



LCCI

International
Qualifications from EDI

International Qualifications Guide 2010/2011

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London Chamber of Commerce and Industry (LCCI) International Qualifications are provided by EDI, a leading educational services company and accredited awarding body.

To find out more about the qualifications and services we offer

visit www.lcci.org.uk

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Introduction

LCCI International Qualifications are awarded by EDI, a leading educational services company and accredited awarding body providing vocational and professional qualifications around the world. EDI is accredited by the UK qualifications regulators and numerous regulatory bodies and Ministries of Education around the world through the LCCI International Qualifications brand.

LCCI International Qualifications have been offered globally for over 100 years and have a reputation for being relevant and fit for purpose in the international business market. As work-related qualifications, they provide students with the knowledge and skills to actually do the job, which is why they are trusted and valued by employers world-wide. As well as improving employability, LCCI International Qualifications give students the opportunity to progress into higher education as the qualifications are recognised by many professional bodies and universities. An up-to-date Accreditations and Recognitions document is available on our website, www.lcci.org.uk.

There are more than 5,000 schools, colleges, universities and language centres in around 120 countries offering LCCI International Qualifications, and every year approximately 250,000 students choose the qualifications to further their professional and academic careers.

LCCI International Qualifications are available as single subjects or group awards across a range of business-related subject areas:

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

Pages 6 - 15 of this guide give a brief description of the qualifications offered within the different subject areas and their availability. For more detailed information on individual qualifications, please use the respective qualification product guides, which are available for download from our website, www.lcci.org.uk.

How can we help you?

EDI is committed to providing expert advice, guidance and support to all centres. We have continued to invest in developing our service offer and have further expanded our international operations to ensure that we continue to support you in the marketing, administration and delivery of LCCI International qualifications.

Services and support to centres include:

- Dedicated Customer Support and Enquiries teams trained to deal with specific and general customer enquiries
- Dedicated in-country support through our local offices and representatives worldwide
- Marketing and promotional materials to help you promote your centre
- Easy access to syllabuses, sample papers, past papers, model answers, support packs and annual qualification reviews through the secure area of our website
- Simplified and user-friendly Centre Administration area on the website where you can access necessary administration forms and documents
- Fast access to series examination results through our website
- Recognition of your centre and students' achievements through LCCI Medallions
- Monthly centre newsletter to keep you informed of any changes or qualification developments

Students' Books

EDI also offers a range of books to support students' learning and exam preparation. These include the *How to Pass* course books, covering the majority of the qualifications, and the more recent *Passport to Success* student workbooks for some of the financial and English language qualifications. The new student workbooks are written in easy to read language and have many student-friendly features such as highlighted helpful tips, chapter summaries and extensive exam-style practice questions.

To obtain any of these books or any other teaching and learning resources, please download the Publications Order Form from our website, complete and return it to your local office or the EDI Enquiries Team (details on page 20).

Not yet an LCCI registered centre?

If you are not currently an LCCI registered centre but would like to offer the qualifications, please visit our website www.lcci.org.uk for information on becoming a centre. Alternatively, please contact EDI or your local LCCI office using the relevant contact details on pages 20-22.

Language Qualifications

LCCI International Qualifications cover a comprehensive range of English language qualifications, which include General English, proficiency tests and Business English aligned to the Common European Framework (CEF).

New for 2010

Qualification	Level	Availability	Description
Award in English for Accounting	Level 3	On Demand	This qualification is intended for candidates who work or intend to work in an accounts related function in their native language, and wish to develop and demonstrate their understanding and abilities to use key book-keeping and accounting vocabulary and terminology in English at CEF B2 (Vantage) level.
JETSET	Level 7	On Demand	JETSET Level 7, CEF C2, is designed for candidates wishing to take their knowledge and ability of the English language in reading, writing, listening and speaking to the highest level. The Common European Framework of Reference for Languages (CEFR) description of the C2 level describes candidates as being able to understand with ease virtually everything heard or read. They can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. They can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.

Other Language Qualifications

Qualification	Level	Availability
English for Business (EfB)	Preliminary and Level 4 Level 1 to Level 3	On Demand World Series and On Demand
English for Commerce (EfC)	Level 1 to Level 3	On Demand
English for Tourism (EfT)	Level 1 and Level 2	On Demand
English Language Skills Assessment (ELSA)		On Demand
Foundation English Language Skills Assessment (FELSA)	Introductory	On Demand
First Certificate for Teachers of Business English (FTBE)		On Demand
JETSET	Foundation to Level 7	On Demand
Practical Business English (PBE)	Introductory	On Demand
Spoken English for Industry and Commerce (SEFIC)	Preliminary to Level 4	On Demand
EDI Certificate in Teaching English as a Foreign Language (CertTEFL)	Level 4	On Demand
German for Business	Preliminary to Level 3	On Demand

For a detailed description of each of these qualifications visit www.lcci.org.uk

Financial and Quantitative Qualifications

The LCCI International Qualifications portfolio of Financial and Quantitative subjects prepare students for employment, university or progression to professional qualifications.

New for 2010

Qualification	Level	Availability	Description
Certificate in Book-keeping & Accounts (IAS)	Level 2	On Demand	This qualification, which is based on the International Accounting Standards, further develops candidates' understanding of the accounting principles for recording business transactions, as well as their ability to prepare and interpret accounts for different types of businesses. They are suitable for candidates working or intending to work in a role that involves maintaining financial records and preparing final accounts.
Award in Professional Ethics in Accounting and Finance	Level 3	On Demand	This qualification introduces candidates to the importance of the ethical duties of an accounting professional. It develops their 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 candidates pursuing a career in accounting or those who currently work in accounting and finance related roles.
Award in Principles of Auditing	Level 3	On Demand	This qualification develops candidates' understanding and application of basic auditing techniques. It introduces the auditors' role and their limitations and includes concepts such as organisation risk and the principle of materiality. It is suitable for candidates who work or wish to work within an accounting role and for those wish to develop their own knowledge and understanding of auditing.
Award in Principles & Practice of Costing	Level 3	On Demand	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 candidates who wish to develop a general understanding of the use of Cost Accounting in organisations in order to broaden their career opportunities and progression.
Award in Preparing Financial Statements for a Sole Trader	Level 3	On Demand	This qualification enables 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 candidates who already have basic book-keeping skills but wish to develop and evidence their knowledge and skills at a higher level.
Award in Understanding Financial Statements	Level 3	On Demand	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.
Award in Computerised Book-keeping Skills	Level 2	On Demand	This qualification develops candidates' ability to use a computerised accounting system to set up company information, 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 candidates who work or intend to work in an accounting role which requires the computerised processing of daily accounting transactions.

Financial and Quantitative Qualifications continued

Qualification	Level	Availability	Description
Award in Computerised Accounting Skills	Level 3	On Demand	This qualification develops 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 candidates who work or intend to work in an advanced accounting role.
Award in Principles of Credit Management	Level 2	On Demand	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 candidates who wish to develop a general understanding of credit management in order to broaden their career opportunities and progression.

Other Financial and Quantitative Qualifications

Qualification	Level	Availability
Introductory Certificate in Book-keeping	Introductory	On Demand
Commercial Calculations	Level 1	On Demand
Book-keeping	Level 1	World Series and On Demand
Book-keeping and Accounts	Level 2	World Series and On Demand
Business Calculations	Level 2	World Series and On Demand
Business Statistics	Level 2 and Level 3	World Series and On Demand
Cost Accounting	Level 2 Level 3	On Demand World Series and On Demand
Accounting / Accounting (IAS)	Level 3	World Series and On Demand
Advanced Business Calculations	Level 3	World Series and On Demand
Management Accounting	Level 3	World Series and On Demand
MYOB Computerised Accounting	Level 2 and Level 3	On Demand
Financial Accounting & Financial Accounting (IAS)	Level 4	On Demand

For a detailed description of each of these qualifications visit www.lcci.org.uk

Business, Administration and IT Qualifications

LCCI International Qualifications in Business, Administration and IT cover the essential business skills required for employment and progression in a modern office environment.

New for 2010

Qualification	Level	Availability	Description
Award in Measuring & Improving Business Performance	Level 3	On Demand	This qualification introduces candidates to the importance of monitoring business performance and develops their knowledge and understanding of the ways in which business performance can be improved and how improvements can be measured. It is suitable for candidates who wish to develop a general understanding of business improvement techniques in order to broaden their career opportunities and progression.
Award in Introduction to Business Strategy & Planning	Level 3	On Demand	This qualification introduces and develops candidates' knowledge and understanding of the key models and frameworks used in strategy development and planning, and how these may be applied in given situations. It is suitable for candidates who wish to develop a general understanding of strategic planning in order to broaden their career opportunities and progression.
Business Principles and Practice	Level 2	On Demand	The Business Principles and Practice qualifications develop candidates' knowledge and understanding of the nature and scope of business activity and the role it plays in society. The Level 2 qualification covers topic areas such as 'business and its environment' and 'structure and operations of business', while the Level 3 covers areas such as the development of business strategy and business improvement. The qualifications are suitable for candidates who want to develop their understanding in order to improve their business career opportunities and / or academic progression. These qualifications will replace Levels 2 and 3 Business Practice.
	Level 3	World Series and On Demand	
Business Administrative Principles and Practice	Level 1	On Demand	The Business Administrative Principles and Practice qualifications develop candidates' knowledge and understanding of administrative practices, procedures and standards within the office environment. The qualifications are suitable for candidates who are currently working or preparing to work in roles such as team or departmental administrators, personal assistants or professional secretaries. These qualifications will replace Levels 1 to Level 3 Business Administration.
	Level 2 and Level 3	World Series and On Demand	

Other Business, Administration and IT Qualifications

Qualification	Level	Availability
Audio Transcription	Level 1 to Level 4	On Demand
Business Administration	Level 1 Level 2 and Level 3	On Demand World Series and On Demand
Text Production	Level 1 Level 2 and Level 3	On Demand World Series and On Demand
Meetings	Level 2 and Level 3	On Demand
Certificate in International Retail Operations	Level 2	On Demand
Business Practice	Level 2 Level 3	On Demand World Series and On Demand
Principles and Practice of Management	Level 3	On Demand
Business and Industrial Administration	Level 3	On Demand
The Legal Environment	Level 4	On Demand
Practical ICT Skills	Level 1 to Level 3	On Demand
Employability Skills	Level 2	On Demand

For a detailed description of each of these qualifications visit www.lcci.org.uk

Marketing and Customer Service Qualifications

LCCI International Qualifications in Marketing and Customer Service provide candidates with a broad understanding across the full range of customer-related business functions.

New for 2010

Qualification	Level	Availability	Description
Certificate in Travel and Tourism	Level 1	On Demand	This qualification develops candidates' knowledge and understanding of the main components and characteristics of the travel and tourism industry as well as the different roles of people within the industry. The qualification is suitable for those taking up a study of tourism for the first time, those who intend to seek employment in travel and tourism and those who are already working in the tourism industry.

Other Marketing and Customer Service Qualifications

Qualification	Level	Availability
Introductory Certificate in Marketing	Introductory	On Demand
Customer Service	Level 2 and Level 3	On Demand
Marketing	Level 2 and Level 3	World Series and On Demand
eCommerce	Level 2 and Level 3	On Demand
Internet Marketing	Level 3	On Demand
Advertising	Level 3	World Series and On Demand
Public Relations	Level 2 Level 3	On Demand World Series and On Demand
Selling and Sales Management	Level 3	World Series and On Demand
Contact Centre Skills	Level 2 and Level 3	On Demand

For a detailed description of each of these qualifications visit www.lcci.org.uk

Diploma Qualifications

Diplomas are a combination of subjects in related fields that create a comprehensive demonstration of ability, skills and knowledge in a specific subject area.

New Diploma Qualifications Structure for 2010

EDI awards three categories of LCCI Diplomas;

Specialised Diplomas

Candidates are required to complete a minimum of four subjects at Level 3 within 6 months.

Group Diplomas

Candidates are required to complete a minimum of three subjects at Level 3 within 3 months.

Diplomas

Candidates are required to complete a given number of subjects at any level within 24 months.

Specialised Diplomas

Diploma title	Level	Subject Combination
Specialised Diploma in Accounting & Finance	Level 3	<p>Mandatory</p> <p>Accounting or Accounting (IAS) Level 3 Business Statistics or Advanced Business Calculations Level 3 Professional Ethics in Accounting & Finance Level 3</p> <p>Options (Select one from):</p> <p>Principles and Practice of Costing Level 3, Principles of Auditing Level 3, English for Accounting Level 3, Computerised Book-keeping Skills Level 2 or Computerised Accounting Skills Level 3, Introduction to Business Strategy and Planning Level 3, Measuring and Improving Business Performance Level 3</p>
Specialised Diploma in Managerial Accounting	Level 3	<p>Mandatory</p> <p>Management Accounting Level 3 Business Statistics or Advanced Business Calculations Level 3 Professional Ethics in Accounting and Finance Level 3</p> <p>Options (Select one from):</p> <p>Preparing Financial Statements for Sole Traders Level 3, Measuring and Improving Business Performance Level 3, Introduction to Business Strategy and Planning Level 3, English for Accounting Level 3, Computerised Book-keeping Skills Level 2 or Computerised Accounting Skills Level 3, Understanding Financial Statements Level 3</p>

Diploma Qualifications continued

Diploma title	Level	Subject Combination
Specialised Diploma in Cost Accounting	Level 3	<p>Mandatory</p> <p>Cost Accounting Level 3 Business Statistics or Advanced Business Calculations Level 3 Professional Ethics in Accounting and Finance Level 3</p> <p>Options (Select one from):</p> <p>Preparing Financial Statements for Sole Traders Level 3, English for Accounting Level 3, Computerised Book-keeping Skills Level 2 or Computerised Accounting Skills Level 3, Understanding Financial Statements Level 3, Introduction to Business Strategy and Planning Level 3, Measuring and Improving Business Performance Level 3</p>
Specialised Diploma in Business Management & Accounting	Level 3	<p>Mandatory</p> <p>Business Practice (or revised qualification) Level 3 Business Statistics or Advanced Business Calculations Accounting or Accounting (IAS) Level 3</p> <p>Options (Select one from):</p> <p>Principles and Practice of Costing Level 3, Principles of Credit Management Level 2, Computerised Book-keeping Skills Level 2 or Computerised Accounting Skills Level 3, English for Accounting Level 3, Professional Ethics in Accounting and Finance Level 3</p>

Group Diplomas

Diploma title	Level	Subject Combination
Group Diploma in Management Accounting	Level 3	<p>Mandatory</p> <p>Management Accounting Level 3</p> <p>Options</p> <p>Another two subjects from the Group Diploma pool of options*</p>
Group Diploma in Business and Industrial Administration	Level 3	<p>Mandatory</p> <p>Business and Industrial Administration Level 3</p> <p>Options</p> <p>Another two subjects from the Group Diploma pool of options*</p>
Group Diploma in Marketing	Level 3	<p>Mandatory</p> <p>Marketing Level 3</p> <p>Options</p> <p>Another two subjects from the Group Diploma pool of options*</p>
Group Diploma in Principles and Practice of Management	Level 3	<p>Mandatory</p> <p>Principles and Practice of Management Level 3 Business and Industrial Administration Level 3</p> <p>Options</p> <p>Another subject from the Group Diploma pool of options*</p>
Group Diploma in Accounting	Level 3	<p>Mandatory</p> <p>Accounting or Accounting (IAS) Level 3</p> <p>Options</p> <p>Another two subjects from the Group Diploma pool of options*</p>

Diploma Qualifications continued

Diploma title	Level	Subject Combination
Group Diploma in Cost Accounting	Level 3	<p>Mandatory Cost Accounting Level 3</p> <p>Options Another two subjects from the Group Diploma pool of options*</p>
Group Diploma in Public Relations	Level 3	<p>Mandatory Public Relations Level 3 Marketing Level 3</p> <p>Options Another subject from the Group Diploma pool of options*</p>
Group Diploma in Selling and Sales Management	Level 3	<p>Mandatory Selling and Sales Management Level 3 Marketing Level 3</p> <p>Options Another subject from the Group Diploma pool of options*</p>
Group Diploma in Advertising	Level 3	<p>Mandatory Advertising Level 3 Marketing Level 3</p> <p>Options Another subject from Group Diploma pool of options*</p>

Group Diploma pool of options

Accounting or Accounting (IAS)	Business and Industrial Administration	Business Statistics	Customer Service
Advertising	Management Accounting	Principles and Practice of Management	Selling and Sales Management
Advanced Business Calculations	Business Practice	Cost Accounting	eCommerce
Business Administration	Marketing	Public Relations	Internet Marketing

Diplomas

Diploma title	Level	Subject Combination
Diploma in Foundations of Business	Level 1	<p>Mandatory Book-keeping Level 1</p> <p>Options Either English for Business Level 1 or English for Commerce Level 1, either Business Administration Level 1 or Commercial Calculations Level 1</p>
Diploma in Administration	Level 1	<p>Mandatory Business Administration Level 1 English for Business Level 1</p> <p>Options (Select one from): Audio Transcription Level 1, Text Production Level 1, Practical ICT Skills Level 1</p>

Diploma Qualifications continued

Diploma title	Level	Subject Combination
Diploma in Travel and Tourism	Level 1	<p>Mandatory Introductory Certificate in Marketing Travel and Tourism Level 1</p> <p>Options (Select one from): English for Business Level 1 or English for Tourism Level 1</p>
Diploma in Business Studies	Level 2	<p>Mandatory Book-keeping and Accounts Level 2 or Book-keeping and Accounts (IAS) Level 2 Business Administration Level 2 Business Calculations Level 2</p> <p>Options Either English for Business Level 2 or English for Commerce Level 2. Any other two Level 2 subjects</p>
Diploma in Computerised Accounting	Level 2	<p>Mandatory Computerised Book-keeping Skills Level 2 or MYOB Computerised Accounting Level 2 Book-keeping and Accounts Level 2 or Book-keeping and Accounts (IAS) Level 2</p> <p>Options Any other Level 2 subject</p>
Diploma in Book-keeping and Accounts	Level 2	<p>Mandatory Book-keeping and Accounts Level 2 or Book-keeping and Accounts (IAS) Level 2</p> <p>Options (Any other two subjects from the following): Business Calculations Level 2, Business Statistics Level 2, Cost Accounting Level 2, Practical ICT Skills Level 2, English for Business Level 2, English for Commerce Level 2, Computerised Book-keeping Skills Level 2 or MYOB Computerised Accounting Level 2</p>
Diploma in Marketing	Level 2	<p>Mandatory Customer Service Level 2 Marketing Level 2 eCommerce Level 2 or Practical ICT Skills Level 2 Contact Centre Skills Level 2</p>
Diploma in Business Administration	Level 2	<p>Mandatory Business Administration Level 2 Business Practice Level 3 or Meetings Level 2 Practical ICT Skills Level 2</p>
Diploma in Secretarial Administration	Level 2	<p>Mandatory Business Administration Level 2 English for Business Level 2</p> <p>Options (Choose one from): Audio Transcription Level 2, Text Production Level 2, Practical ICT Skills Level 2</p>

Diploma Qualifications continued

Diploma title	Level	Subject Combination
Private Secretary's Diploma	Level 3	<p>Mandatory Business Administration Level 3 Business Practice or Meetings Level 3 English for Business Level 2</p> <p>Options (Select one from): Audio Transcription Level 3, Text Production Level 3, Practical ICT Skills Level 3</p>
Diploma in Business Administration	Level 3	<p>Mandatory Business Administration Level 3 Business Practice Level 3 or Meetings Level 3 Practical ICT Skills Level 3</p>
Diploma in Computerised Accounting	Level 3	<p>Mandatory Computerised Accounting Skills Level 3 or MYOB Computerised Accounting Level 3 Accounting Level 3 or Accounting (IAS) Level 3</p> <p>Options Any other Level 3 subject</p>
Diploma in Managerial Principles	Level 3	<p>Mandatory Business and Industrial Administration Level 3 Principles and Practice of Management Level 3</p> <p>Options Another four Level 3 subjects: Accounting or Accounting (IAS), English for Business, Advanced Business Calculations, English for Commerce, Advertising, Practical ICT Skills, Business Administration, Business Practice, Business Statistics, Management Accounting, Cost Accounting, Marketing, Customer Service, Public Relations, Selling and Sales Management, Internet Marketing, Computerised Accounting, eCommerce</p>
Diploma in Marketing	Level 3	<p>Mandatory Marketing Level 3</p> <p>Options (Select any 3 from): Advertising Level 3, Customer Service Level 3, Public Relations Level 3, Selling and Sales Management Level 3, Contact Centre Supervisory Skills Level 3</p>
Diploma in Business Studies	Level 3	<p>Options (Select any 3 from): Accounting or Accounting (IAS) Level 3, Advanced Business Calculations Level 3, Advertising Level 3, Business Practice Level 3, Business Administration Level 3, Business and Industrial Administration Level 3, Business Statistics Level 3, Cost Accounting Level 3, Customer Service Level 3, English for Business Level 3 or English for Commerce Level 3, Management Accounting Level 3, Marketing Level 3, Principles and Practice of Management Level 3, Public Relations Level 3, Selling and Sales Management Level 3, Computerised Accounting Level 3 or Computerised Accounting Skills Level 3</p>
Executive Secretary's Diploma	Level 4	<p>Mandatory Principles and Practice of Management Level 3 English for Business Level 3 Meetings Level 3 Practical ICT Skills Level 3 Audio Transcription Level 4 or The Legal Environment Level 4</p>

For a description of qualification levels refer to guidance at www.lcci.org.uk

Series Timetable

November World Series sittings 2010: Monday 8 November – Monday 22 November 2010

Date	Preliminary Level	Level 1	Level 2	Level 3	Level 4
Mon 8 Nov	English for Business	Written English for Tourism	Cost Accounting Public Relations	Customer Service	-
Tue 9 Nov	-	Spoken English for Tourism	Written English for Tourism Marketing	Marketing Cost Accounting	-
Wed 10 Nov	-	Text Production	Business Statistics Spoken English for Tourism	Management Accounting	-
Thu 11 Nov	-	Business Administration	Audio Transcription	Public Relations Business Practice	-
Fri 12 Nov	-	-	Business Calculations	Business Administration Business Statistics	-
Mon 15 Nov	-	English for Business	Customer Service	Audio Transcription	Financial Accounting Financial Accounting (IAS)
Wed 17 Nov	-	Commercial Calculations	Text Production English for Business	English for Business Advertising	-
Thu 18 Nov	-	Book-keeping	Business Practice	Advanced Business Calculations Business and Industrial Administration	English for Business
Fri 19 Nov	-	-	Book-keeping and Accounts	Principles and Practice of Management Text Production	-
Mon 22 Nov	-	-	Business Administration	Selling and Sales Management Accounting Accounting (IAS)	-

Please note; Tuesday 16 November has been identified as a primary holy day so examinations have not been scheduled for this date.

April World Series sittings 2011: Wednesday 6 April – Tuesday 12 April 2011

Date	Level 1	Level 2	Level 3
Wed 6 April	Book-keeping	English for Business	Selling and Sales Management Business Statistics Marketing
Thu 7 April	-	Text Production Marketing	Cost Accounting Business Practice
Fri 8 April	English for Business	Business Calculations	Accounting Accounting (IAS) Text Production English for Business
Mon 11 April	-	Book-keeping and Accounts Business Administration	Advanced Business Calculations Public Relations Business Administration
Tue 12 April	-	Business Statistics	Advertising Management Accounting

April World Series sittings 2011: Wednesday 6 April – Tuesday 12 April 2011

Date	Level 1	Level 2	Level 3
Wed 6 April	Book-keeping	English for Business	Selling and Sales Management Business Statistics Marketing
Thu 7 April	-	Text Production Marketing	Cost Accounting Business Practice
Fri 8 April	English for Business	Business Calculations	Accounting Accounting (IAS) Text Production English for Business
Mon 11 April	-	Book-keeping and Accounts Business Administration	Advanced Business Calculations Public Relations Business Administration
Tue 12 April	-	Business Statistics	Advertising Management Accounting

November World Series sittings 2011 : Monday 7 November – Friday 11 November 2011

Date	Level 1	Level 2	Level 3
Mon 7 Nov	Book-keeping	English for Business	Selling and Sales Management Business Statistics Marketing
Tue 8 Nov	-	Text Production Marketing	Cost Accounting Business Principles and Practice
Wed 9 Nov	English for Business	Business Calculations	Accounting Accounting (IAS) Text Production English for Business
Thu 10 Nov	-	Book-keeping and Accounts Business Administrative Principles and Practice	Advanced Business Calculations Public Relations Business Administrative Principles and Practice
Fri 11 Nov	-	Business Statistics	Advertising Management Accounting

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