

## Unit Exemption Request Applications

Please read this page carefully before completing the exemption 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 based on 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 a maximum of two per level) will depend on how closely your previous qualifications match the content of the current ABE unit syllabus.
- You may **not** apply for more than one unit exemption in any designated pathway: one of the exemptions must be for one of the core units in any one level.
- Consider your choice of unit exemption carefully - you may not re-apply for different unit exemptions if your first application is rejected.
- You must send official proof of any relevant qualifications which are held or which are currently being studied for, with your application for exemption form for us to assess your eligibility and confirm any entitlement to exemptions.
- Photocopies or scans of award certificates, academic transcripts and qualification curricula must be submitted for any qualification upon which you wish to claim an exemption.
- Any document which is not in English must be officially translated before submission.
- Students will be required to pay an exemption fee for each unit exemption awarded.

Unit exemptions will **not** be granted for the following:

- where the unit has already been attempted by the applicant unsuccessfully.
- where the evidence of qualifications gained is dated 10 or more years prior to the date of the exemption request.
- Where the unit or qualification achievement already held was obtained via a pre-existing exemption within that unit or qualification.
- for 'top-ups' where a learner wishes to add a pathway to a pre-existing ABE Diploma held by a learner.

### Fees

ABE charges country-specific fees for exemptions outside of Europe. Please contact [admissions@abeuk.com](mailto: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 only be requested 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 ABE Membership Number (see below).
- **Unit Mapping Form:** applicants should use this form to map the content (learning outcomes and assessment requirements) of the qualifications which they already hold against the content of the chosen ABE unit. Use one form per unit application.
- **Finance Form:** fill out the form with all the necessary financial information as indicated.

## Documentation to Provide

In addition to the forms, please provide copies of:

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

Please return the three forms with copies of the appropriate documentation to ABE, New Malden Business Centre, 46-50 Coombe Road, New Malden, Surrey KT3 4QF, United Kingdom or send an email to: [admissions@abeuk.com](mailto: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

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

Learning Outcomes (state level and subject)	Learning outcomes ABE Unit

Assessment Requirements (state level and subject)	Assessment requirements ABE Unit

## 2. Payment details

(Tick method of payment)

- I have enclosed cheque / draft no(s): \_\_\_\_\_
- I have enclosed postal order no(s): \_\_\_\_\_
- Deduct from the credit balance I have in my ABE account
- Deduct from my credit / debit card details below:

Total payment submitted:

£

## 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 no.			
Cardholder's signature		Date	

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