



**LCCI**

International  
Qualifications from EDI

## **International Qualifications** for Centres 2008/09

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

To find out more about the qualifications and services we offer

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

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## Introduction

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**EDI is a leading educational services company and accredited awarding body providing vocational and professional qualifications around the world.** EDI is accredited by the Qualifications and Curriculum Authority (QCA) in the UK and numerous regulatory bodies and Ministries of Education around the world through the LCCI International Qualifications brand.

London Chamber of Commerce and Industry International Qualifications have been offered globally for over 100 years and have a reputation of being relevant and fit for purpose in the international business market. LCCI International Qualifications are trusted and valued by universities, employers and professional bodies the world over. Every year around 250,000 candidates choose LCCI International Qualifications to provide evidence of their ability across a variety of fields, and in order to further their academic and professional careers.

We have continued to invest extensively in developing new qualifications supported by excellent customer service and have further expanded our international operations to ensure that we continue to support you in helping your candidates choose LCCI International Qualifications and achieve the qualifications which will help them take them where they want to go.

LCCI International Qualifications and Diplomas are available in a range of subject areas, covering all the key functions of business:

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

In addition to LCCI qualifications, EDI offers a range of other services for centres as detailed below:

### Assessment solutions

EDI offers a range of assessment solutions to suit the differing assessment needs of higher education institutes, professional bodies, awarding bodies and private companies. Based on the same technology that EDI uses for the delivery of its own qualifications and assessments, EDI assessment solutions provide customers with a proven solution tailored to their specific needs.

The i-assess system from EDI enables your organisation to run all aspects of the examination process. It is the chosen system for a number of leading professional bodies. Through the easy-to-use software and web-based platform you can create exams, administer online or print papers, mark, analyse and certificate.

The benefits of i-assess:

- secure, accurate and flexible
- supports functionality to manage large quantities of exams
- reduces administrative overhead for customers
- offers advanced assessment mechanism
- can be controlled entirely by customer or supported by EDI

i-assess comprises four simple components that allow clients to tailor the system to their specific assessment requirements:

- editor software - enter exam questions and answers into the item bank
- organiser software - set question properties, eg time allocation and answer format
- web-based co-ordinator - administration tool that enables customers to create reports, collate results and produce certificates
- examiner software - enables candidates to take assessments and upload results to co-ordinator

### **The total e-portfolio solution**

eNVQ is the name of EDI's web-based electronic portfolio system which allows employers, candidates, assessors and verifiers to load evidence into a multimedia portfolio which can be accessed and managed remotely at any time of the day or night. eNVQ delivers qualifications in a cost-effective way and provides learners with secure online portfolios improving the efficiency, security and flexibility of assessment procedures.

### **Professional development for teachers**

There is increasing pressure for teachers, trainee teachers and learning support staff to incorporate the latest teaching developments and technology into their role. EDI offers a suite of qualifications for teachers hoping to improve their teaching skills, progress into educational management or gain an awareness and understanding of the benefits of technology in education.

### **Accrediting and quality assuring employer training programmes to deliver improved business performance**

Employers are already investing in the development of their staff in order to meet their business objectives. This is often achieved through a mixture of in-house training and formal accredited qualifications, but such qualifications may not be entirely relevant as they will not be tailored to the specific needs of the business. In addition, the qualifications may also require employees to learn or be tested away from the workplace, resulting in loss of productivity.

By working with EDI, employers can achieve formal recognition and even accreditation for their own training programmes. We have the expertise to map the programme to national occupational standards which have been developed and agreed by employers within specific sectors in the UK.

Where an employer does not already have a training programme, EDI can help to develop one from scratch, customised to the employer's needs but based on national occupational standards. Learning and assessment can take place in the workplace, saving the business time and money.

Through having training programmes developed, formalised and mapped to national occupational standards, employers will benefit from employee skills, staff turnover, morale and productivity, leading to an overall improvement in business performance.

## **Key Skills qualifications**

Key skills are the skills that everyone needs in order to operate confidently and successfully in school, college, university, work, training, and life in general.

There are six key skills, all offered by EDI:

- Communication
- Application of Number
- Information and Communication Technology
- Working with Others
- Improving own Learning and Performance
- Problem Solving

They are all available as qualifications at levels 1 to 4 of the National Qualifications Framework. The first three key skills are assessed through a portfolio of work (which is assessed internally by the learner's school, college or training provider) and by an external test (which is marked by an awarding body). The wider key skills are also assessed through an internally assessed portfolio, sometimes supported by questioning by an assessor. There is no test.

The key skills and the assessment system are the same whether the learner is at school, college, in employment or studying independently.

For more information on our global accreditations and recognitions, or should you wish to know more about the range of services EDI offers, contact:

Tel: +44 (0) 8707 202 909

Email: [enquiries@ediplc.com](mailto:enquiries@ediplc.com)

[www.ediplc.com](http://www.ediplc.com)

## How can we help you?

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We are here to help you to prepare candidates to take LCCI International Qualifications. EDI is committed to providing first class support to all of our 5,000 overseas centres and providing them with maximum benefit of being part of the LCCI IQ international education network. These include:

- Dedicated Centre support and customer services teams trained to deal with specific and general customer enquiries.
- Centre approval certificate to offer LCCI International Qualifications
- Licence to use LCCI IQ and EDI brand logos and guidelines for usage
- Tutor Resources Packs\*
- Annual qualification reviews\*
- Marketing and promotional materials in hardcopy and electronic format
- Access to LCCI Commercial Education Trust scholarships
- Opportunity for recognition of top achievers through award of LCCI medallions
- Access to call upon the EDI professional register for qualification development

\*available through the secure area of the LCCI website.

All centres also receive quarterly electronic updates through the Centre Update newsletter.

EDI also publishes Passport to Success publications for the majority of the LCCI International Qualifications. These are examination preparation textbooks and are very useful both as course materials and revision guides. To purchase learning resources, please download the Publications Order Form, from [www.lcci.org.uk](http://www.lcci.org.uk), and return to your national office or the EDI Enquiries team (details on page 21).

Additional support and communication can be obtained from our regional representatives as detailed on pages 21-23.



## Language Qualifications

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

Qualification	Availability	Levels	Description
English for Business (EFB)	Series: Nov, April and June and On Demand	Preliminary, 1-4	The core examination is a reading and writing test comprising business related tasks. These include reading comprehension and writing letters, memos, reports. Optional speaking and listening tests also available.
English for Commerce (EFC)	On Demand	1-3	Written examination designed to test the ability to read, write and understand English within a general commercial, or industrial context.
English for Tourism (EFT)	Series: Nov, April and June and On Demand	1 & 2	Spoken and written examinations, using authentic materials specifically designed to develop and assess English within the context of tourism. Level 1 is aimed at front line staff and level 2 is suitable for supervisory candidates.
English Language Skills Assessment (ELSA)	On Demand	All	A series of proficiency tests which assess English language ability in the core language skills (reading, writing, listening and speaking). They use a single scale scoring system enabling you to test candidates of all abilities with one test. Questions are based on work, home and travel settings. Online and paper based versions available.
Foundation English Language Skills Assessment (FELSA)	On Demand	Introductory	FELSA covers 3 language skills – listening, reading and speaking, and focuses on CEF levels A1-A2. It is suitable for candidates of all ages with a basic level of English language ability. Online and paper based versions available.
Further Certificate for Teachers of Business English (FTBE)	On Demand	Not applicable	Prepares teachers who already hold ELT teaching qualifications with the knowledge and understanding required to teach Business English. It tests the knowledge of business practice and business vocabulary and understanding of applying professional teaching methodologies to Business English.
JETSET	On Demand	Foundation, 1-6	JETSET is a suite of skills based general English language qualifications. Each level consists of 3 mandatory components, Listening, Reading and Writing and an optional Speaking test. The tests are available as either JET versions (Junior English Tests – suitable for young learners) or SET versions (Senior English Tests – suitable for adult learners).
Practical Business English (PBE)	On Demand	Introductory	Elementary level qualification testing the candidate's understanding of straightforward forms of business communication.
Spoken English for Industry and Commerce (SEFIC)	On Demand	Preliminary, 1-4	Spoken assessment conducted by a face to face interview with an approved external examiner. The examinations cover a combination of tasks including general conversation, role plays, listening and reading comprehensions. Additional optional tests are available for presentations, telephone skills and liaison and interpreting skills.

## Financial and Quantitative Qualifications

LCCI International Qualifications in Financial and Quantitative subjects are amongst the best regarded across EDI's range of international qualifications and are used for a variety of applications, ranging from gaining introductory knowledge to developing technical knowledge and skills for specific vocational purposes. The portfolio offers good progression routes through to higher levels as well as to university courses and professional qualifications.

Qualification	Availability	Levels	Description
Introductory Certificate in Book Keeping	On Demand	Introductory	Introductory qualification which aims to develop candidates' basic book-keeping knowledge and skills in areas such as trade and banking documents, calculation of wages, cash book etc. The qualification, which is assessed by an online interactive test, is supported by a Candidate Workbook and Tutor Support Pack.
Commercial Calculations	Series: Nov and June	1	Contributes to the development of candidates' ability to understand and accurately apply the basic processes of arithmetic to solve problems encountered in domestic and business life.
Book-keeping	Series: Nov, April, June and On Demand	1	Aims to help candidates develop an understanding of basic principles underlying the recording of business transactions as well as the ability to maintain the books of, and prepare final accounts for, a sole trader. It is suitable for candidates wishing to work in an area of business that involves the recording of financial transactions.
Book-keeping & Accounts	Series: Nov, April, June and On Demand	2	Suitable for those who are preparing to work in an accounting role with some level of autonomy, as it helps in developing an understanding of the basic accounting principles as well as the ability to prepare and interpret accounts for different types of business entities.
Business Calculations	Series: Nov, April	2	Appropriate for candidates who wish to develop a broad knowledge and understanding of standard business calculations and apply this knowledge to business situations.
Business Statistics	Series: L3 Nov, April and June. L2 Nov and April only	2 & 3	Aims to develop the candidates' knowledge and understanding of statistical techniques, including the collection and presentation of data and the use of formulae to solve business problems.
Computerised Accounting	On Demand	2 & 3	Developed in conjunction with MYOB, Asia, these qualifications aim to update the accounting skills of those already qualified by developing their knowledge and skills in preparing accounts and accounting statements using a computer software package. Assessment is by way of practical assignments.
Cost Accounting	Series: L2 Nov and June L3 Nov, April and June and On Demand	2 & 3	Appropriate for those intending to work in an accounting environment at a level requiring cost accounting knowledge and an understanding of cost accounting principles.
Accounting/ Accounting (IAS)	Series: Nov, April and June	3	Targeted at those intending to work in an advanced accounting role with a high level of autonomy, these qualifications help candidates to develop the ability to prepare and interpret the accounts of different types of business entities in accordance with current UK and IAS accounting practices and relevant accounting conventions.

## Financial and Quantitative Qualifications continued

Qualification	Availability	Levels	Description
Advanced Business Calculations	Series: Nov, April and June	3	This qualification provides candidates with a broad knowledge and understanding of advanced business calculations as well as the ability to apply these in a business context.
Management Accounting	Series: Nov, April and June	3	Appropriate for managers who require reliable accounting data to forecast and control day-to-day activity. Requires an understanding of short-term cost behaviour and use of accounting information in the decision making process.
Financial Accounting & International Accounting (IAS)	Series: Nov and April	4	Appropriate for candidates who have a thorough grasp of the complete accounting process. These qualifications aim to develop candidates' understanding of the accounting framework and standards and the audit function as well as developing their ability to prepare and interpret financial accounting statements according to the appropriate standards.

## Business, Administration and IT Qualifications

LCCI International Qualifications in Business, Administration and IT cover every skill required for progression in a modern office environment.

Qualification	Availability	Levels	Description
Audio Transcription	Series: June and On Demand L2 & L3 also in Series 4	1-4	Suitable for those wishing to transcribe business documents from audio dictation. The level of the exam is determined by the required words per minute.
Business Administration	Series: Nov, June and On Demand	1-3	Demonstrates a firm understanding of routine administration, procedures and standards as well as establishing levels of competence in the use of office equipment, business services and supplies.
Text Production	Series: Nov, April, June and On Demand	1-3	Designed to demonstrate proficiency in transcribing documents from printed/ handwritten copy. The required words per minute varies between levels.
Meetings (UPDATED for 2007/08)	On Demand	2 & 3	The syllabus has been revised and updated for first teaching from September 2007 with first examining in November 2008. Additional learning aims relating to health and safety, disability access and new technologies have been combined to ensure candidates gain a thorough understanding of how to arrange, conduct and review meetings.
Certificate in International Retail Operations	On Demand	2	Available online and paper based, this certificate covers the essential functions behind any activities undertaken in the field of international retail.
Certificate in Business Administration - Business and People (Online)	On Demand	2	Assessment of knowledge of the role of the administrators role and an understanding of the personal and interpersonal skills required by those in these positions.
Business Practice	Series: Nov, June, and On Demand	2 & 3	Aimed at candidates who wish to demonstrate their knowledge of the main functions of business activity and their understanding of the individual's contribution to the overall business organisation.

## Business, Administration and IT Qualifications continued

Qualification	Availability	Levels	Description
Principles and Practice of Management	Series: Nov, June and On Demand	3	Designed to provide evidence of a broad knowledge and understanding of the role of management within an overall business environment. Ideal for anyone intending to undertake a career in management.
Business and Industrial Administration (UPDATED for 2007/08)	Series: Nov and April	3	This syllabus, designed to test understanding of the core activities of administration in the business world, has been completely revised and updated for first teaching from September 2007, and first examining from November 2008. The qualification covers all aspects of business including marketing, finance and personnel and also includes new learning aims relating to new technologies.
The Legal Environment	On Demand	4	Provides evidence of an understanding of the law as it relates to industrial and commercial society as well as how it governs professional practice.
Practical Word Processing	On Demand	1 & 2	This suite of qualifications is suitable for candidates who want to acquire fundamental word processing skills required in the modern business.
Using the Internet	On Demand	1	Demonstrates an ability to display a knowledge and understanding of the internet and its applications for the business world.
Practical ICT Skills	On Demand	1-3	This suite of qualifications is designed for candidates who want to develop and progress their practical ICT skills. The qualifications aim to enable candidates to develop their understanding and practical ability across the key areas of Word Processing, Spreadsheet, Database, Presentation Software and Email Internet and IT Security at the respective levels. The qualification suite is endorsed by the IT occupational standards setting body in the UK.

## Marketing and Customer Service Qualifications

Establishing a presence through applied marketing techniques and setting up successful relationships through effective sales, along with the maintenance of these relationships, are essential parts of the business growth cycle. LCCI sales and marketing qualifications are designed to be an indication of excellence in these fields.

Qualification	Availability	Levels	Description
Introductory Certificate in Marketing NEW!	On Demand	Introductory	This qualification has been developed to provide an introduction to general marketing principles at foundation level.
Customer Service	Series Nov and June	2 & 3	These qualifications are suitable for those who are working, or intending to work, in a customer service advisory or supervisory role. They have been recently revised to meet current standards and aim to help candidates in developing an understanding of the concepts in delivering good customer service and the ability to apply these to realistic situations.
Marketing	Series: Nov, April, June and On Demand L2 not in Series 2	2 & 3	LCCI marketing qualifications cover the principles of marketing as a business function, they open doors to professional bodies and provide a progression route to broader understanding of the principles, concepts and definitions of the crucial business skill of successful marketing.
eCommerce	On Demand	2 & 3	This qualification covers business models, market dynamics, finance and security issues related to doing business over the internet.
Internet Marketing	On Demand	3	Tests broad understanding of full range of internet marketing activities and the difference between using the internet versus more traditional marketing media.
Advertising	Series: Nov, April and June	3	The qualification is appropriate to demonstrate an understanding of the principles of advertising when using it for the promotion of companies, products and/or services.
Public Relations	Series: Nov, April and June	3	The Public Relations qualification is intended for those who wish to acquire a background of the core activities found in both public relations consultancies and in-house departments. They should be familiar with modern communications techniques and how such techniques can help in the efficient operation/management.
Selling and Sales Management	Series: Nov, April and June	3	Selling and Sales Management is intended for those who are working, or are preparing to work, in sales and require knowledge and understanding of selling techniques and how to manage the sales process. They should be familiar with modern selling techniques, day-to-day sales activities in business and changes in technology and innovations affecting sales activities.

## LCCI Diplomas and Group Certificates

Group Certificates and Diplomas are a combination of subjects in related fields that create a comprehensive demonstration of ability, skills and knowledge in a specific subject area. For Group Certificates, candidates are required to pass either three subjects in 12 months or six subjects in 24 months. Diplomas consist of three to six subjects taken within 12-24 months. Group Diplomas consist of a minimum of three subjects which must be completed within one examination series or a 3 month period.

Level	Group Award title	Accumulation Period	Description	Diploma Code
1	Group Certificate in Foundations of Business	Pass 3 subjects within 12 months	1) Book-keeping 2) Either English for Business or English for Commerce 3) either Business Administration or Commercial Calculations	ASEEGCFOB (OLD) CERTFOB07 (NEW)
1	Group Certificate in Business English and IT	Pass 3 subjects within 24 months	1) Using the Internet 2) Practical ICT Skills 3) English for Business	ASECIBEIT
1	Group Certificate in IT for Business	Pass 3 subjects within 24 months	1) Using the Internet 2) Business Administration 3) Practical ICT Skills	ASECITFB
1	Group Certificate in English for the Tourism Industry	Pass 2 subjects within 24 months	1) Written English for Tourism 2) Spoken English for Industry and Commerce	ASEEGEFTI
1	Diploma in Administration	Pass 3 subjects within 24 months	1) Business Administration 2) English for Business 3) One from: Audio Transcription, Practical Word Processing, Text Production, Practical ICT Skills	ASEBAG11 or ASEDBAG12 (depending on electives)
2	Group Certificate in English for the Tourism Industry	Pass 2 subjects within 24 months	1) Written English for Tourism 2) Spoken English and Commerce	ASEIGEFTI
2	Group Certificate in Business Studies	Pass 6 subjects within 24 months	a) Book-keeping and Accounts b) Business Administration c) Business Calculations d) either English for Business or English for Commerce (with optional Oral Test) e) any other two Level 2 subjects	ASEIGCBSC (OLD) CERTBUS07 (NEW)
2	Group Certificate in Computerised Accounting	Pass 3 subjects within 24 months	a) Computerised Accounting b) Book-keeping and Accounts c) any other Level 2 subject	ASEIGCBSC (OLD) CERTCOMACC07 (NEW)
2	Group Certificate in Book-keeping and Accounts	Pass 3 subjects within 12 months	a) Book-keeping and Accounts b) any other two subjects from the following pool : Business Calculations, Business Statistics, Cost Accounting, Practical ICT Skills, English for Business, English for Commerce, Computerised Accounting	ASEIGCBKE (OLD) CERTBKACC07 (NEW)

## Diplomas and Group Certificates continued

Level	Group Award title	Accumulation Period	Description	Diploma Code
2	Diploma in Marketing	Pass 3 subjects within 24 months	a) Customer Service b) Marketing c) eCommerce or Practical ICT Skills	ASEIDIPMKT
2	Diploma in Business Administration	Pass 3 subjects within 24 months	a) Business Administration b) Business Practice or Meetings Unit 1 c) Practical ICT Skills	ASEDBAG2I
2	Diploma in Secretarial Administration	Pass 3 subjects within 24 months	a) Business Administration b) English for Business c) one from: Audio Transcription, Text Production, Practical ICT Skills	ASEDSAGII
3	Group Diploma in Accounting	Min 3 subjects in 3 months	a) Accounting or Accounting IAS b) another two subjects from Group Diploma pool of options*	ASEHGDACT (OLD) DIPACC07 (NEW)
3	Group Diploma in Cost Accounting	Pass 3 subjects within 3 months	a) Cost Accounting b) another two subjects from the Group Diploma pool of options*	ASEHGDCOS (OLD) DIPCOSTACC07 (NEW)
3	Group Diploma in Management Accounting	Pass 3 subjects within 3 months	a) Management Accounting b) another two subjects from the Group Diploma pool of options*	ASEHGDMAC (OLD) DIPMANACC07 (NEW)
3	Group Diploma in Business and Industrial Administration	Pass 3 subjects within 3 months	a) Business and Industrial Administration b) another two subjects from the Group Diploma pool of options*	ASEHGDBAD (OLD) DIPBIA07 (NEW)
3	Group Diploma in Marketing	Pass 3 subjects within 3 months	a) Marketing b) another two subjects from the Group Diploma pool of options*	ASEHGDMAR DIPMAR07 (NEW)
3	Group Diploma in Principles and Practice of Management	Pass 3 subjects within 3 months	a) Principles and Practice of Management b) Business and Industrial Administration c) another subject from the Group Diploma pool of options*	ASEHGDPRM (OLD) DIPPPM07 (NEW)
3	Group Diploma in Public Relations	Pass 3 subjects within 3 months	a) Public Relations b) Marketing c) another subject from the Group Diploma pool of options*	ASEEHGDPUB (OLD) DIPPUBRELO7 (NEW)
3	Group Diploma in Selling and Sales Management	Pass 3 subjects within 3 months	a) Selling and Sales Management b) Marketing c) another subject from the Group Diploma pool of options*	ASEHGDSSEL (OLD) DIPSSM07 (NEW)
3	Private Secretary's Diploma	Pass 4 subjects within 24 months	a) Business Administration b) Business Practice or Meetings c) Level 2 English for Business d) one from: Audio Transcription, Text Production, Practical ICT Skills	ASEPSDG31
3	Diploma in Business Administration	Pass 3 subjects within 24 months	a) Business Administration b) Business Practice or Meetings c) Practical ICT Skills	ASEDBAG31
3	Diploma in Computerised Accounting	Pass 3 subjects within 24 months	a) Computerised Accounting b) Accounting / Accounting (IAS) c) another Level 3 subject	ASEHDIPCA (OLD) DIPCOMACC07 (NEW)
3	Diploma in Managerial Principles	Pass 6 subjects within 24 months	a) Business and Industrial Administration b) Principles and Practice of Management c) another four Level 3 subjects**	ASEHGDMPR (OLD) DIPMANPR07 (NEW)

## Diplomas and Group Certificates continued

Level	Group Award title	Accumulation Period	Description	Diploma Code
3	Diploma in Marketing	Pass 3 subjects within 24 months	a) Marketing b) any 2 from: Advertising, Customer Service, Public Relations, Selling and Sales Management	ASEHDIPMKT
3	Group Diploma in Advertising	Pass 3 subjects within 3 months	a) Advertising b) Marketing c) another subject from Group Diploma pool of options*	DIPADV07
3	Diploma in Business Studies	Pass 3 subjects within 12 months	a) any 3 from: Accounting or Accounting (IAS), Advanced Business Calculations, Advertising, Business Practice, Business Administration, Business and Industrial Administration, Business Statistics, Cost Accounting, Customer Service, English for Business or English for Commerce, Management Accounting, Marketing, Principles and Practice of Management, Public Relations, Selling and Sales Management, Computerised Accounting	DIPBUS07
4	Executive Secretary's Diploma	Pass 5 subjects within 24 months	a) Principles and Practice of Management b) English for Business c) Meetings d) Practical ICT Skills e) Audio Transcription or The Legal Environment	ASEESDG41

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

\*\* Accounting/Accounting IAS, English for Business, Advanced Business Calculations, English for Commerce, Advertising, Practical Computing, Business Administration, Business Practice, Business Statistics, Management Accounting, Cost Accounting, Marketing, Customer Service, Public Relations, Selling and Sales Management, Internet Marketing, Computerised Accounting, eCommerce

**To register for a diploma or group award please ensure you select the appropriate code in order for the correct certificate to be issued.**

**Please note candidates who are sitting any of the financial subjects on the new syllabus will need to be registered using the new diploma code.**



## Registration for Examinations

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LCCI examinations and assessments are available in Series world exam dates, 3 times per year, or alternatively On Demand, where you can choose the date of the exam. On Demand examinations require 4 weeks notice in advance of the date the exam is scheduled to be taken. Deadlines for entries for series examinations and timetables are as published below.

### **Series examinations**

Entries must be received by all centres by:

Series 4 2008 - 26 September 2008

Series 2 2009 - 3 February 2009

Series 3 2009 - 17 April 2009

Series 4 2009 - 18 September 2009

### **Additional notes**

In some countries registration closing dates may differ from the dates set by EDI. Regional administration by a national office or Coordinating Authority may also incur a small additional fee. Please check with your national office or Coordinating Authority where appropriate to determine regional registration deadlines and end fees.

Additional components to exams (Efb Speaking, Listening etc) must be explicitly stated when ordering the main component. These tests are not scheduled and may be held on any date BEFORE the main component so that they may be sent to EDI together with written examination scripts. It is recommended that dates for Speaking and Listening Tests are not set more than one week prior to the commencement of the Series, allowing sufficient time for papers to arrive. Results cannot be issued until Speaking and/or Listening results have been received.

On Demand Sessions incur a small additional administration fee. This is detailed on the relevant price list.

All examinations should be conducted in accordance with the Examination Guide for LCCI Centres. EDI reserves the right to conduct random visits of examinations and retains the right to withhold results or suspend sessions in the event of malpractice.

Please pay careful attention to the completion of application documentation as entries completed incorrectly or received at EDI after the deadline will lead to delays in processing and possible rejection.

## Timetables

SERIES 4 2008 - Monday 10 November - Friday 21 November 2008

Date	Preliminary Level	Level 1	Level 2	Level 3	Level 4
Mon 10 Nov	English for Business	Written English for Tourism	Cost Accounting	Customer Service	-
Tue 11 Nov	-	Spoken English for Tourism	Written English for Tourism Marketing	Marketing Cost Accounting Education Principles and Practice	-
Wed 12 Nov	-	Text Production	Business Statistics Spoken English for Tourism	Management Accounting	-
Thu 13 Nov	-	Business Administration	Audio Transcription	Public Relations Business Practice	-
Fri 14 Nov	-	-	Business Calculations	Business Administration Business Statistics	-
Mon 17 Nov	-	English for Business	Customer Service	Audio Transcription	Financial Accounting Financial Accounting (IAS)
Tue 18 Nov	-	Commercial Calculations	Text Production English for Business	English for Business Advertising	-
Wed 19 Nov	-	Book-keeping	Business Practice	Advanced Business Calculations Business and Industrial Administration	English for Business
Thu 20 Nov	-	-	Book-keeping and Accounts	Principles and Practice of Management Text Production	-
Fri 21 Nov	-	-	Business Administration	Selling and Sales Management Accounting Accounting (IAS)	-

SERIES 2 2009 - Monday 30 March - Friday 03 April 2009

Date	Preliminary Level	Level 1	Level 2	Level 3	Level 4
Mon 30 Mar	English for Business	Book-keeping	Business Statistics	Advertising Management Accounting	-
Tue 31 Mar	-	Text Production	English for Business	Selling and Sales Management Business Statistics Marketing	-
Wed 1 Apr	-	Written English for Tourism	Text Production	Cost Accounting	-
Thu 2 Apr	-	English for Business Spoken English for Tourism	Written English for Tourism Business Calculations	Accounting Accounting (IAS) Text Production English for Business	English for Business
Fri 3 Apr	-	-	Book-keeping and Accounts Spoken English for Tourism	Advanced Business Calculations Public Relations Business and Industrial Administration	Financial Accounting Financial Accounting (IAS)

SERIES 3 2009 - Monday 01 June - Wednesday 10 June 2009

Date	Preliminary Level	Level 1	Level 2	Level 3	Level 4
Mon 1 Jun	-	Book-keeping	Business Practice	Business Statistics	-
Tue 2 Jun	-	Audio Transcription	Book-keeping and Accounts	Business Practice Advanced Business Calculations	-
Wed 3 Jun	-	English for Business	Audio Transcription Customer Service	Accounting Accounting (IAS) Business Administration	-
Thu 4 Jun	-	Text Production	Marketing Cost Accounting English for Business	Audio Transcription Selling and Sales Management	English for Business
Fri 5 Jun	-	Written English for Tourism	Business Administration	English for Business Cost Accounting Marketing	Audio Transcription
Mon 8 Jun	-	Business Administration Spoken English for Tourism	Text Production	Advertising Management Accounting	-
Tue 9 Jun	English for Business	Commercial Calculations	Written English for Tourism	Public Relations Principles and Practice of Management	-
Wed 10 Jun	-	-	Spoken English for Tourism	Customer Service Text Production	-

SERIES 4 2009 – Monday 02 November – Friday 13 November 2009

<b>Date</b>	<b>Preliminary Level</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
Mon 2 Nov	English for Business	Written English for Tourism	Cost Accounting	Customer Service	-
Tue 3 Nov	-	Spoken English for Tourism	Written English for Tourism Marketing	Marketing Cost Accounting	-
Wed 4 Nov	-	Text Production	Business Statistics Spoken English for Tourism	Management Accounting	-
Thu 5 Nov	-	Business Administration	Audio Transcription	Public Relations Business Practice	-
Fri 6 Nov	-	-	Business Calculations	Business Administration Business Statistics	-
Mon 9 Nov	-	English for Business	Customer Service	Audio Transcription	Financial Accounting Financial Accounting (IAS)
Tue 10 Nov	-	Commercial Calculations	Text Production English for Business	English for Business Advertising	-
Wed 11 Nov	-	Book-keeping	Business Practice	Advanced Business Calculations Business and Industrial Administration	English for Business
Thu 12 Nov	-	-	Book-keeping and Accounts	Principles and Practice of Management Text Production	-
Fri 13 Nov	-	-	Business Administration	Selling and Sales Management Accounting Accounting (IAS)	-

## Contact details

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