
Operations Guide for Centres

2015

English Language Qualifications

Financial And Quantitative Qualifications

Business, Administration And IT Qualifications

Marketing And Customer Service Qualifications

We believe in learning

At the core of everything we do is the desire to make a measurable impact on improving people's lives through learning. Pearson aspires to be the world's leading learning company. From primary to secondary school, through to professional certification; our qualifications, curriculum materials, multimedia learning tools and testing programmes help to educate millions of people worldwide.

Dedicated international customer enquiries



TELEPHONE

+44 (0) 247 651 8951

EMAIL

internationalenquiries@pearson.com

VISIT

qualifications.pearson.com/lcci15

Your students' first job starts with LCCI

As the largest academic and vocational awarding organisation in the UK, Pearson offers a comprehensive range of work-based and academic qualifications to support students of all ability ranges and learning styles to achieve their full potential.

Whether they're looking to find their first job, progress in an existing career or find employment overseas, our popular and flexible LCCI qualifications provide students with the knowledge and skills to actually do the job, which is why they are trusted and valued by employers worldwide.

Content



Support for centres	4
Registering candidates for world series examinations sittings	5
Registering candidates for on demand examinations	7
World series sittings timetable	8
Language qualifications	12
New Financial and Quantitative 2015 qualifications	16
Financial and Quantitative qualifications	17
Business, Administration and IT qualifications	18
Marketing and Customer Service qualifications	20
Diploma qualifications	21

Easy to teach, easy to assess

We're committed to providing an excellent level of customer support, advice and guidance. We continue to invest in developing our service and have further expanded our international operations to ensure that we continue to support you in the marketing, administration and delivery of LCCI qualifications.

We offer an extensive range of books to support students' learning and examination preparation, which are written in easy to read language and have many student-friendly features such as helpful tips, chapter summaries and extensive exam-style practice questions. Detailed information on all books available to support LCCI can be found at the end of each section throughout this guide.

For a description of qualification levels go to qualifications.pearson.com/lcci15



Subject support

- A global network of Pearson staff providing personalised, local support
- Syllabuses, sample papers, past papers, model answers, teachers' toolkits, support packs and annual qualification reviews

Exam preparation and results

- Published resources to support students' learning and examination preparation, including 'Passport to Success' and 'Macmillan Testbuilders'
- Fast access to Series examination results through our website

Teaching support

- Our dedicated customer support and enquiries teams are trained to deal with specific and general enquiries
- User-friendly centre administration area on our website where you can access all necessary forms and documents

Certification

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

Registering candidates for world series examinations sittings

The World Series exam requisition form and template spreadsheet are available at qualifications.pearson.com/lcci15

Steps to submitting World Series exam entries

To submit entries for World Series exams you must complete and email BOTH of the items listed below (before the series closing date).

- Series Exam Requisition Form
- Series Entry Spreadsheet

Entries must be submitted via email by the series closing date to internationalenquiries@pearson.com

Closing dates

The closing dates for registrations are:

March 2015 series sittings: **9 February 2015**

June 2015 series sittings: **27 April 2015**

November 2015 series sittings: **21 September 2015**

An updated version of the Operations Guide will be published in February 2015 with the dates for the new 2015 finance and quantitative qualifications.

This form is for you to enter your purchase order reference, centre details and order quantities.

- Download the relevant Series Exam Requisition Form from the Centre Administration area of qualifications.pearson.com/lcci15 or contact International Enquiries

Completing the Series Entries Spreadsheet

The Series Entries Spreadsheet provides all candidate registration details required by Pearson.

- Create spreadsheet exactly as outlined in the example and notes below (amended spreadsheets will not be accepted)
- Even if there is no information entered, the columns must not be deleted
- Dates must be entered dd/mm/yyyy
- All fields are mandatory except National ID and Middle Name
- Input text in BLOCK CAPITALS
- Save the spreadsheet as a CSV (tab delimited) file

	Centre Code		Subject Code							
	A	B	C	D	E	F	G	H	I	J
1	Customer	Award	Subject Code	Exam Date	NATIONAL ID	First Name	Middle Name	Last Name	Birth Date	Gender
2	HSID888	ASEHGDMA	ASE3025	14/11/2006	98751369	JOHN	EDWARD	PETERSON	07/08/1989	M

General Notes

All registrations for English for Business must be made using the overall subject code. These can be found on page 11 of this guide.

Regional arrangements

In some countries registration closing dates may differ from the dates set by Pearson. 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 any additional fees.

Optional Speaking and Listening tests

Additional components to exams (English for Business: EfB Speaking, Listening, etc) must be explicitly stated when ordering the main component (EfB Reading and Writing). These tests are not timetabled but must be held on any date BEFORE the main component so that they can be sent to Pearson together with written examination scripts.

It is recommended that dates for Speaking and Listening Tests are not set more than one week before the EfB Reading and Writing examinations, to allow sufficient time for papers to arrive. Results cannot be issued until Speaking and/or Listening results have been received.

All examinations should be conducted in accordance with the Examination Guide for LCCI Centres, which is available on the LCCI website. Pearson reserves the right to conduct random visits of examinations and retains the right to withhold results or suspend sessions in the event of malpractice.

Submission of entries

All candidate entries must be submitted via email on an Excel spreadsheet and accompanied by a Series Requisition Form. The Series Requisition Form is available on the website, qualifications.pearson.com/lcci15 or from International Enquiries on +44 (0) 247 651 8951 or by email internationalenquiries@pearson.com.

Entries received late or incorrectly completed may result in their delay or possible rejection. **All entries submitted to Pearson will be confirmed via email within 1 week of the entry closing date. If you have not received confirmation by this time please contact us immediately.**

For support in completing your series exam entries, please contact International Enquiries on +44 (0) 247 651 8951 or email internationalenquiries@pearson.com.

Did you know...



our dedicated international website contains a comprehensive range of online support materials for teachers, students, employers and training organisations.

Registering candidates for on demand examinations

When registering candidates for On Demand examinations please complete the appropriate requisition form which can be found in the **'Examination Requisitions and Timetables'** area of the LCCI website qualifications.pearson.com/lcci15:

- for On Demand examinations (excluding CertTEFL, Practical ICT Skills and candidates wishing to register for full diplomas) please use the 'On Demand Requisition Form' and 'On Demand Candidate Entry Spreadsheet'*
 - please complete one requisition form and one entry spreadsheet per subject code and ensure you clearly identify where optional units are required (i.e. Speaking and/or Listening options for English for Business/Commerce, Speaking option for JETSET)
 - for Practical ICT please use 'Practical ICT Skills Requisition Form' and 'Practical ICT Skills Candidate Entry Spreadsheet'*
 - please complete one requisition form and one entry spreadsheet per subject combination
 - for candidates wishing to register for a full Diploma please use the 'Diploma Requisition Form' and 'On Demand Candidate Entry Spreadsheet'*
 - please complete one requisition form and one entry spreadsheet per diploma qualification combination
- requisition forms should be submitted to the International Enquiries team (internationalenquiries@pearson.com) for processing a minimum of 4 weeks before the first examination date requested for paper-based examinations. For on screen examinations (where available) a period of 10 working days notice is required
 - all registrations will be confirmed by email providing a copy of the Invigilator Declaration and Attendance Report for checking.
 - please note that scripts from unregistered candidates will not be accepted so you must check that the registration has been correctly processed before the dispatch of materials. Any amendments must be notified to Pearson by the date advised in the confirmation email quoting your Centre Code, Order Number(s) and Candidate Name(s)/ Number(s) and requested amendment(s)
 - materials dispatch is processed 12 calendar days prior to the examination date and once this has been actioned no amendments or additions can be accepted
 - materials should arrive at the registered centre address 5 working days before the examination is scheduled to take place. If materials have not been received by this time please contact the International Enquiries Team immediately:

e. internationalenquiries@pearson.com

t. +44 (0) 247 651 8951

* The format of the candidate entry spreadsheets must not be amended from the template provided. Mandatory information is highlighted with an asterisk (*).

World series sittings timetable

MARCH 2015

March–November 2015 Examination Timetable – FINAL

Date	Level 1	Level 2	Level 3	Level 4
Monday 23 March	▪ Book-keeping (Legacy)	▪ English for Business	▪ Selling and Sales Management ▪ Business Statistics (Legacy) ▪ Marketing	
Tuesday 24 March		▪ Text Production ▪ Marketing	▪ Cost Accounting (Legacy) ▪ Business Principles and Practice	
Wednesday 25 March				
Thursday 26 March	▪ English for Business	▪ Business Calculations	▪ Accounting (Legacy) ▪ Accounting (IAS) (Legacy) ▪ Text Production ▪ English for Business	
Friday 27 March		▪ Book-keeping and Accounts (Legacy) ▪ Business Administration (2012)	▪ Advanced Business Calculations ▪ Public Relations ▪ Business Administration (2012)	
Monday 30 March		▪ Business Statistics (Legacy)	▪ Advertising (2012) ▪ Management Accounting (Legacy)	

World series sittings timetable

JUNE 2015

March–November 2015 Examination Timetable – FINAL

Date	Level 1	Level 2	Level 3	Level 4
Monday 8 June	▪ Book-keeping (Legacy)	▪ English for Business	▪ Selling and Sales Management ▪ Business Statistics (Legacy) ▪ Marketing	
Tuesday 9 June		▪ Text Production ▪ Marketing	▪ Cost Accounting (Legacy) ▪ Business Principles and Practice	
Wednesday 10 June	▪ English for Business	▪ Business Calculations	▪ Accounting (Legacy) ▪ Accounting (IAS) (Legacy) ▪ Text Production ▪ English for Business	
Thursday 11 June		▪ Book-keeping and Accounts (Legacy) ▪ Business Administration (2012)	▪ Advanced Business Calculations ▪ Public Relations ▪ Business Administration (2012)	
Friday 12 June		▪ Business Statistics (Legacy)	▪ Advertising (2012) ▪ Management Accounting (Legacy)	

World series sittings timetable

NOVEMBER 2015

March–November 2015 Examination Timetable – FINAL

Date	Level 1	Level 2	Level 3	Level 4
Monday 2 November	▪ Book-keeping (Legacy)	▪ English for Business	▪ Selling and Sales Management ▪ Business Statistics (Legacy) ▪ Marketing	
Tuesday 3 November		▪ Text Production ▪ Marketing	▪ Cost Accounting (Legacy) ▪ Business Principles and Practice	
Wednesday 4 November	▪ English for Business	▪ Business Calculations	▪ Accounting (Legacy) ▪ Accounting (IAS) (Legacy) ▪ Text Production ▪ English for Business	
Thursday 5 November		▪ Book-keeping and Accounts (Legacy) ▪ Business Administration (2012)	▪ Advanced Business Calculations ▪ Public Relations ▪ Business Administration (2012)	
Friday 6 November		▪ Business Statistics (Legacy)	▪ Advertising (2012) ▪ Management Accounting (Legacy)	

Did you know...



we work with
government authorities
in UK, Hong Kong,
Malaysia, China and
Germany to quality assure
public examinations in
English Language and
Accountancy.

Language qualifications

LCCI International Qualifications cover a comprehensive range of English language qualifications, which include English for Specific Purposes, General English and Teaching English.

ENGLISH FOR BUSINESS	On Demand	World series	Subject code
Preliminary English for Business			ASEPENGFB
Preliminary English for Business (Reading & Writing)	✓		ASE1044
Preliminary English for Business (Listening)*	✓		ASE1244
Preliminary English for Business (Speaking)*	✓		ASE1254
Level 1 English for Business			ASEEENGFB
Level 1 English for Business (Reading & Writing)	✓	✓	ASE1041
Level 1 English for Business (Listening)*	✓		ASE1241
Level 1 English for Business (Speaking)*	✓		ASE1251
Level 2 English for Business			ASEIENGFB
Level 2 English for Business (Reading & Writing)	✓	✓	ASE2041
Level 2 English for Business (Listening)*	✓		ASE2241
Level 2 English for Business (Speaking)*	✓		ASE2251
Level 3 English for Business			ASEHENGFB
Level 3 English for Business (Reading & Writing)	✓	✓	ASE3041
Level 3 English for Business (Listening)*	✓		ASE3241
Level 3 English for Business (Speaking)*	✓		ASE3251
Level 4 English for Business			ASEDENGFB
Level 4 English for Business (Reading & Writing)	✓		ASE4041
Level 4 English for Business (Listening)*	✓		ASE4241
Level 4 English for Business (Speaking)*	✓		ASE4251

ENGLISH FOR BUSINESS	On Demand	World series	Subject code
Level 1 English for Commerce			ASEEENGFC
Level 1 English for Commerce (Written)	✓		ASE1042
Level 1 English for Business (Listening)*	✓		ASE1241
Level 1 English for Business (Speaking)*	✓		ASE1251
Level 2 English for Commerce			ASEIENGFC
Level 2 English for Commerce (Written)	✓		ASE2042
Level 2 English for Business (Listening)*	✓		ASE2241
Level 2 English for Business (Speaking)*	✓		ASE2251
Level 3 English for Commerce			ASEHENGFC
Level 3 English for Commerce (Written)	✓		ASE3042
Level 3 English for Business (Listening)*	✓		ASE3241
Level 3 English for Business (Speaking)*	✓		ASE3251

SPOKEN ENGLISH FOR INDUSTRY AND COMMERCE	On Demand	World Series	Subject code
SEFIC Preliminary*	✓		ASE901
SEFIC Level 1*	✓		ASE801
SEFIC Level 2*	✓		ASE813
SEFIC Level 3*	✓		ASE825
SEFIC Level 4*	✓		ASE837
SEFIC Level 2 telephone test	✓		ASE933
SEFIC Level 3 telephone test	✓		ASE951
SEFIC Level 3 special topic	✓		ASE952
SEFIC Level 4 telephone test	✓		ASE969

ENGLISH FOR ACCOUNTING	On Demand	World Series	Subject code
Level 3 English for Accounting	✓		ASE20053

ENGLISH FOR TOURISM	On Demand	World Series	Subject code
Level 1 English for Tourism	✓		ASEEFT1
Level 1 Written English for Tourism #	✓		ASE1043
Level 1 Spoken English for Tourism #	✓		ASE1143
Level 2 English for Tourism	✓		ASEEFT2
Level 2 Written English for Tourism #	✓		ASE2043
Level 2 Spoken English for Tourism #	✓		ASE2143

PRACTICAL BUSINESS ENGLISH	On Demand	World Series	Subject code
Practical Business English	✓		ASE1040

GERMAN FOR BUSINESS	On Demand	World Series	Subject code
Preliminary Level German for Business	✓		ASE1007
Level 1 German for Business	✓		ASE1127
Level 2 German for Business	✓		ASE2127
Level 3 German for Business	✓		ASE3127

* Please complete the SEFIC Requisition Form.
Email internationalenquiries@pearson.com.

available as a stand-alone qualification

	On Demand	World Series	Subject code
ELSA - GB versions			
ELSA Listening Skills	✓		ASY1201
ELSA Reading Skills	✓		ASY1401
ELSA Listening and Reading Skills	✓		EL20
ELSA Speaking Skills	✓		EL23
ELSA Writing Skills I	✓		EL21
ELSA Writing Skills II	✓		ASY1001
ELSA – 4 Skills (Listening, Reading, Speaking and Writing I)	✓		ASY4GB
ELSA - US versions			
ELSA Listening Skills	✓		ASY1301
ELSA Reading Skills	✓		ASY1501
ELSA Listening and Reading Skills	✓		EL10
ELSA Speaking Skills	✓		EL13
ELSA Writing Skills I	✓		EL11
ELSA Writing Skills II	✓		ASY1101
ELSA – 4 Skills (Listening, Reading, Speaking and Writing I)	✓		ASY4US
FELSA			
FELSA Listening	✓		ASE5501
FELSA Reading	✓		ASE5502
FELSA Speaking	✓		ASE5503
FELSA Listening and Reading	✓		ASEFELB2
FELSA Listening, Reading and Speaking	✓		ASEFELB3

Books for students



Workbooks available to support our range of LCCI Language qualifications include:

Macmillan Testbuilders:

- Macmillan Testbuilders: LCCI English for Business Level 1
- Macmillan Testbuilders: LCCI English for Business Level 2
- Macmillan Testbuilders: LCCI English for Business Level 3

Available to purchase at www.macmillanenglish.com and other major stockists.

Pearson also has a range of 'How to Pass' course books, covering the majority of our qualifications; these are available to order from your local agent or from our website qualifications.pearson.com/lcci15

For a detailed description of Language qualifications visit qualifications.pearson.com/lcci15

Introducing the new Finance and Quantitative Suite



New Financial and Quantitative 2015 qualifications

Covering a range of essential financial and quantitative topics, we prepare students for progression to university and professional qualifications, or direct employment in the financial sector.

QUALIFICATION TITLE	World Series	Subject code	First assessment date
Pearson LCCI Level 1 Certificate in Bookkeeping (VRQ) †	✓	ASE20091	June
Pearson LCCI Level 2 Certificate in Bookkeeping and Accounting (VRQ) †	✓	ASE20093	June
Pearson LCCI Level 2 Certificate in Business Statistics (VRQ) †	✓	ASE20096	June
Pearson LCCI Level 2 Certificate in Computerised Book-keeping (VRQ) †	✓	ASE20095	June
Pearson LCCI Level 2 Certificate in Cost Accounting (VRQ) †	✓	ASE20094	June
Pearson LCCI Level 3 Certificate in Business Statistics (VRQ) †	✓	ASE20100	September
Pearson LCCI Level 3 Certificate in Cost and Management Accounting (VRQ) †	✓	ASE20098	September
Pearson LCCI Level 3 Certificate in Financial Accounting (VRQ) †	✓	ASE20097	September
Pearson LCCI Level 4 Certificate in Financial Accounting (VRQ) †	✓	ASE20101	September
Pearson LCCI Level 4 Certificate in Management Accounting (VRQ) †	✓	ASE20102	September
Pearson LCCI Level 4 Certificate in Organisational Behaviour and Performance (VRQ) †	✓	ASE20103	September

Books for students



Student textbooks to support our new 2015 qualifications are due to be published in June 2015. These will be available to order from your local agents.

Financial and Quantitative qualifications

Covering a range of essential financial and quantitative topics, we prepare students for progression to university and professional qualifications, or direct employment in the financial sector.

QUALIFICATION TITLE			Subject code	Final on-demand assessment	Final series assessment
	On Demand	World Series			
Book-keeping Level 1	✓	✓	ASE1017	Dec 2015	April 2016
Book-keeping and Accounts Level 2	✓	✓	ASE2007	Dec 2015	April 2016
Book-keeping and Accounts (IAS) Level 2	✓	✗	ASE20050	Dec 2015	
Business Calculations Level 2	✓	✓	ASE2003		
Business Statistics Level 2	✓	✓	ASE2009	Dec 2015	Nov 2015
Business Statistics Level 3	✓	✓	ASE3009	Dec 2015	Nov 2015
Cost Accounting Level 2	✓	✗	ASE2017	Dec 2015	
Cost Accounting Level 3	✓	✓	ASE3017	Dec 2015	April 2016
Accounting (IAS) Level 3	✓	✓	ASE3902	Dec 2015	April 2016
Accounting Level 3	✓	✓	ASE3012	Dec 2015	April 2016
Advanced Business Calculations Level 3	✓	✓	ASE3003		
Management Accounting Level 3	✓	✓	ASE3024	Dec 2015	April 2016
Financial Accounting Level 4	✓	✗	ASE4502	Dec 2015	
Financial Accounting (IAS) Level 4	✓	✗	ASE4902	Dec 2015	
Certificate in Applied Business Economics Level 4	✓	✗	ASE20083		
Award in Islamic Finance and Banking Level 4 [†]	✓	✗	ASE20086		
Award in Computerised Book-keeping Skills Level 2	✓	✗	ASE20054	Dec 2015	
Award in Computerised Accounting Skills Level 3 [†]	✓	✗	ASE20055	Dec 2015	
Award in Professional Ethics in Accounting and Finance Level 3 [†]	✓	✗	ASE20051		

[†] Ofqual accredited qualification.

✗ Not available.

Books for students



Workbooks available to support our range of LCCI Financial and Quantitative qualifications include:

Passport to Success

- Passport to Success: Level 1 Book-keeping
- Passport to Success: Level 2 Book-keeping and Accounts
- Passport to Success: Level 3 Accounting

Business, Administration and IT qualifications

With qualifications ranging from business principles and performance, to operations and internet security, you will equip your students with the knowledge and essential business skills required for employment and progression in a modern office environment.

QUALIFICATION TITLE	On Demand	World Series	Subject code
Audio Transcription Level 4	✓		ASE4004
Business Administration (New 2012) Level 1 †	✓		ASE20070
Business Administration (New 2012) Level 2 †	✓	✓	ASE20071
Business Administration (New 2012) Level 3 †	✓	✓	ASE20072
Award in Text Production Level 1 †	✓		ASE20077
Award in Text Production Level 2 †	✓	✓	ASE20078
Award in Text Production Level 3 †	✓	✓	ASE20079

QUALIFICATION TITLE	On Demand	World Series	Subject code
Meetings Level 3	✓		ASE3401
International Certificate in Retail Operations (Units 1 and 2) Level 2	✓		ASEINTRET2
Certificate in Business Principles and Practice Level 3 †	✓	✓	ASE20074
Principles and Practice of Management Level 3	✓		ASE3128
The Legal Environment Level 4	✓		ASE4503
Employability Skills Level 2	✓		ASE20010
Award in Measuring and Improving Business Performance Level 3	✓		ASE20058
Certificate in Managing Business Performance Level 4	✓		ASE20085

	On Demand	World Series	Subject code
PRACTICAL ICT SKILLS			
Level 1 Certificate in Practical ICT Skills*	✓		ASEPICT1
Level 2 Certificate in Practical ICT Skills*	✓		ASEPICT2
Level 3 Certificate in Practical ICT Skills*	✓		ASEPICT3
PRACTICAL ICT UNITS			
Level 1 Database	✓		ASE1113
Level 1 E-mail, Internet and IT Security	✓		ASE1115
Level 1 Presentation Software	✓		ASE1114
Level 1 Spreadsheets	✓		ASE1112
Level 1 Word Processing	✓		ASE1111
Level 2 Database	✓		ASE2223
Level 2 E-mail, Internet and IT Security	✓		ASE2225
Level 2 Presentation Software	✓		ASE2224
Level 2 Spreadsheets	✓		ASE2222
Level 2 Word Processing	✓		ASE2221
Level 3 Database	✓		ASE3333
Level 3 E-mail, Internet and IT Security	✓		ASE3335
Level 3 Presentation Software	✓		ASE3334
Level 3 Spreadsheets	✓		ASE3332
Level 3 Word Processing	✓		ASE3331

Did you know...



LCCI International Qualifications are highly regarded by employers world-wide as evidence of practical workplace skills.

Books for students



Pearson has a range of **'How to Pass'** course books, covering the majority of our qualifications; these are available to order from your local agent or from our website qualifications.pearson.com/lcci15

For a detailed description of Business, Administration and IT qualifications visit qualifications.pearson.com/lcci15

* A minimum of 2 units from a choice of 5 are required to achieve a Certificate in Practical ICT Skills.

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.

QUALIFICATION TITLE	On Demand	World Series	Subject code
Introductory Certificate in Marketing	✓		ASE10140
Customer Service Level 2	✓		ASE2014
Customer Service Level 3	✓		ASE3014
Marketing Level 2	✓	✓	ASE2025
Marketing Level 3	✓	✓	ASE3025
Advertising (2012) Level 3	✓	✓	ASE20089
Public Relations Level 2	✓		ASE2029
Public Relations Level 3	✓	✓	ASE3029
Selling and Sales Management Level 3	✓	✓	ASE3030
Certificate in Contact Centre Skills Level 2	✓		ASECCS2
Certificate in Contact Centre Supervisory Skills Level 3	✓		ASECCSS3
Certificate in Travel and Tourism Level 1	✓		ASE1050

Books for students



Pearson has a range of **'How to Pass'** course books, covering the majority of our qualifications; these are available to order from your local agent or from our website qualifications.pearson.com/lcci15

For a detailed description of Marketing and Customer Service qualifications visit qualifications.pearson.com/lcci15

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.

Pearson awards three categories of LCCI diplomas:

DIPLOMAS

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

SPECIALISED DIPLOMAS

Candidates are required to complete a minimum of four subject examinations at Level 2/3 within 6 months.

GROUP DIPLOMAS

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

New DIPLOMAS (from 2015)

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

New Diplomas (from 2015)

Diploma title	Level	Subject Combination	Subject Code
Diploma in Book-Keeping & Accounting	Level 2	<p>Core subject (one subject only)</p> <ul style="list-style-type: none"> Pearson LCCI Level 2 Certificate in Book-Keeping & Accounts (VRQ) <p>And Optional subject (at least two from the following)</p> <ul style="list-style-type: none"> Pearson LCCI Level 2 Certificate in Computerised Book-Keeping (VRQ) Pearson LCCI Level 2 Certificate in Cost & Management Accounting (VRQ) Pearson LCCI Level 2 Certificate in Business Statistics (VRQ) Pearson LCCI Level 2 Business Calculations 	DIPBK2
Diploma in Accounting & Finance	Level 3	<p>Core subject (two subjects only)</p> <ul style="list-style-type: none"> Pearson LCCI Level 3 Certificate in Financial Accounting (VRQ) Pearson LCCI Level 3 Certificate in Cost & Management Accounting (VRQ) <p>And Optional subject (at least one from the following)</p> <ul style="list-style-type: none"> Pearson LCCI Level 2 Certificate in Computerised Book-Keeping (VRQ) Pearson LCCI Level 3 Certificate in Business Statistics (VRQ) Pearson LCCI Level 3 Advanced Business Calculations Pearson LCCI Level 3 Award Professional Ethics in Accounting & Finance (QCF) 	DIPAFI3
Professional Diploma in Accounting & Finance	Level 4	<p>Core subject (three subjects only)</p> <ul style="list-style-type: none"> Pearson LCCI Level 4 Certificate in Financial Accounting (VRQ) Pearson LCCI Level 4 Certificate in Management Accounting (VRQ) Pearson LCCI Level 4 Certificate in Organisational Behaviour & Performance (VRQ) <p>*Optional "top-up" with following optional subjects:</p> <ul style="list-style-type: none"> Pearson LCCI Level 4 Legal Environment Pearson LCCI Level 4 Award in Islamic Finance and Business (QCF) Pearson LCCI Level 4 Certificate in Applied Business Economics (QCF) 	DIPAFI4

Specialised Diplomas

Diploma title	Level	Subject Combination		Subject Code
Specialised Diploma in Accounting & Finance *	Level 3	Mandatory <ul style="list-style-type: none"> Accounting or Accounting (IAS) Level 3 Business Statistics or Advanced Business Calculations Level 3 Professional Ethics in Accounting & Finance Level 3 	Options (Select one from): <ul style="list-style-type: none"> 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 	DIPAF3
Specialised Diploma in Managerial Accounting *	Level 3	Mandatory <ul style="list-style-type: none"> Management Accounting Level 3 Business Statistics Level 3 or Advanced Business Calculations Level 3 Professional Ethics in Accounting and Finance Level 3 	Options (Select one from): <ul style="list-style-type: none"> Preparing Financial Statements for a Sole Trader 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 ** 	DIPMA3
Specialised Diploma in Cost Accounting *	Level 3	Mandatory <ul style="list-style-type: none"> Cost Accounting Level 3 Business Statistics Level 3 or Advanced Business Calculations Level 3 Professional Ethics in Accounting and Finance Level 3 	Options (Select one from): <ul style="list-style-type: none"> Preparing Financial Statements for a Sole Trader 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 	DIPCA3
Specialised Diploma in Business Management & Accounting *	Level 3	Mandatory <ul style="list-style-type: none"> Business Principles and Practice Level 3 Business Statistics Level 3 or Advanced Business Calculations Accounting Level 3 or Accounting (IAS) Level 3 	Options (Select one from): <ul style="list-style-type: none"> 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 	DIPBMA3

* Mandatory component(s) are due to expire in 2015 and 2016 (please see relevant qualification details for further information).

† Indicates qualification has expired & no longer available for registrations, but existing holders of this qualification may still claim certification of the diploma, within usual diploma rules

Group Diplomas

Diploma title	Level	Subject Combination		Subject Code
Group Diploma in Management Accounting	Level 3	Mandatory <ul style="list-style-type: none"> Management Accounting Level 3 	Options <ul style="list-style-type: none"> Another two subjects from the Group Diploma pool of options 	DIPMANACC07
Group Diploma in Business and Industrial Administration **	Level 3	Mandatory <ul style="list-style-type: none"> Business and Industrial Administration Level 3 	Options <ul style="list-style-type: none"> Another two subjects from the Group Diploma pool of options 	DIPBIA07
Group Diploma in Marketing	Level 3	Mandatory <ul style="list-style-type: none"> Marketing Level 3 	Options <ul style="list-style-type: none"> Another two subjects from the Group Diploma pool of options 	DIPMAR07
Group Diploma in Principles and Practice of Management	Level 3	Mandatory <ul style="list-style-type: none"> Principles and Practice of Management Level 3 Business and Industrial Administration Level 3 	Options <ul style="list-style-type: none"> Another subject from the Group Diploma pool of options 	DIPPPM07
Group Diploma in Accounting	Level 3	Mandatory <ul style="list-style-type: none"> Accounting or Accounting (IAS) Level 3 	Options <ul style="list-style-type: none"> Another two subjects from the Group Diploma pool of options 	DIPACC07
Group Diploma in Cost Accounting	Level 3	Mandatory <ul style="list-style-type: none"> Cost Accounting Level 3 	Options <ul style="list-style-type: none"> Another two subjects from the Group Diploma pool of options 	DIPCOSTACC07
Group Diploma in Public Relations	Level 3	Mandatory <ul style="list-style-type: none"> Public Relations Level 3 Marketing Level 3 	Options <ul style="list-style-type: none"> Another subject from the Group Diploma pool of options 	DIPPUBREL07
Group Diploma in Selling and Sales Management **	Level 3	Mandatory <ul style="list-style-type: none"> Selling and Sales Management Level 3 Marketing Level 3 	Options <ul style="list-style-type: none"> Another subject from the Group Diploma pool of options 	DIPSSM07
Group Diploma in Advertising **	Level 3	Mandatory <ul style="list-style-type: none"> Advertising Level 3 Marketing Level 3 	Options <ul style="list-style-type: none"> Another subject from Group Diploma pool of options 	DIPADV07

*GROUP DIPLOMA POOL OF OPTIONS (Level 3)

Accounting or Accounting (IAS)
Advertising
Advanced Business Calculations
Business Administration or Business Administration (2012)
Business and Industrial Administration
Management Accounting
Business Practice or Business Principles and Practice
Marketing
Business Statistics
Principles and Practice of Management
Cost Accounting
Public Relations
Customer Service
Selling and Sales Management
eCommerce
Internet Marketing

Diplomas

Diploma title	Level	Subject Combination		Subject Code
Diploma in Administration	Level 1	Mandatory <ul style="list-style-type: none"> Business Administration Level 1 or Business Administration (2012) Level 1 English for Business Level 1 	Options (Select one from): <ul style="list-style-type: none"> Audio Transcription Level 1 Text Production (New Syllabus) Level 1 Practical ICT Skills Level 1 	ASED BAG11 / ASED BAG12* ASED BAG11 - for inclusion of Practical ICT Skills ASED BAG12 - for any other subjects from options
Diploma in Travel and Tourism	Level 1	Mandatory <ul style="list-style-type: none"> Introductory Certificate in Marketing Travel and Tourism Level 1 	Options (Select one from): <ul style="list-style-type: none"> English for Business Level 1 or English for Tourism Level 1 	DIPTT1
Diploma in Business Studies	Level 2	Mandatory <ul style="list-style-type: none"> Book-keeping and Accounts Level 2 or Book-keeping and Accounts (IAS) Level 2 Business Administration Level 2 or Business Administration (2012) Level 2 Business Calculations Level 2 	Options <ul style="list-style-type: none"> English for Business Level 2 or English for Commerce Level 2 Any other two Level 2 subjects 	DIPBST2
Diploma in Computerised Accounting **	Level 2	Mandatory <ul style="list-style-type: none"> Computerised Book-keeping Skills Level 2 Book-keeping and Accounts Level 2 or Book-keeping and Accounts (IAS) Level 2 	Options <ul style="list-style-type: none"> Any other Level 2 subject 	DIPCOMACC2

** Mandatory component(s) are due to expire in 2015 (please see relevant qualification details for further information)

⚠ Indicates qualification has expired & no longer available for registrations, but existing holders of this qualification may still claim certification of the diploma, within usual diploma rules

Diploma title	Level	Subject Combination		Subject Code
Diploma in Book-keeping and Accounts	Level 2	Mandatory <ul style="list-style-type: none"> ▪ Book-keeping and Accounts Level 2 or Book-keeping and Accounts (IAS) Level 2 	Options (Any other two subjects from the following): <ul style="list-style-type: none"> ▪ 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 	DIPBKACC2
Diploma in Marketing	Level 2	Mandatory <ul style="list-style-type: none"> ▪ Customer Service Level 2 or Public Relations Level 2 ▪ Marketing Level 2 ▪ eCommerce Level 2 or Practical ICT Skills Level 2 or Contact Centre Skills Level 2 		ASEIDIPMKT
Diploma in Secretarial Administration	Level 2	Mandatory <ul style="list-style-type: none"> ▪ Business Administration Level 2 or Business Administration (2012) Level 2 ▪ English for Business Level 2 	Options (Choose one from): <ul style="list-style-type: none"> ▪ Audio Transcription Level 2 ▪ Text Production Level 2 or Text Production (New Syllabus) Level 2 ▪ Practical ICT Skills Level 2 	ASEDSAGII

Diploma title	Level	Subject Combination		Subject Code
Diploma in Business English for International Managers	Level 3	Mandatory (Choose one option) Option 1 <ul style="list-style-type: none"> English for Business Level 3 (minimum grade required: Credit 60%) Spoken English for Industry and Commerce Level 3 (minimum grade required: Credit 60%) SEFIC Telephone test Level 3 (grade required: pass) SEFIC Special Topic Option Level 3 (grade required: pass) Option 2 <ul style="list-style-type: none"> English for Business Level 3 (minimum grade required: Credit 60%) Spoken English for Industry and Commerce Level 4 (minimum grade required: pass 50%) SEFIC Telephone test Level 4 (grade required: pass) Option 3 <ul style="list-style-type: none"> English for Business Level 4 (minimum grade required: pass 50%) Spoken English for Industry and Commerce Level 3 (minimum grade required: Credit 60%) SEFIC Telephone test Level 3 (grade required: pass) SEFIC Special Topic Option Level 3 (grade required: pass) 		DIPBEIM34
Private Secretary's Diploma	Level 3	Mandatory <ul style="list-style-type: none"> Business Administration Level 3 or Business Administration (2012) Level 3 Business Principles and Practice Level 3 or Meetings Level 3 English for Business Level 2 	Options (Select one from): <ul style="list-style-type: none"> Audio Transcription Level 3 Text Production (New Syllabus) Level 3 Practical ICT Skills Level 3 	ASEPSDG31
Diploma in Business Administration	Level 3	Mandatory <ul style="list-style-type: none"> Business Administration Level 3 or Business Administration (New 2012) Level 3 Business Principles and Practice Level 3 or Meetings Level 3 Practical ICT Skills Level 3 		ASEDBAG31

Diploma title	Level	Subject Combination		Subject Code
Diploma in Computerised Accounting**	Level 3	Mandatory <ul style="list-style-type: none"> Computerised Accounting Skills Level 3 Accounting Level 3 or Accounting (IAS) Level 3 	Options Any other Level 3 subject	DIPCOMACC07
Diploma in Marketing	Level 3	Mandatory <ul style="list-style-type: none"> Marketing Level 3 	Options (Select any two Level 3 subjects from): <ul style="list-style-type: none"> Advertising Customer Service Public Relations Selling and Sales Management Contact Centre Supervisory Skills 	ASEHDIPMKT
Diploma in Business Studies	Level 3		Options (Select any three Level 3 subjects from): <ul style="list-style-type: none"> Accounting or Accounting (IAS) Advanced Business Calculations Advertising Business Practice or Business Principles and Practice Business Administration or Business Administration (New 2012) 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 Skills 	DIPBUS07

Diploma title	Level	Subject Combination		Subject Code		
Diploma in Accounting and Finance**	Level 4	Mandatory <ul style="list-style-type: none">Financial Accounting Level 4 or Financial Accounting (IAS) Level 4Applied Business Economics Level 4Business Statistics Level 3	Options (choose 1 subject from group A and 1 subject from Group B): <table><tr><td>Group A<ul style="list-style-type: none">The Legal Environment Level 4Managing Business Performance Level 4</td><td>Group B<ul style="list-style-type: none">Islamic Finance and Banking Level 4Business Finance and Banking Operations Level 4</td></tr></table>	Group A <ul style="list-style-type: none">The Legal Environment Level 4Managing Business Performance Level 4	Group B <ul style="list-style-type: none">Islamic Finance and Banking Level 4Business Finance and Banking Operations Level 4	DIPFA4
Group A <ul style="list-style-type: none">The Legal Environment Level 4Managing Business Performance Level 4	Group B <ul style="list-style-type: none">Islamic Finance and Banking Level 4Business Finance and Banking Operations Level 4					
Diploma in Business English for International Managers	Level 4	Mandatory <ul style="list-style-type: none">English for Business Level 4 (minimum grade required: pass 50%)Spoken English for Industry and Commerce Level 4 (minimum grade required: pass 50%)SEFIC Telephone test Level 4 (grade required: pass)		DIPBEIM34		
Executive Secretary’s Diploma	Level 4	Mandatory <ul style="list-style-type: none">Principles and Practice of Management Level 3English for Business Level 3Meetings Level 3Practical ICT Skills Level 3Audio Transcription Level 4 or The Legal Environment Level 4		ASEESDG41		

** Mandatory component(s) are due to expire in 2015 and 2016 (please see relevant qualification details for further information)

⚠ Indicates qualification has expired & no longer available for registrations, but existing holders of this qualification may still claim certification of the diploma, within usual diploma rules

Teach LCCI

1

Contact
your
regional
office

2

We work
with you
through your
application

3

Together
we choose
the right
programme
for you

4

Your
centre
is approved
to offer LCCI
qualifications

Teach LCCI and set your educational institution apart
with the qualifications employers are looking for.

Learn more at
qualifications.pearson.com/lcci15



Pearson Education
is committed to
reducing its impact
on the environment by
using responsibly sourced
and recycled paper.