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## **IAM Centre guidance series**

### **Exemption policy**

**October 2011**



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# Exemption policy



The IAM operates an exemption scheme, offering students recognition for other relevant academic or professional qualifications they may hold.

It is possible to obtain exemption from individual assessments within the following IAM QCF qualifications:

- Level 4 Diploma in Business and Administrative Management (QCF)
- Level 5 Diploma in Business and Administrative Management (QCF)
- Level 6 Diploma in Business and Administrative Management (QCF)
- Level 6 Extended Diploma in Business and Administrative Management (QCF)

Holders of qualifications on either the approved QCF equivalence list or the approved exemption list are entitled to submit an application for exemption against relevant IAM assessments as specified, using the exemption request form.

The IAM will also consider applications for exemption from students who hold other qualifications not listed on either approved list, provided they are from a reputable awarding body and both the level and content of the syllabus matches those of the relevant IAM qualification.

If an exemption application is successful, then the applicant will be exempt from assessment on the IAM unit(s) specified. The applicant will be notified of the outcome of the application, and any unit(s) for which exemption has been granted will be listed on the official transcript as 'EXEMPTION' upon completion of the qualification.

Any successful exemption application will entail payment of the exemption fee for all assessment exemptions granted, set at a level which reflects the following factors:

- the level of the assessment and the corresponding assessment fee
- the administration cost to the IAM of processing the exemption application

If an exemption application is unsuccessful, the applicant will be notified and no exemption fee will be charged.

The IAM will not award credit certificates for IAM units against which a student has obtained exemption, as the student has not completed any IAM assessment for such units.

The IAM will also consider applications from educational institutions or examining bodies whose courses and assessment methods might also satisfy the IAM's criteria for exemption. Once such an exemption has been approved by the IAM, students successfully completing the qualification may apply for exemption individually.

In line with current best practice, the IAM will only permit the maximum number of exemptions shown in the following table:

Qualification	Exemptions allowed
Level 4 Diploma in Business and Administrative Management (QCF)	2
Level 5 Diploma in Business and Administrative Management (QCF)	2
Level 6 Diploma in Business and Administrative Management (QCF)	2
Level 6 Extended Diploma in Business and Administrative Management (QCF)	2

## Exemption policy



Any exemption must be granted by the IAM, in writing, before the applicant enters to sit the IAM assessment concerned. No exemptions can be granted against assessments which the applicant has previously taken and failed.

Candidates who have been granted exemptions cannot obtain overall distinction for any qualification, as the rules regarding overall distinction state that the candidate must achieve all modules by examination or other assessment appropriate to the modules, administered by the IAM.

Where the exemption policy indicates that the achieved unit allows exemption from more than one assessment, applicants must select which assessment they wish to request exemption for.

No exemption is valid until the applicant has registered with the IAM and paid the appropriate exemption fee in full. The above does not affect the fast track route, collaborative award schemes or other published and agreed special arrangements.

The IAM's decision on exemptions is final.

# Applying for exemption



Applications for exemption on the grounds of academic or professional qualifications already obtained must be supported by photocopies of the relevant documents. Original documents must not be submitted.

It is essential that the applicant provides all the necessary information. Any form that is not fully completed will be returned to the applicant for further details and this will delay a decision.

## Using a qualification from the approved QCF equivalence list or approved NQF exemption list

All applications for exemption must be made using the IAM's exemption request form.

Applicants should complete Section C of the exemption request form, and include:

- qualification details (including the qualification title, the awarding body and the date of completion)
- proof of qualification (either a qualification certificate or full transcript)
- payment of the exemption fee

## Using a qualification not currently on the approved QCF equivalence list or approved NQF exemption list

If the qualification held by the applicant is not listed on either of the approved lists, the IAM will consider this qualification on an individual basis.

Applicants should complete Section C of the exemption request form, and include:

- qualification details (including the qualification title, the awarding body and the date of completion)
- proof of qualification (either a qualification certificate or a full transcript)
- supporting documents detailing the qualification (a detailed syllabus, together with either assessment procedures or sample question papers)
- payment of the exemption fee

Please contact the IAM for further details.

# Exemption fees



## Using a qualification from the approved QCF equivalence list or approved NQF exemption list

Exemption fees charged to applicants using a qualification from either of the approved lists correspond to the assessment fee for each IAM assessment.

Level 4 Diploma in Business and Administrative Management (QCF)

- **£40.00** per assessment (all assessments)

Level 5 Diploma in Business and Administrative Management (QCF)

- **£50.00** per assessment (all assessments)

Level 6 Diploma in Business and Administrative Management (QCF)

- **£60.00** per assessment (all assessments)

Level 6 Extended Diploma in Business and Administrative Management (QCF)

- **£40.00** per assessment (Unit 641/642, Unit 643/644, Unit 645/646 or Unit 647)
- **£50.00** per assessment (Unit 651/652/653, Unit 654/655/656 or Unit 657/658)
- **£60.00** per assessment (Unit 661, Unit 662, Unit 663, Unit 664, Unit 665, Unit 666, Unit 667, Unit 668 or Unit 669)

## Using a qualification not currently on the approved QCF equivalence list or approved NQF exemption list

Exemption fees charged to applicants using a qualification which is not listed on either approved list include a £10 surcharge, which reflects the increased cost of processing the application.

Level 4 Diploma in Business and Administrative Management (QCF)

- **£50.00** per assessment (all assessments)

Level 5 Diploma in Business and Administrative Management (QCF)

- **£60.00** per assessment (all assessments)

Level 6 Diploma in Business and Administrative Management (QCF)

- **£70.00** per assessment (all assessments)

Level 6 Extended Diploma in Business and Administrative Management (QCF)

- **£50.00** per assessment (Unit 641/642, Unit 643/644, Unit 645/646 or Unit 647)
- **£60.00** per assessment (Unit 651/652/653, Unit 654/655/656 or Unit 657/658)
- **£70.00** per assessment (Unit 661, Unit 662, Unit 663, Unit 664, Unit 665, Unit 666, Unit 667, Unit 668 or Unit 669)

# Approved QCF equivalence list



The IAM and other awarding bodies are constantly updating their syllabus, so the equivalences listed are liable to change. The IAM will review its decision as changes occur. For this reason the following exemptions should be considered as a guideline only.

## IAM QCF assessments

<b>Level 4 Diploma in Business and Administrative Management (QCF)</b>	<b>Abbreviation</b>
Group 1 Administrative management and systems	L4G1
Group 2 Managing operations and quality	L4G2
Group 3 Managing and developing human resources in organisations	L4G3
Group 4 Managing finance, information and knowledge	L4G4
Unit 409 Administration for executive assistants	U409
Unit 410 Introduction to Islamic finance	U410
Unit 411 Managing business facilities	U411/U647
Unit 431 Management accounting: costing and budgeting	U431
Unit 432 Marketing intelligence	U432
Unit 433 The Internet and e-business	U433
Unit 434 Business events management	U434

<b>Level 5 Diploma in Business and Administrative Management (QCF)</b>	<b>Abbreviation</b>
Group 1 Strategic administration of operations, information and finance	L5G1
Group 2 Strategic administration of human resources, knowledge and change	L5G2
Group 3 Governance, leadership and motivation	L5G3
Group 4 Research and thinking skills for business managers	L5G4
Unit 510 Economics for business	U510
Unit 511 Organisational facilities management	U511
Unit 512 Islamic finance	U512
Unit 531 Financial systems and auditing	U531
Unit 532 Small business enterprise	U532
Unit 533 European business	U533
Unit 534 Business ethics	U534

<b>Level 6 Diploma in Business and Administrative Management (QCF)</b>	<b>Abbreviation</b>
Unit 601 Strategic management	U601/U661
Unit 602 The dynamics of leadership	U602/U662
Unit 603 Management information systems for business	U603/U663
Unit 604 Advanced finance for decision makers	U604/U664
Unit 605 Marketing management in business	U605/U665
Unit 606 Customer focus for strategic advantage	U606/U666
Unit 607 Leadership skills	U607/U667
Unit 608 Managing risk in business	U608/U668

# Approved QCF equivalence list



Level 6 Extended Diploma in Business and Administrative Management (QCF)	Abbreviation
Unit 641 Fundamentals of administrative management Unit 642 Administrative systems	L4G1
Unit 643 Managing operations Unit 644 Managing quality	L4G2
Unit 645 Managing information and knowledge Unit 646 Finance for administrative managers	L4G4
Unit 647 Managing business facilities	U411/U647
Unit 651 Operations management Unit 652 Information for strategic decision making Unit 653 Advanced finance for business managers	L5G1
Unit 654 Organisational analysis and change Unit 655 Human resource management Unit 656 Knowledge management strategy	L5G2
Unit 657 The context of corporate governance Unit 658 Leadership, motivation and group dynamics	L5G3
Unit 661 Strategic management	U601/U661
Unit 662 The dynamics of leadership	U602/U662
Unit 663 Management information systems for business	U603/U663
Unit 664 Advanced finance for decision makers	U604/U664
Unit 665 Marketing management in business	U605/U665
Unit 666 Customer focus for strategic advantage	U606/U666
Unit 667 Leadership skills	U607/U667
Unit 668 Managing risk in business	U608/U668
Unit 669 Business research	U669

## QCF units equivalent to IAM QCF assessments

ABE Level 4 Diploma in Business Management (QCF) 500/8792/7	Equivalence
D/601/3707 Accounting for financial managers	U431

ABE Level 5 Diploma in Business Management (Higher) (QCF) 500/8762/9	Equivalence
M/502/4796 Financial accounting <b>AND</b> K/502/4800 Quantitative methods for business management <b>AND</b> H/601/3627 Systems management and internal financial controls	L5G1
F/502/4804 Human resource management <b>AND</b> J/502/4805 Marketing policy, planning and communication <b>AND</b> H/502/4794 Organisational behaviour	L5G2
A/502/4798 Economics for business	U510
M/502/4796 Financial accounting <b>AND</b> H/601/3627 Systems management and internal financial controls	U531
A/502/9953 Entrepreneurship and business development	U532

CMI Level 4 Award in Management and Leadership (QCF) 500/5685/2 CMI Level 4 Certificate in Management and Leadership (QCF) 500/5661/X	Equivalence
R/502/2118 An introduction to managerial style <b>AND</b> T/502/2158 Introducing organisational culture, values and behaviour	L4G3



# Approved QCF equivalence list



R/502/2118 An introduction to managerial style <b>AND</b> A/502/2159 Managing team dynamics	L4G3
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<b>CMI Level 4 Diploma in Management and Leadership (QCF) 500/5686/4</b>	<b>Equivalence</b>
R/502/2118 An introduction to managerial style <b>AND</b> T/502/2158 Introducing organisational culture, values and behaviour	L4G3
R/502/2118 An introduction to managerial style <b>AND</b> A/502/2159 Managing team dynamics	L4G3
T/502/2158 Introducing organisational culture, values and behaviour <b>AND</b> T/501/5033 Personal development as a manager and leader	L4G3
A/502/2159 Managing team dynamics <b>AND</b> T/501/5033 Personal development as a manager and leader	L4G3

<b>CMI Level 5 Diploma in Management and Leadership (QCF) 500/4210/5</b>	<b>Equivalence</b>
Y/501/5039 Financial control <b>AND</b> A/501/5034 Information based decision making <b>AND</b> L/502/2179 Managerial decision making <b>AND</b> L/501/5037 Meeting stakeholder and quality needs	L5G1
Y/501/5042 Human resource development <b>AND</b> F/501/5035 Performance management <b>AND</b> A/502/2176 Managerial networks <b>AND</b> M/502/2174 Managing the change process	L5G2
K/502/2173 Ethical organisational management <b>AND</b> D/601/2878 Organisational corporate social responsibility	U534

<b>ILM Level 4 Certificate in Leadership and Management Skills (QCF) 600/2271/1</b> <b>ILM Level 4 Diploma in Leadership and Management (QCF) 600/2273/5</b>	<b>Equivalence</b>
A/501/3896 Developing leadership through practical activities <b>AND</b> Y/501/8216 Developing your leadership styles <b>AND</b> K/501/3294 Managing stress and conflict in the organisation <b>AND</b> T/501/3282 Understanding the management role <b>AND</b>	L4G3
H/503/2698 Data collection and analysis to justify management decision-making <b>AND</b> H/501/8204 Understanding accounting for management control <b>AND</b> A/501/3302 Understanding financial management <b>AND</b> J/501/8213 Using quantitative methods to solve management problems	L4G4
J/501/3304 Managing a healthy and safe environment <b>AND</b> A/501/8189 Managing and implementing change in the workplace	U411
R/501/8179 Managing risk in the workplace <b>AND</b> A/501/8189 Managing and implementing change in the workplace	U411
H/501/8204 Understanding accounting for management control <b>AND</b> A/501/3302 Understanding financial management	U431
D/503/2697 Managing marketing activities <b>AND</b> F/501/8212 Understanding the importance of marketing for an organisation	U432

<b>ILM Level 4 Certificate in Management (QCF) 600/2274/7</b> <b>ILM Level 4 Diploma in Management (QCF) 600/2275/9</b>	<b>Equivalence</b>
H/503/2698 Data collection and analysis to justify management decision-making <b>AND</b> H/501/8204 Understanding accounting for management control <b>AND</b> A/501/3302 Understanding financial management <b>AND</b> J/501/8213 Using quantitative methods to solve management problems	L4G4

## Approved QCF equivalence list



J/501/3304 Managing a healthy and safe environment <b>AND</b> A/501/8189 Managing and implementing change in the workplace	U411
R/501/8179 Managing risk in the workplace <b>AND</b> A/501/8189 Managing and implementing change in the workplace	U411
H/501/8204 Understanding accounting for management control <b>AND</b> A/501/3302 Understanding financial management	U431
D/503/2697 Managing marketing activities <b>AND</b> F/501/8212 Understanding the importance of marketing for an organisation	U432

# Approved NQF exemption list



The IAM and other awarding bodies are constantly updating their syllabus, so the equivalences listed are liable to change. The IAM will review its decision as changes occur. For this reason the following exemptions should be considered as a guideline only.

## IAM QCF assessments

<b>Level 4 Diploma in Business and Administrative Management (QCF)</b>	<b>Abbreviation</b>
Group 1 Administrative management and systems	L4G1
Group 2 Managing operations and quality	L4G2
Group 3 Managing and developing human resources in organisations	L4G3
Group 4 Managing finance, information and knowledge	L4G4
Unit 409 Administration for executive assistants	U409
Unit 410 Introduction to Islamic finance	U410
Unit 411 Managing business facilities	U411/U647
Unit 431 Management accounting: costing and budgeting	U431
<b>Unit 432 Marketing intelligence</b>	<b>U432</b>
Unit 433 The Internet and e-business	U433
Unit 434 Business events management	U434

<b>Level 5 Diploma in Business and Administrative Management (QCF)</b>	<b>Abbreviation</b>
Group 1 Strategic administration of operations, information and finance	L5G1
Group 2 Strategic administration of human resources, knowledge and change	L5G2
Group 3 Governance, leadership and motivation	L5G3
Group 4 Research and thinking skills for business managers	L5G4
Unit 510 Economics for business	U510
Unit 511 Organisational facilities management	U511
Unit 512 Islamic finance	U512
Unit 531 Financial systems and auditing	U531
Unit 532 Small business enterprise	U532
Unit 533 European business	U533
Unit 534 Business ethics	U534

<b>Level 6 Diploma in Business and Administrative Management (QCF)</b>	<b>Abbreviation</b>
Unit 601 Strategic management	U601/U661
Unit 602 The dynamics of leadership	U602/U662
Unit 603 Management information systems for business	U603/U663
Unit 604 Advanced finance for decision makers	U604/U664
Unit 605 Marketing management in business	U605/U665
Unit 606 Customer focus for strategic advantage	U606/U666
Unit 607 Leadership skills	U607/U667
Unit 608 Managing risk in business	U608/U668

## Approved NQF exemption list



Level 6 Extended Diploma in Business and Administrative Management (QCF)	Abbreviation
Unit 641 Fundamentals of administrative management Unit 642 Administrative systems	L4G1
Unit 643 Managing operations Unit 644 Managing quality	L4G2
Unit 645 Managing information and knowledge Unit 646 Finance for administrative managers	L4G4
Unit 647 Managing business facilities	U411/U647
Unit 651 Operations management Unit 652 Information for strategic decision making Unit 653 Advanced finance for business managers	L5G1
Unit 654 Organisational analysis and change Unit 655 Human resource management Unit 656 Knowledge management strategy	L5G2
Unit 657 The context of corporate governance Unit 658 Leadership, motivation and group dynamics	L5G3
Unit 661 Strategic management	U601/U661
Unit 662 The dynamics of leadership	U602/U662
Unit 663 Management information systems for business	U603/U663
Unit 664 Advanced finance for decision makers	U604/U664
Unit 665 Marketing management in business	U605/U665
Unit 666 Customer focus for strategic advantage	U606/U666
Unit 667 Leadership skills	U607/U667
Unit 668 Managing risk in business	U608/U668
Unit 669 Business research	U669

## NQF units eligible for exemption against IAM QCF assessments

City & Guilds Level 4 Higher Professional Diploma in Business Administration 100/5316/5	Exemption
H/103/2529 Business organisation	L4G1
D/103/2531 The organisational environment	L4G1
K/102/9194 Leading and developing a work team	L4G3
M/101/6978 Personal and professional development	L4G3
L/103/2539 Planning and organising formal meetings	L4G3
F/103/2540 Recruiting, selecting and developing new staff	L4G3
H/103/2532 Analysing and presenting quantitative data	L4G4
M/103/2534 Financial appraisal and accountability	L4G4
F/101/6967 Financial management	L4G4
Y/103/2530 Using information systems in business administration	L4G4

City & Guilds Level 4 NVQ in Business and Administration 100/5219/7 EDI Level 4 NVQ in Business and Administration 100/5310/4 OCR Level 4 NVQ in Business Administration 100/5200/8 SQA Level 4 SVQ in Business and Administration	Exemption
Y/103/1670 Create and manage information	L4G1
F/103/1629 Carry out your responsibilities at work	L4G3

# Approved NQF exemption list



R/103/1599 Develop productive working relationships with colleagues and stakeholders	L4G3
H/103/1669 Evaluate internal and external factors and promote partnership working	L4G3
H/103/1588 Provide leadership in your area of responsibility	L4G3
T/103/1630 Work within your business environment	L4G3
D/103/1668 Inform and facilitate corporate decision making	L4G4
Y/103/1667 Monitor and review the implementation of corporate objectives, strategies and policies	L4G4

<b>CMI Level 3 Certificate in Management 100/1823/2</b>	<b>Exemption</b>
L/101/1612 Developing people and planning work	L4G3
L/101/1609 Using and controlling resources	L4G3
A/101/1606 Managing information and communicating for results	L4G4

<b>CMI Level 5 Diploma in Management 100/5394/3</b>	<b>Exemption</b>
F/103/3025 Effective communication and information management	L5G1

<b>Edexcel Level 5 BTEC Higher National Diploma in Facilities Management 100/3479/1</b> <b>Edexcel Level 5 BTEC Professional Award in Management Studies 100/4327/5,</b> 100/4326/3, 100/4325/1	<b>Exemption</b>
T/102/6380 Managing activities	L4G3, L5G1
M/102/6376 Communications at work	L4G4
J/102/6383 Decision making and taking	L4G4
K/102/6392 Introducing strategy	L4G4

<b>ILM Level 3 Certificate in First Line Management 100/1731/8</b>	<b>Exemption</b>
D/101/1128 Developing people	L4G3
H/101/1129 Managing people	L4G3
D/101/1131 Managing information	L4G4

<b>LCM Level 4 Higher Diploma in Business Management &amp; Marketing 500/8113/5</b> <b>LCM Level 4 Higher Diploma in Entrepreneurship &amp; Marketing 500/8376/4</b> <b>LCM Level 4 Higher Diploma in Human Resource Development &amp; Marketing</b> 500/8374/0 <b>LCM Level 4 Higher Diploma in Public Relations &amp; Marketing 500/8367/3</b> <b>LCM Level 4 Higher Diploma in Sales &amp; Marketing Management 500/8077/5</b> <b>LCM Level 4 Higher Diploma in Travel &amp; Tourism Marketing 500/8375/2</b>	<b>Exemption</b>
L/600/9460 Brands and branding	U432
H/600/9383 Integrated marketing communications	U432
Y/600/9381 Social marketing	U432

# QCF exemption request form



The IAM cannot consider exemptions, or provide related advice, unless the application is made using this form and accompanied by the appropriate fee. Exemptions are considered against the criteria and list of equivalent qualifications set out in our [Exemption policy](#) document.

**Please ensure you have read this document prior to completing this form.**

## Section A: Candidate details

Please use block letters:

<b>Forename:</b>	<b>Surname:</b>
<b>Address</b> (must be cardholder's address):	
Country:	Postcode/ZIP:
Telephone:	Mobile:
Email:	
<b>Membership Number:</b>	

## Section B: Assessment(s) for which exemption is sought

**Level 4 Diploma in Business and Administrative Management (QCF)** (Maximum 2 assessment exemptions)

I wish to claim exemption for the following assessment(s):

<b>Assessment</b>	<b>Requested</b> (tick as appropriate)	<b>Granted</b> (IAM use only)
Group 1 Administrative management and systems		
Group 2 Managing operations and quality		
Group 3 Managing and developing human resources in organisations		
Group 4 Managing finance, information and knowledge		
Unit 409 Administration for executive assistants		
Unit 410 Introduction to Islamic finance		
Unit 411 Managing business facilities		
Unit 431 Management accounting: costing and budgeting		
Unit 432 Marketing intelligence		
Unit 433 The Internet and e-business		
Unit 434 Business events management		

# QCF exemption request form



## Level 5 Diploma in Business and Administrative Management (QCF) (Maximum 2 assessment exemptions)

I wish to claim exemption for the following assessment(s):

Assessment	Requested (tick as appropriate)	Granted (IAM use only)
Group 1 Strategic administration of operations, information and finance		
Group 2 Strategic administration of human resources, knowledge and change		
Group 3 Governance, leadership and motivation		
Group 4 Research and thinking skills for business managers		
Unit 510 Economics for business		
Unit 511 Organisational facilities management		
Unit 512 Islamic finance		
Unit 531 Financial systems and auditing		
Unit 532 Small business enterprise		
Unit 533 European business		
Unit 534 Business ethics		

## Level 6 Diploma in Business and Administrative Management (QCF) (Maximum 2 assessment exemptions)

I wish to claim exemption for the following assessment(s):

Assessment	Requested (tick as appropriate)	Granted (IAM use only)
Unit 601 Strategic management		
Unit 602 The dynamics of leadership		
Unit 603 Management information systems for business		
Unit 604 Advanced finance for decision makers		
Unit 605 Marketing management in business		
Unit 606 Customer focus for strategic advantage		
Unit 607 Leadership skills		
Unit 608 Managing risk in business		

# QCF exemption request form



## Level 6 Extended Diploma in Business and Administrative Management (QCF) (Maximum 2 assessment exemptions)

I wish to claim exemption for the following assessment(s):

Assessment	Requested (tick as appropriate)	Granted (IAM use only)
Unit 641 Fundamentals of administrative management Unit 642 Administrative systems		
Unit 643 Managing operations Unit 644 Managing quality		
Unit 645 Managing information and knowledge Unit 646 Finance for administrative managers		
Unit 647 Managing business facilities		
Unit 651 Operations management Unit 652 Information for strategic decision making Unit 653 Advanced finance for business managers		
Unit 654 Organisational analysis and change Unit 655 Human resource management Unit 656 Knowledge management strategy		
Unit 657 The context of corporate governance Unit 658 Leadership, motivation and group dynamics		
Unit 661 Strategic management		
Unit 662 The dynamics of leadership		
Unit 663 Management information systems for business		
Unit 664 Advanced finance for decision makers		
Unit 665 Marketing management in business		
Unit 666 Customer focus for strategic advantage		
Unit 667 Leadership skills		
Unit 668 Managing risk in business		
Unit 669 Business research		

## Section C: Relevant qualifications

### Relevant qualifications listed on the approved QCF equivalence list or approved NQF exemption list

Please include details of the qualification, along with a **qualification certificate** or **full transcript** proving completion.

Qualification title	Awarding body	Date of completion	Proof of completion attached?



# QCF exemption request form



## Relevant qualifications not listed on the approved QCF equivalence list or approved NQF exemption list

Please include details of the qualification, along with a **qualification certificate** or **full transcript** proving completion, and supporting documents detailing the qualification (a detailed **syllabus**, and either **assessment procedures** or **sample question papers**).

Qualification title	Awarding body	Date of completion	Proof of completion attached?	Supporting documents attached?

## Section D: Payment

I enclose a remittance for: £ \_\_\_\_\_

### Debit card:

<input type="checkbox"/> Delta	<input type="checkbox"/> Solo
<input type="checkbox"/> VISA	<input type="checkbox"/> Switch

### Switch only:

Issue No:  /

Start Date:  /

### Credit card:

VISA  Mastercard

Card No:  /  /  /

Expiry Date:  /

Security No:  (Last 3 numbers on reverse of card)

Signature: .....

Date: .....

## Section E: Checklist

Have you included the following materials?

Proof of completion (qualification certificate or full transcript)	
Supporting documents (syllabus, together with either assessment procedures or sample papers)	
Payment	

### Return to:

Examinations Office, IAM, 6 Graphite Square, Vauxhall Walk, London, UK, SE11 5EE  
 Fax: +44 (0)20 7091 2619  
 Email: [examentries@instam.org](mailto:examentries@instam.org)

*Your order represents an offer to us to purchase a product and/or service which is accepted by us when we have dispatched the product and/or service to you. You have the right to cancel your order within seven working days of delivery (starting the day after you receive the goods or the day after the contract for the supply of services is concluded) and return them for a full refund. For full terms and conditions please see [www.instam.org](http://www.instam.org)*