



**LCCI**

International  
Qualifications from EDI

## International Qualifications Guide 2009/2010

**For further  
information  
contact us:**

Tel. +44 (0) 8707 202909  
Email. [enquiries@ediplc.com](mailto:enquiries@ediplc.com)  
[www.lcci.org.uk](http://www.lcci.org.uk)

London Chamber of Commerce and Industry (LCCI) International Qualifications are provided by EDI, a leading educational services company and accredited 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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**LCCI International Qualifications are awarded by EDI**, a leading educational services company and accredited awarding body providing vocational and professional qualifications around the world. EDI is accredited by the UK qualifications regulators and numerous regulatory bodies and Ministries of Education around the world through the LCCI International Qualifications brand.

LCCI International Qualifications have been offered globally for over 100 years and have a reputation for being relevant and fit for purpose in the international business market. As work-related qualifications, they provide students with the knowledge and skills to actually do the job, which is why they are trusted and valued by employers world-wide. As well as improving employability, LCCI International Qualifications give students the opportunity to progress into higher education as the qualifications are recognised by many professional bodies and universities. An up-to-date Accreditations and Recognitions document is available on our website, [www.lcci.org.uk](http://www.lcci.org.uk).

There are more than 5,000 schools, colleges, universities and language centres in around 120 countries offering LCCI International Qualifications, and every year approximately 250,000 students choose the qualifications to further their professional and academic careers.

LCCI International Qualifications are available as single subjects or group awards across a range of business-related subject areas:

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

Pages 6 - 13 of this guide give a brief description of the qualifications offered within the different subject areas and their availability. For more detailed information on individual qualifications, please use the respective qualification product guides, which are available for download from our website, [www.lcci.org.uk](http://www.lcci.org.uk).

## How can we help you?

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EDI is committed to providing expert advice, guidance and support to all centres. We have continued to invest in developing our service offer and have further expanded our international operations to ensure that we continue to support you in the marketing, administration and delivery of LCCI International qualifications.

Services and support to centres include:

- Dedicated Customer Support and Customer Enquiries teams trained to deal with specific and general customer enquiries
- Dedicated in-country support through our local offices and representatives worldwide
- Marketing and promotional materials to help you promote your centre
- Easy access to syllabuses, sample papers, past papers, model answers, support packs and annual qualification reviews through the secure area of our website
- Simplified and user-friendly Centre Administration area on the website where you can access necessary administration forms and documents
- Fast access to series examination results through our website
- Recognition of your centre and students' achievements through LCCI Medallions
- Monthly centre newsletter to keep you informed of any changes or qualification developments

### Students' Books

EDI also offers a range of books to support students' learning and exam preparation. These include the *How to Pass* course books, covering the majority of the qualifications, and the more recent *Passport to Success* student workbooks for some of the financial and English language qualifications. The new student workbooks are written in easy to read language and have many student-friendly features such as highlighted helpful tips, chapter summaries and extensive exam-style practice questions.

To obtain any of these books or any other teaching and learning resources, please download the Publications Order Form from our website, complete and return it to your local office or the EDI Enquiries Team (details on page 20).

### Not yet an LCCI registered centre?

If you are not currently an LCCI registered centre but would like to offer the qualifications, please visit our website [www.lcci.org.uk](http://www.lcci.org.uk) for information on becoming a centre. Alternatively, please contact EDI or your local LCCI office using the relevant contact details on pages 20-22.

## Language Qualifications

LCCI International Qualifications cover a comprehensive range of English language qualifications, which include 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 - 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. Optional speaking and listening tests also available.
English for Tourism (EFT)	Series: Nov and April 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.
First 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 - 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 candidates' understanding of straightforward forms of business communication.
Spoken English for Industry and Commerce (SEFIC)	On Demand	Preliminary - 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.
EDI Certificate in Teaching English as a Foreign Language (CertTEFL)	On Demand	Not applicable	The Certificate in Teaching English as a Foreign Language (CertTEFL) has been specifically designed to develop the skills required for people wishing to embark on a career as an EFL teacher.

## Financial and Quantitative Qualifications

LCCI International Qualifications in Financial and Quantitative subjects are the most widely recognised across EDI's range of international qualifications. They 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 excellent 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: L2 Nov and April L3 Nov, April and June	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, June and On Demand	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.

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## 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 & Financial Accounting (IAS)	Series: Nov, April and On Demand	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.

\*only available in Asian regions

## Business, Administration and IT Qualifications

LCCI International Qualifications in Business, Administration and IT cover the essential business skills 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	On Demand	2 & 3	The syllabus has been revised and updated in 2007. 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.
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.
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	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.
Employability Skills	On Demand	2	This qualification is intended for those who are either seeking employment or are seeking to be more effective in the workplace. This practical qualification covers generic workplace skills required when seeking employment or when working in any vocational sector.

## 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, including advertising, public relations, sales promotion, contact centre skills and marketing. This recently updated suite of qualifications enables candidates to develop a sound knowledge of current trends in customer relationships and to apply this understanding to modern, real-life scenarios.

Qualification	Availability	Levels	Description
Introductory Certificate in Marketing	On Demand	Introductory	This qualification has been developed to provide an introduction to general marketing principles at foundation level.
Customer Service	Series: Nov, June and On Demand	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 L2 not in April. L3 available On Demand	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. L3 available On Demand	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, June L2 not in April. L3 available On Demand	2 & 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. L3 available On Demand	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.
Contact Centre Skills	On Demand	2 & 3	These qualifications are designed to help candidates develop not only their knowledge and understanding of the industry and their role in it, but also the practical contact handling skills required to perform effectively within the job role. This ensures that successful candidates will be well prepared to meet the occupational requirements of the industry.

## 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 or six subjects in the time prescribed. 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	CERTFOB07
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	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 (for inclusion of Practical ICT Skills or Practical Word Processing) ASEDBAG12 (for any other subjects from options)
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 e) any other two Level 2 subjects	CERTBUS07
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	CERTCOMACC07
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	CERTBKACC07

## 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 d) L2 Contact Centre Skills	ASEIDIPMKT
2	Diploma in Business Administration	Pass 3 subjects within 24 months	a) Business Administration b) Business Practice or Meetings 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	Pass 3 subjects within 3 months	a) Accounting or Accounting IAS b) another two subjects from Group Diploma pool of options*	DIPACC07
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*	DIPCOSTACC07
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*	DIPMANACC07
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*	DIPBIA07
3	Group Diploma in Marketing	Pass 3 subjects within 3 months	a) Marketing b) another two subjects from the Group Diploma pool of options*	DIPMAR07
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*	DIPPPM07
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*	DIPPUBRELO7
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*	DIPSSM07
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	DIPCOMACC07
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**	DIPMANPR07

## 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 c) L3 Contact Centre Supervisory Skills	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 or Accounting (IAS), English for Business, Advanced Business Calculations, English for Commerce, Advertising, Practical ICT Skills, 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 group award code in order for the correct certificate to be issued.**

## 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 2009 - 18 September 2009

Series 2 2010 - 19 February 2010

Series 3 2010 - 16 April 2010

Series 4 2010 - 24 September 2010

### **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 any additional 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 lists, which are available from your local agent or from the EDI Enquiries Team (details on pages 20-22).

All examinations should be conducted in accordance with the Examination Guide for LCCI Centres, which is available on the LCCI website. 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 2009 - Monday 02 November - Friday 13 November 2009

Date	Preliminary Level	Level 1	Level 2	Level 3	Level 4
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)	-

SERIES 2 2010 – Wednesday 7 April – Tuesday 13 April 2010

<b>Date</b>	<b>Preliminary Level</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
Wed 7 April	English for Business	Book-keeping	Business Statistics	Advertising Management Accounting	-
Thu 8 April	-	Text Production	English for Business	Selling and Sales Management Business Statistics Marketing	-
Fri 9 April	-	Written English for Tourism	Text Production	Cost Accounting	-
Mon 12 April	-	English for Business Spoken English for Tourism	Written English for Tourism Business Calculations	Accounting Accounting (IAS) Text Production English for Business	-
Tue 13 April	-	-	Book-keeping and Accounts Spoken English for Tourism	Advanced Business Calculations Public Relations Business and Industrial Administration	Financial Accounting Financial Accounting (IAS)

SERIES 3 2010 – Tuesday 01 June – Thursday 10 June 2010

<b>Date</b>	<b>Preliminary Level</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
Tue 1 June	-	Book-keeping	Business Practice	Business Statistics	-
Wed 2 June	-	Audio Transcription	Book-keeping and Accounts	Business Practice Advanced Business Calculations	-
Thu 3 Jun	-	English for Business	Audio Transcription Customer Service	Accounting Accounting (IAS) Business Administration	-
Fri 4 Jun	-	Text Production	Marketing Cost Accounting English for Business	Audio Transcription Selling and Sales Management	English for Business
Mon 7 Jun	-	-	Business Administration Public Relations	English for Business Cost Accounting Marketing	Audio Transcription
Tue 8 Jun	-	Business Administration	Text Production	Advertising Management Accounting	-
Wed 9 Jun	English for Business	Commercial Calculations	-	Public Relations Principles and Practice of Management	-
Thu 10 Jun	-	-	-	Customer Service Text Production	-

SERIES 4 2010 – Monday 08 November – Monday 22 November 2010

<b>Date</b>	<b>Preliminary Level</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
Mon 8 Nov	English for Business	Written English for Tourism	Cost Accounting Public Relations	Customer Service	-
Tue 9 Nov	-	Spoken English for Tourism	Written English for Tourism Marketing	Marketing Cost Accounting	-
Wed 10 Nov	-	Text Production	Business Statistics Spoken English for Tourism	Management Accounting	-
Thu 11 Nov	-	Business Administration	Audio Transcription	Public Relations Business Practice	-
Fri 12 Nov	-	-	Business Calculations	Business Administration Business Statistics	-
Mon 15 Nov	-	English for Business	Customer Service	Audio Transcription	Financial Accounting Financial Accounting (IAS)
Tue 16 Nov	-	-	-	-	-
Wed 17 Nov	-	Commercial Calculations	Text Production English for Business	English for Business Advertising	-
Thu 18 Nov	-	Book-keeping	Business Practice	Advanced Business Calculations Business and Industrial Administration	English for Business
Fri 19 Nov	-	-	Book-keeping and Accounts	Principles and Practice of Management Text Production	-
Mon 22 Nov	-	-	Business Administration	Selling and Sales Management Accounting Accounting (IAS)	-

## Other Qualifications and Services from EDI

In addition to LCCI International Qualifications, EDI also offers a range of qualifications and services primarily in the UK including:

- Key Skills qualifications in Communication, Application of Number, ICT, Problem Solving, Working with Others and Improving own Learning and Performance
- development, accreditation and quality assurance of employer training programmes
- endorsement and certification of bespoke training programmes
- web-based electronic portfolio system
- online assessments that are aligned to the UK National Curriculum
- customised electronic assessments to meet the specific assessment needs of different organisations
- National Vocational Qualifications (NVQs) and Vocationally Related Qualifications (VRQs) in a wide range of sectors:

Business Skills	English Language	Key Skills, Basic Skills and Functional Skills	Marketing
Cleaning Services	Financial Services		Plant Operations
Construction	Health and Fitness	Learning and Development	Public Services
Creative and Cultural	Health and Safety	Leisure and Events	Retail
Cultural Heritage	Health and Social Care	Logistics, Transport and Transport Engineering	Security
Customer Service	Hospitality and Catering		Storage and Warehousing
Education	Information Technology	Management	Teaching
Engineering	Journalism	Manufacturing	Transport

If you wish to know more about these services, email [enquires@ediplc.com](mailto:enquires@ediplc.com) or telephone +44(0) 8707 202909.

## Contact details

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### EDI head office

International House  
Siskin Parkway East  
Middlemarch Business Park  
Coventry, CV3 4PE  
UK

Registered number: 3914767.  
Registered in England

### General enquiries

Tel: +44 (0) 8707 202909  
Email: [enquiries@ediplc.com](mailto:enquiries@ediplc.com)

### Administration and Campus enquiries

Tel: +44 (0) 8700 818008  
Email: [centresupport@ediplc.com](mailto:centresupport@ediplc.com)

## In country support

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### Africa

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#### Kenya

Mrs Damaris Mwanyumba  
Head of Foreign Exams  
Kenyan National Examinations  
Council  
NHC Building  
Aga Khan Walk  
PO Box 73598  
Nairobi, Kenya  
T: + (254) 20 2473 44 or + (254) 20 2268 84  
F: + (254) 226032  
E: [foreignexams@wananchi.com](mailto:foreignexams@wananchi.com)

#### Malawi

Nellie Botomani  
Assistant to Executive Director  
Malawi National Examinations  
Board  
Old Parliament Building  
PO Box 191  
Zomba  
Malawi  
T: + (265) 525 277 or + (265) 524 124  
F: +00 265 (01) 525 351  
E: [mwmatemba@sdpn.org.mw](mailto:mwmatemba@sdpn.org.mw)

#### Mauritius

Prakash J Ruhee  
Mauritius Examinations Syndicate  
(MES) Redit  
Mauritius  
T: + (230) 4546487 / 4545450 / 4038400  
F: + (230) 454675  
E: [mespes@intnet.mu](mailto:mespes@intnet.mu)

#### Sierra Leone

Ruby Pratt  
West African Examinations  
Council  
(WAEC) Tower Hill  
PO Box 573  
Sierra Leone  
T: + (232) 22 223581  
F: + (232) 22 224052  
E: [rubepratt@yahoo.com](mailto:rubepratt@yahoo.com)

#### South Africa

Andrew Neofytou & Darren  
Neofytou  
Multiqual  
PO Box 48864  
Roosevelt Park  
Johannesburg 2129  
South Africa  
T: + (27) 11 6735564  
F: + (27) 11 6735564  
E: [lccilQ@wirelessza.co.za](mailto:lccilQ@wirelessza.co.za)

#### Zimbabwe, Zambia and Botswana

Peter Zvanaka Mukwena  
Office Physical Address:  
LCCI International Qualifications  
SAMODA Office Suite  
5th Floor Chiyedza Hse,  
Corner 1st Street & Kwame  
Nkrumah Ave,  
Harare, Zimbabwe  
Postal Address:  
P.O. Box HG426, Highlands  
Harare, Zimbabwe  
T: + (263) 4 762650/2  
M: + (263) 912 237771  
E: [pmukwena@utande.co.zw](mailto:pmukwena@utande.co.zw);  
[petermukwena@yahoo.co.uk](mailto:petermukwena@yahoo.co.uk)

### Americas and Caribbean

---

#### Antigua/Barbuda

Myrick Smith  
Ministry of Education  
Queen Elizabeth Highway  
St John's  
Antigua  
T: + (01) 268 462 4959  
F: + (01) 268 462 4970  
E: [myrick.smith@antigua.gov.ag](mailto:myrick.smith@antigua.gov.ag)

#### Argentina

Marzio Lavezzo  
Pickwick Education Consultancy  
Maure 1628, 3ro. D (1426)  
Buenos Aires, Argentina  
T: + (54) 11 4771 1912  
F: + (54) 11 4776 0423  
E: [pickwick@pickwick-edu.com.ar](mailto:pickwick@pickwick-edu.com.ar)

#### Barbados

Abigail Brewster  
Ministry of Education  
The Elsie Payne Complex  
Constitution Road  
St. Michael, Barbados  
T: + (246) 430 2700  
F: + (246) 436 2411  
E: [exams@mes.gov.bb](mailto:exams@mes.gov.bb)

## South America

Prof MSc Sandra Monica Szwarc  
Trends and Business Ltda  
Rua Augusta 24445  
3rd Floor, Suite 06  
Jardins  
São Paulo - CEP 01413-100  
Brazil  
T: + (55) 11 3081 1837  
F: + (55) 11 3086 2867  
E: sac@lcci.com.br  
W: www.lcci.com.br

## Brazil

Ligia Pereira  
CNA Administração Nacional  
Rua Cel. Oscar Porto, 800  
Paraíso  
São Paulo - SP  
CEP 04003-004  
Brazil  
T: + (55) 11 3053 3888  
E: ligia@cna.com.br  
W: www.cna.com.br

## Guyana

Juliette Persico  
Ministry of Education  
Exams Division  
Queens College Compound  
Camp and Thomas Roads  
Thomas Lands  
Georgetown, Guyana  
T: + (592) 226 1094  
F: + (592) 258511  
E: examsgy@yahoo.com

## Trinidad and Tobago

Terrence Deyalsingh  
INTAD  
150 Greenvale Avenue  
Valsayn  
Trinidad  
West Indies  
T: + (001) 868 682 7826  
F: + (001) 868 624 1753  
E: intad@tstt.net.tt

## Trinidad and Tobago

Brent Dass  
Ministry of Education  
Alexandra Street  
St Clair  
Port of Spain  
Trinidad  
T: + (001) 868 622 1365  
F: + (001) 868 628 8555  
E: mined@tstt.net.tt

## Asia

### Singapore, Indonesia, Taiwan, Japan, India, Nepal, Laos, Cambodia and Vietnam

Ng Guan Lee  
LCCI International Qualifications  
Educational Resources Pte Ltd  
167, Jalan Bukit Merah  
Connection 1  
Tower 4  
#02-13  
Singapore 150167

T: +65 6412 0755  
F: +65 6412 0754  
E: info@lcciasia.com  
W: www.lcciasia.com

### Malaysia, Myanmar, Brunei, Thailand, Korea, Bangladesh, Pakistan and Philippines

Ms Ng Boon Teen  
LCCI International Qualifications  
(Malaysia) Sdn Bhd  
Suite 11.01, 11th Floor  
Menara Yayasan Selangor  
18A Persiaran Barat  
46000 Petaling Jaya  
Selangor, Malaysia  
T: + (603) 7620 6366  
F: + (603) 7620 6338  
E: infomy@lcciasia.com  
W: www.lcciasia.com

## Sri Lanka

Neil Stephen  
LCCIIQ Sri Lanka  
No. 339, Galle Road  
Colombo 03  
Sri Lanka  
T: +94 0 11 5739 110 (Marketing)  
+94 0 11 5739 120 (Customer  
Service)  
E: info@lcciasia.com  
W: www.lcciasia.com

## Hong Kong and Macau

Samuel Li  
LCCI International Qualifications  
Educational Resources (HK) Ltd  
Unit 1105  
11/F Emperor Group Centre  
288 Hennessy Road  
Wanchai  
Hong Kong  
T: + (852) 3102 0100  
F: + (852) 3102 0111  
E: infohk@lcciasia.com  
W: www.lcciasia.com

## Northern China, Beijing, Shanghai

### LCCI China (Shanghai)

Ms Jessica Fan  
No 365 Xinhua Road  
Donghua University  
Technological Park  
Bil 2 Unit 3H  
Shanghai 200052  
China

T: + 8621 6473 8992  
F: + 8621 5230 0045  
E: info@lccichina.com  
W: www.lccichina.com

### LCCI China (Beijing)

Ms Jessica Fan  
RM 801B, Chaowaimen Centre  
(Blk A)  
No. 26 Chaowai Street  
Chaoyang District  
Beijing 100020  
PR China

T: + 8610 8565 5756  
F: + 8610 8565 5758  
E: info@lccichina.com  
W: www.lccichina.com

## Southern China

Ms Mesa Chen  
LCCI China  
Room A 13/F YueYun Building  
No 3 Zhongshan Er Lu  
Guangzhou 510080  
China

T: + (86) 20 3762 0448  
F: + (86) 20 3762 0682  
E: info@lccichina.com  
W: www.lccichina.com

## Europe

### Cyprus, Malta, the Middle East and Turkey

Adam Scott  
Educational Resources Cyprus  
45 Stelios Kyriakides Street  
Kapsalos, Limassol 3080  
Cyprus  
T: +357 25 737 329  
F: + (357) 25 737392  
E: lcciadmin@cytanet.com.cy  
W: www.lccicyprus.com

### Austria, Czech Republic, Germany, Switzerland and Slovakia

Bob Mellor and Vicky Davison  
Büro Deutschland  
Platanenstr 5  
07549 Gera  
Germany  
T: + (49) 365 7388519  
F: + (49) 365 7388536  
E: info@lccieb-germany.com  
W: www.lccieb-germany.com

### Hungary, Croatia, Ukraine

Alan and Kriszti Godsave  
GB Resources Kft  
1028 Budapest  
Fuvola u. 5/a  
Hungary  
T: + (361) 398 7181  
F: + (361) 397 0716  
E: office@lcci.hu  
W: www.lcci.hu

### Italy, Slovenia and Balkans

Daniele Piacenti  
Global Input  
Via Caiazzo No.52  
00132 Roma  
Italy  
T: + (39) 06 62279059  
F: + (39) 06 233291004  
E: info@lcci.it  
W: www.lcci.it

### Balkans

Snezana Mitrovic  
T: + (381) 63 482081  
W: www.lccibalkans.net

### Slovenia

W: www.lccislovenia.net

## Poland

Ewa Bułat  
inMedia Polska Sp. z o.o.  
Rynek 36/37  
50-102 Wrocław  
Poland  
T: + (48) 71 3640917  
F: + (48) 71 3640919  
E: info@lcci.org.pl  
E: info@inmedia-polska.pl  
W: www.lcci.org.pl  
W: www.inmedia-polska.pl

## Romania

Eva Borbely  
Str. Fantanele, Lama E, ap. 27  
400294 Cluj-Napoca  
Romania  
T: + (40) 722 914907  
F: + (40) 264 582283  
E: evaborbely@lccioromania.ro  
W: www.lccioromania.ro

## Spain

Leona and Lydia Fisher  
LCCI IQ Spain,  
Calle Aribau 177, entlo 1ª,  
08036 Barcelona  
Spain  
T: +34 93 390 27 25  
F: +34 93 396 99 60  
E: leonafisher@lcciebspain.com  
W: www.lcciebspain.com

## Greece

Anna Delimani  
LCCI Hellas  
BCE-Best in Continuing Education  
11, Lykavitou Str.  
Athens 106 72  
Greece  
T: +30 210 3638 997  
F: +30 210 3638 934  
E: info@lccihellas.gr  
W: www.lccihellas.gr

## Middle East

Adam Scott  
Educational Resources Cyprus  
45 Stelios Kyriakides Street  
Kapsalos, Limassol 3080  
Cyprus  
T: + (357) 25 737 329  
F: + (357) 25 737 392  
E: lcciadmin@cytanet.com.cy  
W: www.lccicyprus.com

Dr. Fouad Zein  
LCCI Lebanon  
AEI  
Sin-el-fil, Hayek Boulevard,  
Cherfane Design Bldg, 6th floor  
Beirut  
Lebanon  
T: + 00961 1 491 789  
F: + 00961 1 491 789  
E: infor@lcci-lb.com  
W: www.lcci-lb.com

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International House  
Siskin Parkway East  
Middlemarch Business Park  
Coventry CV3 4PE  
UK

Tel. +44 (0) 8707 202909

Fax. +44 (0) 2476 516505

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

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