



## Centre Approval Application (International)

**This application form is for use by centres seeking approval to deliver LCCI IQ International and/or EDI JETSET Qualifications only and are not already delivering these qualifications. Please do not use this form to apply for UK Accredited Qualifications including CertTEFL.**

Please complete all sections of the form in BLOCK CAPITALS and return to the address below or by email to [info.lcci.hk@pearson.com](mailto:info.lcci.hk@pearson.com):

Educational Resources (Hong Kong)  
 18<sup>th</sup> Floor, Cornwall House  
 Taikoo Place, 979 King's Road  
 Quarry Bay  
 Hong Kong

**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: +852 3102 0100  
 Email: [info.lcci.hk@pearson.com](mailto:info.lcci.hk@pearson.com)  
[www.lcciasia.com](http://www.lcciasia.com)

### EDI Use Only

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

## Section 1

### Centre details

Full centre name	
Full centre address (inc postcode) <i>(this address will be used for all correspondence, including certificate dispatch)</i>	
Full postal address for all invoices	
Telephone number (inc. dialling code)	
Fax number (inc. dialling code)	
Centre web address	

Do you have centre approval with another examinations board(s)?	If 'Yes' please provide information below:						
Has an examinations board ever refused you an application or removed centre approval status?	If 'Yes' name the awarding body and give the reason and date of refusal or removal:						
What type of organisation is your centre?	University	College	Training Company	State School	Language School	Private School	Chamber of Commerce
	Other (please specify)						
Letter of support body	Ministry of Education		Local Education Authority		Chamber of Commerce		British Council
	Other (please specify)						

Head of centre	
Examinations co-ordinator	
Primary point of contact	
Email address of point of contact	



## Centre details - continued

Please provide details of any linked centres that require approval to offer the qualification(s) applied for. (Please complete additional pages if required):

**Please note:** To operate as a linked centre there must be a MoU or a direct business relationship between organisations. The main centre will be responsible for the Quality Assurance of examination delivery, co-ordination of candidate registrations and payments and will act as the main point of contact for any queries; the linked centre must be in the same country.

Linked centre # \_\_

Centre/site name	
Centre/site address	
Use above address for shipping of examination materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
Centre/site contact	

Linked centre # \_\_

Centre/site name	
Centre/site address	
Use above address for shipping of examination materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
Centre/site contact	

Linked centre # \_\_

Centre/site name	
Centre/site address	
Use above address for shipping of examination materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
Centre/site contact	

Linked centre # \_\_

Centre/site name	
Centre/site address	
Use above address for shipping of examination materials	<input type="checkbox"/> Yes <input type="checkbox"/> No
Centre/site contact	

## Section 2

### Invigilation arrangements

Please confirm that all persons employed to carry out the invigilation of examinations have received adequate training in Invigilation rules and regulations as detailed below:

2 Invigilation rules and regulations		
Ref	Criteria	Tick
1	No person who has taught any of the candidates in the examination subject may act as the <b>sole</b> invigilator.	
2	No relative of, or person directly interested in, a candidate may invigilate an examination when this candidate is present.	
3	Invigilators must be fully aware of their <b>roles and responsibilities</b> (see Section 2a).	
4	At least one invigilator must be present throughout each examination.	
5	Where there are more than 25 candidates, one additional invigilator is required for each additional 25 candidates, or part thereof.	
6	In an <i>L</i> or <i>T</i> shaped room at least two invigilators must be present for the whole examination.	
7	When only one invigilator is present this invigilator must be able to contact immediate assistance without disturbing candidates or leaving the room.	
8	No persons not directly involved in the examination session are permitted to enter the examination room at any point (i.e. Principals, centre owners, teachers etc.).	

<b>Name of staff member responsible for training and supervision of Invigilators</b>	
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## Section 2a

### Invigilation roles and responsibilities

#### A – Arranging the examination room

A1	Any display material that might be useful to candidates must be cleared from the walls.
A2	Desks are positioned at least 1 metre apart (if partitions or screen filters are available, workstations may be closer together).
A3	A wall clock should be clearly visible to all candidates.
A4	Display a board showing the centre code and the examination start and finish times.
A5	Make sure that the room is quiet and well lit. The room should also be well ventilated, at a reasonable temperature with sunlight glare blocked out.
A6	Follow any subject-specific invigilation instructions.
A7	Check you have a seating plan for the examination.

#### B – Identifying candidates

B1	Make sure you know the identity of every candidate in the examination room, by checking as necessary.
B2	If you do not know the identity of a candidate you must check their photo-identity.
B3	Make sure each candidate signs the attendance register and checks the spelling of his/her name.

#### C – Before the examination

C1	Place a notice on the door of the room that says ' <i>Quiet please - examination in progress. No admittance</i> '.
C2	Check the front of the question paper so you know what material candidates can use in the examination.
C3	Check that candidates have not brought into the examination any material they are not allowed such as revision notes, mobile phones or electronic dictionaries.
C4	Read out the <i>Instructions to candidates</i> .
C5	Open the packet of question papers in the examination room.
C6	Remind the candidates that they must fill in the details on the front of the answer booklet.
C7	Tell candidates to read the instructions on the front of the question paper.
C8	Tell candidates when they may begin and how much time they have to complete the examination.

#### D – During the examination

D1	Allow late candidates to enter the examination room quietly but only if the examination has been in progress for less than 30 minutes.
D2	Be vigilant and supervise the candidates at all times to prevent cheating.
D3	If you discover cheating, take away any unauthorised material and allow the candidate to continue. This should be reported as malpractice on the invigilation report which must be submitted to EDI.
D4	Make sure that a responsible adult is available to accompany any candidates who need to leave the room temporarily.
D5	Make sure candidates do not leave the examination room until at least 30 minutes after the start time.
D6	Tell candidates to stop writing at the end of the examination.

#### E – After the examination

E1	Collect all scripts and question papers before candidates leave the examination room ensuring that all details and question numbers answered on the front page of the scripts have been completed.
E2	Arrange scripts in the order candidates appear on the attendance register.
E3	Sign the invigilation report and record any late arrivals, disturbances or malpractice.
E4	Make sure that scripts are kept in a secure place before being sent, by a secure, traceable method, to EDI or your coordinating authority within <b>48 hours</b> of the examination.



## Section 3

### 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 number of learners		Expected date of first examination	Course duration (number of days/months)
			Year 1	Year 2		
<b>Language Qualifications</b>						
	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				



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Tick	Qualification Code	Qualification Title	Expected number of learners		Expected date of first examination	Course duration (number of days/months)
			Year 1	Year 2		
	ASE3127	Level 3 German for Business				
	ASEJETF / ASESETF	Foundation Level JETSET (JET & SET)				
	ASEJET1 / ASESET1	Level 1 JETSET (JET & SET)				
	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)				
<b>Financial and Quantitative Qualifications</b>						
	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				

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Tick	Qualification Code	Qualification Title	Expected number of learners		Expected date of first examination	Course duration (number of days/months)
			Year 1	Year 2		
	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)				
	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				
<b>Business, Administrative and IT Qualifications</b>						
	ASE1004	Level 1 Audio Transcription				

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Tick	Qualification Code	Qualification Title	Expected number of learners		Expected date of first examination	Course duration (number of days/months)
			Year 1	Year 2		
	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				
	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				

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Tick	Qualification Code	Qualification Title	Expected number of learners		Expected date of first examination	Course duration (number of days/months)
			Year 1	Year 2		
	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				
<b>Marketing and Customer Service Qualifications</b>						
	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				
	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>

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## 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
<b>Specialised Diplomas – to be achieved within 6 months</b>			
	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
<b>Group Diplomas – to be achieved within 3 months</b>			
	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		
<b>Diplomas – to be achieved within 24 months</b>			
	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>

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## Section 4

### Quality assurance

Please indicate whether the following criteria are met at your centre: *(Evidence of these may be requested as part of the approval process).*

4a Resources		
Ref	Criteria	Tick
A1	The centre's <b>equal opportunities, access and fair examination policy</b> and practice is understood and complied with by learners and examiners.	
A2	The responsibilities of the examination and <b>quality assurance team</b> are clearly understood.	
A3	<b>Quality assurance procedures</b> are clearly documented and are consistent with EDI requirements.	
A4	<b>Resource needs for specific qualifications</b> are accurately identified and made available.	
A5	Equipment and accommodation used for the purpose of examinations comply with the requirements of local <b>Health &amp; Safety regulations</b> .	
A6	There are <b>sufficient competent and qualified teachers and examiner personnel</b> to meet the demand of learners.	
A7	There is an established <b>appeals procedure</b> which is documented and made available to all learners.	
A8	EDI must be notified of any changes which may affect the centre's ability to meet the approved centre criteria.	

## Quality assurance - continued

Please indicate whether the following criteria are met at your centre: (Evidence of these may be requested as part of the approval process).

4b Conduct of tests and examinations		
Ref	Criteria	Tick
B1	The centre meets <b>EDI specification requirements</b> : OS: Windows Platform Browser: IE 6.0 or above Screen Resolution: 1024 * 768 or above Client Software: Adobe Acrobat 7.0 or above Internet Connection : 1MB Broadband minimum	
B2	The centre has appointed an <b>Examinations Co-ordinator</b> who will be <b>responsible for the administration and conduct of examinations</b> .	
B3	The Examinations Co-ordinator will appoint <b>responsible persons to act as invigilators, oral examiners</b> etc, as required.	
B4	The centre will ensure the <b>security of the examination material</b> in respect of storage and the handling process and has a lockable cupboard or safe in a secure room. Examination material will be handled by just the examinations secretary and question papers be unopened until the time of the examination.	
B5	The centre has <b>sufficient rooms and ICT resources</b> as necessary to accommodate the proposed number of students to be examined at any one session (see Section 4a).	
B6	The centre has access to <b>an IT technician</b> during the examination period (IT qualifications and online assessments only).	

4c Records		
Ref	Criteria	Tick
C1	<b>Student records and details</b> of achievements are <b>accurate, kept up to date, securely stored</b> in line with EDI requirements and <b>local Data Protection Acts</b> and available for external quality assurance and auditing purposes.	

## Quality assurance - continued

Please indicate whether the following criteria are met at your centre. (Please complete additional pages if required): *(Evidence must be submitted as part of the application process).*

4d Examination rooms		
Ref	Criteria	
D1	Rooms / ICT resource suitable for the sitting of examinations are available onsite / offsite *	
Details of offsite facilities		

\* Please delete as applicable. If examinations are to take place off site please include the centre name / code of the registered centre whose facilities you will be using or indicate that examination arrangements are handled by a local Representative / Ministry of Education / Co-ordinating Authority

**Please include copies of examination seating plans and photographs for each room that you plan to use for the conduct of examinations.**

**For each room please provide the following information:**

\* Delete / complete as necessary

Room number	Criteria	
	Shape of room [square / rectangle / L shaped / T shaped / other]	
	Maximum number of candidates when sitting under examination conditions (desks a minimum of 1 metre apart)	
	Number of Invigilators required for examinations	
	Heating / cooling system fitted and operational	
	Suitable lighting fitted and operational	
	Emergency exit(s) clearly signposted / evacuation procedures clearly displayed	
	Toilet facilities available and clearly signposted	
	Secure storage for candidates belongings available	
	Invigilator training provided / supervision in place	
	Wall clock clearly visible	
	Disabled access available	

Room number	Criteria
	Shape of room [square / rectangle / L shaped / T shaped / other]
	Maximum number of candidates when sitting under examination conditions (desks a minimum of 1 metre apart)
	Number of Invigilators required for examinations
	Heating / cooling system fitted and operational
	Suitable lighting fitted and operational
	Emergency exit(s) clearly signposted / evacuation procedures clearly displayed
	Toilet facilities available and clearly signposted
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	Emergency exit(s) clearly signposted / evacuation procedures clearly displayed
	Toilet facilities available and clearly signposted
	Secure storage for candidates belongings available
	Invigilator training provided / supervision in place
	Wall clock clearly visible
	Disabled access available

Please copy this sheet if necessary.

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_







## 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](http://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:

5b 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 6

### Policies and procedures

Your centre must supply the following policies and procedures in support of application: *(This evidence must be included with your application).*

6 Policies and procedures		
Ref	Criteria	Tick
A1	<b>Current prospectus</b> (or links to website or appropriate publicity materials) brief summary of the nature of your organisation.	
A2	<b>Physical resources</b> including details of teaching facilities and equipment.	
A3	<b>Human resources</b> must show that your organisation has appropriately qualified and experienced staff.	
A4	<b>Organisational structure</b> , a chart or diagram that briefly describes who is in charge of the organisation and who has responsibility for the various subjects.	
A5	<b>Quality assurance system</b> should include details of quality commitments, management of quality, systems for course design and development.	
A6	<b>Equal opportunities</b> policy and procedures.	
A7	<b>Health and safety</b> policy and procedures.	
A8	<b>Admissions/induction processes</b> for learners. Please outline how learners (including those with special requirements) are admitted on to the programme.	
A9	<b>Appeals procedure</b> . If you do not have a policy in place please provide information on how you will deal with appeals.	
A10	<b>External quality assurance</b> . Please provide any information concerning external audit, inspection or recognition.	

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 7

### Declaration

#### Centre declaration

I confirm that the centre **satisfies all EDI requirements** in respect of this application and that the details are, to the best of my knowledge, correct.

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 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 all relevant documentation relating to Section 4a (including Internal Quality Assurance Policy, Assessment Policy, Equal Opportunities Policy, Health & Safety Policy and centre's Appeals Procedure) are included with this application.

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 confirm that any changes to any of the information provided in this application will be notified to EDI within 3 working days.

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>

Head of Centre name			
Job title			
Signed		Date	

# EDI

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**EDI**

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