



# The ABMA Education e-library

A guide to using the e-library.

# A guide to using the elibrary.



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# Introduction



Welcome to the ABMA Education e-library.

We hope that you will enjoy using this valuable resource to support your ABMA Education studies as well as finding additional support for your own personal development. The following pages are provided to help you start using the e-library to its fullest potential.

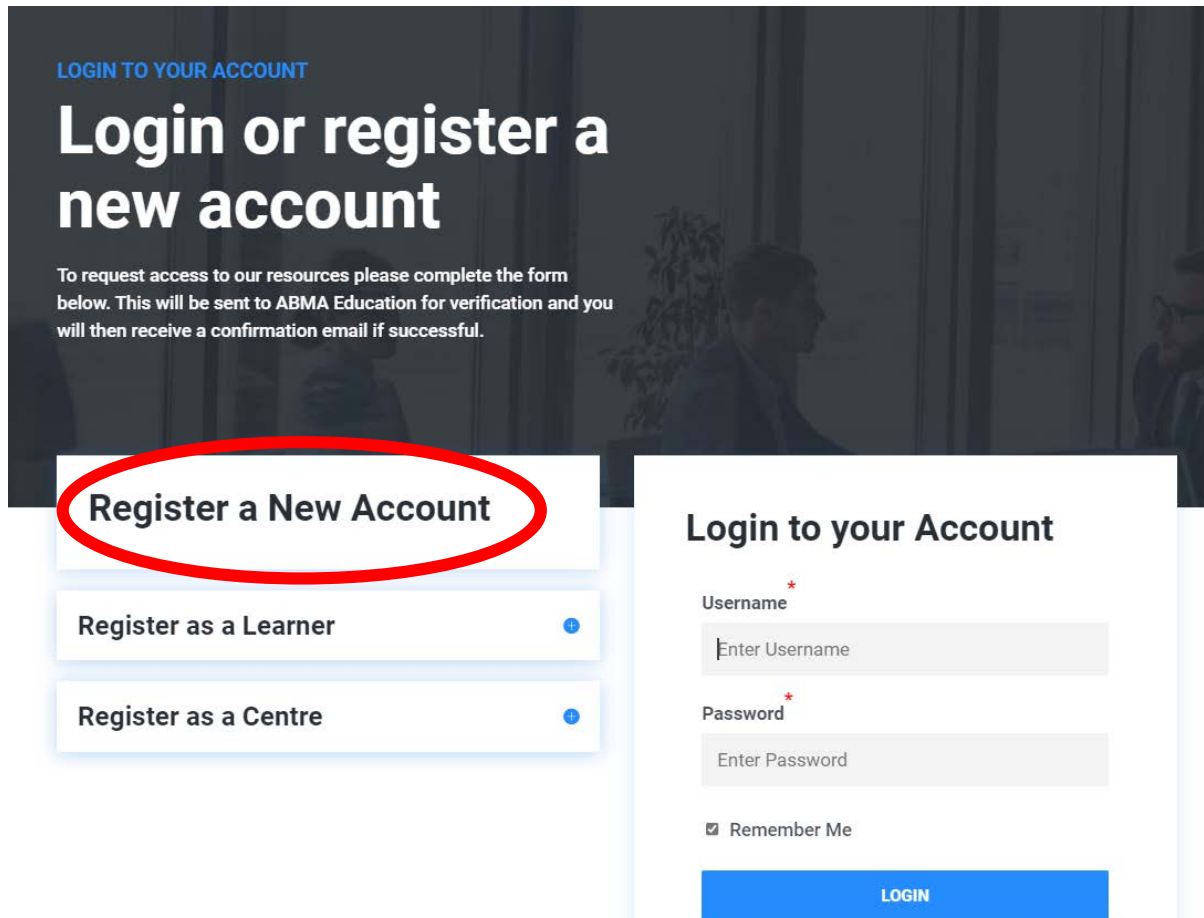
Please spend some time searching different terms to explore the e-library and the Journal Database and see how it can assist you.

**NOTE:** All referenced textbooks for all ABMA Education qualifications are available in the e-library.

**LECTURERS** – Please note that a list of suggested textbooks is available in the supplied Schemes of Work.

Go to [www.abma.uk.com](http://www.abma.uk.com) and click on the MEMBERS tab.  
You will need to register for an account to access this are if you have not already.

Desktop view:



LOGIN TO YOUR ACCOUNT

## Login or register a new account

To request access to our resources please complete the form below. This will be sent to ABMA Education for verification and you will then receive a confirmation email if successful.

**Register a New Account**

Register as a Learner

Register as a Centre

### Login to your Account

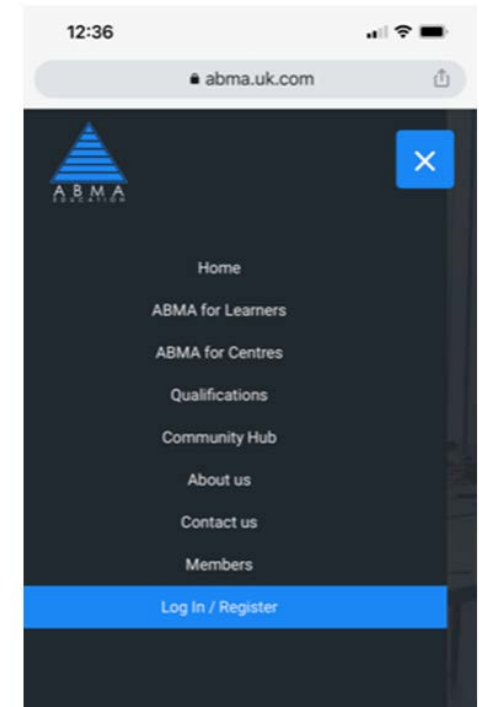
Username \*

Password \*

Remember Me

LOGIN

Mobile view:



12:36

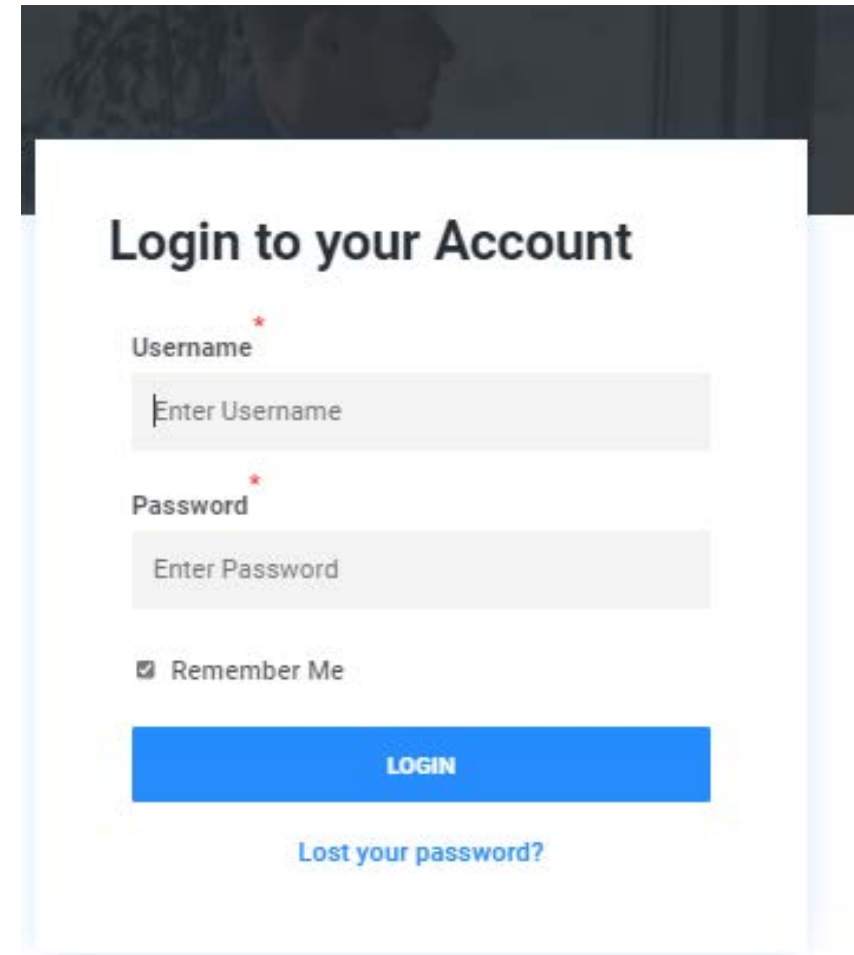
abma.uk.com

ABMA

- Home
- ABMA for Learners
- ABMA for Centres
- Qualifications
- Community Hub
- About us
- Contact us
- Members

Log In / Register

Enter your username and password and then click the LOGIN button.

A screenshot of a login form titled "Login to your Account". The form includes a "Username" field with a red asterisk, a "Password" field with a red asterisk, a "Remember Me" checkbox, a blue "LOGIN" button, and a "Lost your password?" link.

**Login to your Account**

Username \*

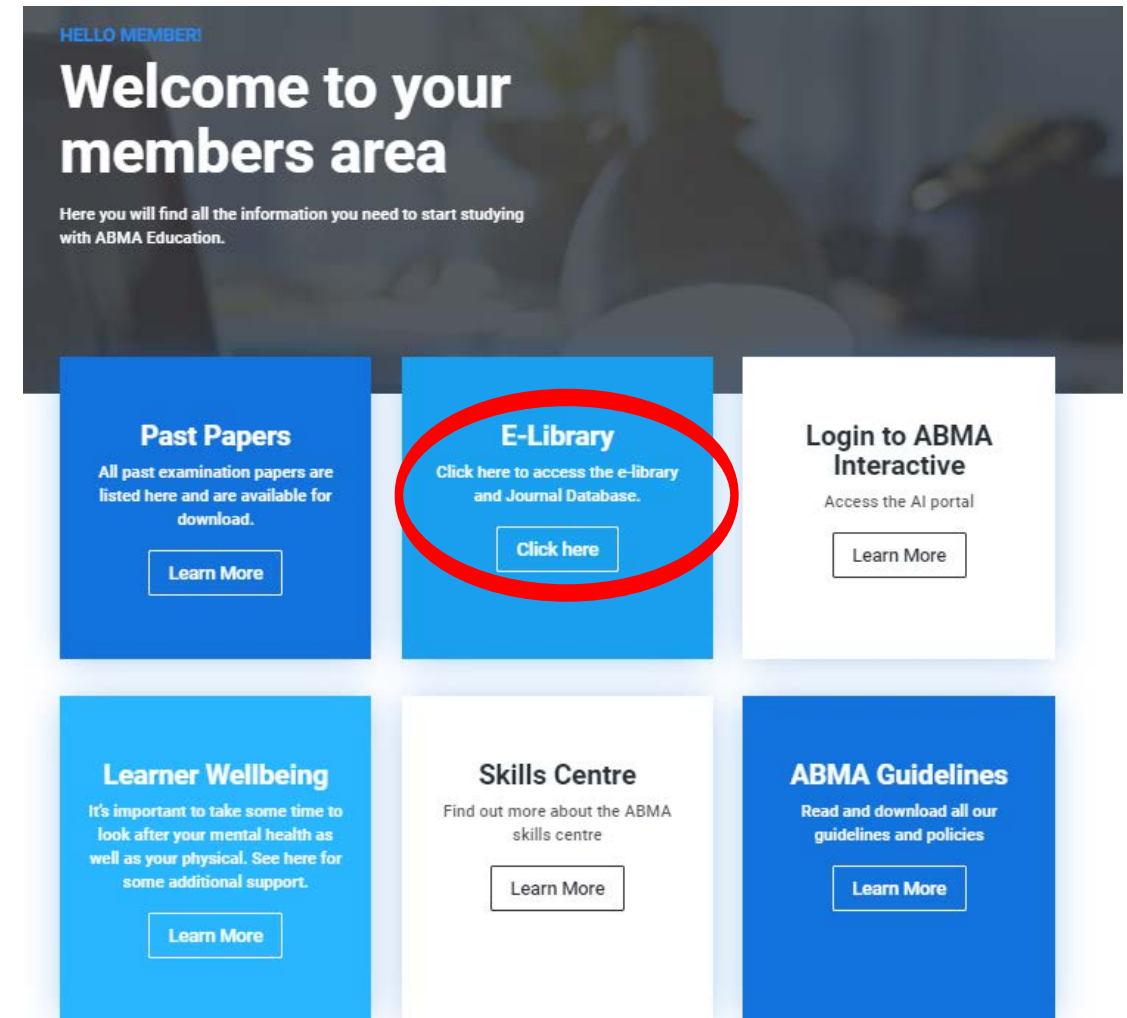
Password \*

Remember Me

**LOGIN**

[Lost your password?](#)

Click on the  
E-Library button.



HELLO MEMBER!

## Welcome to your members area

Here you will find all the information you need to start studying with ABMA Education.

**Past Papers**  
All past examination papers are listed here and are available for download.  
[Learn More](#)

**E-Library**  
Click here to access the e-library and Journal Database.  
[Click here](#)

**Login to ABMA Interactive**  
Access the AI portal  
[Learn More](#)

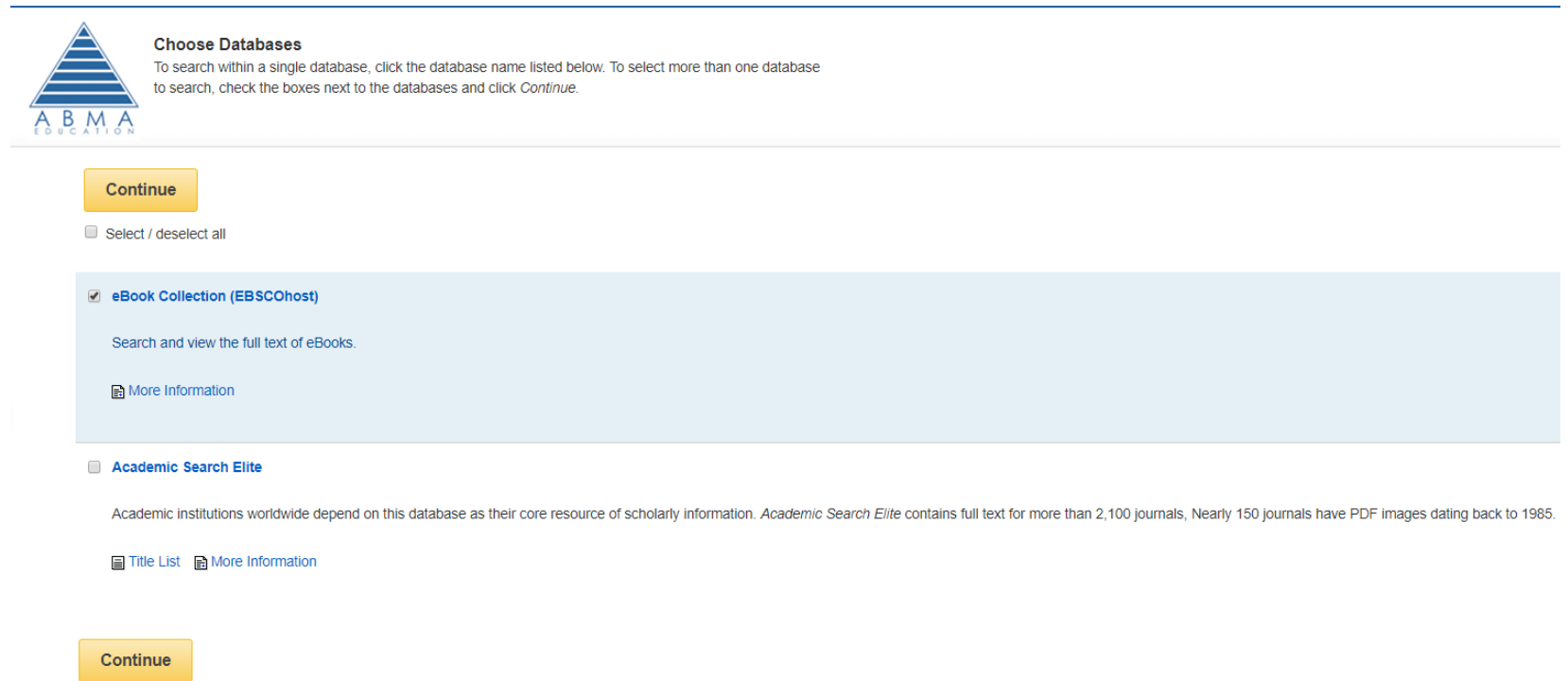
**Learner Wellbeing**  
It's important to take some time to look after your mental health as well as your physical. See here for some additional support.  
[Learn More](#)


**Skills Centre**  
Find out more about the ABMA skills centre  
[Learn More](#)

**ABMA Guidelines**  
Read and download all our guidelines and policies  
[Learn More](#)

To search for ebooks  
tick:  
'eBook Collection  
(EBSCOhost)' button.

Then click the  
CONTINUE button.



 **Choose Databases**  
To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.

[Continue](#)

Select / deselect all

**eBook Collection (EBSCOhost)**  
Search and view the full text of eBooks.  
[More Information](#)

**Academic Search Elite**  
Academic institutions worldwide depend on this database as their core resource of scholarly information. *Academic Search Elite* contains full text for more than 2,100 journals. Nearly 150 journals have PDF images dating back to 1985.  
[Title List](#) [More Information](#)

[Continue](#)

To search for journals  
tick:  
'Academic Search Elite'  
button.

Then click the  
CONTINUE button.



### Choose Databases

To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.

Continue

Select / deselect all

eBook Collection (EBSCOhost)

Search and view the full text of eBooks.

[More Information](#)

Academic Search Elite

Academic institutions worldwide depend on this database as their core resource of scholarly information. *Academic Search Elite* contains full text for more than 2,100 journals, Nearly 150 journals have PDF images dating back to 1985

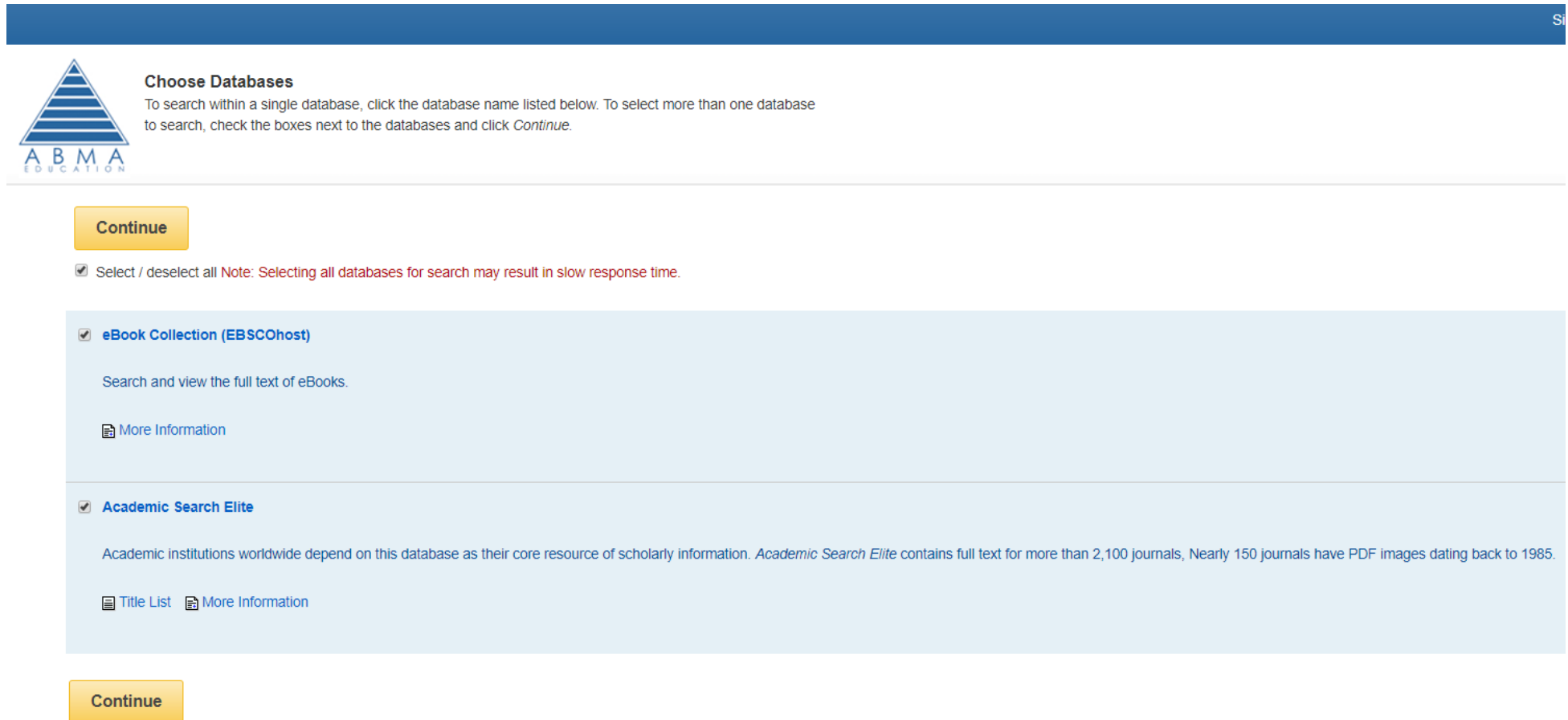
[Title List](#) [More Information](#)

Continue



You can access both areas (ebooks and journals) by ticking both boxes.

**PLEASE BE AWARE** this may slow down searches and produce a large number of results.

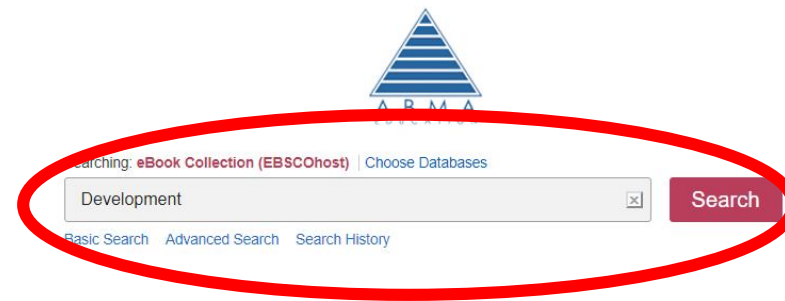


The screenshot shows the 'Choose Databases' interface. At the top left is the ABMA Education logo. The title 'Choose Databases' is followed by instructions: 'To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.' Below this is a yellow 'Continue' button. A checkbox is checked next to the text 'Select / deselect all' with a red note: 'Note: Selecting all databases for search may result in slow response time.' Two database options are listed in light blue boxes. The first is 'eBook Collection (EBSCOhost)' with a checked checkbox, a description 'Search and view the full text of eBooks.', and a 'More Information' link. The second is 'Academic Search Elite' with a checked checkbox, a description 'Academic institutions worldwide depend on this database as their core resource of scholarly information. *Academic Search Elite* contains full text for more than 2,100 journals, Nearly 150 journals have PDF images dating back to 1985.', and links for 'Title List' and 'More Information'. A second yellow 'Continue' button is at the bottom.

Searching the  
ABMA Education e-library

To search for ebooks, enter a search term in the search bar.

For example search 'DEVELOPMENT' and click Search.



eBook Collection

Browse By Category

- Children's & Young Adult Nonfiction
- Business & Economics
- Computer Science
- Education
- Engineering & Technology
- Health & Medicine
- History
- Law
- Mathematics

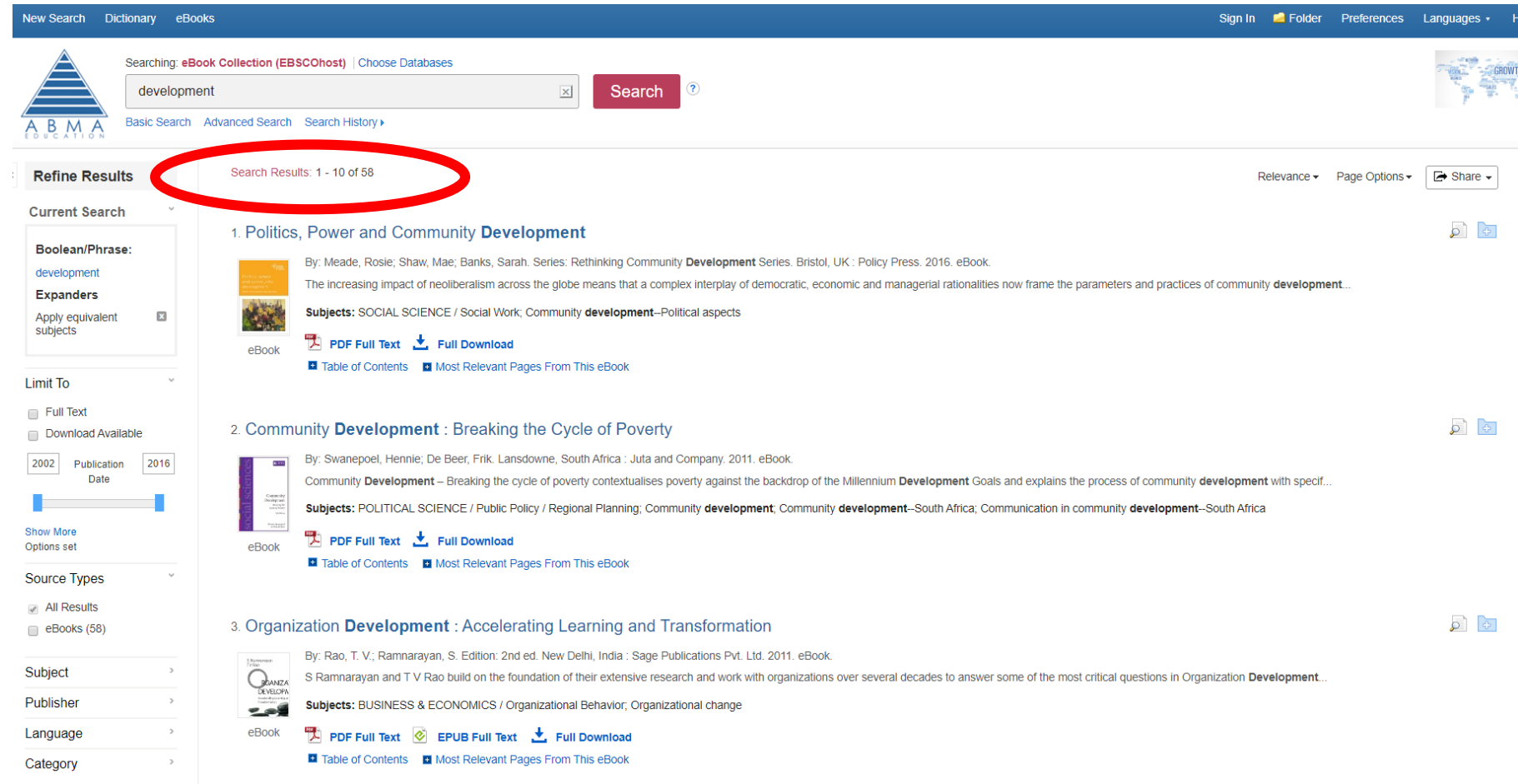
Highlights [View All](#)

 <p><b>Customer Relationship Management Strategies in the Digital Era</b> by <a href="#">Nasir, Suphan</a></p>	 <p><b>Legal and Regulatory Issues in Human Resources Management</b> by <a href="#">Sauser, William I.</a></p>	 <p><b>HUMANITARIAN ECONOMICS</b> by <a href="#">Carbonnier, Gilles</a></p>	 <p><b>THE WORLD TRADE ORGANIZATION</b> by <a href="#">Matsushita, Mitsuo</a></p>	 <p><b>Test-Driven Python Development</b> by <a href="#">Govindaraj, Siddharta</a></p>	 <p><b>Breakthrough Business Analysis</b> by <a href="#">Hass, Kathleen B.</a></p>	 <p><b>SWOT ANALYSIS</b> by <a href="#">Speth, Christophe</a></p>	 <p><b>THE CONTAINER PRINCIPLE</b> by <a href="#">Klose, Alexander</a></p>	 <p><b>Sociology</b> by <a href="#">Zaaiman, Johan</a></p>	 <p><b>EXPORT/IMPORT PROCEDURES AND DOCUMENTATION</b> by <a href="#">Bade, Donna</a></p>
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Featured eBooks

This search term has produced 58 different possible ebooks for you to view.

Scroll down the page for more results.



The screenshot shows the ABMA Education e-library search results page. The search term "development" is entered in the search bar, and the results are displayed in a list. The number of results, "Search Results: 1 - 10 of 58", is circled in red. The results are organized into three sections:

- 1. Politics, Power and Community Development**  
By: Meade, Rosie; Shaw, Mae; Banks, Sarah. Series: Rethinking Community **Development** Series. Bristol, UK : Policy Press. 2016. eBook.  
The increasing impact of neoliberalism across the globe means that a complex interplay of democratic, economic and managerial rationalities now frame the parameters and practices of community **development**...  
**Subjects:** SOCIAL SCIENCE / Social Work; Community **development**--Political aspects  
Options: PDF Full Text, Full Download, Table of Contents, Most Relevant Pages From This eBook
- 2. Community Development : Breaking the Cycle of Poverty**  
By: Swanepoel, Hennie; De Beer, Frik. Lansdowne, South Africa : Juta and Company. 2011. eBook.  
Community **Development** – Breaking the cycle of poverty contextualises poverty against the backdrop of the Millennium **Development** Goals and explains the process of community **development** with specif...  
**Subjects:** POLITICAL SCIENCE / Public Policy / Regional Planning; Community **development**, Community **development**--South Africa; Communication in community **development**--South Africa  
Options: PDF Full Text, Full Download, Table of Contents, Most Relevant Pages From This eBook
- 3. Organization Development : Accelerating Learning and Transformation**  
By: Rao, T. V.; Ramnarayan, S. Edition: 2nd ed. New Delhi, India : Sage Publications Pvt. Ltd. 2011. eBook.  
S Ramnarayan and T V Rao build on the foundation of their extensive research and work with organizations over several decades to answer some of the most critical questions in Organization **Development**...  
**Subjects:** BUSINESS & ECONOMICS / Organizational Behavior; Organizational change  
Options: PDF Full Text, EPUB Full Text, Full Download, Table of Contents, Most Relevant Pages From This eBook

For this example, we have chosen Option 2. *Community Development : Breaking the Cycle of Poverty*.

Click the title.

Limit To

Full Text

Download Available

2002 Publication Date 2016

Show More Options set

Source Types

[Table of Contents](#) [Most Relevant Pages From This eBook](#)

**2. Community Development : Breaking the Cycle of Poverty**

 eBook

By: Swanepoel, Hennie, De Beer, Prik. Lansdownie, South Africa : Juta and Company. 2011. eBook.

Community **Development** – Breaking the cycle of poverty contextualises poverty against the backdrop of the Millennium **Development** Goals and explains the process of community **development** with specif...

**Subjects:** POLITICAL SCIENCE / Public Policy / Regional Planning; Community **development**; Community **development**--South Africa; Communication in community **development**--South Africa

 [PDF Full Text](#)  [Full Download](#)

[Table of Contents](#) [Most Relevant Pages From This eBook](#)



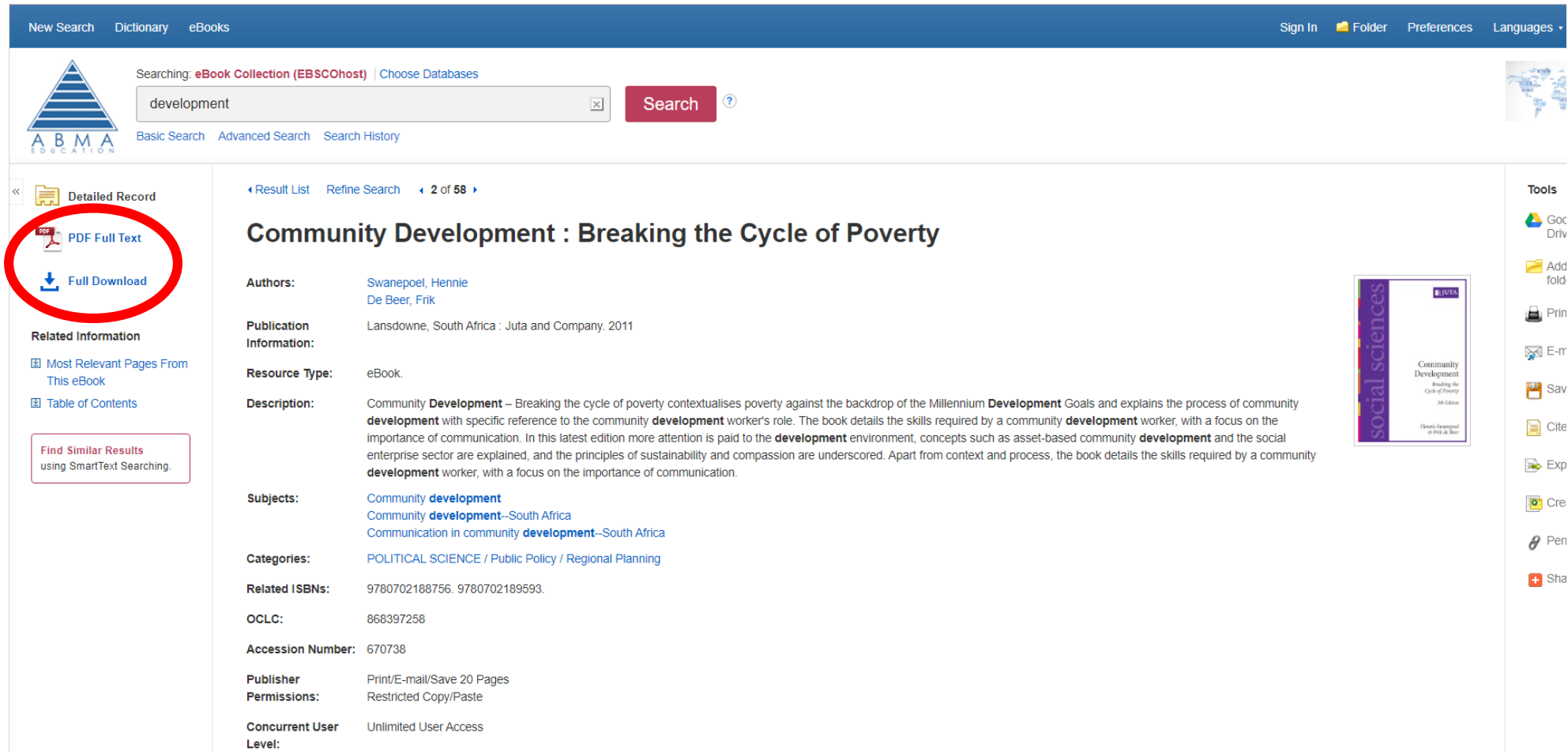
Viewing ebooks in the  
ABMA Education e-library

You now have the following options:

View the text in PDF format online.

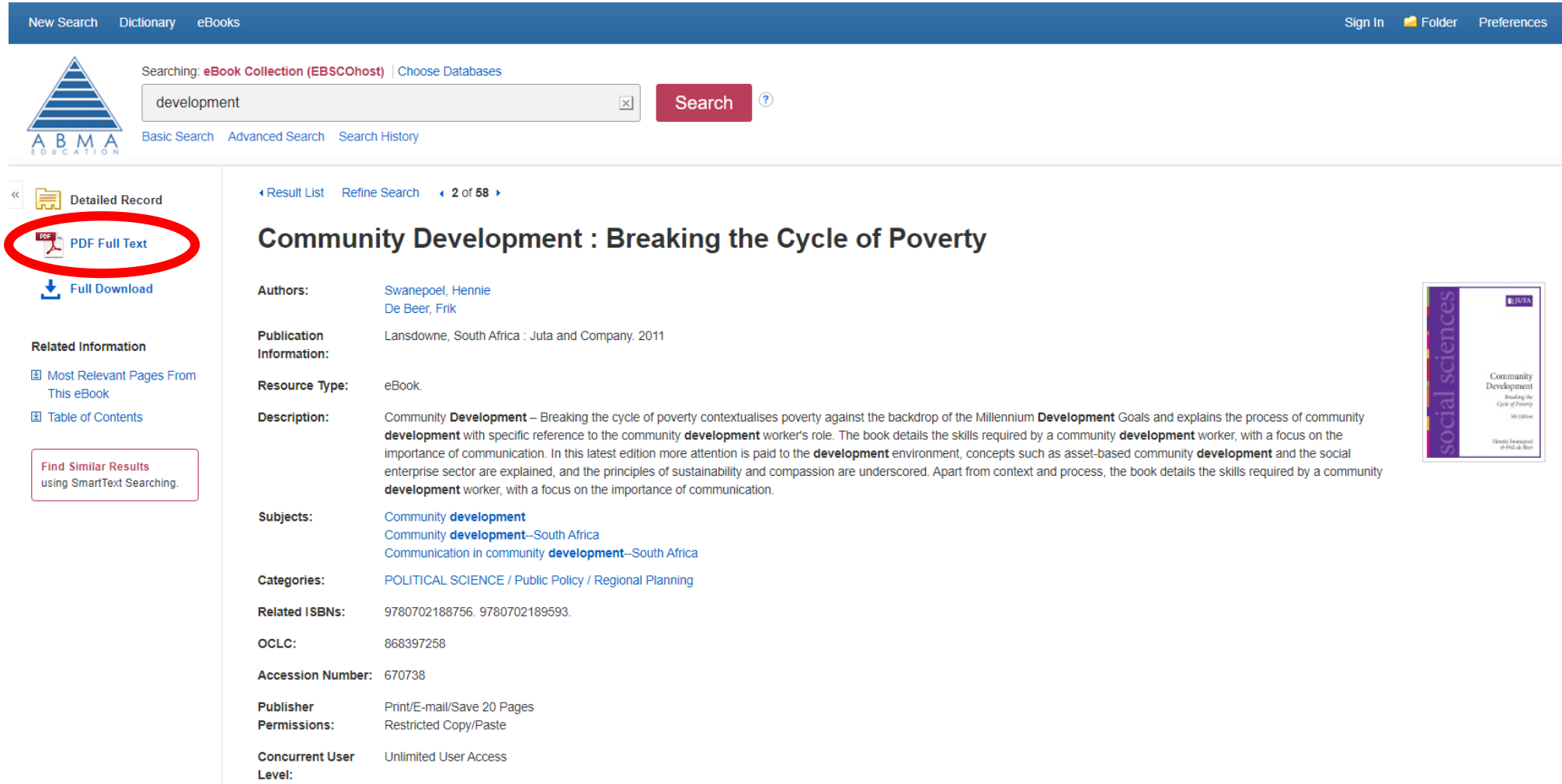
or

Download the ebook to a PC, laptop or mobile device.



The screenshot shows the ABMA Education website interface. At the top, there are navigation links for 'New Search', 'Dictionary', and 'eBooks'. A search bar contains the word 'development' and a 'Search' button. Below the search bar, there are options for 'Basic Search', 'Advanced Search', and 'Search History'. The main content area displays search results for 'development', with the first result highlighted: 'Community Development : Breaking the Cycle of Poverty'. The result details include authors (Swanepoel, Hennie; De Beer, Frik), publication information (Lansdowne, South Africa : Juta and Company, 2011), resource type (eBook), and a detailed description. The left sidebar shows a 'Detailed Record' section with two options: 'PDF Full Text' and 'Full Download', both of which are circled in red. Below this, there is a 'Related Information' section with links for 'Most Relevant Pages From This eBook' and 'Table of Contents'. A 'Find Similar Results' button is also visible. The right sidebar contains a 'Tools' section with various utility icons like 'Goc Drive', 'Add fold', 'Print', 'E-mail', 'Save', 'Cite', 'Export', 'Create', 'Permissions', and 'Share'.

To view ebooks online, simply click the 'PDF Full Text' button.



The screenshot shows the ABMA Education website interface. At the top, there is a navigation bar with links for 'New Search', 'Dictionary', and 'eBooks'. On the right side of the navigation bar, there are links for 'Sign In', 'Folder', and 'Preferences'. Below the navigation bar, the search bar contains the text 'development' and a 'Search' button. The search results page displays the title 'Community Development : Breaking the Cycle of Poverty' and provides detailed information about the book, including authors, publication information, resource type, description, subjects, categories, related ISBNs, OCLC, accession number, publisher, permissions, and concurrent user level. A sidebar on the left contains a 'Detailed Record' section with a 'PDF Full Text' button circled in red, and a 'Full Download' button. Below this, there is a 'Related Information' section with links for 'Most Relevant Pages From This eBook' and 'Table of Contents'. A 'Find Similar Results' button is also present in the sidebar. On the right side of the page, there is a small image of the book cover.

New Search Dictionary eBooks Sign In Folder Preferences

Searching: eBook Collection (EBSCOhost) | Choose Databases

development Search

Basic Search Advanced Search Search History

<< Detailed Record

PDF Full Text

Full Download

Related Information

Most Relevant Pages From This eBook

Table of Contents

Find Similar Results using SmartText Searching.

< Result List Refine Search < 2 of 58 >

### Community Development : Breaking the Cycle of Poverty

**Authors:** Swanepoel, Hennie  
De Beer, Frik

**Publication Information:** Lansdowne, South Africa : Juta and Company. 2011

**Resource Type:** eBook.

**Description:** Community **Development** – Breaking the cycle of poverty contextualises poverty against the backdrop of the Millennium **Development** Goals and explains the process of community **development** with specific reference to the community **development** worker's role. The book details the skills required by a community **development** worker, with a focus on the importance of communication. In this latest edition more attention is paid to the **development** environment, concepts such as asset-based community **development** and the social enterprise sector are explained, and the principles of sustainability and compassion are underscored. Apart from context and process, the book details the skills required by a community **development** worker, with a focus on the importance of communication.

**Subjects:** Community **development**  
Community **development**–South Africa  
Communication in community **development**–South Africa

**Categories:** POLITICAL SCIENCE / Public Policy / Regional Planning

**Related ISBNs:** 9780702188756. 9780702189593.

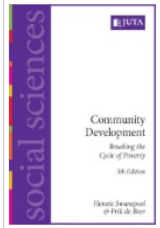
**OCLC:** 868397258

**Accession Number:** 670738

**Publisher:** Print/E-mail/Save 20 Pages

**Permissions:** Restricted Copy/Paste

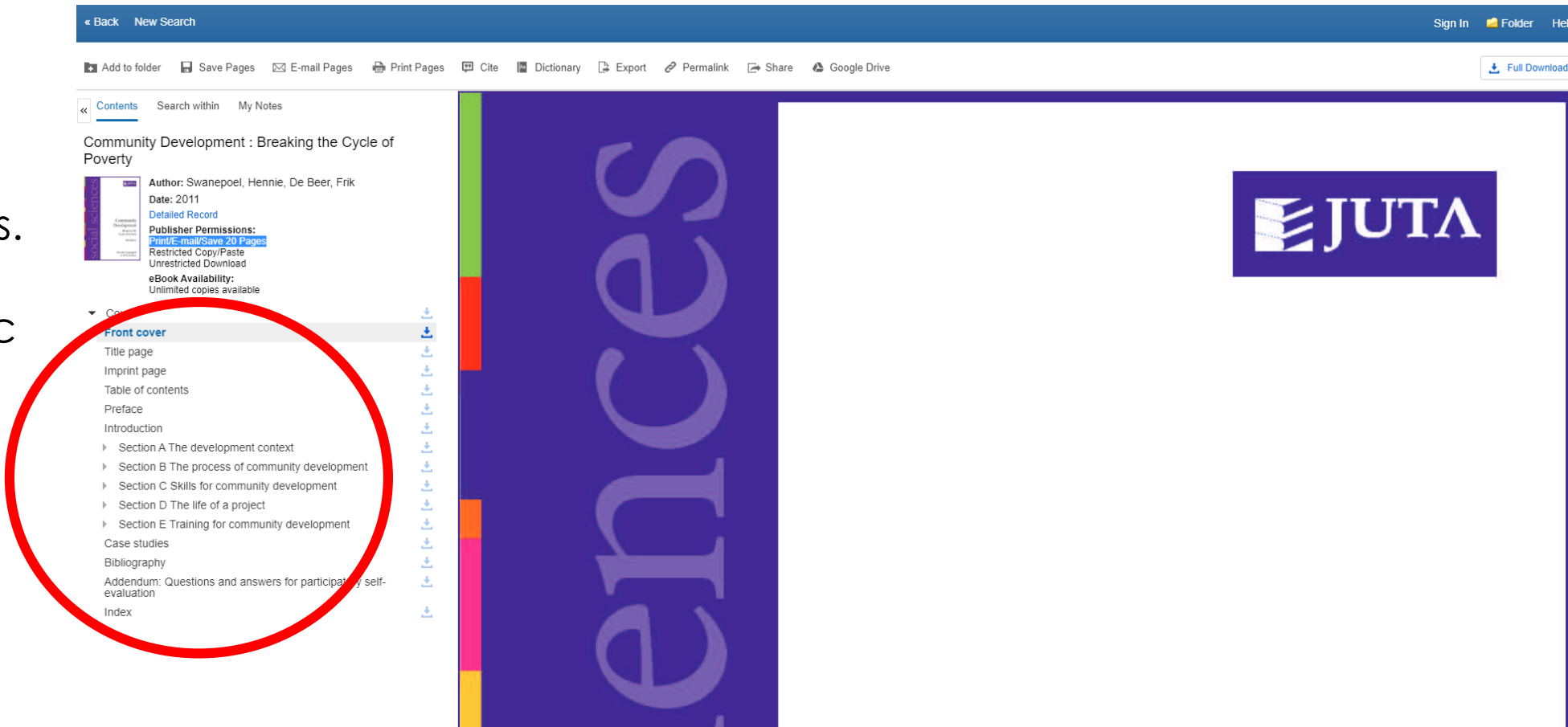
**Concurrent User Level:** Unlimited User Access





You can see on the left, a list of contents.

To jump to a specific chapter, click the appropriate title.



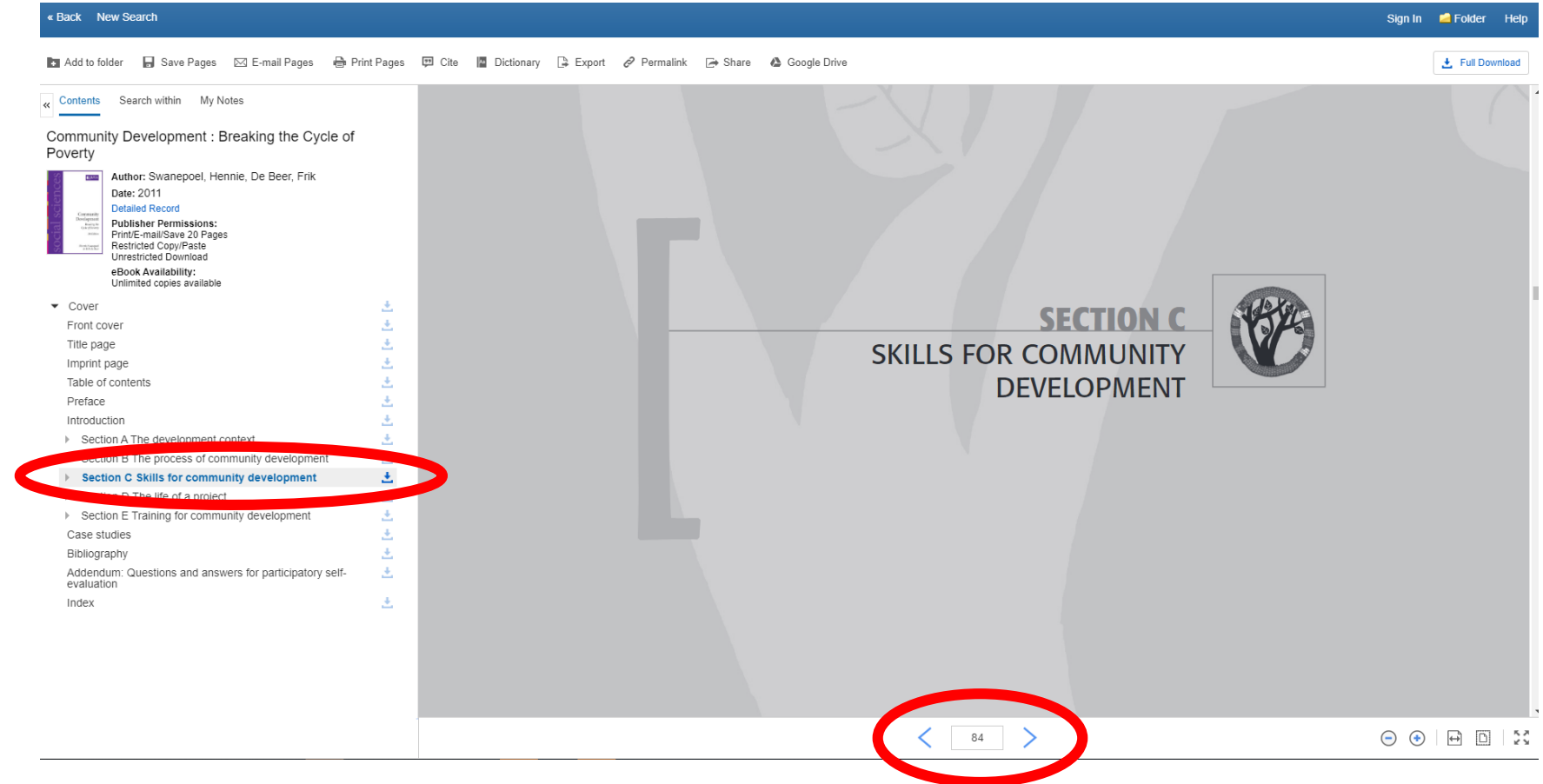
The screenshot shows a web interface for viewing an ebook. At the top, there is a navigation bar with options like 'Back', 'New Search', 'Sign In', 'Folder', and 'Help'. Below this is a toolbar with various actions: 'Add to folder', 'Save Pages', 'E-mail Pages', 'Print Pages', 'Cite', 'Dictionary', 'Export', 'Permalink', 'Share', and 'Google Drive'. A 'Full Download' button is also present. The main content area is divided into two sections. On the left, a 'Contents' sidebar lists the book's structure, including 'Front cover', 'Title page', 'Imprint page', 'Table of contents', 'Preface', 'Introduction', and several sections (A through E) covering development context, process, skills, project life, and training. The 'Front cover' item is circled in red. On the right, the main viewing area displays the book's cover, which features the title 'eInnces' in large, stylized letters and the JUTA logo in the top right corner.

In this example,  
Section C was selected  
and this chapter is now  
displayed.

Scroll down the side for  
the next pages,

or

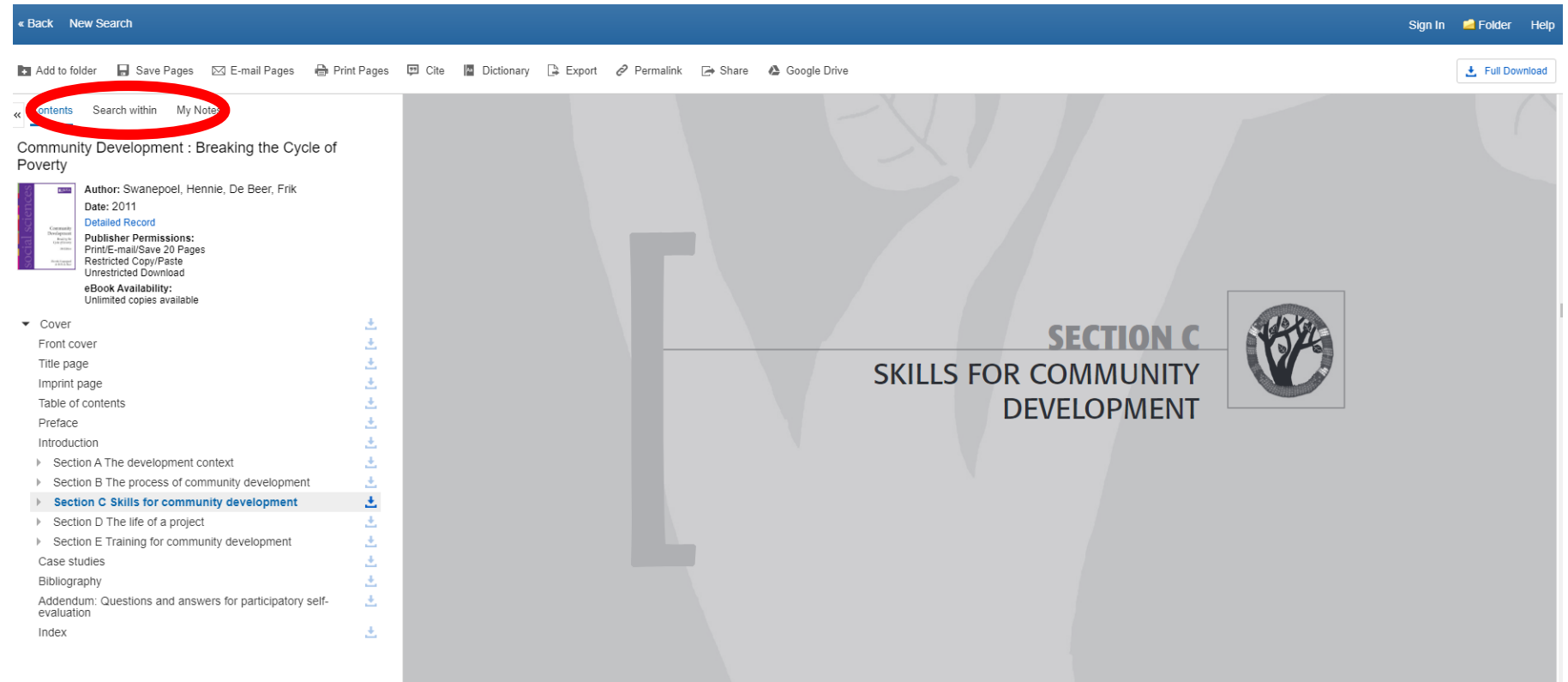
Click the next buttons  
at the bottom of the  
page.



The screenshot shows a digital library interface. At the top, there's a navigation bar with 'Back' and 'New Search'. Below it, a toolbar contains various actions like 'Add to folder', 'Save Pages', 'E-mail Pages', 'Print Pages', 'Cite', 'Dictionary', 'Export', 'Permalink', 'Share', and 'Google Drive'. A 'Full Download' button is also present. The main content area is split into a left sidebar and a right main pane. The sidebar, titled 'Contents', lists the book's structure: Cover, Front cover, Title page, Imprint page, Table of contents, Preface, Introduction, Section A, Section B, **Section C Skills for community development** (highlighted with a red circle), Section D, Section E, Case studies, Bibliography, Addendum, and Index. The main pane displays the title page for 'SECTION C SKILLS FOR COMMUNITY DEVELOPMENT' with a tree logo. At the bottom, a navigation bar shows page number '84' (highlighted with a red circle) and navigation arrows.

You can also search by specific terms by clicking the 'SEARCH WITHIN' button.

A search bar is displayed, enter your search term and the system will look for it in the ebook.



« Back New Search Sign In Folder Help

Add to folder Save Pages E-mail Pages Print Pages Cite Dictionary Export Permalink Share Google Drive Full Download

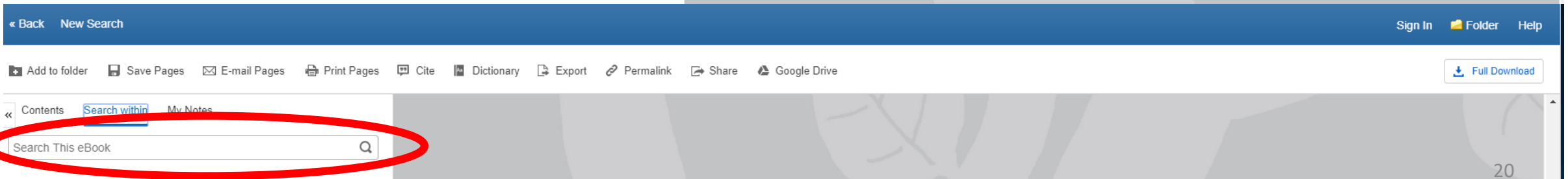
« Contents Search within My Notes

Community Development : Breaking the Cycle of Poverty

Author: Swanepoel, Hennie, De Beer, Frik  
Date: 2011  
Detailed Record  
Publisher Permissions:  
Print/E-mail/Save 20 Pages  
Restricted Copy/Paste  
Unrestricted Download  
eBook Availability:  
Unlimited copies available

▼ Cover  
Front cover  
Title page  
Imprint page  
Table of contents  
Preface  
Introduction  
▶ Section A The development context  
▶ Section B The process of community development  
▶ Section C Skills for community development  
▶ Section D The life of a project  
▶ Section E Training for community development  
Case studies  
Bibliography  
Addendum: Questions and answers for participatory self-evaluation  
Index

SECTION C  
SKILLS FOR COMMUNITY  
DEVELOPMENT



« Back New Search Sign In Folder Help

Add to folder Save Pages E-mail Pages Print Pages Cite Dictionary Export Permalink Share Google Drive Full Download

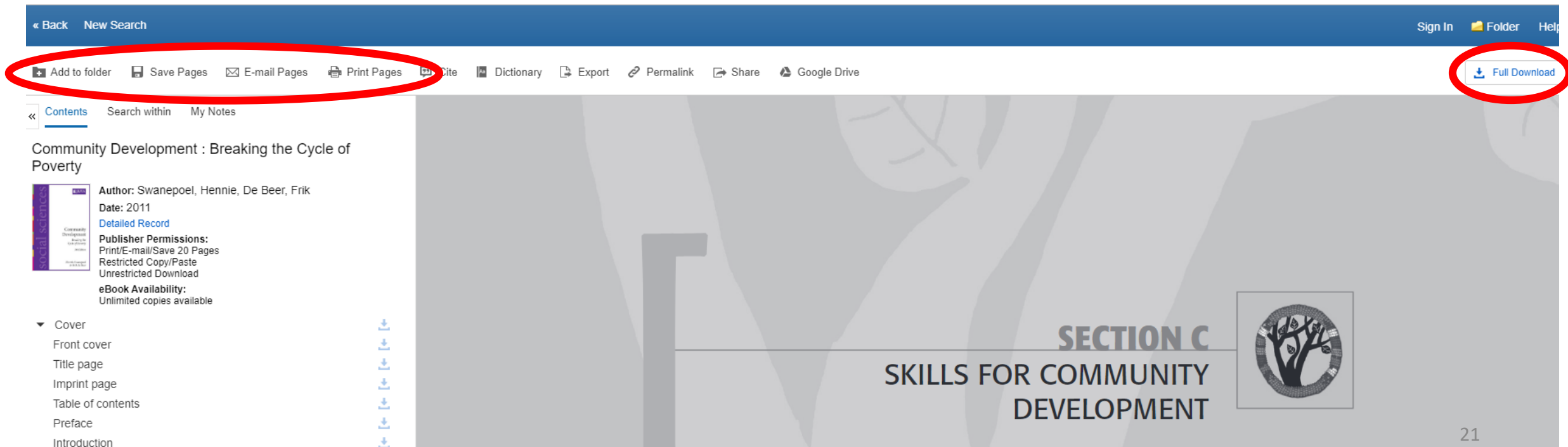
« Contents Search within My Notes

Search This eBook

20

Here you will also see other options available to you. From here you can :

- Add the ebook to your personal folder
- Save pages
- Print pages
- Download the whole ebook



« Back New Search Sign In Folder Help

➕ Add to folder Save Pages E-mail Pages Print Pages Site Dictionary Export Permalink Share Google Drive Full Download

« Contents Search within My Notes

Community Development : Breaking the Cycle of Poverty

Author: Swanepoel, Hennie, De Beer, Frik  
Date: 2011  
[Detailed Record](#)  
**Publisher Permissions:**  
Print/E-mail/Save 20 Pages  
Restricted Copy/Paste  
Unrestricted Download  
**eBook Availability:**  
Unlimited copies available

▼ Cover

- Front cover
- Title page
- Imprint page
- Table of contents
- Preface
- Introduction

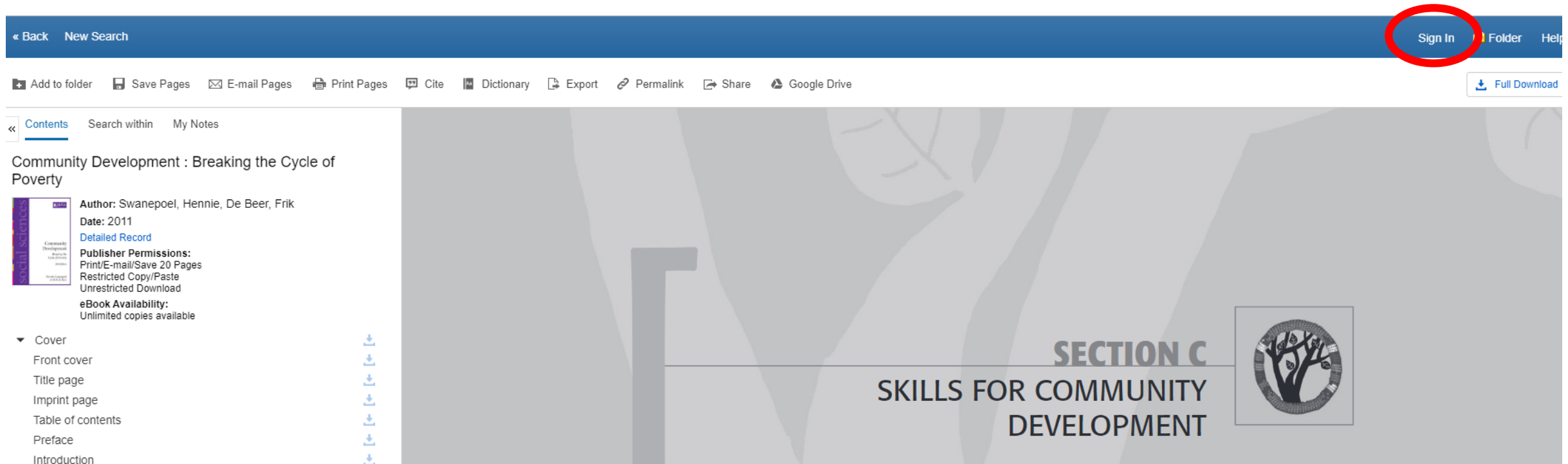
SECTION C  
SKILLS FOR COMMUNITY  
DEVELOPMENT

21

# Saving and downloading ebooks from the ABMA Education e-library

You MUST create a personal folder if you want to SAVE or DOWNLOAD an ebook.

Click the 'SIGN IN' button.



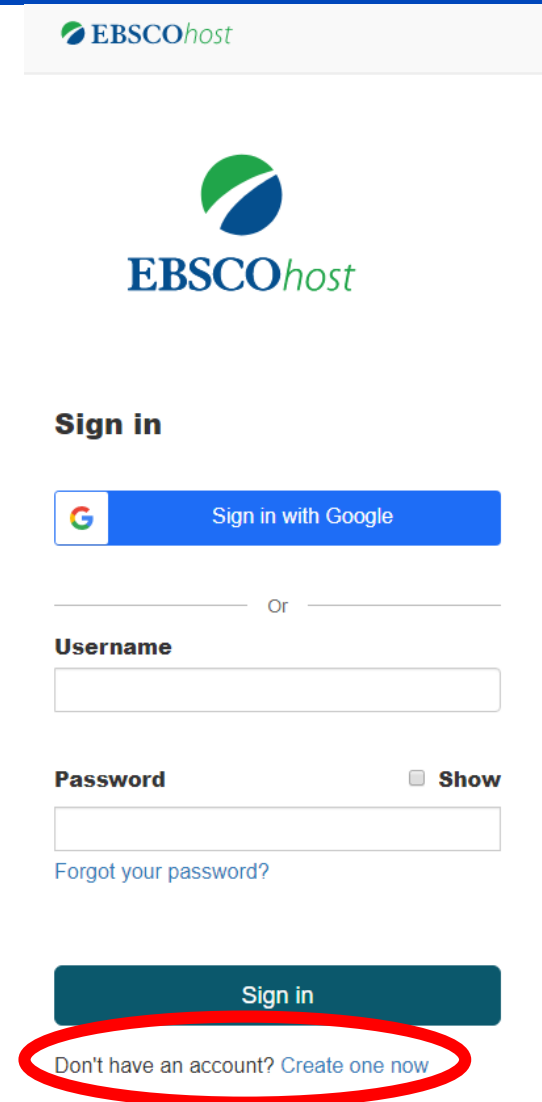
The screenshot shows the ABMA Education website interface. At the top, there is a blue navigation bar with a red circle around the 'Sign In' button. Below the navigation bar, there is a toolbar with various icons for actions like 'Add to folder', 'Save Pages', 'E-mail Pages', 'Print Pages', 'Cite', 'Dictionary', 'Export', 'Permalink', 'Share', and 'Google Drive'. A 'Full Download' button is also visible. The main content area is divided into a left sidebar and a main content area. The sidebar contains a 'Contents' section with a search box and 'My Notes' option. Below this, the book title 'Community Development : Breaking the Cycle of Poverty' is displayed, along with author information (Swanepoel, Hennie, De Beer, Frik), date (2011), and publisher permissions. The main content area features a large background image with the text 'SECTION C SKILLS FOR COMMUNITY DEVELOPMENT' and a circular logo on the right. A vertical list of download links is visible on the left side of the main content area.

This will take you to a login screen.

The first time you go to this page you will need to create a personal folder login.

**YOU NEED TO DO THIS ONLY ONCE.**

Click 'CREATE ONE NOW'.

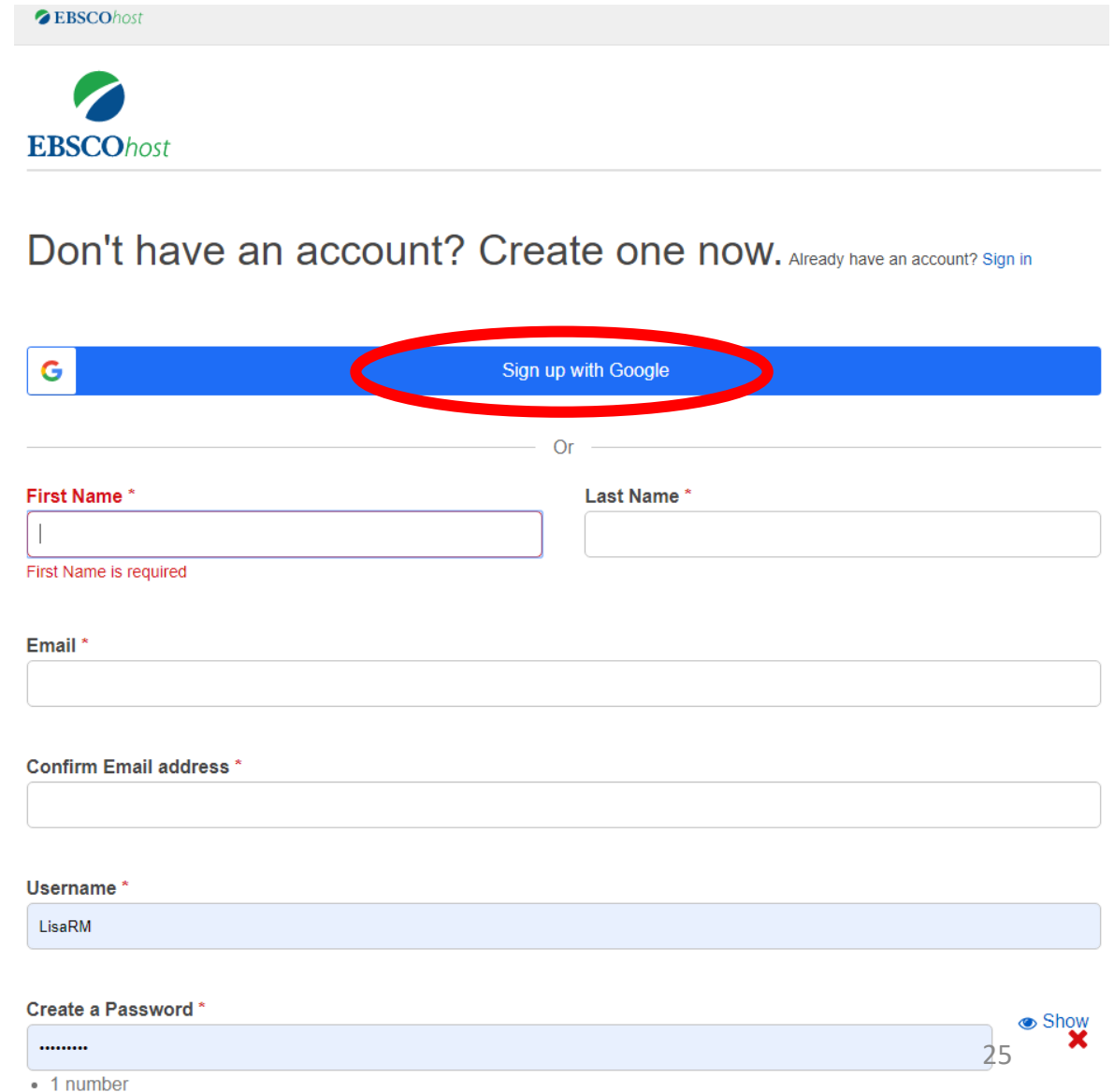
A screenshot of the EBSCOhost login interface. At the top, there is a header with the EBSCOhost logo. Below the logo is the text "EBSCOhost". The main content area is titled "Sign in". There is a "Sign in with Google" button with the Google logo. Below this is a horizontal line with "Or" in the center. Underneath is a "Username" label followed by a text input field. Below that is a "Password" label followed by a text input field and a "Show" checkbox. A link "Forgot your password?" is located below the password field. At the bottom, there is a dark teal "Sign in" button. Below the "Sign in" button is a link "Don't have an account? Create one now", which is circled in red.

If you have a Google account, you can 'Sign up with Google' by clicking the blue bar.

You will then be asked to enter your Google username and password.

You will be taken to a terms and conditions page and asked to confirm that you agree with the Terms and Conditions, by ticking a confirmation box.

Then click the CONTINUE button.



The screenshot shows the EBSCOhost registration interface. At the top, there is an EBSCOhost logo and a navigation bar. Below the logo, the text reads "Don't have an account? Create one now. Already have an account? Sign in". A prominent blue bar contains the "Sign up with Google" button, which is circled in red. Below this bar, there is a separator line with the word "Or" in the center. The registration form consists of several fields: "First Name \*" (with a red asterisk and a red error message "First Name is required" below it), "Last Name \*" (with a red asterisk), "Email \*" (with a red asterisk), "Confirm Email address \*" (with a red asterisk), "Username \*" (with a red asterisk and the text "LisaRM" entered), and "Create a Password \*" (with a red asterisk, a password strength indicator showing "25" and "1 number", and a "Show" button with a red 'X' icon).





If you **DO NOT** have a Google account. Complete the form.

You are asked to create a password.

**NOTE:** A password must contain:

- 1 number
- 1 special character
- 6 character minimum
- Password must not contain username or email

First Name \*

First Name is required

Last Name \*

Email \*

Confirm Email address \*

Username \*

Username is required.

Create a Password \*

Show

- 1 number
- 1 special character
- 6 character minimum
- Password must not contain username or email

Confirm Password \*

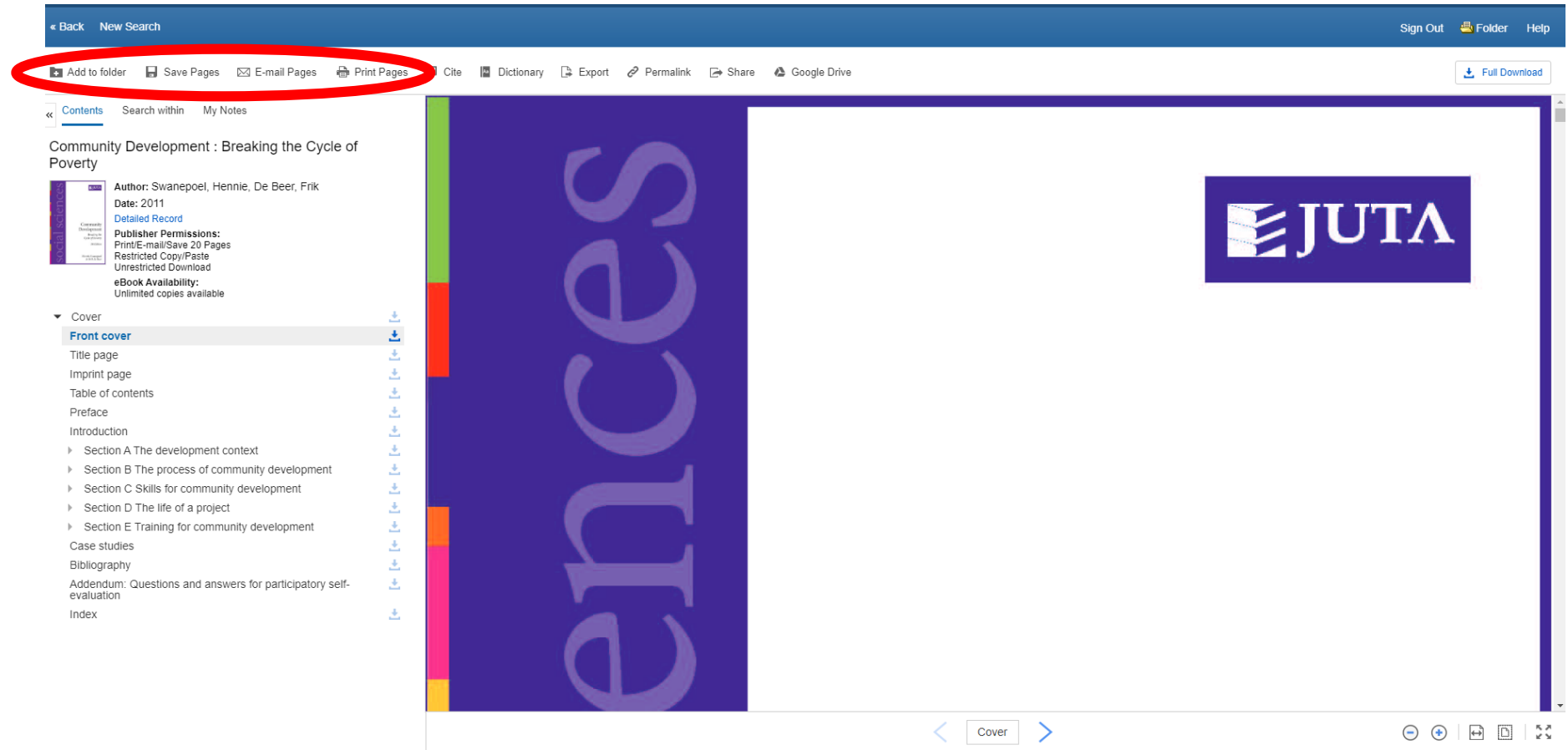


Secret Question \*

Secret Answer \*

26

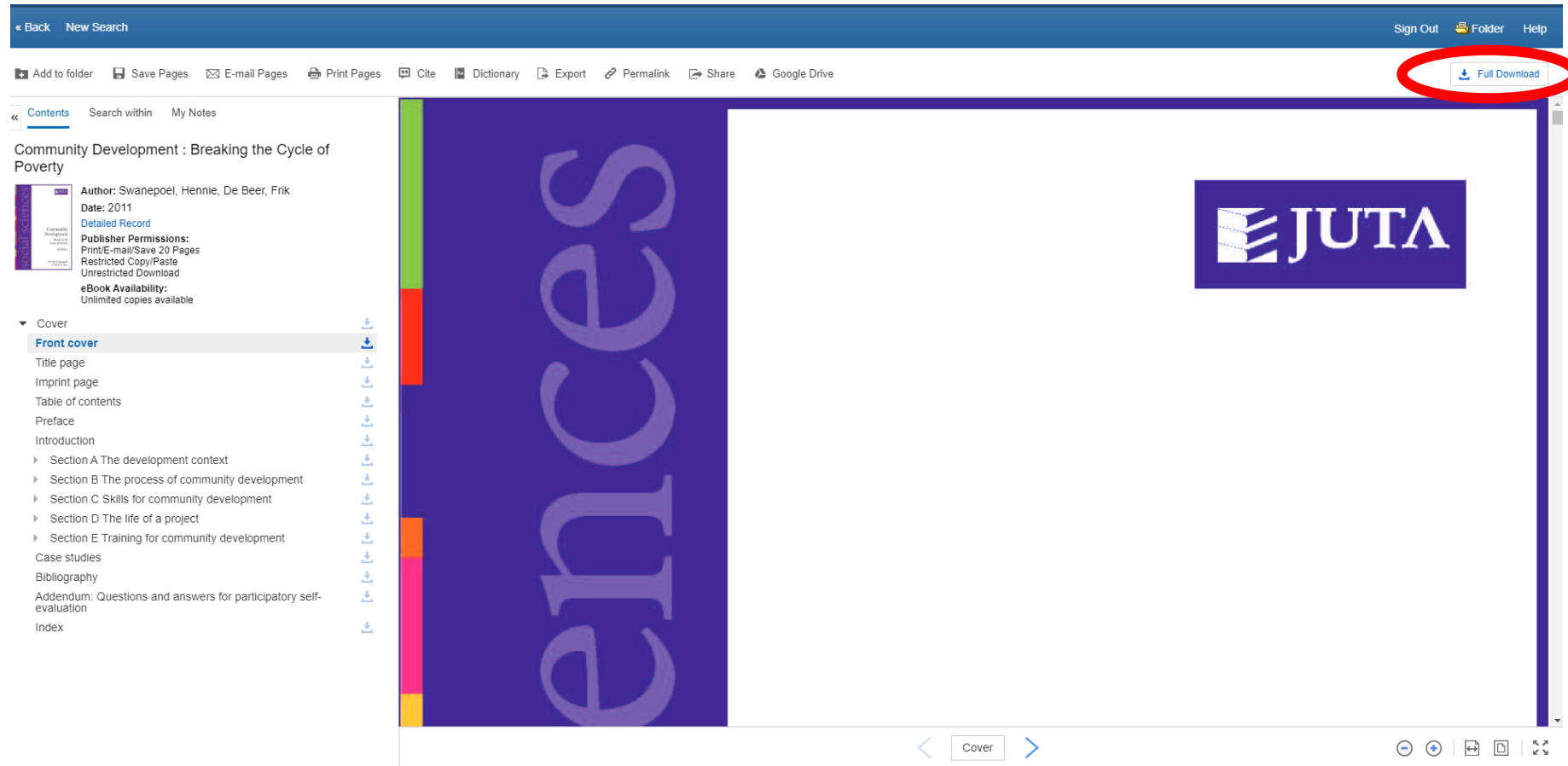
You can now:  
ADD TO FOLDER  
or  
SAVE PAGES  
or  
EMAIL PAGES  
or  
PRINT PAGES  
from here by  
clicking the  
appropriate  
button.



The screenshot displays the ABMA Education interface for a document titled "Community Development : Breaking the Cycle of Poverty". The top navigation bar includes "Back", "New Search", "Sign Out", "Folder", and "Help". A secondary toolbar contains "Add to folder", "Save Pages", "E-mail Pages", "Print Pages", "Cite", "Dictionary", "Export", "Permalink", "Share", and "Google Drive". The "Add to folder", "Save Pages", "E-mail Pages", and "Print Pages" buttons are circled in red. Below the toolbar, the "Contents" section lists document parts such as "Front cover", "Title page", "Imprint page", "Table of contents", "Preface", "Introduction", and various sections (A-E). Each item has a download icon to its right. The main content area shows a large purple graphic with the word "eInnces" and the JUTA logo. The bottom navigation bar includes a "Cover" button and navigation icons.

You can also  
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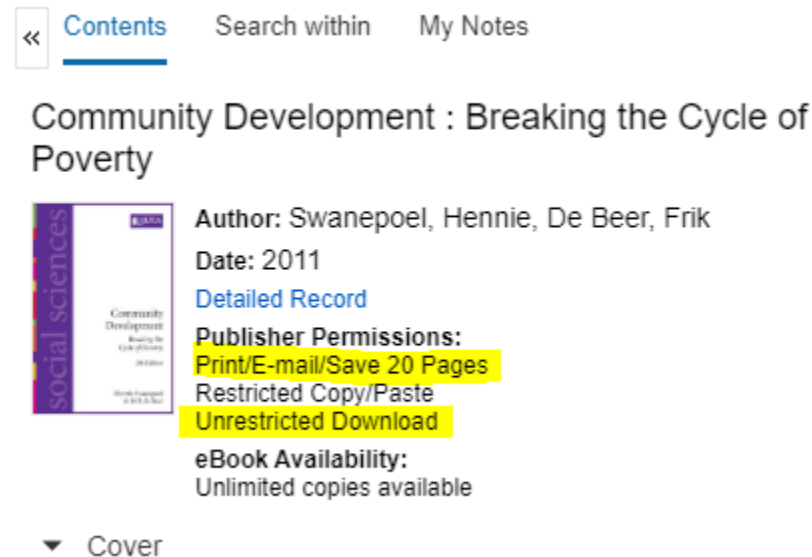
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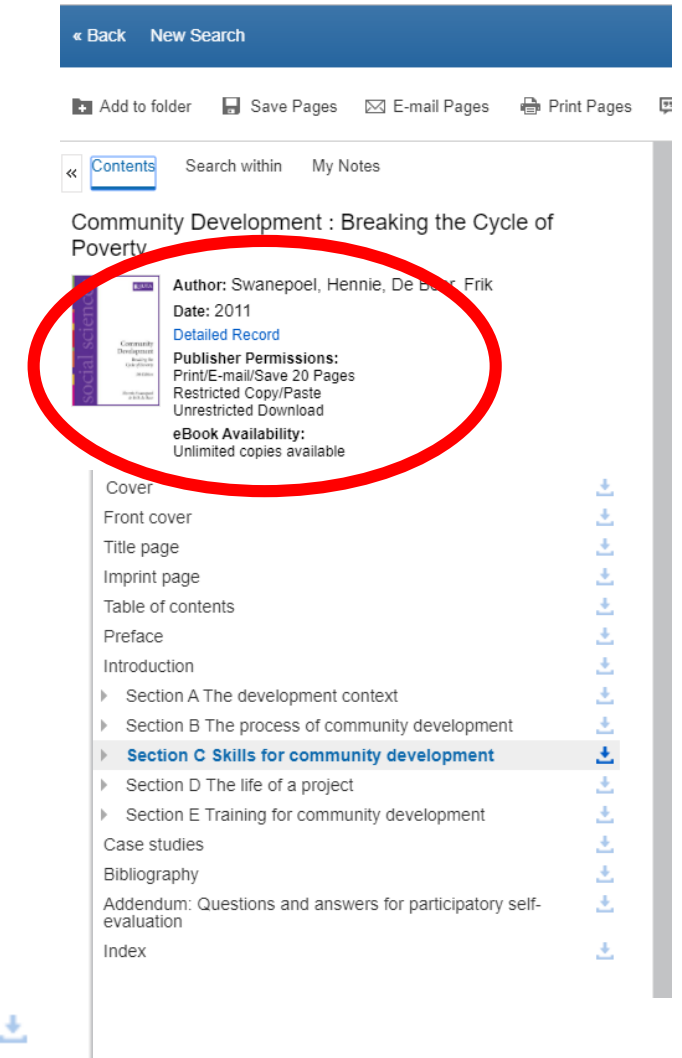
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


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