

Fee Structure for ABC Awards, Certificates and Diplomas in Business Practices

AWARD – any units totalling 90 glh

CERTIFICATES – specified units totalling 150 glh

DIPLOMA – selected units plus two core units totalling 300 glh

	Qualifications	MANDATORY UNITS	FEES
400-02	Award in Business Practices	Any 60 glh +01	£30
410-02	Certificate in Business Practices [Management]	All Strand 1 + 01	£40
411-02	Certificate in Business Practices [Development]	All Strand 2 + 01	
412-02	Certificate in Business Practices [Finance]	All Strand 3 + 01	
413-02	Certificate in Business Practices [Sales & Marketing]	All Strand 4 + 01	
414-02	Certificate in Business Practices [Customer Services]	All Strand 5 + 01	
415-02	Certificate in Business Practices [Human Resources]	2 from Strand 6 + 01	
416-02	Certificate in Business Practices [Human Relations]	2 from Strand 7 + 01	
417-02	Certificate in Business Practices [Business Start-up]	Units 23,24,13 + 01	
420-02	Diploma in Business Practices	60 glh from each of any four strands + 01+ 02	£80

Unit fees will be charged for candidates registering for units fewer than those required for a qualification or when wishing to 'top-up' to achieve either the Certificate or Diploma

In addition to the fees below a single £10 administration fee will be charged for every candidate when they register for unit/s only

UNITS	LEARNING UNIT TITLES	GLH	UNIT FEES
01	Business Practices in Context	30	£5
02	Case Study	30	£5
	STRAND 1 MANAGEMENT		
03	Effective Management	30	£5
04	Employing People	30	£5
05	Performance Management	30	£5
06	Legal & Regulatory Compliance	30	£5
	STRAND 2 DEVELOPMENT		
07	Coaching	30	£5
08	Delegation	30	£5
09	Influencing	30	£5
10	Problem Solving	30	£5
	STRAND 3 FINANCE		
11	Book-keeping Principles & Practice	60	£10
12	Management Accounting Principles & Practice	60	£10

	STRAND 4 SALES & MARKETING		
13	Marketing & Promotion	60	£10
14	Sales Skills	60	£10
	STRAND 5 CUSTOMER SERVICE		
15	Customer Care	60	£10
16	Customer Service Excellence	60	£10
	STRAND 6 HUMAN RESOURCES		
17	Human Resource Administration	60	£10
18	Training & Development	60	£10
	STRAND 7 HUMAN RELATIONS		
19	Managing Stress	60	£10
20	Managing Conflict	60	£10
21	Managing Change	60	£10
22	Equality & Diversity	60	£10
	BUSINESS START-UP		
23	Planning a new Business Venture	30	£5
24	Financing a new Business Venture	30	£5

'Top up' fees for those candidates wishing to upgrade to either Certificate or Diploma

Example scenarios

Candidate A registers on Award (Strand 1 Management)	Fee £30
Candidate A wishes to upgrade to Certificate and registers for a further 2 units (Strand 1 Management – 2 units @ £5 + £10 Admin Fee)	Fee £20
	Total Fee £50
Candidate B registers on Award (Strand 3 Finance)	Fee £30
Candidate B wishes to upgrade to Certificate and registers for 1 further unit (Strand 3 Finance – 1 unit @ £10 + £10 Admin Fee)	Fee £20
	Total Fee £50
Candidate C registers on Certificate (Strand 2 Development)	Fee £40
Candidate C wishes to upgrade to Diploma and registers for 1 further core (£5) + 180 glh (£30) + £10 Administration fee	Fee £45
	Total Fee £85