



<b>March 2009</b>				
<b>Session dates</b>	<b>Session opens</b>	<b>Qualification registration deadline</b>	<b>Closing date for applications</b>	<b>Publication of results</b>
<p><b>9<sup>th</sup> March 2009</b>  <b>Level 4 Diploma for Administrative Executive Assistants</b>                      Unit 1 Understanding Management  <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</p>	<p><b>15<sup>th</sup> December 2008</b></p>	<p><b>31<sup>st</sup> January 2009</b></p>	<p><b>13<sup>th</sup> February 2009</b></p>	<p><b>8<sup>th</sup> May 2009</b></p>
<p><b>10<sup>th</sup> March 2009</b>  <b>Level 4 Diploma for Administrative Executive Assistants</b>                      Unit 2 Administration in Organisations  <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</p>				
<p><b>11<sup>th</sup> March 2009</b>  <b>Level 4 Diploma for Administrative Executive Assistants</b>                      Unit 3 Effective Communication in Organisations  <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</p>				

<b>March 2009 continued</b>				
<b>Session dates</b>	<b>Session opens</b>	<b>Qualification registration deadline</b>	<b>Closing date for applications</b>	<b>Publication of results</b>
<b>12<sup>th</sup> March 2009</b> <b>Level 4 Diploma for Administrative Executive Assistants</b> Unit 4 Administration for Executive Support <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>15<sup>th</sup> December 2008</b>	<b>31<sup>st</sup> January 2009</b>	<b>13<sup>th</sup> February 2009</b>	<b>8<sup>th</sup> May 2009</b>
<b>13<sup>th</sup> March 2009</b> <b>Level 4 Diploma for Administrative Executive Assistants</b> Unit 5 Case Study <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 2009**



June 2009				
Session dates	Session opens	Qualification registration deadline	Closing date for applications	Publication of results
<p><b>8<sup>th</sup> June 2009</b>  <b>Level 4 Diploma for Administrative Executive Assistants</b>                      Unit 1 Understanding Management  <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</p>	6 <sup>th</sup> April 2009	30 <sup>th</sup> April 2009	15 <sup>th</sup> May 2009	7 <sup>th</sup> August 2009
<p><b>9<sup>th</sup> June 2009</b>  <b>Level 4 Diploma for Administrative Executive Assistants</b>                      Unit 2 Administration in Organisations  <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</p>				
<p><b>10<sup>th</sup> June 2009</b>  <b>Level 4 Diploma for Administrative Executive Assistants</b>                      Unit 3 Effective Communication in Organisations  <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</p>				



<b>June 2009 continued</b>				
<b>Session dates</b>	<b>Session opens</b>	<b>Qualification registration deadline</b>	<b>Closing date for applications</b>	<b>Publication of results</b>
<b>11<sup>th</sup> June 2009</b> <b>Level 4 Diploma for Administrative Executive Assistants</b> Unit 4 Administration for Executive Support <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>6<sup>th</sup> April 2009</b>	<b>30<sup>th</sup> April 2009</b>	<b>15<sup>th</sup> May 2009</b>	<b>7<sup>th</sup> August 2009</b>
<b>12<sup>th</sup> June 2009</b> <b>Level 4 Diploma for Administrative Executive Assistants</b> Unit 5 Case Study <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 2009**



<b>September 2009</b>				
<b>Session dates</b>	<b>Session opens</b>	<b>Qualification registration deadline</b>	<b>Closing date for applications</b>	<b>Publication of results</b>
<b>7<sup>th</sup> September 2009</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	6 <sup>th</sup> July 2009	31 <sup>st</sup> July 2009	14 <sup>th</sup> August 2009	13 <sup>th</sup> November 2009
<b>8<sup>th</sup> September 2009</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> September 2009</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> September 2009</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> September 2009</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 2009**



<b>December 2009</b>				
<b>Session dates</b>	<b>Session opens</b>	<b>Qualification registration deadline</b>	<b>Closing date for applications</b>	<b>Publication of results</b>
<b>7<sup>th</sup> December 2009</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> October 2009	30 <sup>th</sup> October 2009	20 <sup>th</sup> November 2009	14 <sup>th</sup> February 2010
<b>8<sup>th</sup> December 2009</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> December 2009</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> December 2009</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> December 2009</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 2009**