



LCCI

International
Qualifications from EDI

LCCI International Qualifications Update

February 2011



LCCI medallions coming soon...

celebrating student success

February 2011

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Keep up-to-date with all the news and new developments of LCCI International Qualifications by reading the free quarterly LCCI International Qualifications Update.

For all marketing enquiries contact:
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ENGLISH LANGUAGE QUALIFICATIONS

New Level 3 Award in English for Accounting

In response to high demand from many markets, EDI is pleased to announce that the new Level 3 Award in English for Accounting is now available to all EDI and LCCI IQ Centres.

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. English for Accounting is also suitable for candidates who are pursuing or have already passed LCCI IQ financial qualifications and wish to demonstrate their understanding and abilities to use Book-keeping and Accounting vocabulary and terminology in English.

This qualification can be taken as a standalone qualification or as a part of the following new Diplomas:

- Level 3 Specialised Diploma in Accounting and Finance
- Level 3 Specialised Diploma in Managerial Accounting
- Level 3 Specialised Diploma in Cost Accounting
- Level 3 Specialised Diploma in Business Management and Accounting

To view the Level 3 Award in English for Accounting syllabus and sample paper, or for more information please visit the relevant qualifications page on our website www.lcci.org.uk or contact the Customer Enquiries team on +44 (0)8707 202 909 or enquiries@ediplc.com.



Spoken English for Tourism (SEFT) examination procedure

Please be advised that new Spoken English for Tourism Level 1 and Level 2 examination procedure will become effective from 1 April 2011.

The recorder should run without pause from Part 1 Warm Up to the end of Part 2 Role Play.

For more details please view Spoken English for Tourism qualification page on our website www.lcci.org.uk or contact kasiapawlak@ediplc.com.

| | Current examination procedure | | Examination procedure effective from 1 April | |
|------------------|--|--|--|--|
| | SEFT Level 1 | SEFT Level 2 | SEFT Level 1 | SEFT Level 2 |
| Topic Discussion | Warm Up 2 min Preparation 4 min Topic discussion 5 min | Warm Up 2 min Preparation 5 min Topic discussion 6 min | Preparation 4 min Warm up 2 min Topic discussion 5 min | Preparation 5 min Warm up 2 min Topic discussion 6 min |
| Role Play | Preparation 4 min Role Play 6 min | Preparation 4 min Role Play 6 min | Preparation 4 min Role Play 6 min | Preparation 4 min Role Play 6 min |
| Total | 21 min | 23 min | 21 min | 23 min |

Changes to examination availability

As a result of feedback from our centres and partners around the world, we have reviewed our examination availability to improve our level of provision and make LCCI International Qualifications more accessible. The following qualifications will be available in all three world Series as well as On Demand:

- Level 1 Book-keeping
- Level 1 English for Business
- Level 2 Business Statistics
- Level 2 Business Calculations
- Level 2 Book-keeping and Accounts
- Level 2 Marketing
- Level 2 English for Business
- Level 2 Text Production
- Level 2 Business Administration
- Level 3 Advertising
- Level 3 Business Statistics
- Level 3 Advanced Business Calculations
- Level 3 Accounting
- Level 3 Cost Accounting
- Level 3 Management Accounting
- Level 3 Marketing
- Level 3 Public Relations
- Level 3 Selling and Sales Management
- Level 3 Text Production
- Level 3 English for Business
- Level 3 Business Practice
- Level 3 Business Administration
- Level 3 Accounting (IAS)

All other qualifications will be available On Demand only.

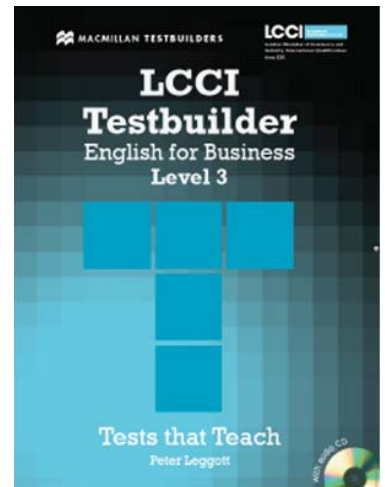
Reminders

EDI would like to remind centres that new Macmillan LCCI English for Business Testbuilders are now the primary publication on our recommended reading list for LCCI English for Business qualifications. Macmillan Testbuilders are designed to support students who wish to enhance their language skills and prepare for English for Business

examinations. The books are written by experienced LCCI item writers and examiners. They include a full range of authentic, previously unpublished examination tests, covering all four language skills. Each book includes:

- Four Reading and Writing tests
- Free audio CD consisting of two listening tests

- Material for two Speaking tests
 - Further Practice and Guidance Pages
 - Answer Key (includes listening transcripts)
- Testbuilders books are available at:
- Level 1 (CEF A2-B1)
 - Level 2 (CEF B1-B2)
 - Level 3 (CEF B2-C1)



New Macmillan LCCI Testbuilders can be purchased from Macmillan's website www.macmillanenglish.com.

EDI would like to remind centres submitting word processed scripts for English for Business qualifications that they 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) were disabled

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

We have recently received Invigilator Declaration and Attendance Report where it has not been indicated that the above requirements were met. In such cases, EDI reserves the right not to proceed with the assessment and certification process.

Invigilator Declaration and Attendance Report

Centre : I
 Exam : Level 2 English for Business (Reading and Writing) (ASE2041H)
 Reg Id : 2212008
 Order No. : 12189015
 Series : ON-DEMAND
 Exam Date : 04 Feb 2011

| 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 I/we was/were present during the whole period of the examination as indicated above
- 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 _____ am/pm
- 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.

Dated this _____ day of _____

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.

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

Materials have been returned to EDI / securely destroyed * and no copies retained.

Signed (Centre Co-ordinator / Head of Centre) _____

* please delete as appropriate

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LCCIInternational
Qualifications from EDI


Let your LCCI language qualification speak for you*

*visit www.lcci.org.uk to find out more about our full range of qualifications

ENGLISH FOR BUSINESS | ENGLISH FOR TOURISM | ENGLISH FOR ACCOUNTING
GENERAL ENGLISH | TEACHING QUALIFICATIONS

LCCI International Qualifications offer

- a clear indication of your abilities through the alignment of the qualifications to the Common European Framework (CEF).
- evidence of English language ability for admission to universities, both UK and worldwide
- UK Border Agency approved English tests for Tier 1 and Tier 2 of the Points Based System
- a range of levels and age specific tests so you can start at the point that is most suitable for you
- the option to develop all four language skills: reading, writing, speaking or listening

ENGLISH FOR ACCOUNTING

This qualification has been designed to help learners to develop and demonstrate their English language skills in the context of book-keeping and accounting.

JOIN US AT IATEFL

We will be exhibiting our full range of English qualifications at IATEFL 2011. Join us on stand 58 & 59. Chief Examiner, Evan Frendo will also be presenting a talk on English for Specific Purposes and LCCI English for Accounting at the conference. IATEFL takes place from 15-19 April 2011 at the Brighton Centre, Brighton, UK.

For more information contact our enquiries team on +44 (0) 8707 202909 or email enquiries@ediplc.com

BUSINESS, ADMINISTRATION AND IT QUALIFICATIONS

New Level 2 and Level 3 Certificate in Business Principles and Practice Qualifications

We are pleased to announce that the syllabuses and sample papers for the new Ofqual accredited Level 2 and Level 3 Certificate in Business Principles and Practice qualifications are now available on our website, www.lcci.org.uk. These qualifications will eventually replace the current Level 2 and Level 3 Business Practice qualifications. The information sheets on the qualification pages of the website outline the differences between the new and current qualifications.

The Level 2 Certificate in Business Principles and Practice (ASE20073) will only be available On Demand - examinations will be available from 1 June 2011. The Level 3 Certificate in Business Principles and Practice (ASE20074) will be available in all three Series as well as On Demand. The first series examination will be Series 3 2011 and On Demand examinations will be available from 1 June 2011.

In order to allow centres and candidates time to complete

courses based on the current Business Practice syllabuses, examinations on these will be available concurrently with the new syllabuses. The last series exam on the current Level 3 syllabus will be Series 3 2011, however, there are no further series examinations on the current Level 2 syllabus. On demand examinations on both the current Level 2 and 3 syllabuses will now be available until 30 June 2012.

For further information on the new qualifications, contact Rosie Spence at rosiespence@ediplc.com.

New Business Administration Qualifications

Due to unforeseen delays with the accreditation process, the new qualifications to replace the Levels 1 - 3 Certificate in Business Administration will not be available for first sitting in Series 3 2011 as previously announced. We are working to resolve these delays and will keep centres informed of the availability of the qualifications. Centres should continue to register candidates on the current qualifications until further notice.

New Text Production and Audio Transcription qualifications

We have recently revised the Text Production and are currently revising the Audio Transcription qualifications to ensure that they remain relevant to the demands of the modern business environment. We are now pleased to announce the availability of the following new Ofqual accredited qualifications:

[Level 1 Award in Text Production \(ASE20077\)](#)

[Level 2 Award in Text Production \(ASE20078\)](#)

[Level 3 Award in Text Production \(ASE20079\)](#)

The new syllabuses and sample papers for the Levels 1 – 3 Text Production qualifications will be available on the LCCI website from March 2011. The Level 1 Award in Text Production will only be available On Demand – examinations will be available from 1 June 2011. The Level 2 and 3 Award in Text Production will be available in all three Series as well as On Demand. The first series examination will be Series 3 2011 and On Demand examinations will be available from 1 June 2011.

Examinations on the current Levels 1 – 3 Text Production syllabuses will be available concurrently with the new syllabuses. The last series exam on the current Level 2 and 3 syllabuses will be Series 3 2011, however, there are no further series examinations on the current Level 1 syllabus. On demand examinations on all three current syllabuses will be available until 30 June 2012.



The new syllabuses and sample papers for the Levels 2 and 3 Audio Transcription qualifications will be available on the LCCI website from May 2011. Both qualifications will only be available On Demand – examinations will be available from 1 June 2011. On demand examinations on the current Levels 2 and 3 syllabuses will be available until 30 June 2012.

For further information on the new qualifications, contact Rosie Spence at rosiespence@ediplc.com.

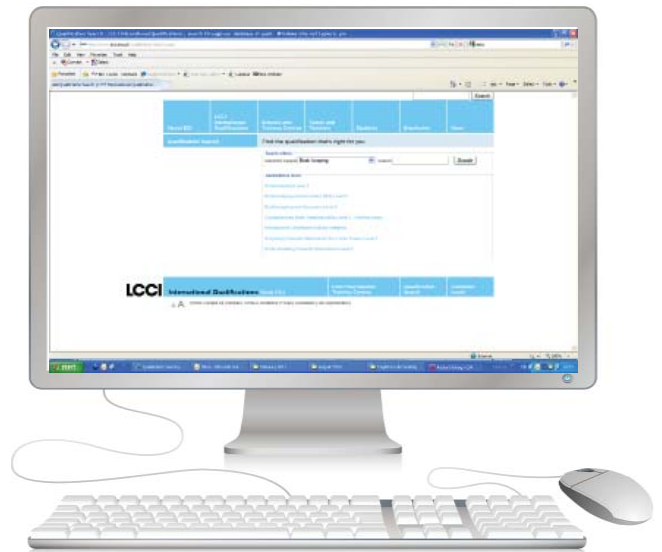
FINANCIAL AND QUANTITATIVE QUALIFICATIONS

Computerised Book-keeping and Accounting Skills Qualifications

The following resources for the new Ofqual accredited Level 2 Award in Computerised Book-keeping Skills and Level 3 Award in Computerised Accounting skills are now available on the qualification pages of our website, www.lcci.org.uk:

- Syllabi
- Sample assessments with worked answers
- Guidance for Candidates

A Support Pack that provides guidance on using the EDI Internet Portal to submit completed assessments will shortly be available on the website. Centres are advised to read this document before offering the qualifications to ensure that they can meet the necessary assessment requirements.



Why should you choose LCCI computerised qualifications?

The LCCI computerised book-keeping and accounting qualifications are UK accredited qualifications that aim to develop students' competence in using computerised accounting software to produce accurate, professional and well presented accounting information employing an appropriate range of accounting procedures.

As skills-based qualifications, they bridge the gap between the knowledge of book-keeping and accounting to the skills required in applying this knowledge to a computerised accounting system within the work environment.

| Features | Benefits |
|--|---|
| Available at Level 2 and Level 3 | Offer students clear progression |
| Software-generic qualifications | Assessment can be completed using a range of software programs |
| Online submission of completed assessments | Reduced cost and time in submitting assessment for marking; quicker turnaround of results |
| Clearly defined and standardised assessment marking criteria | Helps centres in formative assessment and preparing students for the examination |
| Available On Demand | Greater flexibility in course and assessment delivery for centres and students |

TEACHING AND LEARNING RESOURCES

Teachers' Toolkits

Further to our announcement that the Teachers' Toolkits for Level 3 Public Relations and Level 3 Marketing are now available on the qualification pages of our website, we are pleased to say that instructions for their use are also now available. Centres will need to log into the secure area to access these resources, which are also available under the 'qualifications search' area of the website; www.lcci.org.uk.

By Easter, Teachers' Toolkit's will be available for:

- Level 2 Book-Keeping and Accounts
- Level 3 Award in Measuring and Improving Business Performance
- Level 3 Award in Introduction to Business Strategy and Planning

During the summer, EDI will then be releasing further Teachers' Toolkit's for:

- Level 3 Award in Professional Ethics in Accounting and Finance
- Level 3 Award in English for Accounting

Understanding Financial Statements

We are pleased to announce that the Student Handbook for the new Level 3 Award in Understanding Financial Statements is now available for free download from the qualification page of the LCCI website - centres will first need to login to the secure area to access this. This qualification is suitable for candidates pursuing business-related courses, non-financial managers, administrators, sales persons etc., who are non-specialist in financial accounting but who need to understand the language and principles of financial statements to enhance career progression and personal effectiveness in the job role.



SPECIAL FEATURE

Chief examiner top tips

To help you get the very best from your students we have compiled top tips from our chief examiners for some of our most popular subjects.

Subject: English for Business Level 3

Chief Examiner, Peter Leggott says:

1. Make sure you adopt an appropriate business style when you are producing the documents such as a letter, a report and a memo. Always keep in mind who is going to read the document and your relationship with this person.
2. Never copy large sections of the exam paper. You need to read everything first, then select and re-order the relevant information before producing answers in your own words as far as possible.
3. Use the three hours you have wisely to make sure you have time to answer all questions and still have time to proof read your answers to spot any errors you have made.

Subject: Accounting Level 3

Chief Examiner, Bob Hillier says:

1. Ensure you are thoroughly aware of Level 1 and 2 Topics, as the syllabuses are cumulative. This is explicitly mentioned in the syllabus, but many seem unaware of it.
2. Answer all parts of questions. Some ignore numerical parts, more written parts. On written parts the markers are explicitly told that English is not the first language of many candidates, and to allow for that in marking. In addition many of the sections are asking for the opinion of candidates, there is not necessarily a right answer, and marks will be given for any realistic comment. Full marks can be obtained, and are obtained, by a minority of candidates on written parts. However the paper will remain predominantly numerical, with no fully written questions.
3. As with virtually every exam, allocate your time correctly between questions, and within questions.



Subject: Marketing Level 3

Chief Examiner, Bob Brooks says:

1. Read the question thoroughly and understand what the examiner is asking you to answer.
2. Use relevant real life examples that you are familiar with to highlight your answers.
3. Allocate your time correctly and give relevant length answers in relation to marks awarded.

Subject: Book-keeping and Accounts Level 2

Chief Examiner, Margaret Swift says:

1. Answer the question that is required. Marks will not be awarded for any unrequired answers.
2. All workings must be shown to avoid valuable marks being lost.
3. Level 2 candidates must be thoroughly aware of all level 1 topics.

Subject: Business Administration Level 3

Chief Examiner, Carole Beerling says:

1. Before attempting to answer a question read the question thoroughly so that you understand the requirements - several times if necessary.
2. Organise informations/plan answers.
3. Select information which only answers the question.

Subject: Advanced Business Calculations Level 3

Chief Examiner, Roger Brewis says:

1. Prepare thoroughly for all syllabus areas, as all questions are compulsory.
2. Understand both business and calculations aspects of each topic.
3. Know your subject 'forwards and backwards', as not all questions are written in the standard, simplest way.

Subject: English for Business Level 2

Chief Examiner, Colin Payton says:

1. Remember that English for Business Level 2 is designed to test your abilities to understand written instructions and to respond to them in English.
2. An answer that does not show these skills is never an appropriate response to a question.
3. Prove that you can both understand a given business situation and communicate appropriately in English by selecting the necessary facts, organising them sensibly, conveying the required message accurately and using your own vocabulary and grammatical structures as far as possible.

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Dedicated Customer Support and Customer Enquiries teams trained to deal with specific and general enquiries



In-country support through our local offices and representatives worldwide



Marketing support and promotional materials to help you promote your centre



Free of charge syllabuses, sample papers, past papers, model answers, teachers' toolkits, support packs and annual qualification reviews on our website www.lcci.org.uk



User-friendly Centre Administration area on the website where you can access necessary administration forms and documents



Fast access to examination results through our website www.lcci.org.uk



Recognition of your centre and your students' achievements through LCCI Medallions - awarded to top scoring students throughout the world



Centre newsletter to provide you with information and advice on any changes and qualification developments

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