Qualifications for ambitious people

Prospectus
Welcome

We are delighted you are interested in finding out more about ABE and the qualifications we offer. We specialise in providing business qualifications for people who want careers in management, finance, entrepreneurship, HR, marketing and travel & tourism.

Whether you are taking your first steps to higher learning or you are already established as a successful learner, our qualifications will help you reach your next goal. Many of our learners want to go on to university, others want to find their first job but many more already have established careers and an ABE qualification is their next step on their professional development journey.

Whatever your profile, we are confident that an ABE qualification will enhance your skills, stretch your knowledge and ultimately give you the confidence to succeed. We are very proud to be part of our learners’ success and we hope that you choose to study an ABE qualification.

Take your first step on the road to success today.
Great reasons to study ABE

Our qualifications

Our programmes are management focused and blend common units with more specialist subject areas, enabling you to develop expertise in particular disciplines as well as a strong understanding of business management in general. This, together with our qualification’s focus on developing practical workplace skills alongside academic expertise, makes a winning combination.

Professional
Our qualifications are designed to give you the skills you need to succeed and make a difference in the workplace.

Affordable
We are a not-for-profit organisation so our objective is to ensure you are not disadvantaged because of high prices and we endeavour to keep costs to a minimum. Our fast track routes to degree programmes are much more affordable than traditional routes.

Recognised
Our qualifications are recognised by colleges, universities, employers and governments internationally.

Quality assured
ABE is recognised and accredited by Ofqual, the UK government’s qualifications regulator. We have similar recognition by other regulatory authorities around the world.

Supported
As an ABE member you will be able to access a wealth of resources to support your studies.

International
For more than 40 years, learners around the world have been benefiting from ABE qualifications. We have study centres, or colleges, in more than 45 countries.

Proven
Our alumni speak for themselves. They are working in a diverse range of industries and organisations. Many are in top jobs or running their own successful enterprises.

Flexible
You can study full-time or part-time, attend a college or self-study. All our programmes share common units which allow you to explore several areas of business management and then decide to specialise if you wish to do so.

A great route to university
ABE’s qualifications are accepted by over 80 universities. Learners with Levels 5, 6 and 7 can fast track onto a degree course, meaning the cost their education is dramatically reduced.
About your ABE qualification

ABE is recognised and its qualifications regulated by Ofqual the UK government’s official qualifications regulatory authority. Ofqual has an outstanding reputation on the international stage and we are proud to comply with its standards. We want to give the assurance that our qualifications are of the highest quality.

Regulated qualifications provide learners with a guarantee of quality of both the qualification and the awarding body.

Levels

Ofqual assesses qualifications by Level to show how difficult a qualification is. Qualifications at the same level are a similar level of difficulty, but the size and the content of different qualifications at the same level can vary. The diagram below shows how the levels progress.

Credits

All of ABE’s qualifications have credits. These credits can be transferred to qualifications offered by other organisations and used to top up qualifications to the next level. For example, ABE Level 7 students can top up to an MBA or other Masters degree.

Credits indicate the size of the qualification. One credit is awarded for every ten hours of guided learning. Credit values are related to the qualification title. So an Award has 1-2 credits and will usually have up to 20 hours of guided learning. A Certificate has 13-36 credits and will involve up to 360 guided learning hours. A Diploma has 37 credits or more and will entail 370 guided learning hours.

More Information

Information in this table can be verified on the following UK government website link: www.gov.uk/what-different-qualification-levels-mean/compare-different-qualification-levels

For further details of entry guidelines please see: www.abeuk.com/study-us/entry-guidelines
University progression routes:

We have progression agreements with over 80 universities around the world. With an appropriate ABE qualification these can provide a fast and affordable route to a Bachelors or Masters. Typically, a Level 5 ABE qualification will get you onto the second year of a Bachelors degree, a Level 6 onto the final year and our Level 7 can enable you to go straight to an MBA or other Masters degree. Go to www.abeuk.com/what-next/find-university page for full details of agreements and entry requirements.

Professional Exemptions

- ACCA
- British Computer Society
- Chartered Insurance Institute
- CIMA
- Confederation of Tourism and Hospitality
- IMIS
- Institute of Certified Public Accountants of Pakistan (ICPAP)

For full details on exemptions visit www.abeuk.com/what-next/professional-exemptions
ABE is very proud of its alumni who are working in all fields of business. Many go on to become successful entrepreneurs. Others choose to dedicate their professional lives to civil service or leading charities. Our alumni are working in healthcare, engineering, finance, hospitality, not-for-profit and marketing. Whatever field of business you choose, your ABE qualification will help you succeed.

What happens to our alumni?

ABE’s learners go on to a wide variety of jobs...

Head of International Sales
Financial Advisor
Audit Supervisor
Entrepreneur
Human Resources Manager
Quality Control Officer
Principal
Team Leader
Director
Customer Service Manager
Senior Network Engineer
Marketing Director
Operations Manager
Consultant
Front of House Supervisor
CEO
Personal Assistant
Business Analyst
Lecturer

These are some of the job titles given in the most recent survey of ABE members.

Patrick Davis  Chief Operating Officer, Snap for Charity, Ghana
I have no doubt that ABE graduates are better prepared for the job market which is why my foundation gives ABE qualification holders priority in employment and this has led to all but one of our staff members/consultants being ABE alumni.

Alisha Alli  Manager and Accountant, Guyana
ABE offers tremendous flexibility to study and learn at your own pace which is well suited to young professionals like myself with a full-time job and extra-curricular activities. Also, ABE offers more than theoretical learning and encourages practical thinking which is valuable when managing a company on a daily basis.

Hikmat Khan  Director, Ambassador Hotel, Pakistan
My experience of studying with ABE has been wonderful. It has helped me a lot in developing Business Management skills. At present I am looking after my family business of Hotel Management. My ABE qualification helped me in securing a Bachelors degree from Sunderland. ABE has been a major contributor in polishing my business abilities thus enabling me to take my business to a higher and improved level.
I passed.
So can you.

“I chose ABE because it has a flexible structure allowing you to study at your convenience and it is internationally recognised. Most importantly, I feel ABE’s business management will help me to build my own successful company.”

Wezi Chihana, Zambia – winner of the President’s Prize

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Why study business management?

Our cost effective business management qualifications offer a winning combination of academic expertise and practical workplace skills to ensure you succeed in a management or entrepreneurial role. ABE offers four levels of qualification starting with the Level 4 Diploma. You can progress to Level 5, Level 6 and Level 7 on this programme. We offer learners the option of specialising in either business management or financial management, depending on their interest and career aspirations.

“My ABE business management course was the catalyst for my decision to pursue a degree. It laid the foundation because of the different, relevant courses at each level.”

Shelana Richardson, Trinidad & Tobago
Business Management Programme

What is a Pathway?

ABE’s Level 4, 5 and 6 Diplomas in Business Management are divided into two separate ‘Pathways’. A Pathway is a combination of units (with some options within them) which enable you to specialise in a particular area. The two Pathways are Business Management or Financial Management. All successful students will receive a Diploma in Business Management (at the appropriate level).

Level 4 Diploma

- Qualification Number: 500/8792/7
- 4 Units
- 400 Guided Learning Hours
- 48 Credits

Compulsory units
- Introduction to Business
- Introduction to Quantitative Methods
- Introduction to Business Communication
- Introduction to Accounting

Optional units (choose one Pathway)

Business Management Pathway
- Principles of Business Law
- Entrepreneurship and Business Development

Financial Management Pathway
- Management of Financial Resources
- Managerial Accounting

Level 5 Diploma

- Qualification Number: 600/6110/8
- 8 Units
- 1280 Guided Learning Hours
- 151 Credits

Compulsory units
- Quantitative Methods for Business Management
- The Business Environment
- Financial Accounting
- Marketing Policy, Planning and Communication
- Organisational Behaviour
- Human Resource Management

Optional units (choose one Pathway)

Business Management Pathway (choose two units)
- Principles of Business Law
- Economics for Business
- Managing the Customer Relationship
- Entrepreneurship and Business Development

Financial Management Pathway
- Systems Management and Internal Financial Controls
- Managerial Accounting

Level 6 Diploma

- Qualification Number: 600/6055/4
- 5 Units
- 1050 Guided Learning Hours
- 125 Credits

Compulsory units
- Corporate Strategy and Planning
- Managing in Organisations
- International Business Case Study

Optional units (choose one Pathway)

Business Management Pathway (choose two units)
- Strategic Marketing Management
- Strategic Human Resource Management
- Project Management
- Corporate Finance

Financial Management Pathway
- Corporate Finance
- International Business Finance and Planning

“Studying the ABE Diploma in Business Management had equipped me with the necessary knowledge to venture into any role within any organisation and in any industry.”

Joe Leprince, Management Accountant, Schlumberger
ABE Level 7 Diploma in Business Management

Designed to equip you for a top level management career or fast track to an MBA

This qualification develops an in-depth strategic understanding of high level management theory and practice. It will help equip you to find employment with senior management prospects. The qualification is popular with working senior executives who wish to add to their managerial skill set as well as learners who have worked up through the ABE qualification levels.

Many Level 7 qualification holders go on to top up with an MBA, MSc or MA degree at a choice of over 30 universities internationally.

ABE Level 7 Diploma in Business Management programme

- Qualification Number: 501/2245/9
- 5 Units
- 900 Guided Learning Hours
- 120 Credits

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<th>Unit Titles</th>
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<tr>
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<td>Assignment</td>
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<tr>
<td>Research Methods and their Application to Marketing</td>
<td>Assignment</td>
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A flexible programme ideal for the busy professional

The majority of this qualification is assessed by assignment. You can access the four units’ assignment briefs as soon as you are registered and can log in to the Members Area.

You can book an exam session or submit an assignment as decided between yourself and your college.

“I have enjoyed the entire experience of studying with ABE; from the challenging beginnings to the new Level 7 experience, it has just been a phenomenal package to become a business professional.”

Foy Franklin Njoh, international student, UK
Be somebody

Business qualifications to help you succeed

www.abeuk.com

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BUSINESS START-UP AND ENTREPRENEURSHIP

Our unique programmes will inspire you to realise your business dreams

Gain the skills and confidence you need to lead your own successful enterprise

Why study business start-up and entrepreneurship?

If you dream of running your own business, or you want to take your current business to the next level, our qualifications will give you the knowledge, skills and self-assurance you need to push ahead. The Level 3 programme will take you step by step through the practical process of creating a viable plan to launch your own business, whilst the Level 4 offers an exciting combination of the theory of entrepreneurship and practical tips to help your business succeed. For those looking for promotion in an existing role, this qualification also gives you a fantastic grounding in the theory of business practice.

“ABE has improved my skills massively. It’s taught me about many different business skills, which have helped enormously with my confidence.”
Jessica Reed, owner of Curros City, UK
This is a single unit qualification which has six elements to it. These elements will lead you to the creation of a viable business plan, which will be submitted through your college to ABE for assessment. As well as gaining a qualification, the business plan will provide a practical tool you can use to launch your business and help you raise finance if needed. The qualification is designed to greatly increase the chances of success of a new enterprise.

**ABE Level 3 Certificate in Business Start-up**
- Qualification Number: 603/0048/6
- 1 Unit
- 36 credits
- Total learning time: 360 hours

**ABE Level 4 Diploma in Business Start-up and Entrepreneurship**
- Qualification Number: 600/8082/6
- 4 Units
- 400 Guided Learning Hours
- 48 Credits

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“With ABE I have gained managerial and organisational skills in amid of plethora of other skills. This has enabled me to show great professionalism in my tasks, chores and duties which has facilitated my monthly salary to triple. Kudos ABE.”

Peter Njue Ndwiga, Kenya – ABE award winner in Business Start Up and Entrepreneurship
HUMAN RESOURCE MANAGEMENT

Gain a professional qualification which will advance your career or lead to a university degree

Why study human resource management?

The effective management of an organisation’s human resources (HR) is recognised as a critical component of its success. This recognition has led to a demand for highly trained and qualified HR professionals and the development of a career structure rising to the highest levels of an organisation.

ABE’s Human Resource Management programme introduces you to the academic disciplines that underlie effective HR management and explores its theory, practice and strategy. It provides the expertise to enable you to excel in this sector. A strength of the qualification is that it provides a strong understanding of general business management as well as an HR specialism.

“I plan to use the knowledge that I have gained from this qualification to improve my organisation’s Human Resources practices and policies and to make it an even better place to work.”

Peter Byrne, Ireland
“I will continue my work as HR Officer in a hospital of 170 beds, including 5 health centres with a staff of 140 employees. My knowledge of various fields in HRM and in other business strategies and practices as a result of my ABE training will be helpful and is greatly needed here.”

Jacob Nirwa, ABE award winner & HR officer, Cameroon
Our travel, tourism and hospitality management qualifications explore the challenges and techniques of a sector with wide ranging career opportunities. From eco-tourism and sustainable development to managing staff effectively, studying with ABE will give you the skills and confidence to succeed.

Tourism is the world’s largest industry and you can be an important part of it.

Why study travel, tourism and hospitality management?

Our travel, tourism and hospitality management qualifications explore the challenges and techniques of a sector with wide ranging career opportunities. From eco-tourism and sustainable development to managing staff effectively, studying with ABE will give you the skills and confidence to succeed.

“ABE helps students find their potential and develop the skills needed to understand and pass examinations.”

Stephen Rhoades, Botswana
Level 4 Diploma
- Qualification Number: 500/9911/5
- 4 Units
- 400 Guided Learning Hours
- 48 Credits

Compulsory units
- Introduction to Business
- Introduction to Marketing
- Introduction to Travel, Tourism and Hospitality
- Introduction to Business Communication

Level 5 Diploma
- Qualification Number: 501/1212/0
- 8 Units
- 1280 Guided Learning Hours
- 151 Credits

Compulsory units
- The Business Environment
- Organisational Behaviour
- Travel, Tourism and Hospitality
- IT in Hospitality and Tourism Operations
- Managing the Customer Relationship
- Travel, Tourism and Hospitality Operations Management

Optional units (choose two)
- Principles of Business Law
- Human Resource Management
- Marketing Policy, Planning and Communication
- Sales Management

Level 6 Diploma
- Qualification Number: 501/1211/9
- 5 Units
- 1050 Guided Learning Hours
- 125 Credits

Compulsory units
- Contemporary Hospitality Management
- International Travel, Tourism and Hospitality
- Sustainable Tourism Planning and Development

Optional units (choose two)
- Strategic Marketing Management
- Strategic Human Resource Management
- Project Management

“I chose ABE because it is regarded prestigiously and it was the best choice for me to climb up the ladder at a quick pace. ABE qualifications enable me to acquire a lot of knowledge in a short time and thus apply it in my daily work.”

Djanita Peerthum-Juwaheer, Mauritius – ABE award winner
Why study marketing management?
Marketing helps organisations identify, anticipate and satisfy customer needs profitably. Marketing management, and establishing a marketing orientated organisation with the emphasis on the customer, is a core component in an organisation’s success. Those with marketing expertise have a wide range of career paths open to them.

ABE’s Marketing Management programme will give you the skills to build a great career in this interesting and dynamic area of business. You will gain a combination of academic expertise and practical workplace skills, as well as a strong understanding of business in general, that will enable you to excel in a marketing role.

“[I’ve found the course material is laid out by ABE in such a manner that the practical applications of marketing and marketing policies within the business environment are highlighted.]”

*Michael Jason Alexander, Trinidad and Tobago*
“ABE studies can take you to heights if you take it seriously. Don’t just study for a diploma, study to learn.”
Mohammad Zahid Hossain, Managing Director, Multitex Group and ABE Marketing Management graduate
Take your next step on the road to success