

GROUP AWARDS AND DIPLOMAS

Level 1 Group Certificate in Foundations of Business

Award Code : **ASEEGCFOB**
Application Form : CFB/1

Candidates must pass 3 Level 1 subjects within a period of 12 months as follows :

- (a) Book-keeping
- (b) English for Business *or* English for Commerce
- (c) Business Administration *or* Commercial Calculations

Level 2 Group Certificate in Business Studies

Award Code : **ASEIGCBSC**
Application Form : BSC/2

Candidates must pass 6 Level 2 subjects within a period of 24 months as follows :

- (a) Compulsory subjects : Book-keeping and Accounts
Business Administration
Business Calculations
- (b) *Either* : English for Business *or* English for Commerce
(*with optional Oral Test*)
- (c) *plus* any 2 other Level 2 subjects

Level 3 Diploma in Business Studies

Application Form : DBS

Candidates must pass any 3 of the following subjects (Level 3) within a period of 12 months :

Accounting or Accounting (IAS)	English for Business* <i>or</i> English for Commerce*
Advanced Business Calculations	Management Accounting
Advertising	Marketing
Business Practice	Principles and Practice of Management
Business Administration	Public Relations
Business and Industrial Administration	Selling and Sales Management
Business Statistics	Computerised Accounting**
Cost Accounting	Customer Service
(*with optional Oral Test)	(** Only available in Asian Regions)

Level 2 Group Certificate in Computerised Accounting (Asian Regions only)

Award Code : **CERTCOMACC07**
Application Form : CA/2

In order to obtain the Level 2 Group certificate in Computerised Accounting, candidates are required to pass 3 Level 2 subjects within a period of 24 months as follows :

- (a) Compulsory Subjects :
i. Computerised Accounting
ii. Book-keeping and Accounts
- (b) *plus* one other Level 2 subject

Level 3 Diploma in Computerised Accounting (Asian Regions only)

Award Code : **DIPCOMACC07**
Application Form : CA/3

In order to obtain the Level 3 Diploma in Computerised Accounting, candidates are required to pass 3 Level 3 subjects within a period of 24 months as follows :

- (a) Compulsory Subjects :
i. Computerised Accounting
ii. Accounting/ Accounting (IAS)
- (b) *plus* one other Level 3 subject

Level 2 Group Certificate in Book-keeping and Accounts

Award Code : **CERTBKACC07**
Application Form : GCB

Candidates must pass the compulsory subject, Book-keeping and Accounts, and at least 2 of the option subjects (Level 2) listed below within a period of 12 months :

Compulsory subject : Book-keeping and Accounts

Options :
Business Calculations
Business Statistics
Cost Accounting
Practical ICT Skills
Either English for Business *or* English for Commerce
(with or without Oral Test)
Computerised Accounting **
*(** Only available in Asian Regions)*

Level 1 Group Certificate in Business English and IT

Award Code : **ASECIBEIT**
Application Form : CBEIT

Candidates must pass 3 Level 1 subjects as follows within a period of 24 months :

- Using the Internet
- Practical ICT Skills
- English for Business

Level 1 Group Certificate in IT for Business

Award Code : **ASECITFB**
Application Form : CITB

Candidates must pass 3 Level 1 subjects as follows within a period of 24 months :

- Using the Internet
- Business Administration
- Practical ICT Skills

Level 3 Diploma in Managerial Principles

Award Code : **ASEHGDMPR**
Application Form : DMP/2

Candidates must pass 6 Level 3 subjects as follows within a period of 24 months :

- Business and Industrial Administration
- Principles and Practice of Management
- 4 subjects from the following pool of options :

Accounting/Accounting IAS
Advanced Business Calculations
Advertising
Business Administration
Business Statistics
Cost Accounting
Customer Service
Selling and Sales Management
Computerised Accounting **
(* Only available in Asian Regions)

English for Business*
English for Commerce*
Practical ICT Skills
Business Practice
Management Accounting
Marketing
Public Relations
Internet Marketing
eCommerce

(* with optional Oral Test)

NB Candidates may use the subjects of a Level 3 Group Diploma that has been awarded to them as qualifying subject for the Level 3 Diploma in Managerial Principles.

Level 2 Diploma in Marketing

Award Code : **ASEIDIPMKT**
Application Form : DM/2

Candidates must pass 3 Level 2 subjects as follows within a period of 24 months :

- Marketing
- Customer Service
- One from :
 - Call Centre Operations
 - Practical ICT Skills
 - eCommerce

Level 3 Diploma in Marketing

Award Code : **ASEHDIPMKT**
Application Form : DM/3

Candidates must pass 3 Level 3 subjects as follows within a period of 24 months :

- Marketing
- Any 2 from :
 - Advertising
 - Customer Service
 - Public Relations
 - Selling and Sales Management
 - Call Centre Operations

Level 1 Diploma in Administration (DBA1)

Award Code : **ASEDBAG11 (for inclusion of Practical ICT Skills)**
ASEDBAG12 (for any other subject from options)
Application Form : DSBA/1

Candidates must pass 3 Level 1 subjects as follows within a period of 24 months :

- Business Administration
- English for Business
- One from :
 - Audio Transcription
 - Text Production

Level 2 Diploma in Business Administrations (DBA2)

Award Code : **ASEDBAG21**
Application Form : DSBA/1

Candidates must pass 3 Level 2 subjects as follows within a period of 24 months :

- Business Administration
- Business Practice or Meetings
- Practical ICT Skills

Level 3 Diploma in Business Administration (DBA3)

Award Code : **ASEDBAG31**
Application Form : DSBA/1

Candidates must pass 3 Level 3 subjects as follows within a period of 24 months :

- Business Administration
- Business Practice *or* Meetings
- Practical ICT Skills

Level 2 Diploma in Secretarial Administration (DSA)

Award Code : **ASEDSAG11**
Application Form : DSBA/1

Candidates must pass 3 Level 2 subjects as follows within a period of 24 months :

- Business Administration
- English for Business
- One from :
 - Audio Transcription
 - Text Production
 - Practical ICT Skills

NB Candidates whose first language is not English are advised to enter the English for Business (EFB) Oral. This will enable successful candidates to take full advantage of employer and university recognitions.

Level 3 Private Secretary's Diploma (PSD)

Award Code : **ASEPSDG31**
Application Form : DSBA/1

Candidates must pass 4 subjects as follows within a period of 24 months :

- Business Administration, Level 3
- Business Practice, Level 3 *or* Meetings, Level 3
- English for Business, Level 2
- One from :
Audio Transcription, Level 3
Text Production, Level 3
Practical ICT Skills, Level 3

Candidates whose first language is not English are advised to enter the English for Business (EFB) Oral. This will enable successful candidates to take full advantage of employer and university recognitions.

Level 4 Executive Secretary's Diploma (ESD)

Award Code : **ASEESDG41**
Application Form : DSBA/1

Candidates must pass 5 subject as follows within a period of 24 months :

- Principles and Practice of Management, Level 3
- English for Business, Level 3
- Meetings, Level 3
- Practical ICT Skills, Level 3
- Audio Transcription, Level 4 *or* The Legal Environment, Level 4

Candidates whose first language is not English are advised to enter the English for Business (EFB) Oral. This will enable successful candidates to take full advantage of employer and university recognitions.

Level 1 Group Certificate in English for the Tourism Industry

Application Form : GFT

Candidates must pass the following written and oral components within a period of 24 months :

- Level 1 Written English for Tourism (WEFT)
- Level 1 Spoken English for Industry and Commerce (SEFIC) (a higher level of SEFIC will also be accepted)

Only candidates whose mother-tongue is *not* English may take the oral examination.

Level 2 Group Certificate in English for the Tourism Industry

Application Form : GFT

Candidates must pass the following written and oral components within a period of 24 months :

- Level 2 Written English for Tourism (WEFT)
- Level 2 Spoken English and Commerce (SEFIC) (a higher level of SEFIC will also be accepted)

Only candidates whose mother-tongue is *not* English may take the oral examination.

Level 3 Group Diplomas

LCCI Diplomas consist of three to six subjects taken within 12 to 24 months. Group Diplomas must be completed with one examination series or a 3 month period. A combination of series and On Demand examinations is also acceptable as long as all of the other regulations are met. To register for a diploma or group award, you must put the correct diploma code during registration. Failure to register correctly will result in candidates receiving individual certificates rather than group awards and diplomas.

Title	Compulsory	Code
Accounting <i>or</i> Accounting IAS	Accounting <i>or</i> Accounting IAS	DIPACC07
Advertising	1. Advertising 2. Marketing	ASEHGDADV
Business and Industrial Administration	Business and Industrial Administration	ASEHGDBAD
Cost Accounting	Cost Accounting	DIPCOSTACC07
Management Accounting	Management Accounting	DIPMANACC07
Marketing	Marketing	ASEHGDMAR
Principles and Practice of Management	1. Principles and Practice of Management 2. Business and Industrial Administration	ASEHGDPRM
Public Relations	1. Public Relations 2. Marketing	ASEHGDPUB
Selling and Sales Management	1. Selling and Sales Management 2. Marketing	ASEHGDSEL

Options :		
Accounting <i>or</i> 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	

Regulations for Level 3 Group Diplomas

- Candidates must nominate their compulsory subject(s) when entering for a Level 3 Group Diploma
 - Candidates must nominate the requisite number of option subjects, in addition to the compulsory subject(s) to qualify for the award of diploma.
 - Candidates may nominate more than the minimum number of option subjects from the pool of options. If they qualify for the award of a diploma and are successful in more than the minimum number of option subjects, all the subjects passed will be entered in the diploma.
 - Candidates may enter for 2 diplomas in the same series of examinations by offering either :
 - (a) 6 subjects (3 for each diploma)
 - or*
 - (b) 5 subjects (with one as the common subject to both diplomas)
- NB** The sole exception to (b) is that candidates may enter 2 subjects in common when entering the Private Secretary's Diploma (PSD) and the Level 3 Diploma in Business Administration (DBA3) in the same series of examinations.
- When a Group Diploma is not awarded, a certificate will be awarded for each single subject passed.
 - Candidates who enter for single subjects without stipulating that they are candidates for a Level 3 Group Diploma will only be eligible, if they pass, for the award of single subject certificates and will under no circumstances be awarded a Group Diploma.

General Notes

- Candidates are not required to make a specific entry for Certificates or Diplomas unless otherwise stated.
- Candidates must apply by completing the relevant application form, which should be sent to LCCI office by registered centers. Full instructions to candidates and centers are printed on the application forms.
- 'Within a period of 12 months means that candidates may use their results from 2 appropriate Series in consecutive years (eg Series 2, 2004 and Series 2, 2005 including country special paper).
- 'Within a period of 24 months means that candidates may use their results from 3 appropriate Series in consecutive years (eg Series 2, 2003, Series 2, 2004 and Series 2, 2005 including country special paper).
- Short syllabus for the individual components of all certificates and diplomas are available in the LCCI International Qualifications catalogue.

Society of International Accounting Technicians (SiaT)

LCCI International Qualifications and the Association of International Accountants (AIA) have formed the Society of International Accounting Technicians (SiaT), a global professional membership body for those who wish to become qualified International Accounting Technicians.

SiaT provides members with access to an International Accounting Technician qualification, based on a group of standard LCCI International Qualifications examinations, plus access to professional global membership services to support them throughout their careers.

Qualifications are by examinations only, or a combination of examinations and work experience, depending on level, and are available at Foundation, Intermediate and Technician levels. In some instances, previous qualifications may enable you to become an Associate or Fellow Member of SIAT without taking any examinations. Exemptions from the Foundation level examinations or an exemption, or set of examinations may also be possible, provided you meet the criteria.

Holders of the LCCI International Qualifications Level 3 Group Diploma in Accounting and who have one-year relevant work experience are eligible for Associate membership without taking any further examinations.

For further information about examinations, membership and exemptions, please contact SIAT on siat@siatglobal.com