

LCCI International Qualifications Update

Teachers' Toolkits

We are pleased to announce that the Teachers' Toolkits for Level 3 Public Relations and Level 3 Marketing are now available on the qualification page of our website. Centres will need to log into the secure area to access these resources.

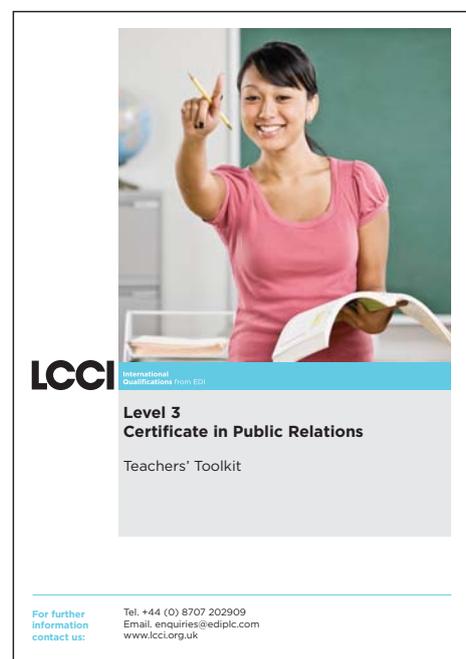
We are currently producing Teachers' Toolkits for other qualifications and will inform centres as they become available.

New podcasts now available

New LCCI Level 3 Marketing and Public Relations podcasts are now available on the LCCI website.

The LCCI qualification podcasts are a selection of short, informative videos to provide teachers and students with up-to-date guidance on how to approach specific areas within course syllabuses.

The podcasts are currently available in the *Students* and *Tutors and Teachers'* sections of the website.



Ask the Experts!

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

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

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

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. Effective 1 January 2011, the following 23 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
- 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
- Level 3 English for Business
- Level 3 Business Practice
- Level 3 Business Administration
- Level 3 Accounting (IAS)

All of the qualifications will be available On Demand only.

Changes to Group Awards

In an effort to make our offering more consistent and straight forward for our centres, we have simplified our group awards accumulation periods and titling. As a result, the Group Certificate title will no longer exist. The Group Certificates that are currently available will be re-titled as 'Diplomas'. The Group Certificate in Business English and Group Certificate in IT for Business are being withdrawn. Diplomas will have a 24 months accumulation period.

Group Diplomas will remain as they are in terms of title and accumulation period, which is 3 months.

The new diplomas which will be available in September 2010, will be called Specialised Diplomas and will have an accumulation period of 6 months.

These changes will be reflected in the LCCI International Qualifications Guide 2010 – 2011.

Level 3 Group Accounting Diplomas

We are pleased to confirm that, in addition to the availability of our new Specialised Diplomas, we will continue to offer our current range of financial subjects Level 3 Group Diplomas as shown below:

- Group Diploma in Accounting
- Group Diploma in Cost Accounting
- Group Diploma in Management Accounting
- Group Diploma in Computerised Accounting

Delays in syllabuses of new Specialised Diplomas

Please be advised that the syllabuses for the new qualifications within the Specialised Diplomas will be available from 1 September 2010 instead of the previously advertised date of 1 July. Please accept our apologies for any inconvenience this may cause.

Qualification withdrawal reminder

Please be reminded that Levels 1 and 2 Practical Word Processing and Level 1 Using the Internet will no longer be available from 1 October 2010. Centres currently offering these qualifications should consider switching to the Levels 1-3 Practical ICT Skills qualifications which includes units on word processing and internet and IT security. Syllabuses and a Support pack for these are available on the LCCI website, www.lcci.org.uk.

UKBA English Language Test for Partners

We are pleased to announce that the following qualifications have been approved by the UKBA as meeting the requirements for the English language testing for partners:

- JETSET - Levels 2, 5 and 6
- English for Business (EfB) - Preliminary, Level 2, Level 3 and Level 4
- ELSA

A list of approved providers is available on the UKBA website, www.ukba.homeoffice.gov.uk.

Level 1 Diploma in Travel and Tourism

In response to high demand from customers, EDI is pleased to announce that a new Level 1 Diploma in Travel and Tourism is now available.

The structure is as follows:

Qualification title:	Level 1 Diploma in Travel and Tourism		
Minimum components required:	3		
Module title		Assessment method	
1	Level 1 Certificate in Travel and Tourism	Examination - as current	Mandatory
2	Introductory Certificate in Marketing	Examination - as current	
3	Level 1 English for Business or Level 1 Written English for Tourism	Examination - as current	

For more information on the Diploma and each of the mandatory components please visit the relevant qualifications page on our website www.lcci.org.uk or contact the Customer Enquiries team on +44 (0)8707 202 909 or enquiries@ediplc.com.

Spoken English for Tourism (SEFT)

Following a series of substandard speaking test examinations, EDI would like to remind Examination Centres and Invigilators that additional control measures are being applied to ensure that Spoken English for Tourism examinations are conducted in compliance with EDI standards and regulations. We would like to highlight in particular:

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

EDI would like to remind all Examination Centres and Invigilators to refer to the Spoken English for Tourism Delivery Guidance Notes.

When choosing a TOPIC SHEET and a ROLE PLAY the Invigilator must ensure that these two parts of examination match – please see the relevant abstract from the attached [Delivery Guidance Notes](#).

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

LCCI IQ JETSET ESOL - extension to accreditation

The EDI JETSET ESOL International qualifications have successfully extended their accreditation period with the UK regulatory body, Ofqual, until 31 August 2012. The accreditations refer to the JETSET levels 2 to 6, which correspond to the Common European Framework (CEF) levels A1 to C1. If you require further information, please contact kevinblanch@ediplc.com.

LCCI IQ English for Business - extension to accreditation

EDI is pleased to announce that the accreditation of English for Business qualifications as EDI ESOL International Qualifications has been extended until 31 August 2012. Accreditation numbers can be found on NDAQ website <http://www.accreditedqualifications.org.uk/index.aspx>.

For further information about LCCI English for Business qualifications please email kasiapawlak@ediplc.com.

English Language Comparisons and Equivalences

We are pleased to announce that an **English Language Comparisons and Equivalences table** is now available from our website www.lcci.org.uk. This table will help candidates and teachers understand the alignment of LCCI English language qualifications to the Common European Framework (CEF) and see how they compare to other major internationally recognised language qualifications. The table also shows which LCCI English Qualifications are recognised by UCAS for University Entry.

Testbuilders for English for Business from Macmillan

EDI would like to remind our Centres that new Macmillan LCCI English for Business Testbuilders are now the primary publication on our recommended reading list for LCCI English for Business qualifications.

Macmillan Testbuilders are designed to support students who wish to enhance their language skills and prepare for English for Business examinations. The books are written by experienced item writers and examiners. They include a full range of authentic, previously unpublished examination tests, covering all four language skills.

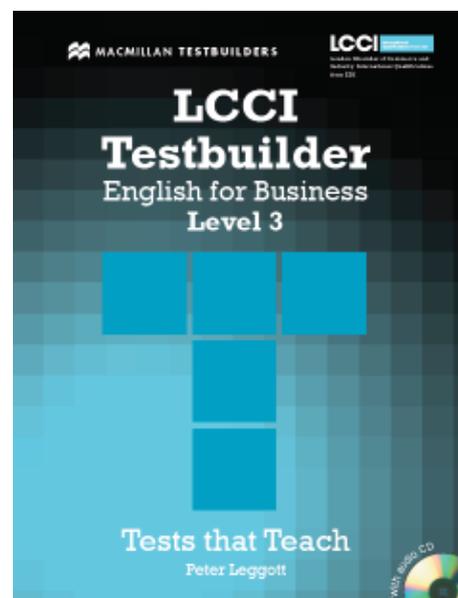
Each book includes:

- Four Reading and Writing tests
- Free audio CD consisting of two listening tests
- Material for two Speaking tests
- Further Practice and Guidance Pages
- Answer Key (Includes listening scripts)

Testbuilder books are available at:

- Level 1 (CEF A2-B1)
- Level 2 (CEF B1-B2)
- Level 3 (CEF B2-C1)

For more information, please see www.macmillanenglish.com or www.lcci.org.uk.



English for Business Word Processed Scripts

EDI would like to remind Centres submitting word processed scripts for English for Business examinations that they are required to ensure that during the examination:

- Candidates do not have access to existing files and documents or to the Internet browser or search engines
- Functions of a word-processor (spell and grammar checker and punctuation correctors) were disabled

These two requirements are incorporated into the Invigilator Declaration and Attendance Report and the Invigilator is required to declare that the above requirements were met.

We have recently received Invigilator Declaration and Attendance Reports where it has not been indicated that the above requirements were met. In such cases, EDI reserves the right not to proceed with the assessment and certification process.

Invigilator Declaration

Centre : LCCIB (EGEE1)
 Exam : Level 2 English for Business (Reading and Writing) (AS22041)

Reg Id : 1308013
 Order No. : 9882219

Series : ON-DEMAND Exam Date : 07 Aug 2009

Total Candidates	Examination Location	Time examinations took place	
Number Present		Commenced at	
Number Absent		Finished at	

I/We the undersigned invigilator(s) hereby certify:

- 1 That I/We was/were present during the whole period of the examination as indicated above
- 2 That the number of candidates who presented themselves was as indicated above
- 3 That the envelope(s) containing the question papers was/were opened by me/us at and/or
- 4 That the accompanying scripts were worked in my/our presence and were collected at the end of the examination
- 5 That examination regulations, have been strictly complied with
- 6 That any suspected malpractice during the examination has been recorded in the box below
- 7 Scripts have been electronically produced, and I confirm that:

Candidates did not have access to existing files and documents, or to an Internet browser, or to search engines.

Functions of a word-processor (spelling, grammar and punctuation correctors) were disabled during the examination.

As an EDI approved centre I understand that if any of the above requirements have not been met during the examination, EDI reserves the right not to proceed with the assessment and certification process.

7 Scripts have been electronically produced, and I confirm that:

Candidates did not have access to existing files and documents, or to an Internet browser, or to search engines.

Functions of a word-processor (spelling, grammar and punctuation correctors) were disabled during the examination.

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If you have any further questions relating to this requirement please contact centresupport@ediplc.com.