



Additional Award Application (International)

This application form is to be used by centres which are already approved applying for approval to deliver additional LCCI IQ International and/or EDI JETSET Qualifications. Please do not use this form to apply for UK Accredited Qualifications.

Please complete all sections of the form in BLOCK CAPITALS and return to the address below or by email to info.lcci.my@pearson.com:

LCCI International Qualifications
Pearson Malaysia Sdn Bhd
Level 1, Tower 2A
Avenue 5, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur

The application process will be delayed if the form is incomplete or if the information requested is not included. If you need any help in completing your application, please contact the EDI International Enquiries team on +44 (0) 2476 518951.

Tel: +603 2289 7000
Email: info.lcci.my@pearson.com
www.lcciasia.com

EDI Use Only

Date received		Approved by	
Date approved		Processed by	
Date completed		Centre code	
Declined (Reason)			

Section 1

Centre details

Existing centre code	
Centre name	
Centre address (inc postcode) <i>(this address will be used for all correspondence, including invoicing and certificate dispatch)</i>	
Telephone number (inc. dialling code)	
Fax number (inc. dialling code)	
Centre web address	
Head of centre	
Examinations co- ordinator	
Primary point of contact	
Email address of point of contact	
Have any of the above details changed since your original application?	If 'Yes' please complete a change of details form and submit with this additional award application



Supporting learning
and performance

Section 2

Qualification(s)

Please tick the qualification(s)/examination(s) for which you seek approval and indicate the expected number of candidates for year 1 and year 2 and the duration of course you plan to offer.

Tick	Qualification Code	Qualification Title	Expected date of first examination	Course duration (number of days/months)
Language Qualifications				
	ASEPENGFB	Preliminary Level English for Business		
	ASEEENGFB	Level 1 English for Business		
	ASEIENGFB	Level 2 English for Business		
	ASEHENGFB	Level 3 English for Business		
	ASEDENGFB	Level 4 English for Business		
	ASEEENGFC	Level 1 English for Commerce		
	ASEIENGFC	Level 2 English for Commerce		
	ASEHENGFC	Level 3 English for Commerce		
	SEFIC	Spoken English for Industry and Commerce (Preliminary to Level 4)		
	ASEEFT1	Level 1 English for Tourism (Written and Spoken)		
	ASEEFT2	Level 2 English for Tourism (Written and Spoken)		
	ASE1040	Practical Business English		
	ASE20053	Level 3 English for Accounting		
	ASE1007	Preliminary Level German for Business		
	ASE1127	Level 1 German for Business		
	ASE2127	Level 2 German for Business		
	ASE3127	Level 3 German for Business		
	ASEJETF / ASESETF	Foundation Level JETSET (JET & SET)		
	ASEJET1 / ASESET1	Level 1 JETSET (JET & SET)		

Tel: +603 2289 7000

Email: info.lcci.my@pearson.com

www.lcciasia.com



Supporting learning
and performance

Tick	Qualification Code	Qualification Title	Expected date of first examination	Course duration (number of days/months)
	ASEJET2 / ASESET2	Level 2 JETSET (JET & SET)		
	ASEJET3 / ASESET3	Level 3 JETSET (JET & SET)		
	ASEJET4 / ASESET4	Level 4 JETSET (JET & SET)		
	ASEJETSET5	Level 5 JETSET		
	ASEJETSET6	Level 6 JETSET		
	ASEJETSET7	Level 7 JETSET		
	ELSA	English Language Skills Assessment (Reading, Writing, Speaking & Listening)		
	FELSA	Foundation English Language Skills Assessment (Reading, Speaking & Listening)		
	ASE610A	First Certificate for Teachers of Business English (FTBE)		
Financial and Quantitative Qualifications				
	ASE9911	Introductory Certificate in Book-keeping		
	ASE1003	Level 1 Commercial Calculations		
	ASE1017	Level 1 Book-keeping		
	ASE2007	Level 2 Book-keeping & Accounts		
	ASE20050	Level 2 Book-keeping & Accounts (IAS)		
	ASE2003	Level 2 Business Calculations		
	ASE2009	Level 2 Business Statistics		
	ASE3009	Level 3 Business Statistics		
	ASE2017	Level 2 Cost Accounting		
	ASE3017	Level 3 Cost Accounting		
	ASE3012	Level 3 Accounting		
	ASE3902	Level 3 Accounting (IAS)		
	ASE3003	Level 3 Advanced Business Calculations		
	ASE3024	Level 3 Management Accounting		
	ASE4502	Level 4 Financial Accounting		
	ASE4902	Level 4 Financial Accounting (IAS)		

Tel: +603 2289 7000
 Email: info.lcci.my@pearson.com
www.lcciasia.com



Supporting learning
and performance

Tick	Qualification Code	Qualification Title	Expected date of first examination	Course duration (number of days/months)
	ASE20083	Level 4 Certificate in Applied Business Economics		
	ASE20086	Level 4 Award in Islamic Finance and Banking		
	ASE20084	Level 4 Award in Business Finance and Banking Operations		
	ASE20061	Level 2 Award in Principles of Credit Management		
	ASE20054	Level 2 Award in Computerised Book-keeping Skills		
	ASE20055	Level 3 Award in Computerised Accounting		
	ASE20051	Level 3 Award in Professional Ethics in Accounting and Finance		
	ASE20060	Level 3 Award in Principles of Auditing		
	ASE20059	Level 3 Award in Principles and Practice of Costing		
	ASE20052	Level 3 Award in Preparing Financial Statements for a Sole Trader		
	ASE20056	Level 3 Award in Understanding Financial Statements		
Business, Administration and IT Qualifications				
	ASE1004	Level 1 Audio Transcription		
	ASE2004	Level 2 Audio Transcription		
	ASE3004	Level 3 Audio Transcription		
	ASE4004	Level 4 Audio Transcription		
	ASE1027	Level 1 Business Administration (expires 30 April 2014)		
	ASE2407	Level 2 Business Administration (expires 30 April 2014)		
	ASE3407	Level 3 Business Administration (expires 30 April 2014)		
	ASE20070	Level 1 Business Administration (2012 syllabus)		
	ASE20071	Level 2 Business Administration (2012 syllabus)		
	ASE20072	Level 3 Business Administration (2012 syllabus)		
	ASE20077	Level 1 Award in Text Production		
	ASE20078	Level 2 Award in Text Production		
	ASE20079	Level 3 Award in Text Production		
	ASE2304	Level 2 Meetings – Administering Meetings		

Tel: +603 2289 7000
Email: info.lcci.my@pearson.com
www.lcciasia.com



Supporting learning
and performance

Tick	Qualification Code	Qualification Title	Expected date of first examination	Course duration (number of days/months)
	ASE3401	Level 3 Meetings -		
	ASEINTRET2	Level 2 International Certificate in Retail Operations		
	ASE20073	Level 2 Certificate in Business Principles and Practice		
	ASE20074	Level 3 Certificate in Business Principles and Practice		
	ASE3128	Level 3 Principles and Practice of Management		
	ASE3008	Level 3 Business and Industrial Administration		
	ASE4503	Level 4 The Legal Environment		
	ASE20010	Level 2 Employability Skills		
	ASE20058	Level 3 Award in Measuring and Improving Business Performance		
	ASE20057	Level 3 Award in Introduction to Business Strategy and Planning		
	ASE20085	Level 4 Certificate in Managing Business Performance		
	ASEPICT1	Level 1 Practical ICT Skills		
	ASEPICT2	Level 2 Practical ICT Skills		
	ASEPICT3	Level 3 Practical ICT Skills		
Marketing and Customer Service Qualifications				
	ASE10140	Introductory Certificate in Marketing		
	ASE2014	Level 2 Customer Service		
	ASE3014	Level 3 Customer Service		
	ASE2025	Level 2 Marketing		
	ASE3025	Level 3 Marketing		
	ASE2018	Level 2 eCommerce		
	ASE3018	Level 3 eCommerce		
	ASE3026	Level 3 Internet Marketing		
	ASE3002	Level 3 Advertising		
	ASE2029	Level 2 Public Relations		
	ASE3029	Level 3 Public Relations		

Tel: +603 2289 7000
 Email: info.lcci.my@pearson.com
www.lcciasia.com



Supporting learning
and performance

Tick	Qualification Code	Qualification Title	Expected date of first examination	Course duration (number of days/months)
	ASE3030	Level 3 Selling & Sales Management		
	ASECCS2	Level 2 Certificate in Contact Centre Skills		
	ASECCSS3	Level 3 Certificate in Contact Centre Supervisory Skills		
	ASE1050	Level 1 Certificate in Travel and Tourism		

For further information on LCCI qualifications please visit the LCCI website Qualification Search <http://www.lcci.org.uk/Qualification-Search.aspx>



Supporting learning
and performance

Diplomas

Please indicate below if you intend to offer any of the LCCI Specialised Diplomas, Group Diplomas or Diplomas:

Tick	Diploma Title	Tick	Diploma Title
Specialised Diplomas – to be achieved within 6 months			
	Level 3 Specialised Diploma in Accounting and Finance		Level 3 Specialised Diploma in Managerial Accounting
	Level 3 Specialised Diploma in Cost Accounting		Level 3 Specialised Diploma in Business Management & Accounting
Group Diplomas – to be achieved within 3 months			
	Level 3 Group Diploma in Management Accounting		Level 3 Group Diploma in Business and Industrial Administration
	Level 3 Group Diploma in Marketing		Level 3 Group Diploma in Principles and Practice of Management
	Level 3 Group Diploma in Accounting		Level 3 Group Diploma in Cost Accounting
	Level 3 Group Diploma in Public Relations		Level 3 Group Diploma in Selling and Sales Management
	Level 3 Group Diploma in Advertising		
Diplomas – to be achieved within 24 months			
	Level 1 Diploma in Foundations of Business		Level 1 Diploma in Administration
	Level 1 Diploma in Travel and Tourism		Level 2 Diploma in Business Studies
	Level 2 Diploma in Computerised Accounting		Level 2 Diploma in Book-keeping and Accounts
	Level 2 Diploma in Marketing		Level 2 Diploma in Business Administration
	Level 2 Diploma in Secretarial Administration		Level 3 Diploma in Business English for International Managers
	Level 3 Private Secretary's Diploma		Level 3 Diploma in Business Administration
	Level 3 Diploma in Computerised Accounting		Level 3 Diploma in Managerial Principles
	Level 3 Diploma in Marketing		Level 3 Diploma in Business Studies
	Level 4 Diploma in Accounting and Finance		Level 4 Diploma in Business English for International Managers
	Level 4 Executive Secretary's Diploma		

For further information on LCCI Specialised Diplomas, Group Diplomas and Diplomas please refer to the LCCI website <http://www.lcci.org.uk/diploma-qualifications.asp>

Tel: +603 2289 7000
Email: info.lcci.my@pearson.com
www.lcciasia.com



Teaching materials declaration

It is the responsibility of centres to adequately prepare their students to sit for LCCI IQ / JETSET examinations. To assist centres with the teaching of students a range of support materials are available via the LCCI IQ website www.lcci.org.uk.

Please indicate below what materials will be used with / provided to candidates during their learning and preparation for LCCI IQ / JETSET examinations:

3b Teaching material		
LCCI IQ/ EDI material	Used by teachers	Used by candidates
Syllabus		
Teachers Toolkit (where available)		
Sample papers		
Past papers		
Annual Qualification Review (where available)		
How to Pass / Passport to Success publications (where available)		
Centre sourced material (please list materials produced or sourced by your centre and used in the teaching / preparation of candidates)	Used by teachers	Used by candidates

The Head of Centre has confirmed the accuracy of the above information.

Signature: _____ Date: _____

Section 4

Declaration

Centre declaration

I confirm that all staff members involved in the delivery of the programmes are **occupationally competent**.

I confirm that this application identifies a **single named point of accountability** for the quality assurance and management of the additional qualifications for which approval is sought.

I confirm that all examinations will be conducted according to **EDI Rules of Examination**.

I confirm that all necessary arrangements are in place to ensure the **security of examination materials** both prior to and after examination sessions have taken place and that access to examination materials is suitably restricted.

I confirm that the centre will undertake to use buildings for assessment purposes that provide access for all learners in accordance with relevant legislation and EDI's Examination Guide for Centres.

I accept that EDI will hold and process the information given and may use it for any purpose deemed relevant to the organisation.

I can confirm I have read and agree to the Data Protection Policy. The Policy can be located on <http://www.lcci.org.uk/become-a-centre.asp>

The Head of Centre has confirmed the accuracy of the above information.

Head of Centre name			
Job title			
Signed		Date	

EDI

International House
Siskin Parkway East
Middlemarch Business Park
Coventry CV3 4PE
UK
Tel: +44 (0)2476 518951
E-mail: internationalenquiries@ediplc.com



Supporting learning
and performance