



LCCI

International
Qualifications from EDI

LCCI International Qualifications Update

January 2012

April 2012

July 2012

October 2012

ACADEMIC PRESENTATIONS AT IATEFL 2012...

LCCI IQ examiners will be delivering academic presentations covering the **Diploma in Business English for International Managers** and **English for Accounting** at this year's IATEFL conference in Glasgow, Scotland.

Turn to page 8 for further information...



January 2012

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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.

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NOTICE BOARD

Notification of New Diploma Codes

If candidates have taken the new Text Production (Subject Codes ASE20077, ASE20078 and ASE20079) or Business Principles and Practice (Subject Codes ASE20073 and ASE20074) qualifications and wish to apply for a Diploma certificate, Centres will need to use the new Diploma Subject Codes shown in the table below when registering candidates for the Specialised Diploma, Group Diploma or Diploma. The old Diploma Subject Codes should only be used when the candidate has taken the old Text Production (Subject Codes ASE1074, ASE2074 and ASE3074) or Business Practice (Subject Codes ASE2309 and ASE3309) qualifications. All other Diploma Subject Codes remain unchanged.

SPECIALISED DIPLOMAS

Qualification Title	Old Subject Code	New Subject Code
Level 3 Specialised Diploma in Business Management & Accounting	DIPBMA3	DIPBMA3V2

GROUP DIPLOMAS

Qualification Title	Old Subject Code	New Subject Code
Level 3 Group Diploma in Management Accounting	DIPMANACC07	DIPMANACC11
Level 3 Group Diploma in Business and Industrial Administration	DIPBIA07	DIPBIA11
Level 3 Group Diploma in Marketing	DIPMAR07	DIPMAR11
Level 3 Group Diploma in Principles and Practice of Management	DIPPPM07	DIPPPM11
Level 3 Group Diploma in Accounting	DIPACC07	DIPACC11
Level 3 Group Diploma in Cost Accounting	DIPCOSTACC07	DIPCOSTACC11
Level 3 Group Diploma in Public Relations	DIPPUBREL07	DIPPUBREL11
Level 3 Group Diploma in Selling and Sales Management	DIPSSM07	DIPSSM11
Level 3 Group Diploma in Advertising	DIPADV07	DIPADV11

DIPLOMAS

Qualification Title	Old Subject Code	New Subject Code
Level 1 Diploma in Administration (with inclusion of Practical ICT Skills options)	ASEDBAG11	ASEDBAG11V2
Level 1 Diploma in Administration (with options other than Practical ICT Skills)	ASEDBAG12	ASEDBAG12V2
Level 2 Diploma in Business Studies	DIPBST2	DIPBST2V2
Level 2 Diploma in Computerised Accounting	DIPCOMACC2	DIPCOMACC2V2
Level 2 Diploma in Business Administration	ASEDBAG21	ASEDBAG21V2
Level 2 Diploma in Secretarial Administration	ASEDSAG11	ASEDSAG11V2
Level 3 Private Secretary's Diploma	ASEPSDG31	ASEPSDG31V2
Level 3 Diploma in Business Administration	ASEDBAG31	ASEDBAG31V2
Level 3 Diploma in Computerised Accounting	DIPCOMACC07	DIPCOMACC11
Level 3 Diploma in Managerial Principles	DIPMANPR07	DIPMANPR11
Level 3 Diploma in Business Studies	DIPBUS07	DIPBUS11

Revised policy and procedures for Appeals and Document Retention

As a result of new requirements from the qualifications regulator, Ofqual, EDI has revised its appeals policy and procedures as well as its document retention policy. A key outcome of the appeals procedures revision is that there is now an application form that must be used to submit appeals requests. This application form and the revised policy documents can be downloaded from the Centre Administration Area of the LCCI website, www.lcci.org.uk.

Series 2 2012

2-5 and 10-11 April 2012

Registration closing date:

20 February 2012

Series 3 2012

5-8 and 11 June 2012

Registration closing date:

23 April 2012

In some countries registration closing dates may differ from the dates set by EDI. Please check with your national office or Co-ordinating Authority to determine regional registration deadlines.

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 are 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 (new syllabus)
- 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 (new syllabus)
- Level 3 English for Business
- Level 3 Business Administration
- Level 3 Accounting (IAS)
- Level 3 Business Principles and Practice

All other qualifications will be available On Demand only.

The next issue of the LCCI update will be available in April 2012

FINANCIAL AND QUANTITATIVE QUALIFICATIONS



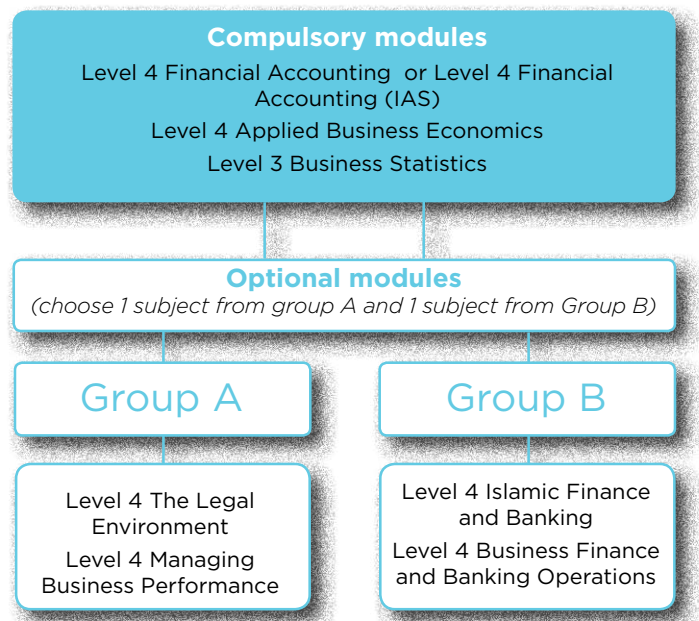
Level 4 Diploma in Accounting and Finance

The new Level 4 Diploma in Accounting and Finance, offers progression from the suite of level 3 diplomas, and a pathway into higher education and employment.

The diploma is suitable for those who aspire to work in a technical and professional accounting role with management responsibility.

The diploma develops the knowledge and skills required by a senior accounting professional who has responsibility for:

- the daily book-keeping and accounting duties
- the provision of robust data to support the business in their decision making process



Syllabuses are available to download from www.lcci.org.uk

First examinations will be available in **June 2012**

Level 2 Award in Computerised Book-keeping Skills and Level 3 Award in Computerised Accounting Skills

Due to customer feedback and a review of the marking criteria we have amended the Immediate Fail criteria for these qualifications. Previously, candidates who failed “to produce and submit the Trial Balance or the Audit Trail”, received an Immediate Fail. We have now changed the criteria so that “failure to produce and submit the Trial Balance or either the Audit Trail or a complete Nominal Ledger” will result in an Immediate Fail. This is because the Audit Trail and a complete set of Nominal Ledger accounts contain similar information so it is appropriate that either one could be used for marking purposes. This should also make the assessments less time-consuming for candidates because they will no longer be required to select particular accounts within the Nominal Ledger.



Level 3 Award in Principles of Auditing

Following the review of the Level 3 Award in Principles of Auditing, we confirm that this review has been completed and that the qualification now consists of 30 multiple choice questions, with 1 mark allocated to each question. Please note that this is the only change on the syllabus, and that the learning outcomes, assessment criteria and indicative content, along with the qualification title and code, all remain the same.

ENGLISH LANGUAGE QUALIFICATIONS



ACADEMIC PRESENTATIONS AT IATEFL 2012*

Effective business communication skills for the international manager

Delivered by Emma-Sue Prince on Wednesday 21 March

In this presentation Emma-Sue Prince will talk about the LCCI IQ Diploma in Business English for International Managers. Available at Level 3 and 4, this qualification tests learners' English language skills in telephoning, presentations, discussions, negotiations and written business communication.

English for Accounting: What is it?

Delivered by Evan Frendo on Thursday 22 March

Join Evan Frendo who will talk about LCCI IQ Level 3 English for Accounting. This qualification is designed to help learners to develop and demonstrate their English language skills in the context of book-keeping and accounting.

*IATEFL 2012 takes place from 19-23 March 2012 at The Scottish Exhibition and Conference Centre (SECC) in Glasgow, Scotland.

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Spoken English for Tourism (SEFT)

We would like to draw to the attention of Examination Centres and Invigilators, that additional control measures are being applied to ensure that Spoken English for Tourism examinations are conducted in compliance with EDI standards and regulations.

We would like to highlight in particular:

- Poor quality of recordings (position of the microphone, quality of recording equipment, recording environment, background noise)
- Inadequate labelling of tapes and inconsistencies in mark sheets (for example, centre name not given on the Attendance Report and signature of the Invigilator on the Mark Sheet not decipherable)
- Inadequate identification of candidates (candidates' names should be identified slowly and distinctly, together with the candidates' numbers)

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- Failure to send ALL recordings of the candidates
- EDI would like to remind all Examination Centres and Invigilators to refer to the Spoken English for Tourism Delivery Guidance Notes document.

When choosing a TOPIC SHEET and a ROLE PLAY the Invigilator must ensure that these two parts of examination match - please see p. 2 of the Delivery Guidance Notes.

It is each Centre's responsibility to ensure and maintain secure exam conditions, quality of the equipment, and adequate documentation. Failure to do this may affect candidates' results.

CertTEFL Level 5

The EDI Certificate in Teaching English as a Foreign Language accredited at Level 4 on the National Qualifications Framework has expired and has been replaced with Level 5 Certificate in Teaching English as a Foreign Language (CertTEFL).

The new level 5 qualification is accredited on the Qualifications and Credit Framework and has been developed through discussions with Lifelong Learning UK (LLUK), the Sector Skills Council responsible for teacher training in the UK, and the other Awarding Organisations.

So what does this mean for centres?

- As the level 4 qualification has now expired we will not accept any further registrations for this qualification.
- All centres seeking to deliver the new level 5 qualification must apply for approval through the standard centre approval process, including a site visit.
- QCF requires the application of a different assessment strategy compared to that of qualifications on the NQF. To this end, EDI will now carry out external visits to those centres delivering CertTEFL. You will find full details of what this involves in the CertTEFL specification found on the LCCI IQ website (www.lcci.org.uk).

BUSINESS, ADMINISTRATION AND IT QUALIFICATIONS



Certificate in Business Administration (New 2012) qualifications

EDI is pleased to announce that the syllabuses and sample assessments for Levels 1, 2 and 3 Business Administration (New 2012) qualifications will be available on the LCCI website by 16 April 2012. On Demand examinations for all three levels will be available from 1 November 2012. Levels 2 and 3 Business Administration (New 2012) will also be available for first sitting in Series 4 2012 rather than Series 3 2012 as previously stated. In order to allow centres and candidates time to complete courses based on the old syllabuses, examinations on these will be available concurrently with the new syllabus in Series 4 2012 and then On Demand only until 1 November 2013.

Changes to the accreditation for Levels 2 and 3 Business Principles and Practice qualifications

On the basis of centre feedback and regulatory requirements, the Levels 2 and 3 Business Principles and Practice qualifications are now accredited on the National Qualifications Framework (NQF) instead of the Qualifications and Credit Framework (QCF). The change of qualification framework has no impact on the content of the syllabuses or the assessment format. The only significant change is that all learning outcomes will no longer be assessed in each examination. Instead, a sampling approach will be adopted where different learning outcomes will be tested in different examination papers according to the approximate weighting of topic areas stated in the syllabus. However, all learning outcomes will be tested

over a two year time period. The effect of this sampling approach is that each topic area and associated learning outcomes will be assessed in greater depth requiring candidates to demonstrate a more thorough understanding of the qualification content. As this will put greater cognitive demands on candidates, the pass mark will be 50% instead of the previous 60%.

The changes outlined above will be detailed in the revised syllabus and reflected in the revised sample paper, which will be available on the LCCI website from 1 March 2012. Any examinations, Series or On Demand, sat after 1 June 2012 will be on the NQF accredited qualifications.

New Student Revision Book for Level 3 Business Principles and Practice

In response to centre feedback, EDI is pleased to announce that we are in the process of producing a revision book to support student learning and preparation for the Level 3 Business Principles and Practice examination. The Student Revision Book outlines the key points arising from each learning outcome and provides explanatory notes and diagrams to clarify and show relationships between the different concepts and principles. To support examination preparation, it provides tips on the application of key

concepts, how they are tested in the examination and how to answer different types of questions.

The Student Revision Book is not only great for self-study and revision but can be used within the classroom as a supporting learning resource.

The book will be available for download from the Level 3 Business Principles and Practice qualification page of the LCCI website, www.lcci.org.uk by 31 May 2012.

MARKETING AND CUSTOMER SERVICE



Level 3 Certificate in Marketing and Level 3 Certificate in Selling and Sales Management

EDI is currently reviewing the level 3 Certificate in Marketing and Level 3 Selling and Sales Management qualifications. This is to ensure that they remain relevant to the demands of the current business environment.

The new syllabus for each qualification will be available on our website from July 2012. The first series examination on the new syllabus will take place in Series 3, 2013 and On Demand examinations will be available from 1 June 2013. In order to allow centres and candidates time to complete the courses based on the current syllabuses, examinations on these will be available concurrently; the last series examination on the current syllabuses will be Series 3 2013 and On Demand examinations will be available until 31 December 2013.

ASK THE EXPERTS!



Don't forget to use the **Ask the Experts** tool, which is accessible via the *Tutors and Teachers* section of the LCCI website, www.lcci.org.uk.

Here you can contact our experienced qualifications development and examining teams to ask them any qualification-related questions that you may have.

The service is fast, efficient and will enable you to receive answers from our professional experts, to questions about any of our qualifications.

WHAT'S HAPPENING AROUND THE WORLD

JETSET Ceremony, Athens

Teachers meet English for Business Chief Examiner, Hungary

1st National JETSET Contest, Romania

JETSET Event, Serbia

JETSET Ceremony, Athens

EDI's Greece representative, Anna Delimani of BCED - Best in Continuing Education & Development, held its first prestigious EDI/LCCI Medallion Ceremony at the British Ambassador's Residence in Athens on 13 January 2012.

The British Ambassador, Dr David Landsman, and the President of BCED, Anna Delimani, presented the awards to the winning students alongside EDI's Business Development Managers Adam Robinson and Luke Wales.

The event also included a valuable presentation to the teachers, from the JETSET Chief Examiner, John Morgan.

The excellent organisation combined with the personal contact with teachers, parents, students and people from the commercial world, contributed to the event being a great success.

Anna Delimani stated "We would like to express our sincere appreciation for EDI/LCCI support for the implementation of our primary idea... We will do our best for the continuing of this event for the future".



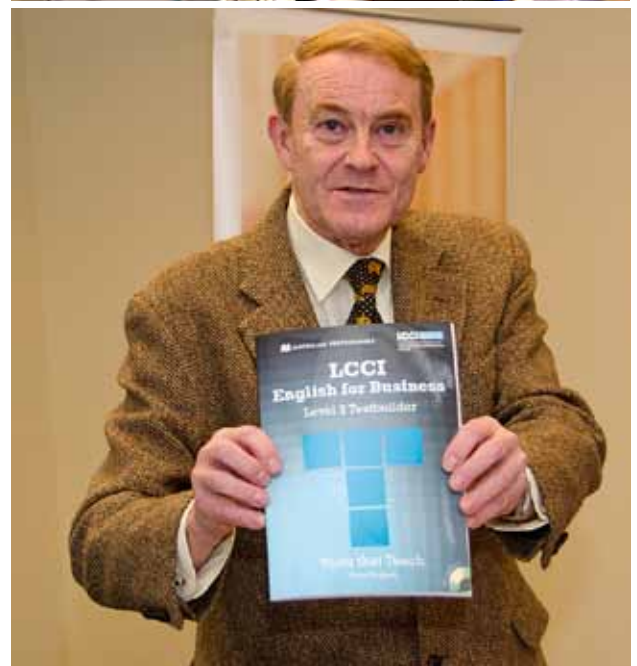
Article submitted by Anna Delimani, Greece

Hungarian Teachers Meet English for Business Chief Examiner at LCCI How to Pass Seminars

In early December, following the success of the Level 3 English for Business How to Pass seminar in the summer, 60 committed teachers from LCCI Centres once again had the opportunity to get first-hand advice from Chief Examiner Peter Leggott, pictured right. The seminars were held in two centres, the International Business School in Budapest and the County Library in Debrecen, providing opportunities for teachers from all over the country to attend. This time it was the turn of the Level 2 English for Business Written Exam and in addition to covering the main documentary formats and providing teaching tips, Peter also invited teachers to assess real answers against actual marking schemes. The participants' responses and questions demonstrated high involvement and considerable enthusiasm for EfB which is accredited as part of the Hungarian state system.

Following the How to Pass Seminar, Alan Godsave, responsible for LCCI IQ Examinations in Hungary and Romania, held the annual Standardisation Events for EfB Oral Examiners designed to ensure continuity in assessment and obtain useful operational feedback. As well as providing hands-on advice for questioning and conducting role-plays, the events were an opportunity for Alan to thank the examiners for their on-going professionalism and expertise which has contributed to the success of the EfB since they were launched in Hungary in 2005.

Article submitted by Alan Godsave, Hungary



1st National JETSET ESOL International Qualifications Contest in Romania

The main goal of the National JETSET ESOL International Qualifications Contest, organised by LCCI Romania was to help the development of English language knowledge of 14-18 year old students.

LCCI centres were able to participate as organisers by inviting students from their area to sign up for the contest. The student achieving the highest score within each participating LCCI centre won a full entry to JETSET ESOL International Qualification Level 4 (B1) or Level 5 (B2) examination.

The initiative took place in November 2011 and was an absolute success among the students with 533 candidates signing up for the contest and competing for the free examinations. The results were announced on 16 December and the diplomas and vouchers were presented to the winners.

"English language is very important to students in Romania. They realise at a young age that this is required knowledge in order to accomplish their future dreams for a career. It was a real pleasure to see how these young adults got involved with the competition. We hope that



Winners and English language teachers at Centrul de Limbi Straine EUREKA from Reghin.

this learning in a fun way experience will become a tradition for the Romanian students." - stated Eva Borbely, the LCCI Country Manager.

After the great success of the JETSET ESOL International Qualification contest LCCI Romania plans to organise the First National English for Business contest which hopefully will reach the same level of success as the JETSET contest.

Article submitted by Eva Borbely, Romania

JETSET Event, Serbia

We are pleased to inform you that a new LCCI IQ Representative office for the Balkans was opened in Nis, Serbia on 27 January. A wine reception was held at the office to welcome guests from all over the Balkans. The reception was followed by an official dinner, during which the participants exchanged their experiences as well as expectations.

Both Mr. Adam Robinson, EDI Business Development Manager for Europe, and Mr. Daniele Piacenti, Executive Manager for Italy, Slovenia and the Balkans welcomed the guests and shared with the participants their ideas and expectations for future strategies, plans and cooperation. They were very pleased to hear the comments on our work, and all suggestions and recommendations for future support and collaboration were welcomed. Having heard their evaluation and feedback, our customers can now rest assured that they will be taken into consideration, and that better services will be provided in the future.

Following the opening reception and dinner, the JETSET seminar was held, which was attended by thirty teachers and centre representatives. The seminar was opened by

Ms. Snezana Mitrovic, Balkans Regional Coordinator, who welcomed the guests and gave an excellent introduction to the seminar.

We were also very honoured and thrilled to have Ms. Sue Wall, JETSET Chief Examiner, as our lecturer. She gave a presentation on exam preparation and examiners' approach to marking. A review of test components was followed by demonstration and practical activity in pairs/groups, practical activity based on marking of free writing tasks, specific pointers and re-preparation for listening. Afterwards, the participants had the opportunity to ask questions and give feedback.

Ms. Wall provided great insight and helped the participants with suggestions, ideas, and thought-provoking questions. They were positive and ready to learn.

We hope that all of the teachers who had the opportunity to be with us during this event enjoyed themselves and learned something they can put to use in their work. For those who could not join us, we hope to put on similar events in the future.



Article submitted by Snezana Mitrovic, Serbia

As an EDI registered centre you have access to a range of free services:



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



LCCI IQ Update to provide you with information and advice on any changes and qualification developments

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