

# 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 Marketing and IT qualifications update

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### Public Relations Level 3

The LCCI Public Relations Level 3 syllabus has been updated. Related examination papers will come into effect in Series 2, 2010. The new syllabus and practice papers will be available at the beginning of 2009.

### Marketing Level 2

The LCCI Marketing Level 2 syllabus has been updated. Related examination papers will come into effect in Series 3, 2010. The new syllabus and practice papers will be available at the beginning of 2009.

### Using the Internet Level 1

The LCCI Using the Internet Level 1 qualification is going to be withdrawn. No new papers are being written, however, it will be available On Demand until June 2010.

## Conduct of English for Business speaking test

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Following a series of substandard speaking test examinations, EDI would like to draw to the attention of Examination Centres and Invigilators that additional control measures are being applied to ensure that EfB speaking test examinations are conducted in compliance with EDI standards and regulations. Examination Centres which recently provided unsatisfactory exam materials and documentation, will receive an individual report indicating areas and problems that need to be addressed with immediate effect.

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)
- 'Warm-up' part of the examination not recorded
- Failure to send ALL recordings of the candidates.

EDI would like to remind all Examination Centres and Invigilators to refer to The Guidance Document for English for Business Optional Test. 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 candidates' results.

## 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 area 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](mailto:enquiries@ediplc.com).

## New JETSET support materials

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.

Also now available: the JETSET speaking test training DVD. This training DVD provides guidance to teacher examiners through observation of live speaking tests, the ensuing candidate performance review and an in-depth 'Best Practice' presentation conducted by the JETSET chief examiner, Vicki Lywood-Last.

For more information on JETSET, or to order the new JETSET workbooks and DVD, visit [www.ediplc.com](http://www.ediplc.com), or contact the EDI enquiries team on +44 (0)8707 202909.

## 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
<b>Form</b>	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		
<b>Time</b>	2 hours		20 minutes	

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

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

**Tel: +44 (0) 8707 202909**

## EDI CertTEFL

We are delighted to announce the launch of EDI's new CertTEFL qualification.

### What is an EDI Certificate in Teaching English as a Foreign Language?

The EDI Certificate in Teaching English as a Foreign Language (CertTEFL) is a Level 4 qualification (UK NQF equivalent) designed for people wishing to learn and gain a good understanding of the essential aspects of an EFL teacher's role. Upon completion, candidates will be able to organise and manage effective learning, while having developed professionally through ongoing reflection and evaluation.

### Who is it for?

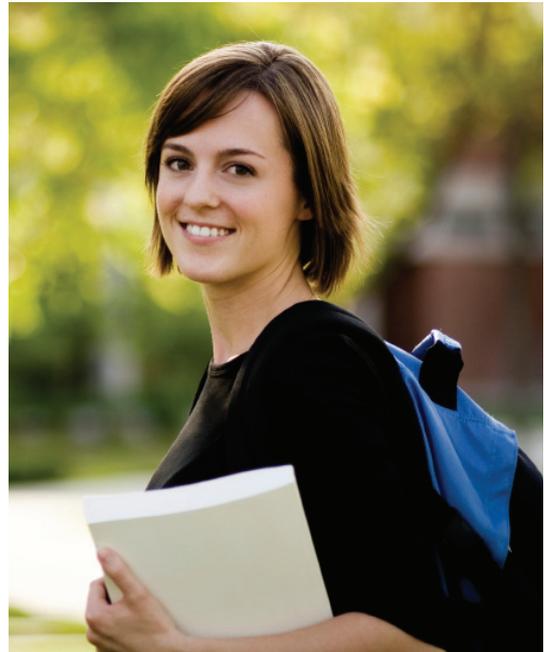
The CertTEFL is for people with little or no experience of teaching English as a Foreign Language who wish to embark on a career as an EFL teacher.

### Entry requirements

Candidates must possess qualifications required for entry into higher education in the UK (NQF Level 3) or their own country. If English is not their first language, they must also possess an English language qualification at CEF level C2 or equivalent.

### Why Choose EDI CertTEFL?

- **Gain** a Level 4 (NQF) qualification
- **Progress** to a Level 5 Diploma in Teaching English to Speakers of Other Languages (Dip TEFL)
- **Gain** valuable presentation **skills**
- **Travel** and **teach**
- **Understand** the structure of the **English** language



The new CertTEFL is an On Demand qualification and now available to order. All centres wishing to provide teacher training qualifications need to complete the new centre application form (Section 5 - Requirements for Centres wishing to offer Teaching Qualifications). Email [enquiries@ediplc.com](mailto:enquiries@ediplc.com) to obtain the application form.

For further information on CertTEFL or any of our other qualifications, visit [www.ediplc.com](http://www.ediplc.com), or contact the EDI enquiries team on +44 (0)8707 202909.



International  
Qualifications from EDI

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