



# Membership and Course Information

Transforming business administration for the better

# Discover Membership

The Chartered Association of Business Administrators<sup>®</sup> is a not-for-profit professional body for business administrators. The Association has a growing global presence with members employed in all sectors of the economy and make a significant contribution to the efficiency of any business.

Our courses and programs are 100% online and available 24/7, so you can study at your own pace and in your own time. CABA has partnered with one the UK's leading distance-learning providers - Brentwood Open Learning College. BOLC offers high quality programs and courses with tutor support and outstanding course content.

The CABA designation represents high ethical and professional standards and is committed to raising the profile of the business administration profession.

## Our Vision

Our vision is to be the professional body of first choice for Business Administrators and those who work in this expanding field. To be a strong, visible and respected professional body for business administrators offering membership and qualifications that are recognized and valued.



## We aim to add value to individuals and organisations by:

- ▶ Providing training and development opportunities
- ▶ Assessing and ensuring professional conduct of a high quality
- ▶ Offering flexible solutions to training needs
- ▶ Promoting life-long competence.

## Our Mission

The mission of the Chartered Association of Business Administrators<sup>®</sup> is to promote the development and best practice in international business management.

## Professional Standards

All members are expected to adhere to a high professional standard, with this in mind CABA regularly reviews its professional standards.

CABA is committed to the highest professional competence and ethical standards for the business consulting profession.

Members of the Association must at all times comply with the content and spirit of the Association's Code of Ethics.

## Our Learning Partner

Brentwood Open Learning College is a market-leading distance learning service provider, offering a wide variety of superior-quality online courses for home study.

Studying with BOLC means:

- ▶ Study in your own time and at your own pace
- ▶ No travel costs or commuting
- ▶ All course materials included
- ▶ Fully-accredited and recognised courses

# Membership + Online Courses

To apply for CABA membership you will need the following:

- ▶ A bachelor's degree or equivalent education/work experience in business.
- ▶ Three years minimum professional work experience in business administration.
- ▶ Successfully completing one of CABA's five designations.

Choosing CABA membership enables you to be part of a professional body that represents and supports excellence in all aspects of the business administration profession worldwide. We look forward to welcoming you.

## Our Certifications

We offer the following certificates:

- ▶ Chartered Business Administrator ®
- ▶ Chartered Certified Business Consultant
- ▶ Chartered Marketing Consultant
- ▶ Chartered Human Resource Consultant ®
- ▶ Chartered Project Management Consultant ®
- ▶ Chartered Business Analyst®

## 100% Online Study

All CABA courses are 100% online. You can learn around the clock and the globe.



## Brentwood Open Learning College

Brentwood Open Learning College is committed to offering an affordable, accessible and highly-enjoyable approach to further education, earning the team a strong reputation across the UK and beyond. Ideally suited to those pursuing career advancement or interested in exploring a new subject, BOLC offers courses at a variety of levels in dozens of contemporary subject areas.

Free of all geographical limitations, BOLC's course are available globally and enrolment is open throughout the year. The Brentwood team works tirelessly to offer distance learning opportunities that are uniquely flexible, affordable and comprehensively beneficial. All CABA courses are accredited by the Quality Licence Scheme.

## Flexible Payment

Brentwood Open Learning College offer flexible payment so financing isn't a worry. Payment can be made in full or on a monthly basis.



