

New student membership registration form

Entry requirements:

Level 4 Diploma - 4 units

No formal entry qualifications are required but applicants should have attained GCSE or equivalent in Mathematics and have demonstrated competence in English language by attainment of one of the following (or equivalent):

- LCCI – English for Business (EfB) Level 1 or 2
- City & Guilds/Pitman – English for Speakers of Other Languages (ESOL)/English for Business Communication
- IELTS – Minimum Overall Band Score 5.0

OR Confirmation by their college of equivalent standard in Mathematics and competence in English.

Level 5 Diploma - 8 units / Level 6 Extended Diploma - 13 units

Applicants must have attained at least **one** of the following qualifications:

- Two GCE A levels or any Level 3 equivalent together with four GCSEs at Grade C or above, including English and Mathematics
- BTEC National Diploma or overseas equivalent
- An Access Certificate from a UK College of Further Education
- Any NVQ Level 3 qualifications

In addition, ABE welcomes applications for student membership from intending Level 5 Diploma / Level 6 Extended Diploma candidates who, although not holding a formal entry qualification, have been in appropriate employment for at least 2 years. A signed and dated reference letter from the employer(s) must accompany all such applications.

Level 6 Diploma - 5 units

Applicants must have attained at least **one** of the following entry qualifications:

- A degree or overseas equivalent, awarded by a recognised university, or a BTEC HND
- A Level 5 qualification from another internationally recognised awarding body or approved overseas Institution of Higher Education
- Five years' managerial experience

Level 7 Diploma - 5 units

Applicants must have attained at least **one** of the following entry qualifications:

- A degree in a relevant subject awarded by a recognised UK or overseas university
- A related Level 6 qualification from another internationally recognised awarding body
- Five years' senior managerial experience

Students and colleges are strongly urged to consider the level of written English required for success in this programme. Observation by ABE suggests that students without a standard of English equivalent to IELTS 6.0 (or above) are significantly less likely to succeed. The advanced nature of this programme means that ABE examiners cannot make any allowance for lower levels of English.

The decision of the Council as to the suitability of the applicant shall be final.

2. Programme and entry levels (tick to indicate your chosen level and programme)

Business Management

1. Please select a pathway:

- ☐ Business Management
☐ Financial Management
☐ Management of Information Systems

2. Please select an entry level:

- Level 4 Diploma £35 **£25** ☐
Level 5 Diploma £50 **£35** ☐
Level 6 Diploma £150 ☐
Level 7 Diploma £200 ☐
Extended Diploma £100
(this programme comprises 13 units) ☐

Human Resource Management

Please select an entry level:

- Level 4 Diploma £35 **£25** ☐
Level 5 Diploma £50 **£35** ☐
Level 6 Diploma £150 ☐
Extended Diploma £100
(this programme comprises 13 units) ☐

Travel, Tourism and Hospitality Management

Please select an entry level:

- Level 4 Diploma £35 **£25** ☐
Level 5 Diploma £50 **£35** ☐
Level 6 Diploma £150 ☐
Extended Diploma £100
(this programme comprises 13 units) ☐

Marketing Management

Please select an entry level:

- Level 4 Diploma £35 **£25** ☐
Level 5 Diploma £50 **£35** ☐
Level 6 Diploma £150 ☐
Extended Diploma £100
(this programme comprises 13 units) ☐

Business Start-up and Entrepreneurship

Please select an entry level:

- Level 4 Diploma £35 **£25** ☐

3. How did you find out about ABE?

- ☐ BEX or SF magazine ☐ Word of mouth ☐ Online network (e.g. facebook, twitter)
☐ ABE representative ☐ ABE college ☐ Online search engine (e.g. google, yahoo!)
☐ Advertisement ☐ Exhibition or event ☐ Other (specify): _____

4. Ethnic origin

- ☐ Asian – Bangladeshi ☐ Asian – Chinese ☐ Asian – Indian ☐ Asian – Pakistani ☐ Asian – Other
☐ Black – African ☐ Black – Caribbean ☐ Black – Other ☐ White ☐ Other

5. Educational details

Please note that evidence of educational qualifications or details of relevant work experience where required MUST be attached to this registration form to support your chosen level of entry (refer to entry requirements on the front of this form). Failure to provide the required documentation will cause considerable delay in the processing of your application.

Please also provide us with the following information:

- 3.1 How many GCSE/O levels (or national equivalent) do you have? ☐
3.2 How many A levels (or national equivalent) do you have? ☐
3.3 How many higher qualifications do you have? ☐
3.4 How many years of work experience do you have? ☐

- 3.5 After completing your ABE qualification, do you intend to proceed to:

(please tick appropriate box)

- ☐ Another ABE qualification ☐ Other professional qualification ☐ University/Polytechnic ☐ Employment

6. Application for unit exemptions

If you wish to claim individual unit exemptions because of a previous relevant qualification, please refer to the registration section of the ABE website for information on how to apply, or email exemptions@abeuk.com.

7. Payment details

- Payment must be made by £ sterling cheque/draft drawn on a UK bank, by postal order or by credit/debit card. If paying by cheque/draft/postal order, you must send your application by **post** only.
- Registration forms will **not** be accepted unless accompanied by the correct payment.
- Any other payment included with the registration fee will be credited to your ABE account. **Students will not be entered for examinations without the submission of an examination entry form.**

(Tick method of payment)

☐ I have enclosed Cheque/Draft no. _____

☐ I have enclosed Postal Order(s)

☐ Deduct from my Credit/Debit card details below:

Total payment submitted
with this application:

£

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Registration fees will not be refunded after three months from the date of registration.

Please note that to retain your membership of the Association, your annual subscription must be paid every year.

Registrations must be submitted by post or fax along with full, valid payment and copies of supporting qualifications.

Emailed applications will not be accepted.

ABE collects your data in order to provide qualifications, examine you and associated activities. We are regulated by a number of authorities and often have to provide personal data to them. This may include your data. Additionally, we may use your data in order to send you carefully selected and appropriate marketing material. Every time we send you such material, we give you the option to opt out of receiving such information in the future.

I certify that I have read this registration form and the information I have provided is true and accurate. By signing this form, I confirm that my English language skills are of the appropriate standard (as stated on page 1 of this form), and I have understood and agree with how the information I have provided would be used.

Signature _____ Date _____

Checklist: Have you enclosed? ☐ The registration fee ☐ Copies of your qualification(s)

Credit/Debit card payment form

I authorise you to debit my account with the amount of £ _____ I wish to pay by Visa/Delta/MasterCard/Maestro/Solo/JCB/AMEX

My card number is

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Expiry date
Month Year

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Valid from
Month Year

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Issue no.
(If applicable)

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SECURITY CODE (last three digits on signature strip on back of card or four digits on front of AMEX card)

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IMPORTANT NOTICE YOU MUST GIVE THE SECURITY CODE FOR PAYMENT TO BE ACCEPTED

Cardholder Name

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Cardholder Address

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Postcode (UK address only)

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Telephone no.

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Fax no.

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Email

--

Cardholder signature

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Date

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Student's signature (if not cardholder)

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Date

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