

## Entry Form for Examinations on: 8<sup>th</sup>-12<sup>th</sup> June 2009 (Candidates studying at Centres)

The completed form must be returned to your centre by the date they specify in order to reach the **iam** by the closing date of the **15<sup>th</sup> May 2009**. Please note that there is **no** possibility of late entrance to examinations.

**Name:**

**Contact details:**

email:	Telephone:
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**Membership Number:**

Please indicate below all examinations you wish to sit:

### Diploma in Administration for Executive Assistants

- Understanding Management** Monday 8<sup>th</sup> June 2009 (09.30 – 12.30)
- Administration in Organisations** Tuesday 9<sup>th</sup> June 2009 (09.30 – 12.30)
- Effective Communication in Organisations** Wednesday 10<sup>th</sup> June 2009 (09.30 – 12.30)
- Administration for Executive Support** Thursday 11<sup>th</sup> June 2009 (09.30 – 12.30)
- Case Study 1** Friday 12<sup>th</sup> June 2009 (09.30 – 12.30)
- Project Report 1** to be submitted to **your centre** by 12<sup>th</sup> June 2009

### Diploma in Administrative Management

- People in Organisations** Monday 8<sup>th</sup> June 2009 (09.30 – 12.30)
- Administrative Systems and Processes** Tuesday 9<sup>th</sup> June 2009 (09.30 – 12.30)
- Professional Administration** Wednesday 10<sup>th</sup> June 2009 (09.30 – 12.30)
- Information for Decision Making** Thursday 11<sup>th</sup> June 2009 (09.30 – 12.30)
- Case Study 1** Friday 12<sup>th</sup> June 2009 (09.30 – 12.30)
- Project Report 1** to be submitted to **your centre** by 12<sup>th</sup> June 2009

### Advanced Diploma in Administrative Management

- Administrative Systems in the Organisation** Monday 8<sup>th</sup> June 2009 (09.30 – 12.30)
- Strategic Issues in Administration** Tuesday 9<sup>th</sup> June 2009 (09.30 – 12.30)
- Administrative Management of Resources** Wednesday 10<sup>th</sup> June 2009 (09.30 – 12.30)
- HR Management & Practice** Thursday 11<sup>th</sup> June 2009 (09.30 – 12.30)
- Case Study 2** Friday 12<sup>th</sup> June 2009 (09.30 – 12.30)
- Project Report 2** to be submitted to **your centre** by 12<sup>th</sup> June 2009

**Case Studies**

The scenarios for Case Studies for both Diplomas and the Advanced Diploma will be available in the examinations section of the website from 13<sup>th</sup> February 2009. Candidates are responsible for reading the relevant scenarios before the examination.

**Admission Slips**

All centres will be sent admission slips for their candidates confirming examination entry by 29<sup>th</sup> May 2009. Candidates who have not received an admission slip by this date, or who require any assistance or further information about entering examinations, should contact their centre directly.

**I am enclosing a remittance for (insert numbers):**

- |                      |                                |
|----------------------|--------------------------------|
| <input type="text"/> | ___ Examinations @ £45.00 each |
| <input type="text"/> | ___ Case Studies @ £55.00 each |

**Your completed entry form and remittance should be returned directly to your centre, and NOT to the iam.**