentation                   |  |
| Students Apply for <b>iam</b> Introductory Award                |  |
| Students sent student Introductory Award Documentation          |  |
| Centres Deliver the Programme                                   |  |
| Students Discuss Learning Diary with Mentor (Where Appropriate) | Students Complete Multiple Choice Questions                  |
| Students Complete Learning Diary                                | Tutors Mark Question Papers                                  |
| Tutors Mark Learning Diary                                      | Assessment Paperwork Completed                               |
| Assessment Paperwork Completed                                  | 10% sent to <b>iam</b> Head Office with Assessment Paperwork |
| 10% sent to <b>iam</b> Head Office with Assessment Paperwork    |  |
| <b>iam</b> send for Moderation                                  |  |
| Centres informed that Moderation Complete                       |  |
| Certificates Awarded to Students                                |  |