

ABE Level 3 Foundation Diploma in Business



A future-facing qualification
to develop essential
business skills.



Start your business career with confidence.
Progress in your chosen field.
Gain the foundation to go on to higher education.

Whatever direction your future career takes, this qualification will give you the tools to confidently enter the workplace and start your career with a solid understanding of business. The Diploma covers four different areas which means you keep your future options open, whilst developing a range of skills that employers need.

Why choose this qualification:



You're interested in the theory and practice of business studies.



You want the skills to confidently enter the workplace.



You're new to the workplace and want to build your skills.

Develop essential knowledge and abilities:

On successful completion of the qualification, you will:

- Know about different types of business organisation and the factors that can affect them.
- Know the legal, ethical and social requirements that relate to businesses.
- Understand the financial aspects of business management along with the functions and structures of different businesses.
- Understand business controls and how to measure performance.
- Know different marketing strategies and when to use them.
- Know how to plan a marketing campaign.
- Understand fundamental concepts in project management.

Future-proof your skills:

Based on the World Economic Forum Future of Jobs Report 2025, here are the core skills you will develop from the most sought-after employer requirements anticipated for 2030:

- Analytical thinking
- Resilience, flexibility and agility
- Creative thinking

Keep the ABE study guide for lasting reference. Benefit from one year's complimentary membership of The Institute of Leadership.

Benefits of the ABE Level 3 Foundation Diploma in Business

When you enrol for an ABE qualification you gain a host of added value benefits. Registration onto the programme includes:

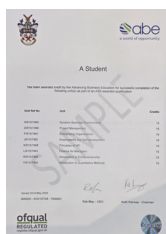


An ABE study guide for every unit.



One year's complimentary studying membership of The Institute of Leadership.

On completion, you will receive a credit-bearing printed certificate featuring the logos of ABE and UK regulator, Ofqual. This provides the qualification with recognition and facilitates access to higher education courses.



ABE Level 3 Foundation Diploma in Business - qualification details

Qualification number: 610/5393/4

Guided learning hours: 200

Number of units: 4

Credits: 40

Assessment method: Assignment or open-book exam

Level 3 is at the same difficulty level as an A level.

Unit titles:

- Business Organisations
- Business Management & Control
- Marketing Essentials
- Introduction to Project Management

See unit descriptions overleaf.

All units are 10 credits. Four units can be completed in one assessment window.

About ABE

ABE is a British exam board which has been at the **forefront of developing business education** since we were founded in 1973. We have a strong international focus and, as a not-for-profit, our mission is to empower people to transform their lives and communities through gaining high-quality business, leadership and entrepreneurial skills.



The Institute of Leadership

In 2023, ABE became an independent subsidiary of The Institute of Leadership, a charity and membership organisation founded in 1947 dedicated to unlocking leadership potential. This provides the

opportunity to access a host of resources to support your professional development and become part of a leadership community.

ABE Level 3 Foundation Diploma in Business

unit descriptions

Business Organisations

Provides understanding of different business organisations, sectors and legal structures. On completion you will be able to:

- Understand legal and regulatory requirements faced by different types of business organisation.
- Understand the environmental, social and governance factors that can impact different business types.
- Understand how businesses can meet stakeholder needs.
- Understand the tools you can use to assess business organisations' internal and external environments.

This unit is also part of the following qualifications:

- ABE Level 3 Foundation Diploma in Business Management
- ABE Level 3 Diploma in Business Management

Marketing Essentials

Introduces the role of marketing, different marketing strategies and how businesses can target customers. On completion you will be able to:

- Understand the different elements of the marketing mix.
- Understand the stages of the product lifecycle.
- Explain what should be considered when planning a marketing campaign.
- Evaluate influences that may affect the success of a marketing campaign.

This unit is also part of the following qualification:

- ABE Level 3 Diploma in Business Management



Business Management and Control

Provides the skills to undertake effective business management and control activities for organisations of different types, structures and sizes. On completion you will be able to:

- Outline the importance of the financial aspects of running a business, including profit and different pricing methods.
- Consider the different functions and structures within businesses.
- Understand the tools and techniques used in performance and measurement such as service level agreements (SLAs), key performance indicators (KPIs) and balanced scorecards.

This unit is also part of the following qualifications:

- ABE Level 3 Foundation Diploma in Business Management
- ABE Level 3 Diploma in Business Management

Introduction to Project Management

Equips you with a structured approach to delivering business projects. On completion you will be able to:

- Understand the importance of project management in business.
- Know project management concepts and approaches.
- Apply project management methods and visual tools to communicate important information.
- Learn the traits needed for a project leader.
- Recognise the importance of a team and the need for clear communication in the effective completion of a project.

This unit is also part of the following qualification:

- ABE Level 3 Diploma in Business Management