

LCCI Centre Update

Welcome to the October 2009 issue which includes the latest news and developments.

New English for Business Certificates

In response to feedback, English for Business certificates for some countries will now show the percentage score achieved in the mandatory reading and writing exam. This will give both the candidate and centre a better idea of each student's performance.

The percentage score will not appear for optional listening and speaking components due to different marking criteria. If you have any questions relating to this change please contact kasiapawlak@ediplc.com.



Withdrawal of Practical Word Processing

Level 1 and 2 Practical Word Processing will be withdrawn from 1 October 2010 due to a reduction in demand. Centres currently offering these qualifications should consider the recently developed Level 1 - 3 Practical ICT Skills which includes word processing units. These qualifications are endorsed by *e-skills UK*, the UK Sector Skills Council for IT Users. The Syllabuses and a Support Pack are available on the LCCI website.

New JETSET Passport to Success Workbooks

New, revised and updated versions of the JETSET workbooks are now available to download by logging in to the LCCI website.

Amends to Passport to Success Books

A list of errata has been published to correct the minor errors identified in the Level 2 Book-keeping and Accounts Passport to Success book. This document can be downloaded from the qualification page of the LCCI website and will be included in books purchased from 1 October 2009.

The Solutions Book has also been updated and is available to download.

Business and Administration Qualifications

The following qualifications are being revised to ensure that they are relevant to the demands of the modern business environment.

- Levels 1 - 4 Audio Transcription
- Levels 1 - 3 Business Administration
- Levels 2 - 3 Business Practice
- Levels 1 - 3 Text Production

As a result there will be some changes to group awards containing these qualifications. Initial discussions on the redevelopments are underway and centres will be consulted over the next two months.

New Syllabuses and Qualifications

New Syllabuses	First Examination Date (2010)
Advertising Level 3	Series 3
Marketing Level 2	Series 3
Public Relations Level 3	Series 2
Selling and Sales Management	Series 3
New Qualifications	First Examination Date (2010)
Public Relations Level 2	Series 3

New syllabuses and practice papers are now available on the LCCI website. For more information contact kevinblanch@ediplc.com

New CertTEFL course in Italy

EDI's first new CertTEFL course recently took place in Sardinia, Italy. All candidates successfully passed the intensive four week course. Student feedback was positive including : *"This course exceeded my expectations in terms of the depth of the material covered and how interesting it was. I feel very well equipped to teach."*

For further information on EDI's CertTEFL course, contact kevinblanch@ediplc.com.

UK Border Agency Approves LCCI English Qualifications

Several of LCCI's English Language qualifications have been approved by the UK Border Agency as meeting the English language requirements for Tier 1 and Tier 2 of their Points Based System. The approved qualifications for each tier are:

Points Based System Tiers	LCCI English Language Qualifications
Tier 1	English for Business - Level 4
	JETSET – Level 6
Tier 2	English for Business – Preliminary Level, Level 2, Level 3 and Level 4
	English Language Skills Assessment (ELSA) - scores vary according to language skills
	JETSET – Level 2, Level 5, Level 6

Applicants need to reach the required levels of each qualification in reading, writing, listening and speaking within the relevant tier.

For detailed information on the different categories within each tier and their specific English language requirements, visit the UK Border Agency website

www.ukba.homeoffice.gov.uk

EfB Word Processed Scripts

With immediate effect, EDI will be accepting word-processed answers from candidates taking LCCI English for Business qualifications. Centres offering this option to candidates are required to ensure that during the examination:

- Candidates do not have access to existing files and documents or to the Internet browser or search engines.
- Functions of a word-processor (spell and grammar checker and punctuation correctors) are disabled.

These two requirements are now incorporated into **Invigilator Declaration and Attendance Report** and the Invigilator is required to declare that the above requirements were met.

If the centre does not indicate that these requirements have been met, EDI will not proceed with the assessment and certification process.

If you have any further questions relating to this new requirement please contact centresupport@ediplc.com

The image shows a screenshot of the 'Invigilator Declaration' form. The form includes fields for Centre, Exam, Series, Reg Id, Order No., and Exam Date. Below these are tables for candidate statistics and examination timing. A list of seven certification points is provided, with point 7 highlighted by a callout box. The callout box contains the text: '7 Scripts have been electronically produced, and I confirm that: Candidates did not have access to existing files and documents, or to an Internet browser, or to search engines. Functions of a word-processor (spelling, grammar and punctuation correctors) were disabled during the examination.' Below the callout box, there are empty tables and a signature line.

Invigilator Declaration

Centre : LODEB (EGEE1)
Exam : Level 2 English for Business (Reading and Writing) (ASE2041)
Series : ON-DEMAND

Reg Id : 1308513
Order No. : 9380219
Exam Date : 07 Aug 2009

Total Candidates	Examination Location	Time examinations took place
Number Present		Commenced at
Number Absent		Finished at

I/We the undersigned invigilator(s) hereby certify:

- 1 That the was/were present during the whole period of the examination as indicated below
- 2 That the number of candidates who presented themselves was as indicated above
- 3 That the envelope(s) containing the question papers was/were opened by me/us at and/or
- 4 That the accompanying scripts were worked in my/our presence and were collected at the end of the examination
- 5 That examination regulations, have been strictly complied with
- 6 That any suspected malpractice during the examination has been recorded in the box below
- 7 Scripts have been electronically produced, and I confirm that:
Candidates did not have access to existing files and documents, or to an Internet browser, or to search engines.
Functions of a word-processor (spelling, grammar and punctuation correctors) were disabled during the examination.

As an EDI approved centre I understand that if any of the above requirements have not been met during the examination, EDI reserves the right not to proceed with the assessment and certification process.

7 Scripts have been electronically produced, and I confirm that:

Candidates did not have access to existing files and documents, or to an Internet browser, or to search engines.

Functions of a word-processor (spelling, grammar and punctuation correctors) were disabled during the examination.

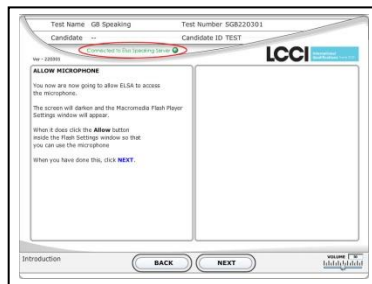
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Improvements to ELSA online speaking tests

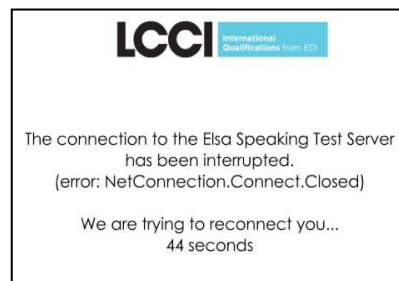
On 1 October EDI launched improvements to the ELSA online speaking test that will indicate when the internet connection has failed during a test, ensuring that candidates' answers are saved and enabling them to reconnect and continue.

Previously some centres had encountered problems with their internet connection during the test, which meant that candidates' answers failed to be recorded and blank recordings were submitted for marking.

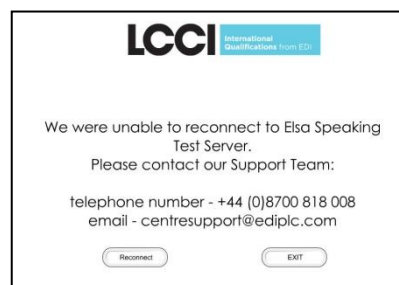
Thanks to the new development candidates will see a green light on the ELSA screen which indicates that they are connected to the Internet.



If the connection is lost during the test, an alert window appears, informing the candidate that the test has been interrupted and the system is trying to reconnect. On reconnection candidates are taken to their previous question.



If a centre's broadband fails and they are unable to be reconnected they will be advised to contact EDI's Support Team immediately.



This new development does not affect the registration or log-in process. For further information please contact Customer Enquiries enquiries@ediplc.com