

Association of Business Executives (ABE) U.K



"Association of Business Executive programmes are taught at institutions worldwide, and such institutions are given approval to run ABE only after they have submitted full details of their prospectus, teaching staff and site facilities which must meet the criteria set by the ABE Education Committee."

PIMBS Ltd. can boast of having an ABE Academic Fellow in Trinidad & Tobago as a member of staff.

BUSINESS MANAGEMENT PROGRAMME

Why study the Business Management (BM) programme?

The BM programme is a comprehensive and detailed programme which covers the knowledge and skills required in the modern business practice. The programme provides you with an appreciation of the theoretical issues involved in the study of business whilst also helping you to develop a range of practical skills which enhance your value to employers. Major topics covered in the BM programme include management, marketing, economics and accounting.

Career opportunities

The positions below are examples of jobs currently held by ABE Business Management qualification holders. The list is not exhaustive as ABE qualifications are applicable to a wide range of vocations.

Level 5 Diploma in BM – Marketing Assistant, Administration Assistant, or Accounts Assistant

Level 6 Diploma in BM – Marketing Executive, Management Trainee, or Secretary

Level 7 Diploma in BM – Marketing Manager, Office Manager, or HRM Manager

What is a Pathway?

ABE's Level 4, 5 and 6 Diplomas in Business Management are divided into three separate "Pathways". A Pathway is a combination of units (with some options within them) which enable you to specialize in a particular area.

Program structure

The BM programme now comprises two pathways:

Business Management pathway

Business Management – Financial Management pathway.

Each of the pathways is split into three levels: Level 4,5 and 6 Diploma.

BUSINESS MANAGEMENT (BUSINESS MANAGEMENT PATHWAY)

ABE Level 4 Diploma in Business Management

Units

Introduction to Business
Introduction to Quantitative Methods
Introduction to Business Communication
Introduction to Accounting

Entry requirements

Open entry
Be competent in English (IELTS 5.0 minimum) and Mathematics

ABE Level 5 Diploma in Business Management

Compulsory Units

Quantitative Methods for Business Management
The Business Environment
Financial Accounting
Marketing Policy, Planning and Communication
Organizational Behaviour
Human Resource Management

Optional units (choose two units)

Principles of Business Law
Management Accounting
Economics for Business
Managing the Customer Relationship
Entrepreneurship and Business Development

Entry requirements

One of the following:

Any ABE Level 4 Diploma or equivalent
Any Level 3 qualification or equivalent
2 years' relevant work experience
Be competent in English (IELTS 5.0 minimum) and Mathematics

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ABE Level 6 Diploma in Business Management

Compulsory Units

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

Optional Units (choose two units)

- Strategic Marketing Management
- Strategic Human Resource Management
- Project Management
- Corporate Finance

Entry requirements

One of the following:

- Any ABE Level 5 Diploma or equivalent qualification
- A degree or equivalent
- 2 years' relevant work experience
- Be competent in English (IELTS 5.0 minimum) and Mathematics

ABE Level 6 Extended Diploma in Business Management

Compulsory Units

- Quantitative Methods for Business Management
- The Business Environment
- Financial Accounting
- Marketing Policy, Planning and Communication
- Organizational Behaviour
- Human Resource Management
- Corporate Strategy and Planning
- Managing in Organizations
- International Business Case Study

Optional Units (a choice of four units)

Choose two units from: Principles of Law Management Accounting Economics for Business Managing the Customer Relationship Entrepreneurship and Business Development	Choose the other two units from: Strategic Marketing Management Strategic Human Resource Management Project Management Corporate Finance
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Entry Requirements

One of the following:

- Any ABE Level 4 Diploma or equivalent
- Any Level 3 qualification or equivalent
- 2 years' relevant work experience
- Be competent in English (IELTS 5.0 minimum) and Mathematics

BUSINESS MANAGEMENT (FINANCIAL MANAGEMENT PATHWAY)

ABE Level 4 Diploma in Business Management

Units

- Introduction to Business
- Introduction to Quantitative Methods
- Introduction to Business Communication
- Accounting for Financial Managers

Entry requirements

- Open entry
- Be competent in English (IELTS 5.0 minimum) and Mathematics



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ABE Level 5 Diploma in Business Management

Units

Quantitative Methods for Business Management
The Business Environment
Financial Accounting
Marketing Policy, Planning and Communication
Organizational Behaviour
Human Resource Management
Systems Management and Internal Financial Controls
Managing Accounting

Entry requirements

One of the following:

Any ABE Level 4 Diploma or equivalent
Any Level 3 qualification or equivalent
2 years' relevant work experience
Be competent in English (IELTS 5.0 minimum) and Mathematics

ABE Level 6 Diploma in Business Management

Units

Corporate Strategy and Planning
Managing in Organisations
International Business Case Study
Corporate Finance
International Business Finance and Planning

Entry requirements

One of the following:

Any ABE Level 5 Diploma or equivalent qualification
A degree or equivalent
Be competent in English (IELTS 5.0 minimum) and Mathematics



POSTGRADUATE DIPLOMA IN BUSINESS MANAGEMENT

Why study the Postgraduate Diploma in Business Management (BM)?

The ABE Postgraduate Diploma in Business Management offers students enhanced career prospects, as well as the opportunity to progress to Master's degree programmes at numerous universities worldwide.

This Level 7 qualification has been developed by senior university professors, utilizing current academic learning and research, as well as employer knowledge and practice. It is therefore an ideal progression route for those who:

Are currently studying professional qualifications and wish to proceed to a Masters degree in business / management

Have a related Honours degree but wish to proceed to a Masters level business / management qualification

Are in employment, at managerial level, and wish to achieve a Masters level qualification

ABE Level 7 Diploma in Business Management

Units

Strategic Business Management and Planning

Management of Financial Resources and Performance

Leadership, Change and People Performance

Corporate Strategy, Governance and Ethics in the Global Environment

Research Methods and their Application to Marketing

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Assessment

The Strategic Business Management and Planning unit is assessed by examination.
The other four units are assessed by assignment.

Entry requirements

One of the following:

- Holders of any ABE Level 6 Diploma
- Degree holders in related subject areas
- Holders of other internationally recognised relevant qualifications at level 6
- Five years relevant senior management experience
- English at IELTS 6.0 (recommended)

HUMAN RESOURCE MANAGEMENT

Why study the Human Resource Management (HRM) programme?

The effective management of an organization's human resources is now recognised as a critical component in the success of public and private enterprises. The recognition has led to a demand for trained and qualified HR professionals and to the development of a career structure rising to the highest levels of the organization. The HRM programme introduces you to the academic disciplines that underline the effective management of the human resource, and proceeds to explore the theory, practice and strategy of human resource management.

Career opportunities

The positions below are examples of jobs currently held by ABE HRM qualification holders.
The list is not exhaustive as ABE qualifications are applicable to a wide range of vocations.

- Diploma in HRM – working in a Personnel or HRM department
- Higher Diploma in HRM – Assistant Personnel Manager or Assistant HR Manager
- Graduate Diploma in HRM – Personnel Manager or HR Manager

Programme Structure

The Human Resource Management programme is divided into three levels:

- Diploma (Level 4)
- Higher Diploma (Level 5)
- Graduate Diploma (Level 6)



ABE Level 4 Diploma in Human Resource Management

Compulsory Units

- Introduction to Business
- Managing People
- Personnel Administration
- Introduction to Business Communication

Entry requirements

- Open entry
- Be competent in English at IELTS 6.0 (recommended)

ABE Level 5 Diploma in Human Resource Management

<p><u>Compulsory Units</u></p> <ul style="list-style-type: none"> The Business Environment Human Resource Management Organizational Behaviour Human Resource Development People Planning and resourcing Employment relations 	<p><u>Optional units (choose two)</u></p> <ul style="list-style-type: none"> Principles of Business Law Quantitative Methods for Business Management Managing the Customer Relationship Personnel Information Systems
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Entry requirements

- One of the following:
- Any ABE Level 4 Diploma or equivalent
 - Any Level 3 qualification or equivalent
 - 2 years relevant work experience
 - Open entry
 - Be competent in English (IELTS 5.0 minimum) and Mathematics

ABE Level 6 Diploma in Human Resource Management

<p><u>Compulsory Units</u></p> <ul style="list-style-type: none"> Strategic Human Resource Management Managing Organizational Change & Development Performance Management and Reward 	<p><u>Optional units (choose one)</u></p> <ul style="list-style-type: none"> Corporate Strategy and Planning Managing in Organizations Project Management
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Entry requirements

- One of the following:
- Any ABE Level 5 Diploma or equivalent qualification
 - A degree or equivalent
 - Be competent in English (IELTS 5.0 minimum) and Mathematics

TRAVEL, TOURISM AND HOSPITALITY MANAGEMENT

Why study the Travel, Tourism and Hospitality Management (TTHM) programme?

Tourism is the world's largest industry with revenues of over \$500 billion. The TTHM programme links business principles with sector expertise by introducing you to the principles and practice of modern tourism. The programme goes further to explore issues such as ecotourism and sustainable development. Students holding this qualification will be confident in applying key business and management concepts to this growing sector.

Career Opportunities

The positions below are examples of jobs currently held by ABE TTHM qualification holders. The list is not exhaustive as ABE qualifications are applicable to a wide range of vocations.

- Diploma Level 4 in TTHM – Hotel or Travel Agency Supervisor
- Diploma Level 5 in TTHM – Assistant Hotel or Travel Agency Manager
- Diploma Level 6 in TTHM – Hotel or Travel Agency Manager

ABE Level 4 Diploma in Travel, Tourism and Hospitality

Compulsory Units

- Introduction to Business
- Introduction to Marketing
- Introduction to travel, Tourism and Hospitality
- Introduction to Business Communication

Entry requirements

One of the following:

- Open entry
- Be competent in English (IELTS 5.0 minimum) and Mathematics

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ABE Level 5 Diploma in Travel, Tourism and Hospitality

<p><u>Compulsory Units</u></p> <p>The Business Environment Organizational Behaviour Travel, Tourism and Hospitality IT in hospitality and Tourism Operations Managing the Customer Relationship Strategic Human Resource Management Travel, Tourism and Hospitality Operations Management</p>	<p><u>Optional units (choose two units from)</u></p> <p>Principles of Business Law Human Resource Management Marketing Policy, Planning and Communication Sales Management</p>
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Entry requirements

One of the following:

- Any ABE Level 4 Diploma or equivalent
- Any Level 3 qualification or equivalent
- 2 years relevant work experience
- Be competent in English (IELTS 5.0 minimum) and Mathematics

ABE Level 6 Diploma in Travel, Tourism and Hospitality

<p><u>Compulsory Units</u></p> <p>Strategic Hospitality Management International Travel, Tourism and Hospitality Sustainable Tourism Planning and Development</p>	<p><u>Optional units (choose one)</u></p> <p>Strategic Marketing Management Strategic Human Resource Management Project Management</p>
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Entry requirements

One of the following:

- Any ABE Level 5 Diploma or equivalent
- A degree or equivalent
- Be competent in English (IELTS 5.0 minimum) and Mathematics