



# DIPLOMA IN MARKET ADMINISTRATION

NABMA is delighted to work in collaboration with the Institute of Place Management which is part of the Manchester Metropolitan University. Enrolment on the Diploma means you immediately receive Associate Membership of the IPM.



## What people say about the NABMA Diploma

*"The diploma was an amazing experience for me, and as a result it has actually made our markets more prosperous"* **Sue Young** (Forest Row Parish Council)

*"An excellent course, no denying that!"* **Ricky Wright** (North Norfolk District council)

*"A very useful and informative course, I feel far better equipped as a Market Manager now than I did before!"* **Stacey Bartlett** (City of Bristol)

*"Excellent course, excellent tutors"* **Ricky Carrott** (Scarborough DC)

*"A 'must do' course for all involved with the day to day running and development of markets, and an excellent networking opportunity"* **Vicky England** (Amber Valley)

*"I found the course a real eye opener to the world of Market Management and found the Markets Law particularly interesting"* **Andy Lever** (NMTF)

*"The course exceeded my expectations. Taking on studying after a gap of many years was a bit daunting, but it really has been worthwhile. I thoroughly recommend this course to anyone working in the markets industry"* **Carol Butler** (Bournemouth)

## Special offer to NABMA members £1,000

**Includes refreshments and lunch** (non Nabma members £2,000: prices exclude VAT)

To assist in budgeting, the course fee of £1000 to NABMA members can be split over two financial years, i.e. 2018/19 and 2019/20.

Some travel costs can be assisted where necessary. Ask for details.

Visit [www.nabma.com](http://www.nabma.com) to complete the booking form

Email: [diploma@nabma.com](mailto:diploma@nabma.com)

Tel: Stephen Pickering 07756 326 022



## DIPLOMA IN MARKET ADMINISTRATION

### "The Professional Qualification for Market Managers"

**NABMA**  
the voice of markets

IN  
ASSOCIATION  
WITH

**IPM**  
Institute of Place Management

**Market place**  
the right place to be

The NABMA Diploma in Market Administration delivers business performance training in many aspects of market management leading to professional qualification status.

This 6 day course is available to market officers and associated staff in allied organisations who would benefit from involvement in high quality market management training.

For further information and to book your place visit [www.nabma.com](http://www.nabma.com)

or email: [diploma@nabma.com](mailto:diploma@nabma.com)





## DIPLOMA IN MARKET ADMINISTRATION

### COMMUNICATIONS

**26 & 27 February**

Introduction to the DMA  
Communication & Presentation Skills  
Report Writing  
Practical Marketing  
Writing for Press  
Working with Traders and Stakeholders  
Creating Joint Initiatives

### THE LAW

**26 & 27 March**

Markets Law & Market Charters  
The need for formal Markets Policies  
The Law on Street Trading  
Effect of BREXIT on European Legislation  
Legal Protection of Markets  
Trading Standards & the Real Deal  
Food Hygiene Regulations

### PRACTICAL OPERATIONS

**16 & 17 April**

Assessing Safety Risks in Markets  
How markets are kept safe for the public  
Market Technical Operations  
Effective Use of Market Resources  
Sourcing External Finance  
Sustaining and Developing Markets  
Business Planning for Promotions

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Candidates participate in three assignments through the period February to April 2019. Successful completion will lead to the award of the Diploma in Market Administration.

The assignments are set and marked by NABMA and ensure candidates fully understand the learning outcomes of the sessions. The learning outcomes are specifically tailored to reflect key issues arising within the subjects covered.



Training takes place in the Kedleston Suite of Holiday Inn Derby - DE1 2AY. High quality refreshments are provided throughout the day plus an excellent lunch in the restaurant. All inclusive of the course fee.



### Staying in Derby

Overnight accommodation in Derby during the course is not essential. However, it will provide an excellent networking opportunity to discuss real work issues with other market staff from around the country.

**NB: Course fee does not include any over-night accommodation or evening meals. Nearest hotels are Holiday Inn & Premier Inn**

### To book the course:

Visit [www.nabma.com](http://www.nabma.com)  
or email: [diploma@nabma.com](mailto:diploma@nabma.com)

