

Unit Exemption Request Applications

Please read this page carefully before completing the exemption form and retain your records.

Unit exemptions will not be granted for the following:

- The unit has already been attempted unsuccessfully by the applicant.
- The evidence of qualifications gained is dated 10 or more years before the date of the exemption request.
- The unit or qualification already held was obtained through a pre-existing exemption within that unit or qualification.
- The request is for a “top-up”, where a learner wishes to add a pathway to a pre-existing ABE Diploma.

Fees

ABE charges country-specific exemption fees outside Europe. Please contact admissions@abeuk.com for the exemption fees charged in your country.

- A percentage of any fees paid for exemptions not awarded will automatically be credited to your ABE account unless a refund is specifically requested. Refunds can be requested only within 14 days of application.

Forms to Complete

There are three forms which need to be completed:

- **Application Form:** This contains all the applicant’s details—address, email and phone contacts—and the ABE Membership Number (see below).
- **Unit Mapping Form:** Applicants should use this form to map the content (learning outcomes and assessment requirements) of qualifications they already hold against the content of the chosen ABE unit. Use one form per unit application.
- **Finance Form:** Complete the form with all required financial information.

Documentation to Provide

In addition to the forms, please provide copies of:

- Qualification certificates covering the subject area for which you wish to claim an exemption.
- Qualification transcripts covering the module or unit content for which you wish to claim an exemption.
- Qualification syllabuses covering the units for which you wish to claim an exemption.

Please return the three forms with copies of the appropriate documentation to E: admissions@abeuk.com.

FOR OFFICE USE ONLY

Forms complete	Yes / No
Documentary evidence complete	Yes / No

Unit Exemption Application Form

Please fill your personal details below and indicate which unit(s) you wish to have an exemption for.

First / Given name			
Surname / Family name			
ABE Learner No.			
Full address			
	Country	Postcode	
Email			
Contact phone number (with country code)			

List of Units by Level – Tick up to two units

Unit category	Level 4	Level 5	Level 6
Core Units	4UDBE	5UMAO	6ULSC
	4UEO	5UIBP	6UBSD
	4UESD	5UEFM	6UIDM
	4UFM	5UIBE	6UBES
	4UIE		
	4UIQM		
	4UMP		
Business Management Specialist mandatory unit	4UDCT		
Optional units		5UOM	6USSR
		5UADM	6UCF
		5UMSR	6UAPM
Human Resources Specialist mandatory unit	4UPHR		
Optional units		5UHRM	6USHR
		5UEE	6UODD
		5UHRP	6UGHR
Marketing Specialist mandatory unit	4UPMP		
Optional units		5UIMC	6USM
		5UBCB	6USMR
		5USSM	6UDMS

Unit Mapping Form

Please fill in below showing how the unit content of the qualification you already possess, maps across to the unit you wish to claim an exemption for. Focus on the 'learning outcomes' and 'assessment requirements' of each. You will find the learning outcomes and assessment requirements for each ABE unit in the appropriate level Qualification Specifications published on the Portal.

Use one form for each unit exemption request

Unit Request – Level and ABE unit code:

Qualification or unit/module title/subject content:

<u>Learning Outcomes (state level and subject)</u>	Learning outcomes ABE Unit

<u>Assessment Requirements (state level and subject)</u>	Assessment requirements ABE Unit

2. Payment details

Tick one payment method

☐	I have paid via Convera GlobalPay.	Payment reference _____
☐	Pay securely online by Stripe.	https://buy.stripe.com/9B614n5nb6HU2vph1T0VO00 Submit the completed form with the payment receipt.
☐	Deduct from the credit balance in my ABE account.	
☐	Deduct from my credit or debit card using the details below.	

Credit/Debit Card Payment Form

I authorise you to deduct the amount of £ _____ from my **Visa / Delta / MasterCard / Diners / JCB** (delete as applicable)

Card number

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Expiry date

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SECURITY CODE (last three digits on the signature strip on back of card)

You must give the security code for payment to be accepted

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Complete clearly in BLOCK CAPITALS

Cardholder's name			
Cardholder's full address			
Country		Postcode	
Telephone number			
Cardholder's signature		Date	

Send by email to:

Email: admissions@abeuk.com

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