

ABE Level 3 Foundation Diploma in Business Management



A future-facing qualification that develops essential skills in business, leadership and entrepreneurialism.



Includes
leadership units
developed with
**The Institute of
Leadership**

Start your career with the skills employers are seeking. Gain the foundation to go on to higher education.

This qualification will give you the skillset to confidently enter the workplace, starting your career on a foundation of knowledge of key elements of business management. The Diploma covers disciplines that range from business finance, to entrepreneurialism, to leadership, opening up a choice of career pathways and developing skills sought-after by employers.

Why choose this qualification:



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



You want a qualification that will give you the skills to choose from a variety of career paths.



You want to build your career on a solid foundation of business knowledge.

Develop essential knowledge and abilities:

On successful completion of the qualification, you will:

- Understand different types of businesses and the factors that can affect them.
- Know the legal, ethical and social requirements that relate to businesses.
- Understand business controls and how to measure performance.
- Understand the advantages and disadvantages of enterprise and entrepreneurship.
- Understand the skills and characteristics required of an entrepreneur.
- Know how to write and pitch a business plan.
- Understand business finance and financial reporting.
- Recognise how leadership models and theories are applied.
- Understand the skills and behaviours required for effective leadership along with the ability to identify your personal leadership strengths and areas for development.

Future-proof your skills:

This qualification develops core skills to meet employer requirements for 2030 (based on research by the World Economic Forum):

- Analytical thinking
- Resilience, flexibility and agility
- Leadership and social influence
- Curiosity and lifelong learning
- Motivation and self-awareness
- Empathy and active listening

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 Management

When you enrol for an ABE qualification, you gain a host of added value benefits, these include:

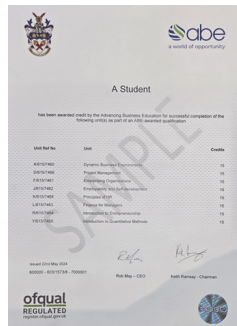
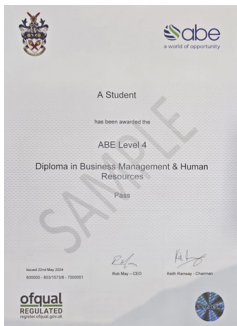


An ABE study guide for every unit.



Complimentary studying membership of The Institute of Leadership for the first year - providing a wealth of resources to support your studies and long-term professional development.

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 Management - qualification details

Qualification number: 610/5394/6

Guided learning hours: 300

Number of units: 6

Credits: 60

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
- Principles of Entrepreneurship & Enterprise
- Business Finance & Financial Reporting
- Principles of Leadership
- Developing Leadership Capability

See unit descriptions overleaf.

All units are 10 credits and can be completed comfortably over two assessment windows.

About ABE

ABE is a British exam board which has been at the **forefront of developing business education** since we were founded in 1973. ABE is regulated in the United Kingdom by Ofqual and it is recognised by similar regulatory authorities in many other countries.



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.

All leadership units are developed with The Institute of Leadership.

ABE Level 3 Foundation Diploma in Business Management

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
- ABE Level 3 Diploma in Business Management

Principles of Entrepreneurship and Enterprise

This unit will develop your ability to:

- Assess the advantages and disadvantages of enterprises and being an entrepreneur.
- Evaluate your skill set against the skills, attributes and characteristics required of an entrepreneur.
- Produce and pitch a business plan.

This unit is also part of the following qualifications:

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

Principles of Leadership

This unit provides an understanding of:

- The impact of leadership approaches and styles within an organisational context.
- Leadership models and theories and how they can be applied.
- The opportunities and difficulties encountered in leadership and strategies to reduce or overcome challenges.

This unit is also part of the following qualifications:

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

Business Finance and Financial Reporting

This unit will develop your ability to:

- Understand various requirements for financial reporting.
- Understand the role of management accounting in planning, controlling and decision-making.
- Understand costs and the content of different types of financial statements.
- Understand the main financial ratios and their uses.

This unit is also part of the following qualifications:

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

Developing Leadership Capability

This unit will develop:

- Understanding of the essential skills, knowledge and behaviours required to be an effective leader.
- The ability to assess your leadership capabilities to identify your personal strengths and areas for development.
- Basic concepts of psychological safety and how this contributes to a safe and inclusive work environment.

This unit is also part of the following qualifications:

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

