



Practical ICT Skills requisition form (On Demand)

IMPORTANT NOTE:

Please complete one form per **Practical ICT Skills Combination**.
Practical ICT Skills subject codes are detailed on Page 3.

Purchase Order No:

MANDATORY

SECTION A - Centre details

Centre name: _____ Centre code: _____

Contact name and title: _____

E-mail: _____ Telephone: _____

Please note that examination materials can be despatched to the registered centre address only

Completed registration forms and candidate entry spreadsheets must be received at least **4 weeks** prior to the **earliest** scheduled examination date.

SECTION B - Examination details

Award title	Award code	
Please detail the subject codes and titles and scheduled examination dates for all subject choices		
Unit code	Unit title	Examination date
1		
2		
3		
4		
5		
6		

SECTION C - Pearson use only

Reg ID	Order No 1	
	Order No 2	
	Order No 3	
	Order No 4	
	Order No 5	
	Order No 6	
Loaded by	Processed date	

Guidance notes for completing the Requisition Form

If you are also registering candidates for different combinations of subjects under the same Practical ICT Skills code you will need to complete a separate form for each combination.

1. Enter the name of your centre, the LCCI centre code and your purchase order number.
2. Enter the contact details of the person responsible for making the entries. These are needed in case there is a query.
3. Note the period of notice required. Make sure that the form is received by Pearson in time for the dates of the assessments.
4. Enter the award title and code. The award codes can be found on the LCCI website: qualifications.pearson.com/en/qualifications/lcci.html, in the International Qualification Guide.
5. Enter the unit code, unit title and examination dates for each of the component examinations.
Note: your requisition form must be for a full and valid combination of subjects, Pearson cannot accept partial Practical ICT Skills registrations. All dates must be within the period of notice required.
6. Complete the **Practical ICT Skills candidate entry spreadsheet** with the details of the candidates who will be sitting for the examination, according to the example below:

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8	Practical ICT Skills candidate entry spreadsheet						
9							
10	Please complete and return with requisition form						
11	Subject Code	Nation ID:	First name:	Middle name:	Last name:	D.O.B DD/MM/YYYY	Gender: M or F
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							

This spreadsheet must be submitted in .xls format and must accompany the completed requisition form. **Please note:** first name, last name, date of birth and gender are mandatory fields.

Practical ICT Skills codes

Practical ICT Skills

Level 1 Certificate in Practical ICT Skills	ASEPICT1
Level 2 Certificate in Practical ICT Skills	ASEPICT2
Level 3 Certificate in Practical ICT Skills	ASEPICT3

Practical ICT Units

Level 1 Database	ASE1113
Level 1 E-mail, Internet and IT Security	ASE1115
Level 1 Presentation Software	ASE1114
Level 1 Spreadsheets	ASE1112
Level 1 Word Processing	ASE1111
Level 2 Database	ASE2223
Level 2 E-mail, Internet and IT Security	ASE2225
Level 2 Presentation Software	ASE2224
Level 2 Spreadsheets	ASE2222
Level 2 Word Processing	ASE2221
Level 3 Database	ASE3333
Level 3 E-mail, Internet and IT Security	ASE3335
Level 3 Presentation Software	ASE3334
Level 3 Spreadsheets	ASE3332
Level 3 Word Processing	ASE3331