

Foundation Award

Programme Outline

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Unit 1 Introduction to Business

Unit 2 English for Business

Unit 3 Numeracy for Business

Unit 4 Standard Office Procedures

For aspiring business men and women developing an understanding of the nature of business is an important first step towards a successful career. Businesses function in a competitive environment and rely upon the skills and knowledge of their employees to compete and grow within the marketplace.

An ABMA Foundation Award will prepare you with the knowledge and skills they need to take that first step. The ABMA Foundation Award will also provide you with the opportunity to continue your studies at ABMA Certificate level.

The Foundation Award allows students, who do not meet the entry requirements for the ABMA Certificate level, the opportunity to continue their studies beyond secondary school level and to begin their professional development.

The ABMA Foundation Award teaches the fundamental aspects of business as well as principles of communication and it will enhance your ability to apply numerical skills in problem solving. You will also be able to understand and apply processes in an office environment.

The choice to develop professional knowledge and skills that will enhance future career prospects is an important first step in developing a worthwhile career. The ABMA Foundation Award will provide you with the necessary professional skills to embark on a career in a wide variety of industry and business sectors as well as providing, on completion, the opportunity for further professional development in the ABMA portfolio of vocational qualifications.

ABMA vocational qualifications prepare students and business professionals to take their new knowledge and skills learnt throughout the course of their studies and apply it to the industry in which they would like to build and develop their career.

