



# Financial and Quantitative qualifications

**LCCI** International Qualifications from EDI

**Internationally recognised**  
**Financial and Quantitative qualifications**

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# 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](http://www.lcci.org.uk).

## Accreditations and exemptions

Level 1 Book-keeping and Level 3 Accounting/Accounting (IAS) qualifications are accredited by the UK qualifications regulatory authority, the QCA (Ofqual). In addition to this accreditation, the Level 3 Accounting and Level 3 Accounting (IAS) have been included on the UCAS tariff for entry into UK universities from 2009. Information on the tariff points awarded can be found at [www.ucas.com](http://www.ucas.com). From May 2008, successful candidates of the following qualifications will be exempted from certain ACCA and CAT modules, as indicated below:

<b>LCCI Qualifications</b>	<b>ACCA</b>	<b>LCCI Qualifications</b>	<b>CAT</b>
Level 3 Certificate in Accounting/ Accounting (IAS) PLUS Level 4 Financial Accounting/Financial Accounting IAS	Module F3	Level 3 Accounting/Accounting (IAS)	T1 and T3
		Level 3 Cost Accounting/Level 3 Management Accounting	T2 and T4
		Level 4 Financial Accounting/Financial Accounting (IAS)	T1, T3 and T6

# Financial qualifications

## Introductory Certificate in Book-keeping (ICB)

Product code: ASE9911

The Introductory Certificate in Book-keeping is a qualification that has been developed by EDI as a first-step learning provision for the financial sector.

This qualification is suitable for candidates who may wish to gain some relevant basic book-keeping knowledge and skills before progressing to another financial qualification, or for those who wish to use the qualification to complement and extend their business studies knowledge.

### Aims

The aims of this qualification are to:

- introduce candidates to some of the technical language and basic principles of book-keeping
- develop candidates' knowledge and skills in preparing and recording source documents
- broaden candidates' knowledge and understanding of general financial concepts and documentation

### Syllabus Topics

- Introduction to Book-keeping
- Trade documents
- Recording sales and purchases transactions
- Banking documents
- Calculating wages

Upon registration for the qualification, all candidates receive a Candidate Workbook specifically designed to support the delivery of the qualification and to enhance candidates' learning. The Workbook presents the syllabus content in a very simple way to enable candidates to read and understand the concepts easily and uses pictures and charts, where appropriate, to aid understanding. Additionally, the language used is at a low level, making it suitable for candidates whose first language is not English.

### Assessment

Candidates are assessed by an online interactive objective test, consisting of items such as true/false, multiple-choice, simple calculations with number entry, document/form completion etc. The test is a 1-hour examination with 20 questions, some of which will have multiple parts. Candidates are expected to answer all of the questions.

# Certificate in Book-keeping (level 1)

Product code: ASE1017

This qualification is suitable for candidates who work or wish to work in areas of business that will involve the recording of financial transactions. It builds on and extends the knowledge and skills developed at the introductory level and is a good progression route to the Level 2 Certificate in Book-keeping and Accounts.

## Aims

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

- an understanding of the basic principles underlying the recording of business transactions
- the ability to maintain the books of, and prepare final accounts for, sole traders

## Syllabus Topics

- The Accounting Equation and the basis of double entry book-keeping
- Recording transactions through double entry
- Balancing accounts
- Purchases/sales/returns
- The ledger: its subdivision
- Day books
- Bank facilities/methods of payment or receipt of money
- Cash book and cash discount
- Bank reconciliation
- Petty cash book and the imprest system
- Trial balance
- Adjusting for accruals and prepayments in the final accounts
- Depreciation of fixed assets
- The entries relating to bad debts
- The journal
- Capital and revenue expenditure
- Errors in the accounts and their correction
- Effect of profit (or loss) and drawings upon capital
- Trading and profit and loss accounts
- The balance sheet
- Control accounts - an introduction

## Assessment

Candidates are assessed by a 2.5 hour paper-based examination. The examination paper consists of four questions, with at least two questions on key topics as detailed in the syllabus. Candidates must do all four questions. The answers required will be predominantly of a quantitative nature but candidates will be expected to demonstrate their understanding of the subject at an appropriate level. Specimen and past papers are available on the LCCI website.

# Certificate in Book-keeping and Accounts / Certificate in Book-keeping and Accounts IAS\* (level 2)

Product code: ASE2007 / ASE20050\*

As a progression route from Level 1 Book-keeping, this qualification builds on the knowledge and skills developed at that level. The qualification is targeted at candidates who are working, or preparing to work, in an accounting environment where they will be expected to maintain financial records and prepare accounts with some level of autonomy. Successful candidates at this level can progress to the LCCI Level 3 Accounting/Accounting (IAS) qualifications.

## Aims

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

- an understanding of the basic principles underlying the recording of business transactions
- the ability to prepare and interpret accounts for sole traders, partnerships, non-trading organisations and limited companies

## Syllabus Topics

- Advanced aspects of the syllabus for Level 1 Book-keeping
- Partnerships
- Limited liability companies
- Incomplete records
- Manufacturing accounts
- Stock valuation
- Non-trading organisations
- Control accounts
- Suspense accounts
- Calculation and interpretation of ratios
- Preparation, by the use of ratios, of simple financial statements

## Assessment

Candidates are assessed by a 3 hour paper-based examination, consisting of five questions from which the candidate will need to answer any four; there are no compulsory questions. At least two questions will come from key topics as detailed in the syllabus. The answers required will be predominantly of a quantitative nature, but candidates will be expected to demonstrate their knowledge and understanding of the syllabus topics at the appropriate level as well as their ability to analyse and interpret data. Specimen and past papers are available on the LCCI website.

# Certificate in Accounting/Certificate in Accounting IAS (level 3)

Product code: ASE3012 /ASE3902\*

This qualification is suitable for candidates who are working, or preparing to work, in an advanced accountancy role with a high degree of autonomy where they will be required to produce and interpret financial statements in compliance with Statements of Standard Accounting Practice (SSAPs) and Financial Reporting Standards (FRS). Candidates should have the knowledge and skills equivalent to the LCCI Levels 1 and 2 qualifications. Successful candidates can progress to study LCCI Level 4 Financial Accounting/ Accounting IAS.

## Aims

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

- an understanding of the basic principles underlying the recording of business transactions
- the ability to prepare and interpret accounts for sole traders, partnerships, non-trading organisations, limited companies and groups of companies in accordance with basic accounting conventions and current accounting practice
- the ability to apply the principles of decision making

## Syllabus Topics

- Levels 1 and 2 revisited
- Valuation of stocks
- Valuation of fixed assets
- Partnerships
- Companies
- Accounting for groups of companies
- Cash flow statements
- Accounting ratios
- Budgetary control
- Introduction to decision making
- Concepts and accounting framework

Note: Taxation, in all its forms, is excluded from this syllabus

## Assessment

Candidates are assessed by a 3 hour paper-based examination, consisting of five questions from which the candidate will need to answer any four; there are no compulsory questions. At least two questions will come from key topics as detailed in the syllabus. The answers required will be predominantly of a quantitative nature, but candidates will be expected to demonstrate their knowledge and understanding of the syllabus topics at the appropriate level as well as their ability to analyse and interpret data. Specimen and past papers are available on the LCCI website.

# Financial Accounting/Financial Accounting IAS\* (level 4)

Product code: ASE4502/ASE4902\*

These are advanced qualifications which are suitable for candidates who wish to build on their Level 3 accounting knowledge and skills and develop an understanding of the conceptual aspects of accounting and of basic auditing. The IAS version develops candidates' skills in applying the IAS/IFRS standards while the other version focuses on UK accounting standards, i.e. SSAPs and FRS. The qualification helps to build candidates' analytical and discursive abilities. Candidates should have the knowledge and skills of LCCI Level 3 Certificate in Accounting or equivalent.

## Aims

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

- an understanding of the basic principles underlying the recording of business transactions
- the ability to prepare and interpret accounts for sole traders, partnerships, non-trading organisations, limited companies and groups of companies in accordance with basic accounting conventions and current accounting practice
- the ability to prepare accounting statements in accordance with accounting standards and the accounting framework; (FRS 18, SSAP 4, FRS 21, FRS 12) or (IAS 1, IAS 20, IAS 10, IAS 37)
- the ability to apply the principles of decision making
- the ability to analyse businesses and their performance
- an understanding of the conceptual aspects of financial accounts
- an understanding of basic auditing

## Syllabus Topics

- Levels 1, 2 and 3 revisited
- Valuations of stocks and long term contracts
- Companies
- Accounting for groups of companies and complex issues in company accounting
- Cash flow statements (FRS 1 revisited)/(IAS 7 revisited)
- Budgetary control
- Concepts and accounting frameworks
- Analysis of business and opportunities, involving non-numerical techniques
- Users of accounts
- Investment accounts
- Auditing

## Assessment

Candidates are assessed by a 3 hour paper-based examination, consisting of five questions from which the candidate will need to answer any four; there are no compulsory questions. Questions will be both computational and narrative, some being primarily computational and some entirely narrative. Specimen and past papers are available on the LCCI website.

## Cost Accounting (level 2)

Product code: ASE2017

This qualification is suitable for candidates who are working, or are preparing to work, in an accounting environment at a level that requires a moderate level of cost accounting knowledge and skill, as well as a basic understanding of cost accounting principles and practice. Candidates attempting this qualification should have the knowledge and skills equivalent to the LCCI Level 1 Book-keeping qualification in order to understand the relationships between financial accounting and cost accounting, and basic accounting terms. Successful candidates may progress to the LCCI Cost Accounting and/or Management Accounting Level 3 qualifications.

### Aims

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

- a detailed understanding of how financial transaction data may be processed to provide cost accounting data
- a basic understanding of how cost accounting information can be used for the purposes of planning and control within business organisations
- the ability to apply this understanding of planning and control in a variety of business settings

### Syllabus Topics

- Basic terminology and cost classification
- Costing for materials
- Costing for labour
- Costing for overheads
- Costing methods
- Marginal costing
- Budgetary planning and control
- Standard costing and variances
- Accounting systems

### Assessment

Candidates are assessed by a 2.5 hour paper-based examination, consisting of five compulsory questions. At least two questions will come from key topics as detailed in the syllabus. The answers required will be predominantly of a quantitative nature, but candidates will be expected to demonstrate their knowledge and understanding of the syllabus topics at the appropriate level. Specimen and past papers are available on the LCCI website.

## Cost Accounting (level 3)

Product code: ASE3017

This qualification is suitable for candidates who are working in a cost accounting environment at a level that requires some depth of cost accounting knowledge and skills, as well as a basic understanding of cost accounting principles and practice. Candidates attempting this qualification should have the knowledge and skills equivalent to LCCI Level 2 Cost Accounting.

### Aims

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

- an understanding of advanced aspects of the processing of cost accounting information, including stock control
- a detailed understanding of how cost accounting information can be used for the purposes of short-term planning, control and decision making within business organisations
- the ability to apply this understanding in a variety of business settings

### Syllabus Topics

- Materials and stock control
- Costing methods and systems
- Cost-volume-profit (CVP) analysis
- Budgetary planning and control
- Standard costing and variances
- Accounting systems

### Assessment

Candidates are assessed by a 3 hour paper-based examination, consisting of five compulsory questions. At least one question will come from key topics as detailed in the syllabus. The answers required will be predominantly of a quantitative nature, but candidates will be expected to demonstrate their knowledge and understanding of the syllabus topics at the appropriate level. Specimen and past papers are available on the LCCI website.

# Management Accounting (level 3)

Product code: ASE3024

This qualification is suitable for candidates who are working, or aspiring to work, in an autonomous job role which requires them to prepare and present financial and other decision oriented information. The complex business world of today makes Management Accounting a necessity for all types of managers. Organisations must attempt to acquire and utilise their resources in the best way possible, and managers need reliable accounting data to anticipate the future and control day-to-day activity.

Candidates attempting this qualification must be totally familiar with the basic cost accounting principles, methods and terminology as contained in the LCCI Level 2 Cost Accounting syllabus or equivalent.

## Aims

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

- the ability to critically analyse information for both short term and long term decision making
- the ability to use management accounting information for the purposes of planning and control of cash and other resources within business organisations and an understanding of factors affecting the planning and control process
- an understanding of business performance measures, and the relevance and impact of transfer pricing

## Syllabus Topics

- Short term cost behaviour
- Cost/volume/profit (CVP) analysis
- Short term decision making
- Budgetary planning and control
- Cash and working capital management
- Standard costing and variances
- Long term decision making
- Performance evaluation and transfer pricing

## Assessment

Candidates are assessed by a 3 hour paper-based examination, consisting of five compulsory questions. At least one question will come from key topics as detailed in the syllabus. The answers required will be predominantly of a quantitative nature, but candidates will be expected to demonstrate their knowledge and understanding of the syllabus topics at the appropriate level. Specimen and past papers are available on the LCCI website.

## Computerised Book-keeping Skills (level 2)

Product code: ASE20054

This qualification develops the candidates' ability to use a computerised accounting system to set up company information and make journal and ledger entries, carry out stock control processes and process routine payments and receipts. Candidates for this qualification must have book-keeping and accounting knowledge and skills equivalent to the LCCI Level 2 Book Keeping and Accounts qualification. This qualification is suitable for people who work or intend to work in an accounting role which requires the computerised processing of daily accounting transactions.

### Aims

The aim of the qualification is to develop candidates' competence in using computerised accounting software and to develop skills in:

- setting up yearly company data and making journal and ledger entries
- processing routine payments and receipts
- carrying out stock control processes
- producing appropriate accounting reports for management purposes

### Syllabus Topics

- Setting up accounting software to manage accounting information
- Process routine payments and receipts using a computerised system
- Carry out stock control processes using a computerised system

### Assessment Format

Candidates are assessed by a 2.5 hour exam in the form of a practical case study, in which it is assumed that the candidate is working in an accounting department using a computerised accounting system. The case study requires candidates to process a variety of business transactions using commercially available computerised accounting software. A sample paper is available on the LCCI website.

## Computerised Accounting Skills (level 3)

Product code: ASE20055

This qualification develops the candidates' ability to manage a computerised accounting system in order to provide management information. Candidates will learn how to process non-routine accounting transactions and print and analyse reports such as the Profit and Loss and Balance Sheet. Candidates for this qualification must at least have book-keeping and accounting knowledge and skills equivalent to the LCCI Level 2 Book Keeping and Accounts qualification. This qualification is suitable for people who work or intend to work in an advanced accounting role.

### Aims

The aim of the qualification is to develop candidates' competence in using computerised accounting software and to develop skills in:

- setting up initial business data in a computerised accounting system
- processing and completing advanced business transactions
- producing and analysing end period reports
- producing and reviewing a range of routine and non-routine accounting reports for management purposes

### Syllabus Topics

- Setting up initial data
- Entering transactions
- Processing Credit Card Transactions
- Recording Transactions relating to acquisition and disposal of fixed assets
- Making end of period adjustments
- Amending Chart of Accounts and producing and analysing end period reports
- Producing and reviewing routine and non-routine reports

### Assessment Format

Candidates are assessed by a 3 hour exam in the form of a practical case study, in which it is assumed that the candidate is working in an accounting department using a computerised accounting system. The case study requires candidates to process a variety of business transactions using commercially available computerised accounting software. A sample paper is available on the LCCI website.

## MYOB Computerised Accounting (level 2)

Product code: ASE2117

This qualification is for people who have a knowledge of book-keeping and accounting equivalent to LCCI Book-keeping and Accounts Level 2 and who wish to acquire practical computerised accounting skills.

### Aim

The aim of this qualification is to assess candidates' practical ability to use MYOB computerised accounting systems.

### Syllabus Topics

- Company data files
- Chart of accounts
- Cash books
- General ledger
- Sales ledger
- Purchase ledger
- Inventory
- Reports and file maintenance

### Assessment

Assessment is through a 2.5 hour practical assignment provided and marked by LCCI. The assignment may be undertaken by centres and candidates at dates and times convenient to them.

## MYOB Computerised Accounting (level 3)

Product code: ASE3117

This qualification is for people who wish to develop higher practical computerised accounting skills. Candidates should have achieved LCCI Computerised Accounting Level 2 or possess the equivalent skills.

### Aim

The aim of this qualification is to assess candidates' practical ability to use MYOB computerised accounting systems.

### Syllabus Topics

- Company accounts
- Track profitability of departments and jobs
- Multi-currency transactions
- Debtor management
- Advanced inventory management
- Year-end procedures and maintenance
- Reports and analysis

### Assessment

Assessment is through a 2.5 hour practical assignment provided and marked by LCCI. The assignment may be undertaken by centres and candidates at dates and times convenient to them.

# Quantitative qualifications

## Commercial Calculations (level 1)

Product code: ASE1003

This qualification is intended for candidates with a basic level of mathematical ability who wish to consolidate and extend their mathematical skills in relation to basic commercial calculations. It is specifically designed to provide a suitable foundation for candidates wishing to progress to LCCI Level 2 Business Calculations or Level 2 Business Statistics. It also provides a suitable level of skill in commercial calculation for students wishing to continue in non-quantitative qualifications, as well as for the candidate with a general interest in the subject.

### Aims

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

- an ability to understand and work accurately with the basic processes of arithmetic
- an ability to apply to basic processes of arithmetic to solve problems encountered in domestic and business life

### Syllabus Topics

- Whole numbers
- Fractional parts
- Measures: money; weight (mass); length; capacity; time
- Percentages
- Approximation
- Proportion and variation
- Arithmetic mean (average)
- Spatial concepts
- Charts and graphs
- Applications

### Assessment

Candidates are assessed by a 2 hour paper-based examination, consisting of eight compulsory questions. Each examination will include topics from most or all sections of the syllabus. A single question may relate to a single section of the syllabus, or to more than one section. The examination will be broadly representative of the balance of topics in the syllabus, with some flexibility to provide a suitable variety of questions and business contexts, and to maintain an appropriate balance of difficulty. Past papers are available on the LCCI website.

# Business Calculations (level 2)

Product code: ASE2003

This qualification is intended for students who have already passed the LCCI Level 1 Commercial Calculations or equivalent. It is specifically designed to provide a suitable foundation for candidates wishing to progress to LCCI Level 3 Advanced Business Calculations. It also provides a suitable level of skill in business calculation for students wishing to continue in non-quantitative Level 3 LCCI business qualifications, as well as for those intending to perform standard calculations within a business environment and for the student with a general interest in the subject.

## Aims

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

- a broad knowledge and understanding of standard business calculations in relation to simple and compound interest, wages and commission, buying and selling, insurance, foreign currencies, hire purchase, partnerships and averages
- the ability to apply this 'knowledge and understanding' in business situations
- a knowledge and understanding of related terminology

## Syllabus Topics

- Simple and compound interest
- The small business
- Wages and commission
- Buying and selling
- Insurance
- Foreign currencies
- Hire purchase
- Partnerships
- Averages

Syllabus topics from LCCI Commercial Calculations Level 1 are also examinable.

## Assessment

Candidates are assessed by a 2.5 hour paper-based examination, consisting of eight compulsory questions. Each examination will include topics from most or all sections of the syllabus. A single question may relate to a single section of the syllabus, or to more than one section. Examination will be broadly representative of the balance of topics in the syllabus, with some flexibility to provide a suitable variety of questions and business contexts, and to maintain an appropriate balance of difficulty. Past papers are available on the LCCI website.

## Advanced Business Calculations (level 3)

Product code: ASE3003

This qualification is intended for students who have already passed the LCCI Level 2 Business Calculations or equivalent. It is specifically designed for those intending to perform a range of advanced business calculations within a business environment.

Taken with other LCCI business qualifications, it provides a suitable preparation for candidates intending to work at an advanced level in a business environment.

The syllabus is also suitable for the student with a general interest in the subject.

### Aims

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

- a broad knowledge and understanding of advanced business calculations in relation to simple and compound interest, stock exchanges, business ownership, profitability and liquidity, investment appraisal, bankruptcy, depreciation of business assets and index numbers
- the ability to apply this knowledge and understanding in a business situation
- a knowledge and understanding of related terminology

### Syllabus Topics

- Simple and compound interest
- Stock exchanges
- Business ownership
- Profitability and liquidity
- Investment appraisal
- Bankruptcy
- Depreciation of business assets
- Index numbers

The topics listed in the syllabuses for Level 1 Commercial Calculations and Level 2 Business Calculations are also examinable in Level 3 Advanced Business Calculations examinations

### Assessment

Candidates are assessed by a 3 hour paper-based examination, consisting of eight compulsory questions. Each examination will include topics from most or all sections of the syllabus. A single question may relate to a single section of the syllabus, or to more than one section. The examination will be broadly representative of the balance of topics in the syllabus, with some flexibility to provide a suitable variety of questions and business contexts, and to maintain an appropriate balance of difficulty. Past papers are available on the LCCI website.

## Business Statistics (level 2)

Product code: ASE2009

This qualification is intended for candidates who wish to build their knowledge and understanding of the use of quantitative data and statistical techniques in a business environment. It is also suitable for candidates who want to complement their knowledge of other non-quantitative business qualifications or for candidates who have a general interest in the subject. Candidates pursuing the qualification should have sufficient knowledge of basic arithmetical processes and should be able to recognise and use the appropriate formulae as provided. Successful candidates can progress to the Level 3 Business Statistics qualification.

### Aims

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

- a knowledge and understanding of some basic statistical techniques
- the ability to apply this knowledge and understanding in solving business problems

### Syllabus Topics

- Quantitative information
- Descriptive statistics
- Forecasting
- Uncertainty

### Assessment

The time allowance for the examination is 2 hours 30 minutes. Candidates will be required to answer four questions from a choice of six. Four questions are set from Topics 2 and 3. The remaining two questions are set from Topics 1 and 4. Questions may be drawn from two or more syllabus topics. All questions carry equal marks and marks are awarded for correct working as well as for correct answers and for an appropriate level of accuracy.

## Business Statistics (level 3)

Product code: ASE3009

This qualification is intended for candidates who are working or intending to work in a job role that requires knowledge and understanding of statistical techniques and how they are used to extract information relating to business situations. It is also suitable for candidates who wish to progress to more advanced administrative, business and management qualifications such as the LCCI Level 3 and 4 Diplomas. Candidates pursuing the qualification should have already passed the LCCI Level 2 Business Statistics or have equivalent knowledge and skills.

### Aims

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

- a knowledge and understanding of more advanced statistical techniques
- the ability to apply this knowledge and understanding in solving business problems

### Syllabus Topics

- Quantitative information
- Descriptive statistics
- Forecasting
- Uncertainty
- Statistical inference

### Assessment

The time allowance for the examination is 3 hours. Candidates will be required to answer five questions from a choice of eight. Candidates should cover ALL topics of the syllabus. Because of the nature of Business Statistics there is some overlap with the Level 2 syllabus, particularly on Syllabus Topics 1, 2 and 3. All questions carry equal marks and marks are awarded for correct working as well as for correct answers and for an appropriate level of accuracy.

# LCCI Awards

## Award in Professional Ethics in Accounting and Finance (level 3)

Product code: ASE20051

This qualification introduces candidates to the importance of the ethical duties of an accounting professional. It develops the candidates' knowledge and understanding of the framework and principles of ethical behaviour in accounting and how these are applied in the work environment. The qualification is suitable for people pursuing a career in accounting or those who currently work in accounting and finance related roles.

### Aims

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

- recognise the significance of ethical duties within the accounting profession and the impact on organisational and professional reputation and integrity
- understand the framework and general principles of ethical behaviour and how they may be applied in the work environment
- understand how and when to take actions following any suspected breach of ethical codes.

### Syllabus Topics

- Principles of Ethical Working in Accountancy or Payroll
- Ethical Behaviour when Working with Internal And External Customers
- Appropriate Actions for Suspected Breaches of Ethical Codes

### Assessment

Candidates are assessed on a 75 minute paper-based multiple-choice test, which consists of 20 questions covering all areas of the syllabus. The test paper is in two parts; both parts consist of 10 questions with one mark for each question in Part A and two marks for questions in Part B, the paper is marked out of a total of 30 marks. A sample paper is available on the LCCI website.

## Award in Principles of Auditing (level 3)

Product code: ASE20060

This qualification develops candidates' understanding and application of basic auditing techniques. It introduces the auditor's role and their limitations and includes concepts such as organisation, risk and the principle of materiality. It is suitable for people who work or wish to work within an accounting role and for those who wish to develop their own knowledge and understanding of auditing.

### Aims

The aims of the qualification are to:

- develop candidates' knowledge and understanding of the principles of internal control and the professional and ethical standards which govern the role of the auditor
- introduce candidates to the systems, controls and documentation used in auditing
- enable candidates to recognise the different approaches to auditing
- develop candidates' understanding of 'risk' in relation to auditing
- enable candidates to make recommendations to senior management on improved systems and processes

### Syllabus Topics

- The role of the auditor and the systems and controls involved
- Professional ethics and standards in auditing
- Audit planning and techniques
- Auditing documentation and reports

### Assessment

Candidates are assessed on a 75 minute paper-based multiple-choice test, which consists of 20 questions covering all areas of the syllabus. The test paper is in two parts; both parts consist of 10 questions with one mark for each question in Part A and two marks for questions in Part B, the paper is marked out of a total of 30 marks. A sample paper is available on the LCCI website.

## Award in Principles and Practice of Costing (level 3)

Product code: ASE20059

This qualification develops candidates' understanding and application of the principles of costing. It enables candidates to recognise different approaches to cost accounting and make informed and reasoned judgements to guide management. The qualification is suitable for people who wish to develop a general understanding of the use of cost accounting in organisations in order to broaden their career opportunities and progression.

### Aims

The aims of the qualification are to develop candidates':

- understanding of the elements of cost classification and the difference between types of cost centres
- understanding of how cost accounting information can be used for the purposes of long and short-term planning, control and decision making within a business.
- ability to apply this understanding of planning and control, in a variety of business settings

### Syllabus Topics

- Cost terminology and classification
- Costing methods and systems
- Short term and long term decision making, planning and control
- Budgeting and standard costing, and variances
- Material and stock control
- Cost-volume-profit (CVP) analysis

### Assessment

Candidates are assessed on a 75 minute paper-based multiple-choice test, which consists of 30 questions covering all areas of the syllabus. The test paper is marked out of a total of 30 marks. A sample paper is available on the LCCI website.

# Award in Principles of Credit Management (level 2)

Product code: ASE20061

This qualification will introduce candidates to the fundamental principles of credit management, and will develop their knowledge and understanding of the function of the credit management department and its role within an organisation. It is suitable for people who wish to develop a general understanding of credit management in order to broaden their career opportunities and progression.

## Aims

The aims of the qualification are to:

- introduce candidates to the fundamental principles of credit management and develop candidates' knowledge and understanding on its function's and role within the organisations' structure;
- enable candidates to apply concepts, processes and techniques to a range of credit environments and customers;
- develop candidates' skill to manage, monitor, review and reform their credit policy
- enable candidates to make decisions and take control of the exposure to credit risk and debt using a variety of techniques

## Syllabus Topics

- Understand the role of credit management within the business environment.
- Understand the organisational requirements of credit management functions.
- Understand the impact of legislation on the credit function.
- Understand how to assess and control risk.
- Understand the different documents and systems used for trade, export and consumer credit. Understand collection and recovery methods

## Assessment

Candidates are assessed on a 75 minute paper-based multiple-choice test, which consists of 30 questions covering all areas of the syllabus. The test paper is marked out of a total of 30 marks. A sample paper is available on the LCCI website.

## Award in Preparing Financial Statements for a Sole Trader (level 3)

Product code: ASE20052

This qualification will allow candidates to demonstrate their knowledge and skills in making accounting adjustments and preparing the main financial statements for a sole trader. The qualification is suitable for people who already have basic book-keeping skills but wish to develop and evidence their knowledge and skills at a higher level.

### Aims

The aims of the qualification are to:

- develop candidates' knowledge and understanding of the principles of preparing financial statements for a Sole Trader
- enable candidates to record transactions and make accounting adjustments relevant to the accounts of a Sole Trader
- enable candidates to prepare financial statements (Trading, Profit and Loss Account and Balance Sheet) for a Sole Trader

### Syllabus Topics

- Principles of Preparing Financial Statements for a Sole Trader
- Record Transactions and Make Accounting Adjustments
- Prepare Financial Statements for a Sole Trader

### Assessment

Candidates are assessed by a 2.5 hour written exam paper consisting of three questions, which will cover all three units within the syllabus. The answers required will be predominantly of a quantitative nature, but candidates will be expected to demonstrate their knowledge and understanding as required by the units. A sample paper is available on the LCCI website.

## Understanding Financial Statements (level 3)

Product code: ASE20056

This qualification develops candidates' knowledge and understanding of financial statements and their ability to interpret the information presented using ratios. This qualification is suitable for people who are non-specialist in financial accounting but who need to understand the language and principles of financial statements in order to broaden their career opportunities or improve their career progression.

### Aims

The aims of the qualification are to:

- develop candidates knowledge and understanding of the nature and purpose of the main types of financial statements
- enable candidates to interpret the information presented on the Trading, Profit and Loss Account, Balance Sheet and Cash Flow Statement
- enable candidates to make basic calculations relating to financial statements
- develop candidates skills in using ratios to assess the profitability, liquidity and efficiency of a business.

### Syllabus Topics

- Purpose and use of financial statements
- Accounting concepts and principles
- Interpreting the Trading, Profit and Loss Account
- Interpreting the Balance Sheet
- Interpreting the Cash Flow Statement
- Applying and interpreting profitability, liquidity and efficiency ratios.

### Assessment

Candidates are assessed by a 60 minute paper-based multiple-choice test, which consists of 30 questions covering all six areas of the syllabus. The test paper is marked out of 30, a sample paper is available on the LCCI website.

# 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

Certificate in Book-keeping (level 1)
Certificate in Book-keeping and Accounts (level 2)
Certificate in Accounting (level 3)
Certificate in Accounting (IAS) (level 3)
Cost Accounting (level 3)
Management Accounting (level 3)
Business Calculations (level 2)
Advanced Business Calculations (level 3)
Business Statistics (level 2)
Business Statistics (level 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](mailto:internationalenquiries@ediplc.com).

# Support materials

EDI offers a wide range of support materials designed to help in the delivery of its qualifications and in the teaching and learning process. These include:

- Syllabuses
- Specimen papers
- Past papers and model answers
- Solutions Booklet to support the new candidate workbooks (see below)
- Annual Qualification Reviews
- Teachers' Guides

# Support publications

EDI's 'Passport to Success' workbooks help candidates prepare for their exams. The books, which are written with the support of the Chief Examiners, cover the topics of the revised syllabuses and are written in simple and easy-to-read language, making them very learner friendly and suitable for self-study or as a class workbook.

Passport to Success workbooks are available for the following qualifications:

- Level 1 Book-keeping
- Level 2 Book-keeping and Accounts
- Level 3 Accounting

Visit [www.lcci.org.uk](http://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 view sample pages of these books.

The original range of 'How to Pass' books will still be available, as required.

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