

LCCI Centre Update

Welcome to the LCCI Centre Update. All recent developments and latest news will be included in this newsletter, which we hope you will find helpful and informative.

LCCI Annual Qualification Reviews

Annual Qualification Reviews for the most popular LCCI International Qualifications are now available to download via the LCCI website. The Annual Qualification Reviews provide support and guidance to centres, helping teachers to prepare their candidates for taking the examinations. The reviews include the following features:

- generic feedback on candidate performance demonstrated in examinations over the preceding 12 months
- global pass rates enabling centres to compare their candidates' performance with that of candidates throughout the world
- candidate strengths and weaknesses by syllabus topic area
- annotated exemplar material identifying good and poor performance
- sample questions and answers
- any changes to the syllabus or question types and the implications of these changes

The following reviews are available in the free downloads areas for each qualification:

Qualification	Level	Qualification	Level
English for Business	Preliminary, 1, 2, 3 and 4	Public Relations	3
Business Administration	1, 2 and 3	Selling and Sales Management	3
Text Production	1, 2 and 3	Principles and Practices of Management	3
Business Practice	3	Book-keeping	1
Business Calculations	2	Book-keeping and Accounts	2
Advanced Business Calculations	3	Cost Accounting	2 and 3
Business Statistics	2 and 3	Accounting	3
Marketing	2 and 3	Management Accounting	3
Advertising	3		

Centres are invited to provide feedback to EDI on the usefulness of these reviews as a resource to support teaching and learning. Please email your comments to your local LCCI representative or directly to the EDI enquiries team, enquiries@ediplc.com.

New JETSET workbooks

We are delighted to announce that the new JETSET Passport to Success workbooks are now available to order. They have been written specifically to meet the needs of learners preparing to sit junior (JET) or senior (SET) versions of the JETSET qualifications at Preliminary level through to Level 4. They cover the key syllabus topics and focus on the core vocabulary and grammar demands. The new workbooks are ideal tools to reinforce classroom-based learning and can be used as part of a language course and in conjunction with other JETSET support materials.

For more information on JETSET, or to order the new JETSET workbooks, visit www.ediplc.com, or contact the EDI Enquiries team on +44 (0)8707 202909.

Financial qualifications update

Passport to Success workbooks

We are delighted to announce that new workbooks and Teacher Resource CD-ROMs for Level 1 Book-keeping, Level 2 Book-keeping & Accounts, and Level 3 Accounting are currently being published and will be available from November 2008. Visit www.lcci.org.uk for a full list of our publications and to obtain an order form for your chosen books.

Level 1 Book-keeping

Please be aware that the Level 1 Book-keeping examination paper will now carry perforated petty cash sheets at the back. Where a question requires a petty cash book to be completed, candidates should remove the sheets, complete them as required and then staple them inside their answer book. Centres will need to ensure that staplers are available for candidates to use.

Level 3 Cost Accounting (New syllabus)

Please be aware that there has been an amendment to the new Level 3 Cost Accounting syllabus. An Erratum Note along with the updated syllabus is on the qualification page of the website, www.lcci.org.uk.

English for Tourism - EfT

The LCCI English for Tourism (EfT) qualifications are designed for candidates working, or intending to work, in the travel and tourism industry and who wish to communicate effectively with customers.

The EfT qualification is a combined certificate which consists of two mandatory components: Written English for Tourism (WEfT) and the new Spoken English for Tourism (SEfT). These components are, however, also available as standalone single certificate qualifications.

EfT examinations use authentic materials specifically designed to develop and assess English within the context of tourism and are offered at two levels:

- Level 1 (CEF A2/B1) is aimed at front line staff to enable effective communication in English at customer liaison level
- Level 2 (CEF B1/B2) is aimed at supervisory level



	WEfT		SEfT	
	Level 1	Level 2	Level 1	Level 2
Form	Question 1 Reading comprehension	Question 1 Reading comprehension	Part 1 Discussion	Part 1 Discussion
	Question 2 Extended written communication task	Question 2 Follow-up written composition	Part 2 Role play	Part 2 Role play
	Question 3 Follow-up written composition	Question 3 Extended written communication task		
	Question 4 Reorganise, recalculate, modify/ cancel or notify a written message	Question 4 Written task dealing with a problem		
Time	2 hours		20 minutes	

For further information on EfT or any of our other qualifications, visit www.lcci.org.uk, or contact the EDI enquiries team:

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International
Qualifications from EDI

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