

Guidance notes on claiming unit exemptions

Please read this page carefully before completing the exemptions form, and retain for your records

- Exemptions are a concession and are only awarded at the discretion of ABE; there is no automatic entitlement to exemptions.
- ABE can only award exemptions on the basis of qualifications awarded by recognised institutions (i.e. those which are recognised by the local Ministry of Education as public sector institutions, or the equivalent status under their regulations).
- The number of exemptions you can claim (up to maximum of two per level) will depend on how closely your previous qualifications match the content of the ABE syllabus.
- You must send official proof of any relevant qualifications which are held, or are currently being studied for, with your application for exemption form, in order for us to assess your eligibility and confirm any entitlement for exemptions.
- Photocopies of award certificates and academic transcripts must be submitted for any qualification upon which you wish to claim exemption.
- Any documentation which is not in English must be officially translated before submission.
- We do not award exemptions for exemptions unless supported with evidence of the qualification used to gain the original exemption.
- We do not give exemptions for qualifications gained 10 (or more) years previously.
- No exemptions can be awarded if the unit has already been attempted.
- Students will be required to pay an exemption fee for each unit exemption awarded:

Exemption Fees	
UK & Europe	Rest of the World
Level 4 unit = £52.50 each	Level 4 unit = £52.50 each
Level 5 unit = £67.50 each	Level 5 unit = £67.50 each
Level 6 unit = £75.00 each	Level 6 unit = £75.00 each

- Any fees paid for exemptions not awarded will automatically be credited to your ABE account unless a refund is specifically requested. Refunds can only be requested within 14 days of application.
- **Return this form with the appropriate documentation to:**
ABE, 5th Floor, CI Tower, St. Georges Square, High Street, New Malden, Surrey, KT3 4TE, UK
Email: admissions@abeuk.com



Application for exemption form

For office use only
IQ OK PP

Name	
ABE membership number	
Email	
Address	

Under the appropriate programme and level, indicate the units you would like to claim exemptions in with an

Business Management Programme



Level 4 Diploma	Level 5 Diploma	Level 6 Diploma
<input type="checkbox"/> Dynamic Business Environments <input type="checkbox"/> Enterprising Organisations <input type="checkbox"/> Employability and Self-Development <input type="checkbox"/> Business Finance for Managers <input type="checkbox"/> Introduction to Entrepreneurship <input type="checkbox"/> Introduction to Quantitative Methods <input type="checkbox"/> Project Management <input type="checkbox"/> Dynamic and Collaborative Teams	<input type="checkbox"/> Managing Agile Organisations and People <input type="checkbox"/> Innovation and Business Performance <input type="checkbox"/> Effective Financial Management <input type="checkbox"/> International Business Economics and Markets <i>Optional units:</i> <input type="checkbox"/> Operations Management <input type="checkbox"/> Analytical Decision-making <input type="checkbox"/> Managing Stakeholder Relationships	<input type="checkbox"/> Leading Strategic Change <input type="checkbox"/> Business Strategy and Decision-making <input type="checkbox"/> Developing International Markets <input type="checkbox"/> Business Ethics and Sustainability <i>Optional units:</i> <input type="checkbox"/> Strategic Stakeholder Relationships <input type="checkbox"/> Corporate Finance <input type="checkbox"/> Advanced Project Management

Business Management and Human Resources Programme



Level 4 Diploma	Level 5 Diploma	Level 6 Diploma
<input type="checkbox"/> Dynamic Business Environments <input type="checkbox"/> Enterprising Organisations <input type="checkbox"/> Employability and Self-Development <input type="checkbox"/> Business Finance for Managers <input type="checkbox"/> Introduction to Entrepreneurship <input type="checkbox"/> Introduction to Quantitative Methods <input type="checkbox"/> Project Management <input type="checkbox"/> Principles of HR	<input type="checkbox"/> Managing Agile Organisations and People <input type="checkbox"/> Innovation and Business Performance <input type="checkbox"/> Effective Financial Management <input type="checkbox"/> International Business Economics and Markets <i>Optional units:</i> <input type="checkbox"/> Human Resources Management <input type="checkbox"/> Employee Engagement <input type="checkbox"/> The HR Professional	<input type="checkbox"/> Leading Strategic Change <input type="checkbox"/> Business Strategy and Decision-making <input type="checkbox"/> Developing International Markets <input type="checkbox"/> Business Ethics and Sustainability <i>Optional units:</i> <input type="checkbox"/> Strategic HRM <input type="checkbox"/> Organisational Design, Development and Performance <input type="checkbox"/> Contemporary Developments in Global HRM





Business Management and Marketing Programme

Level 4 Diploma

- Dynamic Business Environments
- Enterprising Organisations
- Employability and Self-Development
- Business Finance for Managers
- Introduction to Entrepreneurship
- Introduction to Quantitative Methods
- Project Management
- Principles of Marketing Practice

Level 5 Diploma

- Managing Agile Organisations and People
- Innovation and Business Performance
- Effective Financial Management
- International Business Economics and Markets

Optional units:

- Integrated Marketing Communications
- Buyer and Consumer Behaviour
- Societal and Social Marketing

Level 6 Diploma

- Leading Strategic Change
- Business Strategy and Decision-making
- Developing International Markets
- Business Ethics and Sustainability

Optional units:

- Strategic Marketing
- Strategic Marketing Relationships
- Digital Marketing Strategy





Payment

The re-registration fee is £75 GBP.

Any other fee that is owed to ABE must be included with this application, or your re-registration would **not** be processed. You can contact us for your account balance.

- Payment must be made by £ sterling cheque/draft drawn on a UK bank, by postal order or by credit/debit card
- Re-registration forms will not be accepted unless accompanied by the correct payment

(Tick method of payment)

- I have enclosed cheque/draft no(s): _____ - payable to ABE
- I have enclosed postal order no(s): _____
- Deduct from my credit/debit card details below.

Enter total payment:

£

I certify I have read this re-registration form and the information I have provided is true and accurate.

Signature _____

Credit/Debit card payment form (complete clearly in BLOCK CAPITALS)

I authorise you to debit my account with the amount of £ _____

I wish to pay by Visa / Delta / MasterCard / Maestro / JCB / (please delete as applicable)

Card number

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Expiry date
M M / Y Y

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SECURITY CODE (last three digits on the signature strip on back of card or four digits on front of AMEX card)
You must give the security code for payment to be accepted

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Cardholder's full name			
Cardholder's address	Address line 1		
	Address line 2		
	Region		
Postcode		Country	
Telephone no.		Email address	
Cardholder's signature		Date	
Learner's signature (if not cardholder)		Date	

