

# ABE Level 3 Diploma in Business Management

A skills-focused future-facing qualification  
providing comprehensive knowledge of  
business, leadership and  
entrepreneurialism.

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

# Give yourself the widest choice of career paths. Gain a solid foundation for higher education.

**Develop the skillset to start your career with comprehensive knowledge of business management, and enter the workplace with confidence. This Diploma covers many disciplines, opening up a variety of career paths and providing a solid foundation for future study.**

## Why choose this qualification:



You're interested in business and want to know all about it.



You want a qualification that provides a choice of career paths and helps you progress into leadership.



You want to continue studying business related subjects at a higher level.

## Develop essential knowledge and abilities:

On successful completion of this qualification, you will:

- Understand different types of business 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.
- Know how to plan a marketing campaign.
- Understand the fundamental concepts in project management.
- Recognise the role of IT systems and hardware in business.
- Understand the importance of innovation in business and the process of intrapreneurship.
- Understand stakeholder relationships and how to manage them.
- Understand how leaders motivate and support individuals to achieve goals and objectives.

## Future-proof your skills:

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

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



## Benefits of the ABE Level 3 Diploma in Business Management

When you enrol for an ABE qualification, you gain a host of added value benefits.



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.

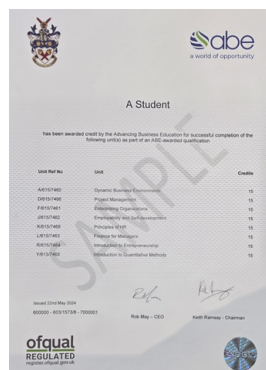
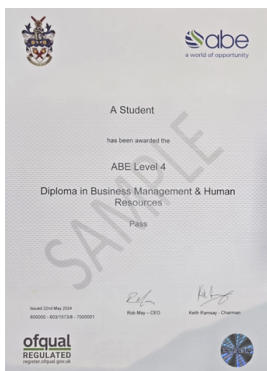


Progress with ABE onto a degree quickly and affordably.



ABE is flexible; you pay for assessments when you are ready to take them. Units can be studied in any order over any time period.

A credit-bearing printed certificate featuring the logos of ABE and UK regulator, Ofqual provides lasting value and international portability.



## ABE Level 3 Diploma in Business Management - qualification details

Qualification number: 610/5395/8

Guided learning hours: 600

Number of units: 12

Credits: 120

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
- Marketing Essentials
- Introduction to Project Management
- Operations Management and Information Technology (IT) in Business
- Innovation in Business
- Building Stakeholder Relationships
- Leading and Supporting Others to Deliver Results

All units are 10 credits. See unit descriptions overleaf.

This Diploma can be completed within a year by taking four units in each ABE assessment session.

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



# ABE Level 3 Diploma in Business Management

## unit descriptions

### 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 Foundation Diploma in Business Management

### Marketing Essentials

This unit 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 Foundation Diploma in Business

### 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 Foundation Diploma in Business Management

### Introduction to Project Management

This unit 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 Foundation Diploma in Business

# ABE Level 3 Diploma in Business Management

## unit descriptions

### **Operations Management and Information Technology (IT) in Business**

This unit provides knowledge of areas central to running a business. It will develop your ability to:

- Understand different operations management tools and techniques.
- Understand how to evaluate operations management performance using frameworks and metrics.
- Discuss the advantages and disadvantages of using different types of technology in business.
- Produce and communicate a business plan.

This unit is also part of the following qualification:

- ABE Level 3 Foundation Diploma in Entrepreneurship

### **Building Stakeholder Relationships**

On completion, you will be able to:

- Identify relevant stakeholders and their needs and expectations.
- Recognise actions required by a leader to develop and maintain positive stakeholder relationships.
- Understand how to deal with conflict situations when they arise in stakeholder relationships.

This unit is also part of the following qualification:

- ABE Level 3 Foundation Diploma in Leadership

### **Innovation in Business**

This unit outlines the importance of providing opportunities for innovation in business and the impact that this can have. It introduces different types of innovation, the stages of the creative process and the role of intrapreneurship in business (intrapreneurship refers to a system within a company or organisation that allows employees to act like entrepreneurs). It will develop your ability to:

- Discuss the benefits and risks of innovation in business.
- Explain the difference between invention and innovation.
- Discuss how organisations can develop a culture of entrepreneurship.

This unit is also part of the following qualification:

- ABE Level 3 Foundation Diploma in Entrepreneurship

### **Leading and Supporting Others to Deliver Results**

This unit will develop your ability to:

- Lead, motivate and support others to achieve goals and objectives.
- Align goals for individuals and teams to organisational strategy and objectives.
- Understand a range of motivational theories and their applications.
- Identify actions a leader can take to motivate others.
- Understand reasons why a team may not achieve its goals and explore methods that will support it to deliver results.

This unit is also part of the following qualification:

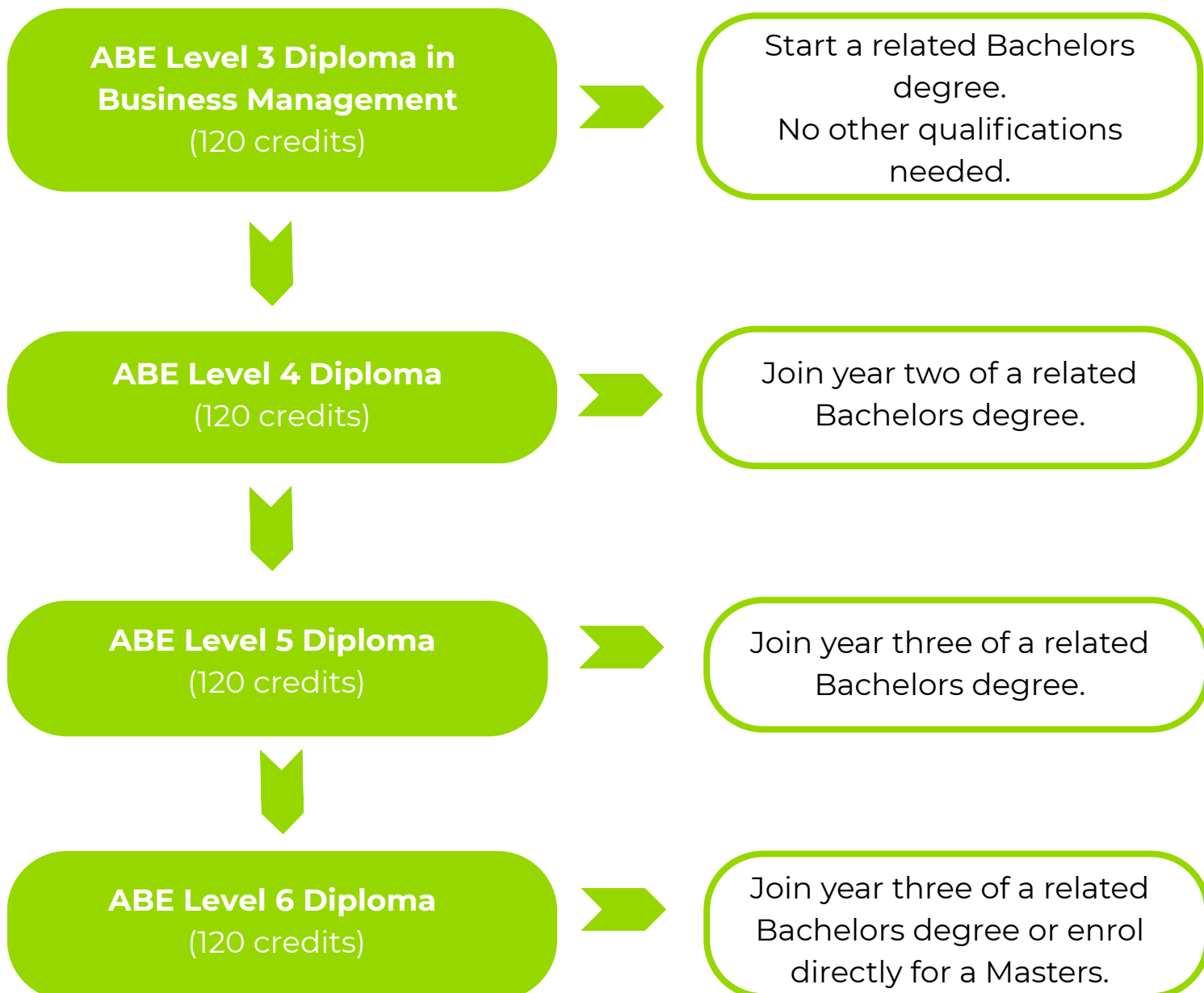
- ABE Level 3 Foundation Diploma in Leadership

# The ABE Level 3 Diploma in Business Management a pathway to higher education.

A popular feature of ABE qualifications is their fast and affordable progression onto university degrees. The credits our qualifications carry are widely used and accepted by the academic community and match the stages of a degree.

In addition to general recognition, we have an exclusive agreement with the University of Hertfordshire for an online BA (Hons) Business Administration top-up which enables ABE qualification holders to access a British degree and save thousands of pounds.

If you are interested in getting a university degree, here are the options open to you with ABE qualifications starting with the Level 3 Diploma in Business Management.



[See more about the University of Hertfordshire here](#)

[See more about our general university recognition here](#)



## 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 empower people to transform their lives and communities through gaining high-quality business, leadership and entrepreneurial skills.

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.