



English Language qualifications

LCCI

International
Qualifications from EDI

**Internationally recognised
English language qualifications**

Contents

| | |
|--|----|
| About LCCI International Qualifications from EDI | 3 |
| English for specific purposes | 4 |
| General English Qualifications | 18 |
| Teaching English Qualifications | 21 |
| Examination availability | 23 |
| LCCI Annual Qualification Reviews | 23 |
| Support materials | 23 |
| Support publications | 23 |

About LCCI International Qualifications from EDI

LCCI International Qualifications from EDI are offered through a growing network of over 4,000 centres, supported by extensive learning resources and easy online administration. The qualifications are taken in over 80 countries and each year over 500,000 are awarded across the globe.

LCCI International Qualifications offers qualifications and diplomas in a range of subject areas, covering all the key functions of business:

- Languages
- Financial and Quantitative
- Marketing and Customer Service
- Business, Administration and IT

The examinations assess the professional knowledge of the subject and are tested in English. For those candidates for whom English is not the first language, the required level of English ability can be found in each syllabus.

LCCI International Qualifications enjoy widespread recognition from employers, universities and professional bodies in the UK.

Benefits to you and your candidates?

| Features | Benefits |
|--|---|
| LCCI brand renowned for over 100 years in over 80 countries | Well established and internationally recognised certificates to provide your students with global marketability |
| Comprehensive range of qualifications and subject areas | Can be used as either stand alone qualifications or as preparation for higher learning |
| Available at a range of levels | Suitable for students of all ages and experience. Progression routes to higher education and employment |
| Online registration | Easy to administer |
| On Demand examinations availability | Flexible – organise the examination whenever best suits your needs |
| Responsive service | Quick results turnaround |
| Supported by extensive learning resources including textbooks, practice tests and comprehensive downloadable materials | Confidently prepare students for LCCI examinations |

International recognitions

- Universities
- Employers
- Governments
- Schools
- Civil Service
- Chambers of commerce
- Professional bodies
- Employment offices
- Trade unions

For more information on the international recognitions of LCCI International Qualifications, visit www.lcci.org.uk.

English for specific purposes

English for Business (preliminary level)

CEF A1 – A2

Product code: ASE1044

This qualification is intended for candidates who have achieved a fundamental understanding of English in a business context and who have the ability to use the language in a practical way at a very basic level. The qualification consists of a mandatory reading and writing exam and optional speaking and listening exams.

Aims

The qualification's aims are to enable candidates to develop their basic linguistic ability, in a predictable business English context, in order to:

- identify basic data, facts and instructions
- produce basic, formulaic text
- listen and understand short, basic, business-related English conversations and announcements
- understand basic, spoken and recorded business English
- participate in short conversations in routine contexts

Syllabus Topics

- Basic office or place of work descriptions
- Basic jobs and roles in a work context
- Basic social language within a business context
- Basic work or business-related instructions and directions
- Simple numerical information
- Standard business or work-related messages

Assessment

Reading and Writing – compulsory

Candidates are assessed by means of a 90 minute examination paper covering all of the above syllabus topics.

Speaking – optional

Candidates are assessed by an 11 minute examination, including 5 minutes preparation time. Part 1 consists of a warm up conversation during which the candidate will be asked about, for example, study and work ambitions for the future. Part 2 requires the candidate to participate in a discussion of a topic selected by the examiner.

Listening – optional

Candidates are assessed via a listening test lasting about 20 minutes and comprising 25 short listening tasks. In part 1 (13 questions), candidates listen to the same question three times, with three different answers to that question. They have to choose the correct answer. In part 2 (12 questions), candidates listen to a short conversation or announcement. They then read a question about what they have heard, with four possible answers. They have to choose the correct answer.

English for Business (level 1)

CEF A2 – B1

Product code: ASE1041

This qualification is intended for candidates who have achieved a sound basic understanding of English in a business context, gained either through previous learning or employment or both, and who have the ability to use the language at a basic functional level. The qualification consists of a mandatory reading and writing exam and optional speaking and listening exams.

Aims

The aims of this qualification are to enable candidates to develop the ability to:

- read and understand basic business-related English texts
- write basic English for simple, brief business communications
- understand simple, spoken and recorded business English
- participate in short conversations

Syllabus Topics

- Composing a simple business letter or memo
- Basic business reading comprehension
- Business information processing
- Business text and data reformulation

Assessment

Reading and Writing – compulsory

Candidates are assessed via a 2 hour examination consisting of four questions which correspond to the four syllabus topics listed above. Question 1 carries 30 marks and involves the composition of a letter or memo, based on given information. Question 2 also carries 30 marks and involves understanding and responding to a passage of business-related prose of about 300 words. Question 3 carries 20 marks and involves a 'read and think' comprehension test, based on some graphic or numerical display, requiring very short answers. Question 4, also carrying 20 marks, involves a 'read and write' reformulation task using data to complete forms or diagrams.

Speaking – optional

Candidates are assessed by a 12 minute examination, including 5 minutes preparation time. Part 1 consists of a warm up conversation during which the candidate will be asked about, for example, study and work ambitions for the future. Part 2 requires the candidate to participate in a discussion of a topic selected by the examiner.

Listening – optional

Candidates are assessed by a 30 minute examination consisting of 30 multiple choice questions. In part 1 (10 questions), candidates listen to a recorded question, which has three recorded responses and candidates choose the appropriate response. In part 2 (20 questions), candidates listen to short conversations and announcements. They then read a question about the conversation or announcement, which has four possible responses, and choose the appropriate response.

English for Business (level 2)

CEF B1 – B2

Product code: ASE2041

This qualification is intended for candidates who have achieved a sound understanding of English in a business context, gained either through previous learning or employment or both, and who are able to communicate in a familiar business situation effectively, and with only minimal assistance or supervision. The qualification consists of a mandatory reading and writing exam and optional speaking and listening tests.

Aims

The aims of the qualification are to enable candidates to develop the ability to:

- write apt and accurate English suited to the stated purpose
- understand and write English using formats that are current and common in business communication
- adopt the tone, form, layout, content and composition appropriate to the requirements of a given situation
- understand spoken and recorded Business English at the defined level
- participate in conversations

Syllabus Topics

- Business letters
- Company leaflets
- Business reports
- Business-related articles
- Lists and/or structured notes
- Memos
- Company notices

Assessment

Reading and Writing - compulsory

Candidates are assessed via a 2.5 hour examination consisting of three questions. Question 1 carries 40 marks and involves an extended writing task requiring candidates to produce a memorandum, an article, a report, etc, on a choice of role-related topics drawn from business and economic life. Candidates have to answer one question from a choice of three. Question 2 carries 30 marks and involves a letter writing task, where the stimulus is in the form of an incoming business letter. Question 3 carries 30 marks and is a reformulation task requiring candidates to expand, reduce or selectively rewrite a passage of English for some defined purpose within a given role.

Speaking - optional

Candidates are assessed by a 13 minute examination. Part 1 consists of a warm up conversation during which the candidate will be asked about, for example, study and work ambitions for the future. Part 2 requires the candidate to participate in a discussion of a topic selected by the examiner.

Listening - optional

Candidates are assessed via a listening test lasting about 25 minutes. The test comprises 30 short listening tasks, each with a multiple-choice question. In part 1 (10 questions), candidates listen to a recorded question, which has three recorded responses and must choose the appropriate response. In part 2 (20 questions), candidates listen to short conversations and announcements. They then read a question about the conversation or announcement, which has four possible responses, and choose the appropriate response.

Level 2 English for Business on-screen

Level 2 English for Business on-screen is the same accredited and well recognised LCCI International Qualification but is also available as a computer-based test.

FEATURES

- Clean and clear user-friendly interface
- Functions to customise screen to meet preferences e.g. changing font size, changing reading panes from left to right, changing text and background colour etc.
- More authentic testing environment – simulates general word processing functionalities
- On-screen timer and 'shortcut' functions help candidates to use time wisely and efficiently
- Screen lock-down facility - keeps candidates in the test at all times
- Can be delivered off-line – does not require internet connectivity throughout the test

BENEFITS

- Makes the test taking experience less stressful as candidates can easily edit and change answers without starting over completely
- Advantageous to candidates who have poor handwriting skills as well as candidates with limited manual dexterity
- Candidates can register for the test exactly when they are ready – requires only 24 hours notice
- Candidates can receive results quicker - no time lost in packaging and posting scripts
- Helps candidates to transfer and use word processing skills - better prepares them to use their language skills in the working world

English for Business (level 3)

CEF B2 – C1

Product code: ASE3041

This qualification is intended for candidates who have achieved a sound understanding of English in a business context, equivalent to Council of Europe B1 (Threshold) level, gained either through previous learning or employment or both. This qualification is intended for candidates who have reached a standard in English usage which will enable them to write acceptable English without employer embarrassment. The qualification consists of a mandatory reading and writing exam and optional speaking and listening exams.

Aims

The aims of this qualification are to enable candidates to develop the ability to:

- understand and write English used in a variety of ways within a range of business contexts
- employ appropriate business formats and styles to produce a range of business documents for different audiences and purposes
- understand spoken and recorded Business English at the defined level
- participate in conversations and discussions
- make an oral presentation on a business-related topic

Syllabus Topics

- Composing a business letter
- Drafting an internal company report
- Business-related text comprehension
- Business-related text and data conversion and reformulation

Assessment

Reading and Writing – compulsory

Candidates are assessed via a 3 hour examination consisting of four questions, each worth 25 marks. Question 1 involves the composition of a letter, the stimulus for which will be an incoming letter, or the employer's instructions, or both. Question 2 involves the drafting of an internal report based on raw data given in the form of graphs, notes, press cuttings, charts, tables, etc. Question 3 involves a comprehension task in which candidates will be asked to show an understanding of information given for a defined purpose. Question 4 is a conversion task involving the reformulation of a message for some defined purpose.

Speaking – optional

Candidates are assessed by a 15 minute examination. Part 1 consists of a warm up conversation during which the candidate will be asked about, for example, study and work ambitions for the future. Part 2 requires the candidate to participate in a discussion of the topic selected by the examiner.

Listening – optional

Candidates are assessed via a listening test lasting about 25 minutes. The test comprises 30 short listening tasks, each with a multiple-choice question. In part 1 (10 questions), candidates listen to a recorded question, which has three recorded responses and must choose the appropriate response. In part 2 (20 questions), candidates listen to short conversations and announcements. They then read a question about the conversation or announcement, which has four possible responses, and choose the appropriate response.

Diploma in Business English for International Managers

Successful candidates can progress to achieve a Diploma in Business English for International Managers (DIPBEIM34). Turn to page 14 for further details.

English for Business (level 4)

CEF C1-C2

Product code: ASE4041

This qualification is intended for candidates who have reached a standard of productive English usage which will create an extremely good impression of their language skills. There would be no need for close supervision and scrutiny of the English of a successful candidate at this level. Linguistic and stylistic errors of all types will be rare.

This examination will test linguistic skills and business knowledge at an advanced level. The techniques for handling, displaying, interpreting, transferring and reformulating information already introduced at the previous levels will be utilised for more advanced tasks. The qualification consists of a mandatory reading and writing exam and optional speaking and listening exams.

Aims

The aims of this qualification are to enable candidates to develop the ability to:

- understand authentic business texts
- write English in a wide variety of ways within an extensive range of business contexts
- listen and understand business-related material such as conversations, announcements, short talks, and news bulletins
- give clear, detailed oral descriptions and presentations on complex subjects
- express themselves orally in a clear and appropriate style on business or professional matters

Syllabus Topics

- Reading and comprehending an authentic text and producing a piece of business writing related to this text
- Writing business texts from given information
- Reformulating and reformatting texts from one text type to another – specifically text to précis and digital/graphical/numerical information to text
- Extending and producing completed texts in a range of contrasting genres

Assessment

Reading and Writing – compulsory

Candidates are assessed via a 3-hour examination consisting of four questions corresponding to the four syllabus topics listed above. Question 1 is in two parts. The first part requires the candidate to understand and respond to a lengthy and complex authentic business text. The second part requires the production of a written text related to the article, within a given scenario. Question 2 will require the candidate to produce business texts in the appropriate tone and style. Question 3 will be in two parts. The first part will require the candidate to reformulate information by way of a précis of a longer text, within a given scenario. The second part will require the candidate to reformulate digital/graphical/numerical information into a written form. Question 4 will require the candidate to produce fluent and accurate written texts in a range of styles and genres.

Speaking – optional

Candidates are assessed by a 17 minute examination. Part 1 consists of a warm up conversation during which the candidate will be asked about, for example, study and work ambitions for the future. Part 2 requires the candidate to participate in a discussion of the topic selected by the examiner.

Listening – optional

Candidates are assessed via a listening test lasting about 30 minutes. The test comprises 15 listening passages, each with two multiple-choice questions. There are two parts. In part 1 (16 questions) candidates listen to a conversation. They then read two questions about the conversation, both of which have four possible written answers, and choose the correct answers. In part 2 (14 questions) candidates listen to a monologue. They then read two questions about the monologue, both of which have four possible written answers, and choose the correct answers.

Diploma in Business English for International Managers

Successful candidates can progress to achieve a Diploma in Business English for International Managers (DIPBEIM34). Turn to page 14 for further details.

SEFIC - Spoken English for Industry and Commerce (preliminary level)

Product code: ASE901

This qualification is intended for candidates who have achieved a fundamental understanding of work or business-related English and an initial competence in interacting (speaking and listening) with English-speakers in a work or business context. Candidates will be expected to be at the Common European Framework Breakthrough Level (A1).

Aims

The aims of this qualification are to enable candidates to develop speaking and listening skills in English in order to:

- understand basic and highly predictable work- or business-related information and/or instructions and to act on these or respond appropriately when required
- produce basic, formulaic speech of a predictable nature which is sufficiently accurate and clear to be understood by a sympathetic listener

Syllabus Topics

- Basic social language within a business context
- Basic jobs and roles in a work context
- Basic work or business-related instructions and directions
- Basic office or place of work descriptions
- Basic numerical information

Assessment

Candidates will be assessed by means of a 20 minute, one-to-one interview with an LCCI SEFIC examiner. The interview will consist of four sections:

- Section A (5 minutes) will be a general conversation on predictable topics such as personal history, work, interests. The language content will be restricted to the structures, concepts and content prescribed for the level.
- Section B (5 minutes) will be a listening comprehension task with the candidate responding to simple, spoken, work-related instructions and directions given by the examiner. The candidate will demonstrate comprehension by successfully completing the tasks. Some questions will relate to a prompt-card featuring simple timetables and diagrams.
- Section C (5 minutes) will be a picture description in which the candidate will answer questions based on a previously unseen, drawn picture (with a business context), supplied by LCCI. The purpose is to test vocabulary and verb usage.
- Section D (5 minutes) will be a dialogue in which the candidate will take part in a brief, structured, transactional dialogue leading from the picture and continuing within the same business context established in Section C. The dialogue will be led by the examiner and the candidate will use a cue card supplied by LCCI.

SEFIC - Spoken English for Industry and Commerce (level 1)

Product code: ASE801

This qualification is intended for candidates who have achieved a basic understanding of work or business-related English and a competence in basic interaction (speaking and listening) with English-speakers in a work or business context. Candidates will be expected to be at the Common European Framework Waystage Level (A2).

Aims

The aims of this qualification are to enable candidates to develop speaking and listening skills in English in order to:

- understand simple work or business-related information and/or instructions and act upon these or respond appropriately when required
- produce a restricted range of simple language which is sufficiently accurate and clear to be understood by a listener

Syllabus Topics

- Simple social language within a business context
- Simple jobs and roles in a work context
- Simple work or business-related instructions and directions
- Simple office or place of work descriptions
- Simple numerical information

Assessment

Candidates will be assessed by means of a 25 minute, one-to-one interview with an LCCI SEFIC examiner. The interview will consist of five sections:

- Section A (5 minutes) will be an introductory conversation, including personal history and work-related topics of a general nature.
- Section B (5 minutes) will be a listening comprehension task, with the candidate responding to spoken instructions given by the examiner. The instructions given and the responses expected will be of a more complex nature than those of Preliminary Level and will reflect the structures and concepts of Level 1. Some questions will relate to a prompt-card featuring simple timetables and diagrams.
- Section C (5 minutes) will deal with the world of work. The candidate, prompted by the examiner's questions, will provide information about his/her job and place of work. For candidates not in employment a drawn picture (supplied by LCCI) depicting characters in a range of fields of work will be used. The candidate will choose one of the characters and be asked to talk about their job and place of work.
- Section D (5 minutes) will be a picture description where the candidate will answer questions on a previously unseen, drawn picture with a business setting. The purpose is to test vocabulary and tenses.
- Section E (5 minutes) will be a role play, building on the situation depicted in the picture for Section D. The exchanges will be more 'open ended' and less 'scripted' than at Preliminary level, so that the candidate can demonstrate an ability to take part in a straightforward dialogue. The candidate will be given a cue card supplied by LCCI, outlining the task.

SEFIC - Spoken English for Industry and Commerce (level 2)

Product code: ASE813

This qualification is intended for candidates who have achieved a sound understanding of work or business-related English and a working competence in interacting (speaking and listening) with English-speakers in a work or business context. Candidates will be expected to be at the Common European Framework Threshold Level (B1).

Aims

The aims of this qualification are to enable candidates to develop speaking and listening skills in English in order to:

- understand routine work or business-related information and/or instructions and to act upon these or respond appropriately
- produce a range of language which will be clearly understood by a listener

Syllabus Topics

- Routine social language within a business context
- Routine jobs and roles in a work context
- Routine work or business-related information, instructions and directions
- Routine office or place-of-work problems

Assessment

Candidates will be assessed by means of a 30 minute, one-to-one interview with an LCCI SEFIC examiner. The interview will consist of five sections:

- Section A (5 minutes) will be an introductory conversation, including personal history and work-related topics.
- Section B (5 minutes) will be a description of a sequence of drawn pictures (supplied by LCCI) depicting 'a problem' and an assessment of the candidate's ability to relate the events in time and modify tenses and adverbials accordingly.
- Section C (10 minutes) will be a listening comprehension task which will also test path-finding skills. The candidate will study a map or diagram (based on a work situation) and listen to a recorded announcement. The subsequent questions asked by the examiner will assess the candidate's ability to understand spoken information and apply it to path-finding tasks. At least one question will require the candidate, using the map or diagram, to provide directions to a destination.
- Section D (5 minutes) will be a reading comprehension task using written information or realia. The candidate will be given a written document (for example, an advertisement or an announcement) and be expected to answer questions relating to it.
- Section E (5 minutes) will be a discussion, initiated by the examiner and based on the document for section D, to assess the candidate's ability to express preferences, opinions, agreement/disagreement and evaluation.

SEFIC - Spoken English for Industry and Commerce (level 3)

Product code: ASE825

This qualification is intended for candidates who have achieved a thorough understanding of work or business-related English and an extended competence in interacting (speaking and listening) with English-speakers in a work or business context. Candidates will be expected to be at the Common European Framework Vantage Level (B2).

Aims

The aims of this qualification are to enable candidates to develop speaking and listening skills in English in order to:

- understand a range of work or business-related information and/or instructions and to respond appropriately
- produce a range of language when responding which will be clearly understood by a listener

Syllabus Topics

- Extensive social language within a business context
- Routine and non-routine jobs, roles and relationships in a work context
- Routine and non-routine work or business-related information, instructions and directions
- Additional work or business-related operations

Assessment

Candidates will be assessed by means of a 35 minute, one-to-one interview with an LCCI SEFIC examiner. The interview will consist of five sections:

- Section A (5 minutes) will be an introductory conversation, focusing on work-related topics. The candidate will be expected to demonstrate a cohesiveness in language production whereby sentences and utterances build upon each other and flow reasonably easily from construct to construct.
- Section B (5 minutes) will be a reading comprehension exercise based on an item of personal history and work-related information or realia. The candidate will be asked to study this briefly and then answer questions. The purpose of this section is to introduce the business scenario and test comprehension of key vocabulary.
- Section C (10 minutes) will be a listening comprehension task. The candidate will listen to a recorded dialogue (which follows on from the business scenario established in Section B) and take notes. After hearing the dialogue the candidate will be asked to relate the main points of the dialogue and suggest remedies or predict outcomes for the situation outlined in the dialogue.
- Section D (10 minutes) will be a reading comprehension task. The candidate will study a business letter or report (which further develops the business scenario established in sections B and C) and then briefly relay the contents and explain certain expressions selected by the examiner.
- Section E (5 minutes) will be a role play emanating from the preceding sections. The role assigned, which will be outlined on a cue card supplied by LCCI, will require the candidate to participate in the discussion and negotiation of a familiar business 'problem' arising from Section D.

Diploma in Business English for International Managers

Successful candidates can progress to achieve a Diploma in Business English for International Managers (DIPBEIM34). Turn to page 14 for further details.

SEFIC - Spoken English for Industry and Commerce (level 4)

Product code: ASE837

This qualification is intended for candidates who have achieved an unrestricted understanding of work or business-related English and a full competence in interacting (speaking and listening) with English-speakers in a work or business context. Candidates will be expected to be at the Common European Framework Effective Operational Proficiency Level (C1).

Aims

The aims of this qualification are to enable candidates to develop speaking and listening skills in English in order to:

- understand an extensive range of work or business-related information and/or instructions and to respond appropriately
- produce language when responding, which will be fully understood by a listener and provide evidence of clarity, variety and appropriacy

Syllabus Topics

- Unrestricted social language within a business context
- Diverse jobs, roles and relationships in a work context
- Diverse work or business-related information
- Varied work or business-related operations

Assessment

Candidates will be assessed by means of a 40 minute, one-to-one interview with an LCCI SEFIC examiner. The interview will consist of four sections:

- Section A (5 minutes) will be an introductory conversation encompassing personal history, plus a variety of business-related topics (including one of current interest) enabling the candidate to demonstrate a wide range of vocabulary and expressions in both familiar and unfamiliar topic areas. (The candidate's Special Topic will be excluded.)
- Section B (15 minutes - of which the discussion will be a minimum of 5 minutes) will be a business presentation on the candidate's prepared topic. At the start of this section the candidate will provide the examiner with a written synopsis (about 200 words), using bullet points or headings and double spacing. The examiner will ask follow-up questions leading into the discussion phase in which the candidate will be expected to respond fully to a wide range of questions, providing examples and clarification as appropriate.
- Section C (10 minutes) will be a listening comprehension task. The candidate will listen to a recorded dialogue (played once), take notes and then relay the main points of the dialogue to the examiner. Afterwards the candidate will be required to discuss and suggest a solution to the (problematic) situation outlined by the speakers in the dialogue.
- Section D (10 minutes) will be a reading comprehension task. The candidate will be asked to study two or more sources of information (ie a report plus a graph or chart) supplied by LCCI. Questions will be posed by the examiner to assess the candidate's comprehension and powers of deduction. The topic area covered will be different from Section C.

Diploma in Business English for International Managers

Successful candidates can progress to achieve a Diploma in Business English for International Managers (DIPBEIM34). Turn to page 14 for further details.

Diploma in Business English for International Managers

CEF C1-C2

Product code: DIPBEIM34

Level 3 (CEF C1) and Level 4 (CEF C1-C2*) Diploma in Business English for International Managers test candidates' English language skills in five areas:

- Telephoning
- Presentations
- Discussions
- Negotiations
- Written business communication

Level 3 Diploma in Business English for International Managers

Select one from the options below:

| | Qualification | Product code | Minimum grade required |
|----------|--|--------------|------------------------|
| Option 1 | Level 3 English for Business (EFB) | ASE3041 | Credit 60% |
| | Level 3 Spoken English for Industry and Commerce (SEFIC) | ASE825 | Credit 60% |
| | Level 3 SEFIC Telephone test | ASE951 | Pass |
| | Level 3 SEFIC Special Topic Option | ASE952 | Pass |
| Option 2 | Level 3 English for Business | ASE3041 | Credit 60% |
| | Level 4 Spoken English for Industry and Commerce (SEFIC) | ASE837 | Pass 50% |
| | Level 4 SEFIC Telephone test | ASE969 | Pass |
| Option 3 | Level 4 English for Business | ASE4041 | Pass 50% |
| | Level 3 Spoken English for Industry and Commerce (SEFIC) | ASE825 | Credit 60% |
| | Level 3 SEFIC Telephone test | ASE951 | Pass |
| | Level 3 SEFIC Special Topic Option | ASE952 | Pass |

Level 4 Diploma in Business English for International Managers

| | Qualification | Product code | Minimum grade required |
|--|--|--------------|------------------------|
| | Level 4 English for Business | ASE4041 | Pass 50% |
| | Level 4 Spoken English for Industry and Commerce (SEFIC) | ASE837 | Pass 50% |
| | Level 4 SEFIC Telephone test | ASE969 | Pass |

Notes

- To achieve either diploma, students must achieve all the required components within a 24 month period
- All SEFIC components must be completed within a 12 month period
- Additionally, the candidates must apply for the diploma certificate within 12 months of achieving the last component

*To be awarded a CEF C2 diploma candidates must achieve a Credit (60%) or a Distinction (75%) in both Level 4 English for Business (ASE4041) and Level 4 SEFIC (ASE837), together with a Pass in the Level 4 SEFIC Telephone test.

English for Tourism (level 1)

The qualification is for candidates who wish to be able to communicate effectively, in spoken English, at a customer liaison level within the hospitality, travel and tourism industry. Candidates will be expected to have a general English proficiency equivalent to the Council of Europe's Waystage Level (A2) and in addition will need to apply and use the special vocabulary, idiomatic expressions and abbreviations generally used in the travel and tourism industry.

The qualification consists of two mandatory components, Level 1 Written English for Tourism (WEfT) and Level 1 Spoken English for Tourism (SEfT). These components are, however, also available as standalone qualifications.

Aims

The aims of this qualification are to enable candidates to:

- communicate effectively in English at customer liaison level for the hospitality, travel and tourism industry

Syllabus Topics

- Basic business reading comprehension in a tourism context
- Composing a simple business communication
- General spoken communication within a tourism context
- Understanding and processing tourism-related information
- Tourism-related tasks
- Holiday and accommodation types
- Leisure and business travellers and tourists
- Methods of travel
- Job roles in the travel and tourism industries
- The specialist language of the tourism industry

Assessment

Spoken English for Tourism Product code: ASE1143

Candidates are assessed via a 20 minute spoken examination, which consists of two parts. Both parts carry equal mark weighting and candidates are assessed on their performance according to the following four assessment criteria – fluency, lexis (vocabulary), grammar and pronunciation.

- Part 1 requires the candidate to participate in a discussion of the topic selected by the test facilitator.
- Part 2 consists of a structured role play based on a provided scenario. The test facilitator plays the role of a customer and the candidate plays the role of the person working in the tourism industry (for example, a travel agent).

The assessment is facilitated by centre staff and recorded so that it can be returned to EDI for marking by an EDI appointed examiner.

Written English for Tourism Product code: ASE1043

Candidates are assessed via a 2 hour written examination paper consisting of four compulsory questions.

- One question, worth 20 marks, will be a reading comprehension of a business/tourism text with extracts of information taken from a variety of authentic guides, manuals, maps, plans and listings. Candidates will be requested to read/scan/check information and provide simple answers.
- Another question, worth 35 marks, will be an extended written business communication task. This could be in the form of a letter or memorandum.
- A third question, worth 20 marks, will involve a follow up task where candidates will be required to write a fax or compose a message, a written instruction or a notice, or complete a form, in order to obtain or give additional information or make a reservation.
- A fourth question, worth 25 marks, will involve writing a response to a change in arrangements. Candidates will be asked to reorganise, recalculate, modify/cancel or notify the changes by writing a fax, a memo, a notice, or a message as specified.

English for Tourism (level 2)

This qualification is specifically intended for people preparing for, or working in, the tourism industry, either overseas or in the UK. It examines their ability to communicate effectively in spoken English at a professional level. Candidates will be expected to have a general English proficiency equivalent to the Council of Europe's Threshold Level (B1), but in addition they will need to demonstrate their understanding and use of the specialised language and terminology used in the travel and tourism industry.

The qualification consists of two mandatory components, Level 2 Written English for Tourism (WEFT) and Level 2 Spoken English for Tourism (SEFT). These components are, however, also available as standalone qualifications.

Aims

The aims of this qualification are to enable candidates to develop the spoken skills required to:

- communicate effectively in English at a professional or supervisory level in the hospitality, travel and tourism industry.

Syllabus Topics

- Written business communication (letters, memos, faxes)
- Routine spoken communication within a tourism context
- Tourism-related information processing and reformulation
- Promotional literature (brochures, leaflets, advertisements)
- Reports
- Tour commentaries and itinerary planning
- Lists and/or structured notes
- Calculations of passenger numbers/ requirements and costs
- Notices and announcements
- Holiday and accommodation types
- Leisure and business travellers and tourists
- Methods of travel
- Job roles in the travel and tourism industries
- The specialist language of the tourism industry

Assessment

Spoken English for Tourism Product code: ASE2143

Candidates are assessed via a 20 minute spoken examination, which consists of two parts. Both parts carry equal mark weighting and candidates are assessed on their performance according to the following four assessment criteria: fluency, lexis (vocabulary), grammar and pronunciation.

- Part 1 requires the candidate to participate in a discussion of the topic selected by the test facilitator.
- Part 2 consists of a structured role play based on a provided scenario. The test facilitator plays the role of a customer and the candidate plays the role of the person working in the tourism industry (for example, a travel agent).

The assessment is facilitated by centre staff and recorded so that it can be returned to EDI for marking by an EDI appointed examiner.

Written English for Tourism Product code: ASE2043

Candidates are assessed via a 2.5 hour written examination paper consisting of four compulsory questions.

- One question, worth 20 marks, will be a reading comprehension based on business and tourism texts together with extracts of information taken from a variety of published authentic guides, promotional materials, manuals, maps, plans and graphical data. Short answers will be required and may involve some calculations.
- There will be a follow up question, worth 20 marks, in which candidates will be asked to produce structured notes based on the information given in the comprehension based task, or to plan an itinerary.
- A third question, worth 35 marks, will involve an extended writing task (for example, a leaflet, brochure or letter). This will be based on the extracts of information provided for the reading comprehension task with some additional data.
- The fourth question will require candidates to write a letter or fax dealing with a problem or a complaint. This will be worth 25 marks.

English for Accounting (level 3)

CEF B2 Product code: ASE20053

The Level 3 Award in English for Accounting helps students to develop and demonstrate their English language skills in the context of book-keeping and accounting. The qualification is intended for non-native English speakers working or intending to work in an accounts related function where they have to communicate using book-keeping and accounting vocabulary and terminology in English at CEF B2 level.

Aims

The aims of the qualification are to enable candidates to develop an ability to understand and apply the specific vocabulary, terminology and abbreviations generally used in written accounting contexts at the Council of Europe B2 level.

Syllabus Topics

The target lexis is based on the frequency of its occurrence in written accounting texts and will cover the following areas:

1. Descriptions of people, roles and relationships in an accounting context
Page 4 of 17
2. Descriptions of functions and actions (e.g. book-keeping, auditing, advising)
3. Group descriptions (e.g. work teams and personnel/business networks)
4. International rules and regulations (e.g. IFRS, UK & US GAAP)
5. Accounting statements, reports and documentation:
 - Financial reports and statements (eg balance sheets, profit and loss statements, annual reports)
 - Internal company documents (eg purchase orders, budget planning, cost control)
 - Accounting software documentation
 - Auditing documentation
 - Book-keeping documentation
 - International taxation documentation
 - Corporate governance documentation
6. Correspondence
7. LCCI past papers

Assessment

Level 3 Award in English for Accounting consists of 40 objective type items. Candidates will have 50 minutes to read the Examination Instructions, and complete their answers onto a Candidates Answer Sheet provided.

Item types include:

- Multiple-choice – candidate is to select a target word that matches a definition / synonym / antonym / collocation.
- Completion tasks (cloze) – sentence with target word / phrase removed and replaced by a gap. Candidates may be given a selection of words / phrases to choose from to fill in the gap.
- Reading comprehension – candidate is to select from a selection of questions / statements related to a short accounting text.
- Proof reading tasks – candidates have to identify mistakes.

General English Qualifications

JETSET ESOL International Qualifications from EDI

The EDI JETSET (Junior English Tests, Senior English Tests) ESOL International Qualifications are skills based English language qualifications that have been designed to develop and assess a candidate's ability to communicate in English. The tests are taken under examination conditions at increasing levels of difficulty and cover the four skill areas of Listening, Speaking, Reading and Writing. They are intended for candidates who are not native speakers of English and who wish to achieve a high quality, internationally recognised (UK QCA accredited) qualification in English that is available and recognised world-wide.

The qualifications are available from preliminary to Level 7 ranging from below CEF A1 through to C2. Each level consists of three mandatory components (listening comprehension test, reading test and writing tests) and one optional component (speaking test). The tests are offered On Demand and are available in either Junior (young learner - JET) or Senior (adult - SET) formats.

Aims

The aims of the JETSET qualifications are to enable candidates to develop:

- knowledge and understanding of the spoken and written forms of English in meaningful contexts
- the ability to listen and read for gist and detail and apply this knowledge and understanding to speaking and writing
- the ability to communicate effectively in English through the written and spoken word
- knowledge and understanding of the grammar of English, and the ability to apply it accurately in the appropriate context
- a suitable foundation for the further study of the language

Syllabus Topics

- At home
- At school/college
- At work
- Travel, transport and holidays
- Parts of the body, health and symptoms
- Clothes
- People, family relations, close friends
- Personal information
- Jobs
- Hobbies
- Likes and dislikes
- Animals
- Food and drink
- Shopping
- Time and measurement
- Numbers, prices and quantities
- Colours
- Places to go and entertainment
- Days, months, seasons and weather
- Countries, cities and nationalities
- Social activities
- Citizenship and knowing your rights
- Appointments

Assessment

Listening Test

Multiple choice listening comprehension with recorded audio
30 - 45 minutes (depending on level)

Reading Test

Multiple choice reading comprehension
60 - 120 minutes (depending on level)

Writing Test

Free-form writing test - test of written production skills
60 - 120 minutes (depending on level)

Speaking Test

Internally assessed according to provided mark schemes

(Optional)

5 - 8 minutes (depending on level)

English Language Skills Assessment (ELSA)

ELSA (English Language Skills Assessment) is a diagnostic tool covering the 4 language skills – listening, reading, speaking and writing.

ELSA cover all levels of English language ability from very low to very high (Council of Europe A1 to C2) on a single scale for each skill. In their different formats, ELSA tests combine the proven advantages of traditional examiner-based assessments for Speaking and Writing (Writing 2) with the precision, speed and convenience of multiple-choice tests for Listening, Reading and Writing (Writing 1). The ELSA tests are flexible in that candidates can choose to do any combination of assessments. They are available On Demand and as either on-screen or paper based assessments.

Aims

- To measure general English language competence using work, home, social and travel settings
- To test a person's ability to understand and communicate in the real world
- To present a skills-based (listening, reading, writing, and speaking) interpretation of English language ability

ELSA Topics

ELSA tests a wide range of vocabulary, structures and situations, from simple to complex, enabling learners at any stage of language development to demonstrate their ability. The situations and contexts that appear in ELSA tests reflect everyday English as it is used:

- in the workplace
- when travelling, shopping and socialising
- in the media

Assessment

Listening

Multiple choice
60 questions
4 question formats
Total testing time: approximately 30 minutes
Score range: 0 – 250

Reading

Multiple-choice
60 questions
4 question formats
Total testing time: 45 minutes
Score range: 0 – 250

Writing 1

Multiple-choice
60 questions
3 question formats covering grammar and syntax
Total testing time: 45 minutes
Score range: 0 – 100

Writing 2

One essay to be written on a specified topic
Total testing time: 40 minutes
Score range: Banded 0 – 7

Speaking

Task based – recorded and sent back to EDI for scoring
40 tasks
7 formats
Total testing time: approximately 30 minutes
Score range: 9 bands – Novice Low to Superior

Foundation English Language Skills Assessment (FELSA)

Foundation English Language Skills Assessment (FELSA) is a diagnostic tool to test and evaluate English language ability in Listening, Reading and Speaking for candidates with a basic level of English language proficiency (below CEF A1-A2). The FELSA results provide positive learning outcomes for candidates at this level of English, describing what they can do in communicating in English.

The FELSA tests are flexible in that candidates can choose to do any combination of assessments, they are available On Demand and as either on-screen or paper based assessments.

Aims

The examination will assess the candidate's ability to:

- measure low level (below CEF A1 – A2) English language competence using work, home, social and travel settings
- understand and communicate in the real world
- present a skills-based (listening, reading, speaking) interpretation of English language ability

FELSA Topics

- Business messages – email, short letters, instructions
- Buying and selling every day items
- Eating out
- Food and drink
- Holidays
- Instructions at work and in day to day life
- Leisure activities
- Shopping
- Sport
- Travel
- Tourism – places of interest

Assessment

Listening

Multiple choice
30 questions
2 question formats
Total testing time: up to 1 hour allowed
Score range:
0 – 17 (working towards A1)
18 – 23 (A1)
24 – 30 (A2)

Reading

Multiple choice
30 questions
5 question formats
Total testing time: up to 1 hour allowed
Score range:
0 – 17 (working towards A1)
18 – 23 (A1)
24 – 30 (A2)

Speaking

Listen and respond
4 question formats
Total testing time: approximately 20 minutes
Score range: working towards A1, A1 or A2 depending on candidate performance across the whole test

Teaching English Qualifications

First Certificate for Teachers of Business English (FTBE)

This qualification is intended as a supplementary qualification for qualified teachers of general English, providing them with an introduction to Teaching Business English (TBE).

Candidates should ideally be either: (a) graduates whose standard of English is equal to mother tongue and who already have a basic Teaching English as a Foreign Language (TEFL) or language teaching qualification, or (b) English language teachers whose standard of English is not equal to mother-tongue but who have a first degree plus a formal English language teaching qualification.

For both groups some experience of general English language teaching to adults will be useful, but not essential, as will a limited amount of business English teaching experience.

Aims

The aims of this qualification are to enable candidates to develop a basic knowledge and understanding of the Teaching Business English (TBE) profession in order to:

- demonstrate an understanding of the professional skills required of the Business English teacher
- identify the methodologies that are most effective in the Business English classroom
- demonstrate an understanding of the basic business concepts and practices with which the Business English teacher is expected to be familiar

Syllabus Topics

- Teaching Business English (TBE) professional skills (for example, needs analysis, syllabus/course design etc)
- TBE methodologies (for example, different approaches, classroom management, use of materials etc)
- Basic business concepts and practices (for example, business terminology, letter layout etc)

Assessment

Candidates will be assessed via a 2.5 hour examination paper.

- Section A covers TBE professional skills and is worth 35% of the marks
- Section B covers TBE methodology and materials and is worth 35% of the marks
- Section C covers basic business concepts and practices and is worth 30% of the marks

Certificate in Teaching English as a Foreign Language (CertTEFL)

The EDI Certificate in Teaching English as a Foreign Language (CertTEFL) is designed for people who have little or no experience of teaching English as a Foreign Language (EFL) but who wish to embark on a career as an EFL teacher. The EDI CertTEFL is a highly practical course designed to provide candidates with the initial skills they need for teaching English to adult students of other languages. Achievement of the EDI CertTEFL will confirm that candidates have a good understanding of the essential aspects of the EFL teacher's role, can organise and manage effective learning and have developed professionally through on-going reflection and evaluation.

Aims

The aims of the EDI CertTEFL are that by the end of the course, candidates will be able to:

- evaluate the communicative needs of classes of adult speakers of other languages (both at higher and lower levels)
- meet these needs through effective teaching
- evaluate how effectively they are meeting these needs

Syllabus Topics

- The principles of teaching and learning in an EFL context
- EFL teaching skills and managing the learning environment
- Teaching language within an EFL context
- Teaching speaking, writing, listening and reading in an EFL context
- Planning and evaluation of EFL teaching
- Assessment of EFL learners

Assessment

The EDI CertTEFL is internally assessed via a combination of teaching practice, teacher observation and written assignments.

Teaching Practice: Candidates must complete a minimum of four classes, totalling 6 hours of supervised and assessed teaching practice. Candidates must complete lesson plans for each of the teaching practice sessions and must demonstrate that they can apply the theory (of the input sessions) to their teaching.

Teacher Observation: Each candidate must complete a minimum of three classes, totalling 4 hours, of teacher observation. This should involve observing qualified and experienced teachers while they deliver lessons.

Written Assignments: Candidates must complete four written assignments of between 750 and 1000 words.

Each candidate is required to keep a portfolio of work that includes all materials relating to the teaching practice, teacher observation and written assignments. This portfolio should be submitted to EDI at the end of the course for moderation and certification.

Examination availability

LCCI International Qualifications are available On Demand and the following are also available on specific days throughout the year, known as Series dates.

Examination

English for Business 1-3

LCCI Annual Qualification Reviews

Centres are able to download Annual Qualification Reviews for the most popular LCCI International Qualifications. The Annual Qualification Reviews provide support and guidance to centres, helping teachers to prepare their candidates for taking the examinations.

For further information, please email the International enquiries team, internationalenquiries@ediplc.com.

Support materials

To enhance our Business English and General English qualifications, we offer a wide range of support materials designed to help you deliver our qualifications and to help your candidates pass their examinations.

- Extended syllabuses cover the topics that should be included when delivering a course leading to one of our qualifications. You will find them invaluable when designing courses and planning lessons.
- Practice Papers and past papers are published to enable candidates to practise and to get a feel for what will be expected of them in the examination.
- Model answers provide examples of ideal examination answers, as well as helpful hints and advice on examination technique.

Support publications

All LCCI International Qualifications are supported by a comprehensive list of recommended reading materials which support preparation for the qualification perfectly.

Also available are a range of 'How to Pass' and 'Passport to Success' books, to help to prepare students. The books are written by our Chief Examiners, and are invaluable as both course texts and revision guides. They can be ordered directly from the EDI enquiries team or via www.lcci.org.uk.

- How to Pass English for Business Preliminary level
- How to Pass English for Business 1
- How to Pass English for Business 2
- How to Pass English for Business 3
- How to Pass English for Business 4
- How to Pass SEFIC Preliminary level
- How to Pass SEFIC 1
- How to Pass SEFIC 2
- How to Pass SEFIC 3
- How to Pass SEFIC 4
- Passport to Success Beginner Workbook (JET Version) JETSET
- Passport to Success Beginner Workbook (SET Version) JETSET
- Passport to Success Elementary Workbook (JET Version) JETSET
- Passport to Success Elementary Workbook (SET Version) JETSET
- Passport to Success Pre-Intermediate Workbook (JET Version) JETSET
- Passport to Success Pre-Intermediate Workbook (SET Version) JETSET
- Passport to Success Intermediate Workbook (JET Version) JETSET
- Passport to Success Intermediate Workbook (SET Version) JETSET

Visit www.lcci.org.uk for a full list of our publications and to obtain an order form for your chosen books. You can also use the site to download extended syllabuses, model answers and past papers.

Tel. +44 (0) 2476 518951
Fax. +44 (0) 2476 516505
Email. internationalenquiries@ediplc.com
www.lcci.org.uk



International
Qualifications from EDI