



**LCCI**

International  
Qualifications from EDI

# LCCI International Qualifications Update

April 2012

July 2012

October 2011

January 2012

## **NEW!** Level 4 Diploma in Accounting and Finance

The new level 4 diploma will be available to register candidates from 1 January 2012, with first examinations available in June 2012.

Turn to page 6 for further information...

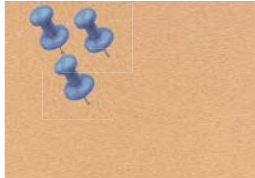


October 2011

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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.

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# NOTICE BOARD

## Campus upgrade

The development and testing of the new Campus system continues at EDI. Here are some screen shots of these recent developments. Further updates to follow in forthcoming issues of the LCCI Update.

**Campus** Version: 2.0.390.7099, date: 17 Oct 2011 11:39  
Sarah Jukes (Centre Administrator)

Home Centre: HDar3 - EDI Demo

### ASE3002 - Advertising 3

Select Units to Schedule

Select unit > Venue & Delivery Addresses > Learners > Summary

Subject	Subject code	Opportunity type	Delivery type	Exam date	Time
Advertising 3	ASE3002	On-demand	Paper based	10/11/2011	hh: 10 mm: 15

Export Back Next

**Campus** Version: 2.0.390.7099, date: 17 Oct 2011 11:39  
Sarah Jukes (Centre Administrator)

Home Centre: HDar3 - EDI Demo

### Schedule test

Product: Please select | Search: [ ]

Product Code	Product Name	Type	End of cert
Business, Administration, Finance and Law			
ASE2003	Business Calculations 2	International	<a href="#">Schedule</a>
ASE20052	Level 3 Award in Preparing Financial Statements for a Sole Trader	International	<a href="#">Schedule</a>
ASE20058	Level 3 Award in Measuring and Improving Business Performance	International	<a href="#">Schedule</a>
ASE20059	Level 3 Award in Principles and Practice of Costing	International	<a href="#">Schedule</a>
ASE20060	Level 3 Award in Principles of Auditing	International	<a href="#">Schedule</a>
ASE2014	Level 2 Certificate in Customer Service	International	<a href="#">Schedule</a>
ASE3002	Advertising 3	International	<a href="#">Schedule</a>
ASE3003	Advanced Business Calculations 3	International	<a href="#">Schedule</a>
ASE3014	Level 3 Certificate in Customer Service	International	<a href="#">Schedule</a>
ASE3030	Selling & Sales Management 3	International	<a href="#">Schedule</a>
ASEDBAG12	Administration Diploma 1	International	<a href="#">Schedule</a>
CERTCOMACC07	Level 2 Computerised Accounting Group Certificate	International	<a href="#">Schedule</a>
CTVCS2	Level 2 Certificate in Customer Service	QCF	31 Jul 2014 <a href="#">Schedule</a>
CTVCS3	Level 3 Certificate in Customer Service	QCF	31 Jul 2015 <a href="#">Schedule</a>
DIPACC07	Level 3 Accounting/Accounting IAS Group Diploma	International	<a href="#">Schedule</a>

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**EDI** Supporting learning and performance

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Remote Assistance Accessibility

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

Series 2 2012  
2-5 and 10-11 April 2012  
Registration closing date:  
20 February 2012

### 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 (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.

## FINANCIAL AND QUANTITATIVE QUALIFICATIONS



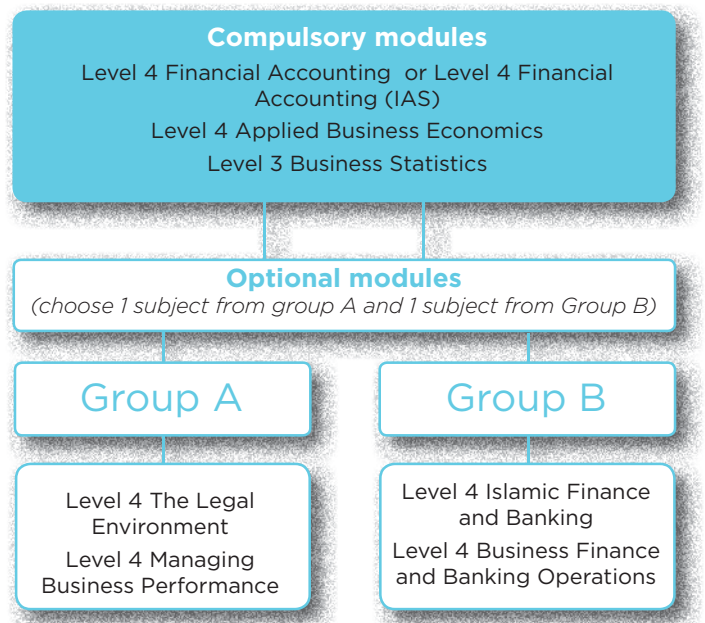
# Level 4 Diploma in Accounting and Finance

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

Centres may register candidates for this qualification from **1 January 2012**

The first examinations will be available in **June 2012**

# Computerised Book-keeping Skills and Computerised Accounting Skills Qualifications

In the last edition of the LCCI IQ update (July 2011) EDI announced the availability of the new computerised book-keeping and computerised accounting skills qualifications.

There has been a lot of interest in both these qualifications and we have had the benefit of detailed feedback from a wide variety of centres. Following this feedback, we have used the opportunity to improve the Level 2 Award in Computerised Book-keeping Skills. We have modified the syllabus and revised the content of the examination to make the level of demand more consistent with

Level 2 requirements. In addition, terminology has been addressed to ensure that the qualification is suitable for a range of international markets. Minor changes have also been made to terminology in the Level 3 Award in Computerised Accounting Skills syllabus which remains otherwise unchanged.

Both these qualifications make use of the EDI Internet Portal to submit completed assessments and centres are advised to read the Support Pack available from the website at [www.lcci.org.uk](http://www.lcci.org.uk).

## Why should you choose LCCI IQ computerised qualifications?

The LCCI computerised book-keeping skills and accounting skills 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 and 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	Offers students a clear progression route
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

### Level 3 Award in Principles of Auditing

This qualification is undergoing a review of its assessment method. As of January 2012, the assessment method for this qualification will be amended to consist of 30 multiple choice questions, with 1 mark per question.

In recognition of this change, the qualification will be allocated a new code and title. Please note that the learning outcomes and assessment criteria will not change. We will keep you informed of updates and developments through the LCCI IQ Update.

## ENGLISH LANGUAGE QUALIFICATIONS

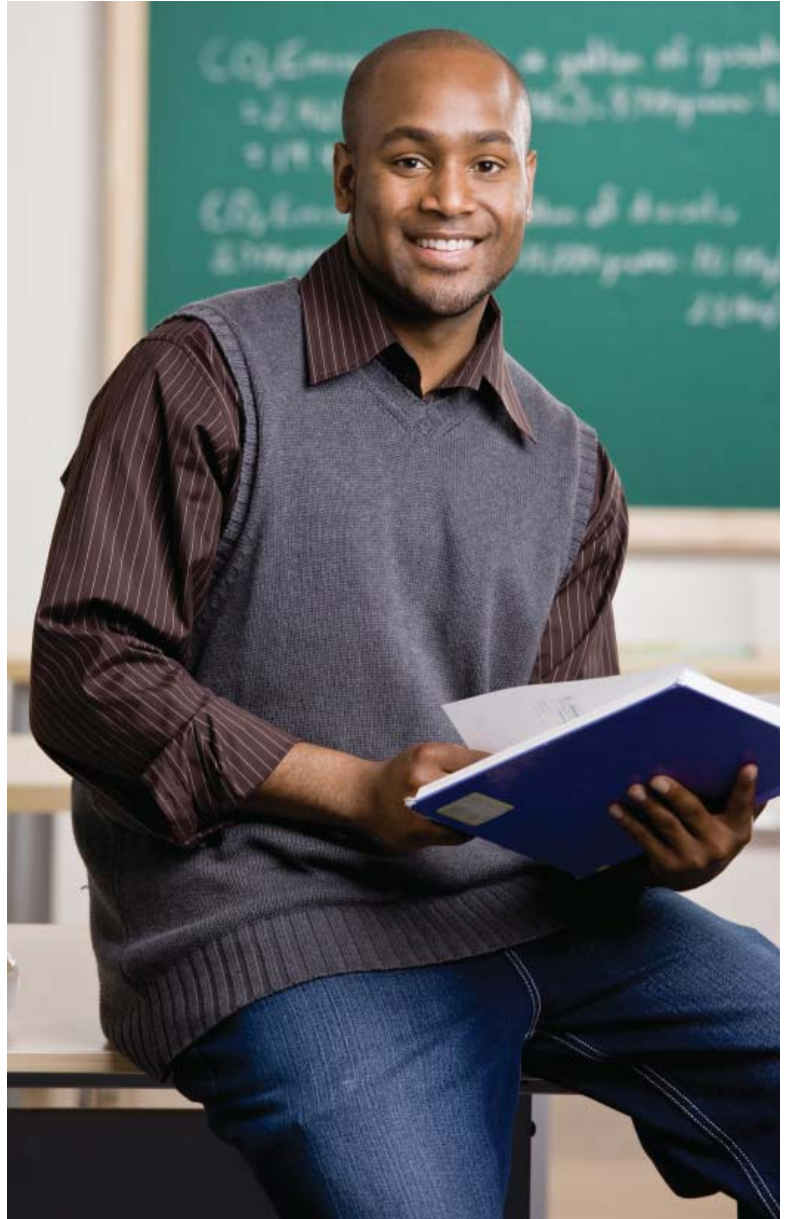
# CertTEFL Level 5

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



## English for Business Past Papers and Model Answers

From 1 January 2012 English for Business Past Papers and Model Answers dated before 2006 will no longer be available on the LCCI IQ website. Please ensure you download any documents you require before the end of the year.



# New Student Workbook for Level 1 Certificate in Travel and Tourism

EDI is pleased to announce that the Level 1 Travel and Tourism student workbook is now available on the LCCI IQ website. It can be used in class or as self-study. It provides guidance on assessment and exam preparation to help candidates succeed in the qualification.

In the workbook, there are exercises, based on some of the syllabus topics, for candidates to complete. Answers have been given. In addition, there is a sample exam question provided. The question is similar to the questions that candidates will find in the Level 1 Certificate in Travel and Tourism examination paper. A suitable answer has

been given. Also, at the end of the workbook, there is a helpful glossary of some of the terminology and definitions used in the travel and tourism industry and a vocabulary exercise.

Please visit the relevant qualifications page on our website [www.lcci.org.uk](http://www.lcci.org.uk) to view and download the workbook or contact us directly on:

**Tel. +44 (0) 2476 518951**

**Email. [internationalenquiries@ediplc.com](mailto:internationalenquiries@ediplc.com)**

**[www.lcci.org.uk](http://www.lcci.org.uk)**

# Diploma in Business English for International Managers

The Level 3 (CEF C1) and Level 4 (CEF C1-C2\*) Diploma in Business English for International Managers (DIPBEIM34) test candidates' English language skills in five areas:

**Telephoning • Presentations • Discussions • Negotiations • Written business communication**

## Level 3 Diploma in Business English for International Managers (CEF C1)

Select one from the options below:

	Qualification	Product code	Minimum grade required
Option 1	Level 3 English for Business (EFB)	ASE3041	Credit 60%
	Level 3 Spoken English for Industry and Commerce (SEFIC)	ASE825	Credit 60%
	Level 3 SEFIC Telephone test	ASE951	Pass
	Level 3 SEFIC Special Topic Option	ASE952	Pass
Option 2	Level 3 English for Business	ASE3041	Credit 60%
	Level 4 Spoken English for Industry and Commerce (SEFIC)	ASE837	Pass 50%
	Level 4 SEFIC Telephone test	ASE969	Pass
Option 3	Level 4 English for Business	ASE4041	Pass 50%
	Level 3 Spoken English for Industry and Commerce (SEFIC)	ASE825	Credit 60%
	Level 3 SEFIC Telephone test	ASE951	Pass
	Level 3 SEFIC Special Topic Option	ASE952	Pass

### Notes

- To achieve either diploma, students must achieve all the required components within a 24 month period
- All SEFIC components must be completed within a 12 month period
- Additionally, the candidates must apply for the diploma certificate within 12 months of achieving the last component

## Level 4 Diploma in Business English for International Managers (CEF C1-C2\*)

Qualification	Product code	Minimum grade required
Level 4 English for Business	ASE4041	Pass 50%
Level 4 Spoken English for Industry and Commerce (SEFIC)	ASE837	Pass 50%
Level 4 SEFIC Telephone test	ASE969	Pass

\*To be awarded a CEF C2 diploma candidates must achieve a Credit (60%) or a Distinction (75%) in both Level 4 English for Business (ASE4041) and Level 4 SEFIC (ASE837), together with a Pass in the Level 4 SEFIC Telephone test.



## BUSINESS, ADMINISTRATION AND IT QUALIFICATIONS

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

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](http://www.lcci.org.uk). These qualifications replace the old 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 old qualifications.

The Level 2 Certificate in Business Principles and Practice (ASE20073) is only available On Demand. The Level 3 Certificate in Business Principles and Practice (ASE20074) is available in all three world Series as well as On Demand.

In order to allow centres and candidates time to complete courses based on the old Business Practice syllabuses, examinations on these will be available concurrently with the new syllabuses.

On Demand examinations for levels 2 and 3 Business Practice will be available until 30 June 2012.



## New Business Administration Qualifications

Due to unforeseen delays with the accreditation process, the new qualifications are scheduled for first sittings in Series 3 2012. We are working to resolve these delays and centres should continue to register candidates on the current qualifications until further notice.

# New Text Production and Audio Transcription qualifications

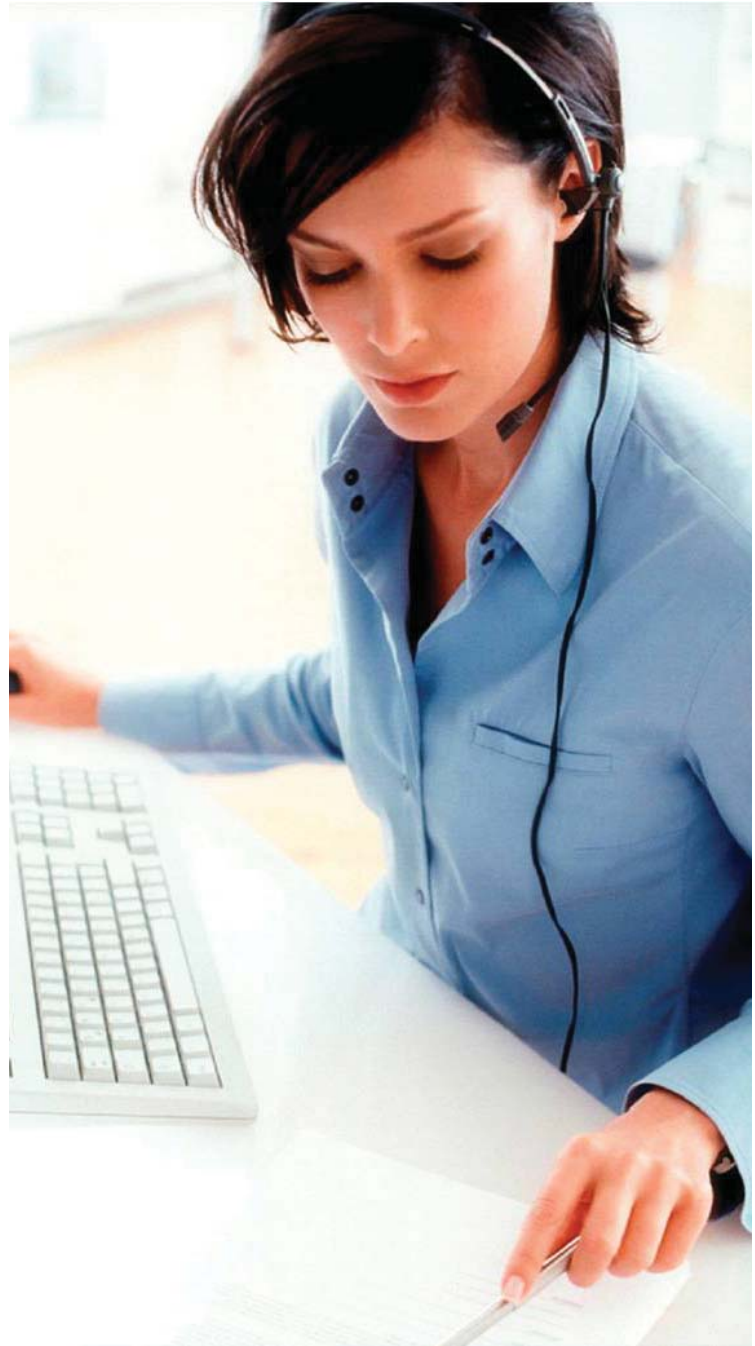
We have recently revised the Text Production and are currently revising the Audio Transcription qualifications to ensure that they remain relevant to the demands of the modern business environment. We are now pleased to announce the availability of the following new qualifications:

Level 1 Award in Text Production (ASE20077)

Level 2 Award in Text Production (ASE20078) - Ofqual accredited

Level 3 Award in Text Production (ASE20079) - Ofqual accredited

The new syllabuses and sample papers for the Levels 1 – 3 Text Production qualifications are available on the LCCI website. The Level 1 Award in Text Production is only available On Demand. The Level 2 and 3 Award in Text Production are available in all three Series as well as On Demand. Examinations on the current Levels 1 – 3 Text Production syllabuses will be available concurrently with the new syllabuses. On Demand examinations on all three levels of the old syllabuses will be available until 30 June 2012. Due to unforeseen delays with the accreditation process, the new qualifications to replace the Audio Transcription qualifications are not yet available. 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 at all levels until further notice.



## MARKETING AND CUSTOMER SERVICE



# Diploma in Marketing Levels 2 and 3

EDI would like to announce recent developments in the Level 2 Diploma in Marketing and Level 3 Diploma in Marketing. The new components are highlighted below.

### Level 2 Diploma in Marketing

#### Mandatory

Level 2 Certificate in Marketing

Level 2 Certificate in Customer Service or

**Level 2 Certificate in Public Relations**

#### Optional (one from)

Level 2 Certificate in eCommerce

Level 2 Certificate in Practical ICT Skills

**Level 2 Certificate in Contact Centre Skills**

### Level 3 Diploma in Marketing

#### Mandatory

Level 3 Certificate in Marketing

#### Optional (any 2 from)

Level 3 Certificate in Advertising

Level 3 Certificate in Customer Service

Level 3 Certificate in Public Relations

Level 3 Certificate in Selling and sales Management

**Level 3 Certificate in Contact Centre Supervisory Skills**

## WHAT'S HAPPENING AROUND THE WORLD

### Progression Routes into Higher Education, Singapore



### Medallions Ceremony, Zimbabwe

### New office in Serbia

## Progression Routes into Higher Education, Singapore

Recently there has been an increase in the number of LCCI IQ candidates in Asia who aspire to further their studies while working as full time employees.

LCCI IQ Singapore is working towards this objective through articulation agreements with local renowned institutions, to allow Level 3 Diploma graduates to progress to advanced diplomas, which are benchmarked to final year university standard.

Name of Institute (CPE Edutrust Certified)	LCCI IQ Level 3 Diploma	Year 2 Diploma	Final Year University
	Group Diploma in Accounting  <i>(Combination of Accounting, Cost Accounting and Management Accounting)</i>	International Advanced Diploma in Accounting  <i>(With 3 years related working experience)</i>	University of Central Lancashire, UK
 <b>MARKETING INSTITUTE OF SINGAPORE</b> Training Centre	Diploma in Marketing Diploma in Managerial Principles Diploma in Business Studies Group Diploma in Accounting Group Diploma in Management Accounting Specialised Diploma in Accounting & Finance Specialised Diploma in Managerial Accounting	<b>MISTC</b> Diploma in Marketing Management ( <b>DMM</b> )  <b>MISTC</b> Diploma in Business Management ( <b>DBM</b> )  <b>MISTC</b> Diploma in Sales and Marketing Management ( <b>DSMM</b> )  <i>(Further subject by subject exemptions are available)</i>	University of Buckingham, UK  and  Northumbria University, UK

LCCI IQ Singapore is delighted to announce the first of these alliances with MIS and Informatics, and a new high quality and efficient pathway to UK University Degrees.

## Medallions Ceremony, Zimbabwe

LCCI IQ Representative, Peter Mukwena, presented eleven LCCI IQ medallions to Zimbabwe recipients at a colourful ceremony in Harare's Holiday.

The award winners were announced by Master of Ceremony, Milton Kamwendo, a motivational speaker and life coach.

The most outstanding award went to Audrey Mukamba who received a World Silver and a Country Gold medal.

Zimbabwe registers about 10,000 LCCI IQ entries per year and produces outstanding results in spite of tough economic times in the nation.



## New Office in Serbia

We are pleased to announce the opening of the new branch of our LCCI office for Italy, Slovenia and the Balkans. The opening of the office is a result of our six year experience in the market and our wish to successfully address our clients' needs in the region.

In the past six years we have been successfully working with over 40 centres in the Balkans territory trying to meet the different needs of our clients and provide tailor-made services as we are committed to improving our services further with each passing year.

The opening of our new office is also a way to thank our clients who have helped us spread the LCCI IQ brand across the region.

Our new address is Gutenbergova 44, 18000 Niš, Serbia, where we will be welcoming our clients from 1 November 2011, Monday to Friday, 9:30 - 6 pm. For any information contact us at +381 18 212474.



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](http://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](http://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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