



Human Resource Management Exemption Application Form

Section A (Please complete all of this section)

ABMA Student Number (if known):

Surname: _____

First Name: _____

Other Names: _____

Email Address:

Please indicate the full name of the centre at which you are studying:

Centre Address: _____

Section B

Place a cross (X) in the box provided against the unit(s) for which you wish to be considered for an exemption.

Level 4 Diploma	(X)	ABMA Use Only
Principles of Human Resource Management		
Implementation of an HR Plan		
Recruitment and Selection		
Releasing People from the Organisation		
Delivery of Performance and Reward Services		

Level 5 Diploma	(X)	ABMA Use Only
Management of Learning and Development		
Employee Engagement		
Organisation Design Management		
Performance Management Systems		
Development of Human Resource Procedures and Plans		

Level 6 Diploma	(X)	ABMA Use Only
Human Resource Strategy Development		
Organisational Resource Planning		
Organisational Performance and Reward Policies		
Employee Engagement Policies		
Employee Relations Policies		

Section C

ABMA Education is prepared to consider granting exemptions to those candidates who can demonstrate they have relevant qualifications or work related experience in a related subject. In addition, a related ABMA qualification may also qualify the holder for an exemption.

Once your application has been processed, you will be advised of the outcome by your centre.

The following should be carefully noted:

SCHOOL CERTIFICATES

These are not accepted for exemption purposes.

SYNOPSIS

No exemptions are given for the Synopsis unit.

DOCUMENTATION AND FEES

The completed Exemption Application Form must be accompanied by copies of qualification certificates in support of the exemption application. Failure to supply evidence of prior learning will invalidate your application.

A £40 fee per application is payable at the time of submission.

I enclose the required fee of £40 and I have read and understood the examination regulations and undertake to comply therewith and I understand that the fees paid are **non-refundable and non-transferable**. I also understand that ABMA Education reserves the right to reject any claim for exemption.

FOR ABMA USE ONLY

Bankers Draft

Cheque (with cheque guarantee details)

Postal / Money Order

Exam Fee to Pay

Module Outstanding

Late Entry

Other

Date

Signature

Signature: _____ Date: _____