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# Work-ready skills in Finance and Quantitative

A GUIDE FOR CENTRES

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# We believe in learning

At the core of everything we do is the desire to make a measurable impact on improving people's lives through learning. Pearson aspires to be the world's leading learning company. From primary to secondary school, through to professional certification; our qualifications, curriculum materials, multimedia learning tools and testing programmes help to educate millions of people worldwide.

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## Work-ready skills in Finance and Quantitative



LCCI qualifications are widely regarded by employers for their practical focus on the key functions of modern international business, and are recognised internationally by employers, universities and professional bodies such as Association of Chartered Certified Accountants (ACCA) and Institute of Chartered Accountants in England and Wales (ICAEW).

Covering a range of essential financial and quantitative topics, we prepare students for progression to university and professional qualifications, or direct employment in the financial sector. Search from the list of our qualifications below that may be of interest to you:

Financial qualifications	6
Quantitative qualifications	29
LCCI Awards	36

Students can go onto many job roles including; accounts executive, accounts assistant, accounts clerk, junior accountant, data analyst assistant and many more.



# My life as a finance professional started through studying LCCI.

Phyu Thwe Win,  
Finance & Operations Manager

# Recognition by professional bodies for Pearson LCCL finance qualifications



Organisation	Level	Qualification	Exemption details
Association of Chartered Certified Accountants (ACCA)	Level 2	Level 2 Certificate in Book-keeping and Accounting (VRQ)	FA1: Recording Financial Transactions
Association of Chartered Certified Accountants (ACCA)	Level 3	Level 3 Certificate in Financial Accounting (VRQ)	FA1: Recording Financial Transactions FA2: Maintaining Financial Records
Association of Chartered Certified Accountants (ACCA)	Level 3	Level 3 Certificate in Accounting	Foundation Paper F3: Financial Accounting
Association of Chartered Certified Accountants (ACCA)	Level 4	LCCL Level 4 Certificate in Organisational Behaviour and Performance (VRQ)	Foundation Paper F1: Accountant in Business
Association of Chartered Certified Accountants (ACCA)	Level 4	LCCL Level 4 Certificate in Management Accounting (VRQ)	Foundation Paper F2: Management Accounting
Association of Chartered Certified Accountants (ACCA)	Level 4	LCCL Level 4 Certificate in Financial Accounting (VRQ)	Foundation Paper F3: Financial Accounting
The Association of International Accountants (AIA)	Level 4	LCCL Level 4 Professional Diploma in Accounting and Finance	Entry to AIA's Certificate in Accountancy qualification (Level 5)
The Chartered Institute of Management Accountants (CIMA)	Level 3	LCCL Level 3 Certificate in Cost and Management Accounting (VRQ) ★ (UCAS point available)	CIMA Certificate in Business Accounting (2011): C01 Fundamentals of Management Accounting
The Chartered Institute of Management Accountants (CIMA)	Level 3	LCCL Level 3 Certificate in Financial Accounting (VRQ) ★ (UCAS point available)	CIMA Certificate in Business Accounting (2011): C02 Fundamentals of Financial Accounting
The Chartered Institute of Management Accountants (CIMA)	Level 3	LCCL Level 3 Certificate in Business Statistics (VRQ) ★ (UCAS point available)	CIMA Certificate in Business Accounting (2011): C03 Fundamentals of Business Mathematics
The Chartered Institute of Management Accountants (CIMA)	Level 4	LCCL Level 4 Certificate in Applied Business Economics (VRQ)	CIMA Certificate in Business Accounting (2011): C04 Fundamentals of Business Economics
The Chartered Institute of Management Accountants (CIMA)	Level 3 and Level 4	LCCL Level 3 Award in Professional Ethics in Accounting and Finance and LCCL Level 4 Certificate in The Legal Environment	CIMA Certificate in Business Accounting (2011): C05 Fundamentals of Ethics, Corporate Governance and Business Law
The Chartered Institute of Management Accountants (CIMA)	Level 4	LCCL Level 4 Certificate in Management Accounting (VRQ)	CIMA Chartered Accounting Qualification (2015): P1 Management Accounting
Institute of Chartered Accountants in England and Wales (ICAEW)	Level 4	LCCL Level 4 Certificate in Financial Accounting (VRQ)	ICAEW paper: Accounting
Institute of Chartered Accountants in England and Wales (ICAEW)	Level 4	Level 4 Certificate in Organisational Behaviour and Performance (VRQ)	ICAEW paper: Business and Finance
Institute of Chartered Accountants in England and Wales (ICAEW)	Level 3 and Level 4	LCCL Level 3 Certificate in Cost and Management Accounting (VRQ) and LCCL Level 4 Certificate in Management Accounting (VRQ)	ICAEW paper: Management Information
Singapore Accountancy Academy – education arm of Institute of Certified Public Accountants of Singapore (ICPAS)	Level 3	Group Diploma in Accounting + Group Diploma in Cost Accounting + Group Diploma in Management Accounting + Specialised Diploma in Accounting & Finance, Diploma in Business Studies (with Pass in Level 3 Accounting)	Entry to: SAA-GE Advanced Diploma in Accounting and Finance SAA-GE Advanced Diploma in Business Management with exemptions for module 1
Malaysian Qualifications Agency (MQA)	Level 3	LCCL Level 3 Group Diploma in Accounting	Equivalent to Level 3 of Malaysian Qualifications Framework
Malaysian Qualifications Agency (MQA)	Level 3	Specialised Diploma in Cost Accounting Specialised Diploma in Managerial Accounting Specialised Diploma in Accounting and Finance Specialised Diploma in Business Management and Accounting	Equivalent to a Foundation level programme on the Malaysian Qualifications Framework
Malaysian Qualifications Agency (MQA)	Level 4	LCCL Level 4 Diploma in Accounting and Finance	Equivalent to Level 4 of Malaysian Qualifications Framework

★ UCAS points are available for some of our Level 3 qualifications:  
UCAS Points (New Tariff) 2016/2017 Distinction 24 points / Merit 18 points / Pass 16 points.

# What support can you expect?

All the support and guidance you would expect from the world's largest learning company.

Whether you're interested in one subject or the full range, we provide everything needed to support you through delivery, qualification and onto final assessment.



## Access to a global network of Pearson expertise providing personalised, local support.

- ✓ When you become part of an LCCI centre, you become part of a growing international network of over 5000 centres full of ambitious students and employers who are all eager to grow their skills base.



## Syllabuses, sample papers, past papers, model answers, teachers' tool kits, support packs and comprehensive training.

- ✓ We provide our centres with all of the tools needed to teach each qualification, helping teachers plan lessons, support exam preparation and to help understand learners exam results with our post analysis tool Results Plus to ensure learners reach their potential.



## Published resources supporting learning and examination preparation

- ✓ Tailored textbooks and resources including student books, teacher guides and digital support tools from the world's leading education company to support learners with relevant content, examples and exercises.



## Dedicated customer support teams are trained to deal with specific and general enquiries.

- ✓ When you become an LCCI centre you have access to dedicated support from our customer service team and local representatives based around the world, who are on hand to provide dedicated support with your queries.



## Free implementation and 'get ready to teach' events to support with the delivery of the qualifications.

- ✓ We provide all of the tools needed such as syllabuses, sample papers, and teacher's toolkits, but we also hold free face-to-face and online training seminars and workshops, hosted by our chief examiners, to ensure you are equipped with the knowledge and know-how to use all the tools provided to teach LCCI qualifications.



## Online, user-friendly centre administration for all forms and documents.

- ✓ To ensure you get best experience possible we have worked with our centres to ensure all our online administration and registration processes are simple and straightforward.



## Centre and learner recognition including LCCI Medallions for your top students.

- ✓ Every year we award LCCI IQ Medallions and certificates of excellence to top scoring students.
- ✓ Winning a medallion or a certificate is a prestigious achievement and means winners are not just a top scoring student, but one of the top scoring students in the world.

To find out more visit [qualifications.pearson.com/lccifinance15](https://qualifications.pearson.com/lccifinance15)

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# Why offer our finance qualifications at your centre?

They are small bite-sized vocational qualifications that can be studied part-time, alongside other qualifications or full-time work or via distance learning.

Each qualification has been mapped to the International Accounting Standards (IAS), making the qualifications globally relevant.

They are 100% externally assessed, via an exam set and marked by Pearson, so you can be confident in the standard of the qualification.

The new finance qualifications are Ofqual accredited and available in both the UK and internationally.

There are numerous assessment opportunities throughout the year (usually either 4 or 8 series windows, or on-demand only for the LCCI Level 2 Award in Computerised Bookkeeping (VRQ)).

Level 4 titles have the added benefit of ACCA exemptions



# Financial qualifications



## LCCI Level 1 Certificate in Bookkeeping (VRQ)

New from 2015

Product code: ASE20091

### Aims

The Pearson LCCI Level 1 Certificate in Bookkeeping (VRQ) qualification and legacy qualification are established and valued by employers worldwide and recognised by professional bodies. All businesses require accurate bookkeeping records that are maintained on a regular basis. Consequently, there is a demand for employees who possess these bookkeeping skills.

The qualification is intended for students who wish to acquire the essential skills and knowledge of maintaining business records, using books of original entry and double-entry bookkeeping and who are working or preparing to work, in areas of business that will involve the recording of financial transactions. The qualification is also for those students who wish to understand bookkeeping in accordance with the International Accounting Standards (IAS).

The qualification will give students the opportunity to develop an understanding of the basic principles underlying the recording of business transactions and to develop the ability to maintain the books of and prepare financial statements for sole traders.

The qualification is an introduction to bookkeeping and allows progression to the Pearson LCCI Level 2 Certificate in Bookkeeping and Accounting (VRQ) and supports progression into the job market, for example, in a bookkeeping role within a large company's finance department.

### Syllabus topics

#### Books of Original Entry and Double Entry

- The accounting equation
- Double entry bookkeeping
- Books of original entry
- Bank transactions

#### Accounting for Payroll

- Calculation of payroll using time rates and incentive schemes
- Payroll deductions
- Calculation of wages
- Accounting for payroll

#### Control Accounts

- The purposes and preparation of control accounts
- Financial Statements of a Sole Trader
- Income statements
- Statements of financial position

### Assessment

- One written externally set and marked paper, contributing 100% of the overall grade of the qualification.
- The examination will be 2 hours.
- The examination will consist of 100 marks.
- Candidates will be graded Pass/Merit/Distinction. A result of Fail will be recorded where candidates do not achieve the required marks for a Pass.
- The paper contains two sections.
- Candidates answer all questions from all sections.
- Section A questions comprise multiple choice (MCQ).
- Sections B comprise table completion, preparation of accounts and short open response questions.
- Candidates are expected to have available a calculator with at least the following keys: +, -, ×, ÷, π, x<sup>2</sup>, √x, 1/x, xy, ln x, ex, x!, sine, cosine and tangent and their inverses in degrees and decimals of a degree, and in radians; memory. Calculators with a facility for symbolic algebra, differentiation and/or integration are not permitted.
- Available for series assessment only.

# Certificate in Book-keeping (Level 1)

Product code: ASE1017

Final on-demand assessment: **Oct 2016**

Final series assessment: **Nov 2016**

Last certification: **Jan 2017**

This qualification is suitable for students who work or wish to work in areas of business that will involve the recording of financial transactions. It builds on and extends the knowledge and skills developed at the introductory level and is a good progression route to the Level 2 Certificate in Book-keeping and Accounts.

## Aims

The aims of this qualification are to enable students to develop:

- an understanding of the basic principles underlying the recording of business transactions
- the ability to maintain the books of, and prepare final accounts for, sole traders

## Syllabus topics

- The Accounting Equation and the basis of double entry book-keeping
- recording transactions through double entry
- balancing accounts
- purchases/sales/returns
- the ledger: its subdivision
- day books
- bank facilities/methods of payment or receipt of money
- cash book and cash discount
- bank reconciliation
- petty cash book and the imprest system
- trial balance
- adjusting for accruals and prepayments in the final accounts
- depreciation of fixed assets
- the entries relating to bad debts
- the journal
- capital and revenue expenditure
- errors in the accounts and their correction
- effect of profit (or loss) and drawings upon capital
- trading and profit and loss accounts
- the balance sheet
- control accounts – an introduction

## Assessment

- Students are assessed by a 2.5 hour paper-based examination. The exam paper consists of four questions, with at least two questions on key topics as detailed in the syllabus. Students must do all four questions. The answers required will be predominantly of a quantitative nature but students will be expected to demonstrate their understanding of the subject at an appropriate level. Specimen and past papers are available on the LCCI website.
- Specimen and past papers are available on the LCCI website.

# LCCI Level 2 Certificate in Bookkeeping and Accounting (VRQ)

New from 2015

Product code: ASE20093

## Aims

The Pearson LCCI Level 2 Certificate in Bookkeeping and Accounting (VRQ) and the legacy qualification are established and valued by employers worldwide and recognised by professional bodies. All businesses require accurate bookkeeping records that are maintained on a regular basis. Consequently, there is a demand for employees who possess these skills.

This qualification is intended for students who wish to gain a thorough foundation in bookkeeping and accounting practices, including double-entry bookkeeping. It is also for students who wish to understand bookkeeping and accounting in accordance with the International Accounting Standards (IAS). The qualification is also for those who are working in, or who are preparing to work, in an accounting environment maintaining financial records and preparing accounts. The Pearson LCCI Level 2 Certificate in Bookkeeping and Accounting (VRQ) builds on the knowledge and skills acquired from the Pearson LCCI Level 1 Certificate in Bookkeeping (VRQ).

This qualification will give students the opportunity to develop an understanding of the basic principles underlying the recording of business transaction. It will also give students the ability to prepare and interpret accounts for sole traders, partnerships, limited companies, manufacturing and non-profit making organisations.

The Pearson LCCI Level 2 Certificate in Bookkeeping and will allow progression to other LCCI Level 3 accounting qualifications, for example, the Pearson International Advanced Level in Accounting (IAL) qualification and supports progression to the job market, for example, to a book keeping and accounting role within a large company's finance department. The Pearson LCCI Level 2 Certificate in Bookkeeping and Accounting (VRQ) will support students who run their own business and who need to carry out their own bookkeeping and those already working in accounting who would like to enhance their skills.

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## Syllabus topics

### Recording Financial Transactions

- The principles of double-entry accounting

### Control Accounts

- The purpose and reconciliation of control accounts
- The preparation of control accounts

### Correction of Errors and the Journal

- Correction of errors
- The journal

### Adjustments in Financial Statements

- Depreciation
- Bad debts and allowance for doubtful debts
- Adjusting for accruals and prepayments

### Partnerships

- Partnerships as a business relationship
- Limited Liability Companies
- Principles of accounting for limited liability companies

### Incomplete Records of a Sole Trader

- Principles of incomplete records

### Manufacturing Accounts

- Principles of manufacturing accounts

### Accounting for Non-profit Making Organisations

- Principles of accounting for non-profit making organisations

### Accounting Ratios.

- The calculation and interpretation of accounting ratios

## Assessment

- One written externally set and marked paper, contributing 100% of the overall grade of the qualification.
- The examination will be 2 hours and 30 minutes.
- The examination will consist of 100 marks.
- Candidates will be graded Pass/Merit/Distinction. A result of Fail will be recorded where candidates do not achieve the required marks for a Pass.
- The paper contains five questions.
- Candidates answer all questions.
- The questions comprise table completion, account preparation, calculations, short open response and one medium open response question.
- Candidates are expected to have a calculator available with at least the following keys: +, -, ×, ÷, π, x<sup>2</sup>, √x, 1/x, xy, ln x, ex, x!, sine, cosine and tangent and their inverses in degrees and decimals of a degree, and in radians; memory. Calculators with a facility for symbolic algebra, differentiation and/or integration are not permitted.
- Available for series assessment only.

# Certificate in Book-keeping and Accounts/ Certificate in Book-keeping and Accounts IAS\* (Level 2)

Product code: ASE2007

Final on-demand assessment:	Oct 2016
Final series assessment:	Nov 2016
Last certification:	Jan 2017

Product code: ASE20050\*

Final on-demand assessment:	Oct 2016
Final series assessment:	Nov 2016
Last certification:	Jan 2017

As a progression route from Level 1 Book-keeping, this qualification builds on the knowledge and skills developed at that Level. The qualification is targeted at students who are working, or preparing to work, in an accounting environment where they will be expected to maintain financial records and prepare accounts with some Level of autonomy. Successful students at this Level can progress to the LCCI Level 3 Accounting/Accounting (IAS) qualifications.

## Aims

The aims of this qualification are to enable students to develop:

- an understanding of the basic principles underlying the recording of business transactions
- the ability to prepare and interpret accounts for sole traders, partnerships, non-trading organisations and limited companies

## Syllabus topics

- advanced aspects of the syllabus for Level 1
- book-keeping
- partnerships
- limited liability companies
- incomplete records
- manufacturing accounts
- stock valuation
- non-trading organisations
- control accounts
- suspense accounts
- calculation and interpretation of ratios
- preparation, by the use of ratios, of simple financial statements

## Assessment

- Students are assessed by a 3 hour paper-based examination, consisting of five questions from which the candidate will need to answer any four; there are no compulsory questions. At least two questions will come from key topics as detailed in the syllabus. The answers required will be predominantly of a quantitative nature, but students will be expected to demonstrate their knowledge and understanding of the syllabus topics at the appropriate level as well as their ability to analyse and interpret data. Specimen and past papers are available on the LCCI website.
- Specimen and past papers are available on the LCCI website.

# LCCI Level 3 Certificate in Financial Accounting (VRQ)

New from 2015

Product code: ASE20097

## Aims

The Pearson LCCI Level 3 Financial Accounting (VRQ) qualification is for students who work in, or want to work in, accounting environments.

The qualification provides students with the key knowledge and understanding of accounting principles and concepts underlying all financial accounting including the preparation of accounting entries for non-current assets; advanced bookkeeping; the preparation of journals for correction of errors and year-end adjustments; the preparation of the extended trial balance to incorporate these adjustments and the preparation of financial accounts for unincorporated businesses (sole traders and partnerships).

Students will gain skills to produce financial records, summarising an organisation's financial transactions over a specific accounting period, and its current financial position in terms of assets, liabilities and capital.

This qualification is trusted and valued by employers worldwide and recognised by universities and professional bodies. This will increase students' employability in the sector and allow them to continue their academic development by progressing to the Pearson LCCI Level 4 Certificate in Financial Accounting (VRQ) or other professional accountancy qualifications.

## Syllabus topics

The purpose of maintaining financial records

- The scope of the financial accounting function
- Different types of business organisations
- How financial statements contribute towards meeting the needs of different stakeholders and users
- The importance of ethical behaviour in accounting practices

Recording financial transactions

- The importance of ethical behaviour in accounting practices
- The importance of ethical behaviour in accounting practices
- Recording cash transactions
- Undertake a bank reconciliation
- Recording receivables and payables
- Recording changes in inventory
- Make adjustments for accruals and prepayments
- Account for depreciation costs
- The accounting treatment of tangible and non-current assets

Balancing accounts and the trial balance

- The purpose of the trial balance
- Correction of errors in transaction recording
- Operate a control account
- Operate a suspense account

Adjustments and the extended trial balance

- The purpose of the extended trial balance

Produce final accounts of a sole trader and partnership

- Prepare the main financial statements

Introduction to interpretation of financial statements

- The contribution of financial statements measuring business performance

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**Assessment**

- One written externally set and marked paper, contributing 100% of the overall grade of the qualification.
- The examination will be 3 hours.
- The examination will consist of 115 marks.
- Students will be graded Pass/Merit/Distinction. A result of Fail will be recorded where students do not achieve the required marks for a Pass.
- The paper comprises five questions.
- Students should answer all questions.
- Questions comprise short written answer, calculations and preparation of financial statements.
- Available for series assessment only.

**UCAS points**

We are applying for UCAS points for this qualification to aid progression to Higher Education. We will update centres once we have received this information.

# Financial Accounting/ Financial Accounting IAS\* (Level 4)

Product code: ASE4502

Final on-demand assessment: **Oct 2016**

Last certification: **Jan 2017**

Product code: ASE4902\*

Final on-demand assessment: **Oct 2016**

Last certification: **Jan 2017**

These advanced qualifications are suitable for students who wish to build on their Level 3 accounting knowledge and skills and develop an understanding of the conceptual aspects of accounting and of basic auditing. The IAS version develops students' skills in applying the IAS/ IFRS standards while the other version focuses on UK accounting standards, i.e. SSAPs and FRS. The qualification helps to build students' analytical and discursive abilities. Students should have the knowledge and skills of LCCI Level 3 Certificate in Accounting or equivalent.

## Aims

The aims of this qualification are to enable students to develop:

- an understanding of the basic principles underlying the recording of business transactions
- the ability to prepare and interpret accounts for sole traders, partnerships, non-trading organisations, limited companies and groups of companies in accordance with basic accounting conventions and current accounting practice
- the ability to prepare accounting statements in accordance with accounting standards and the accounting framework; (FRS 18, SSAP 4, FRS 21, FRS 12) or (IAS

1, IAS 20, IAS 10, IAS 37)

- the ability to apply the principles of decision making
- the ability to analyse businesses and their performance
- an understanding of the conceptual aspects of financial accounts
- an understanding of basic auditing

## Syllabus topics

- Levels 1, 2 and 3 revisited
- valuations of stocks and long term contracts
- companies
- accounting for groups of companies and complex issues in company accounting
- cash flow statements (FRS 1 revisited)/ (IAS 7 revisited)
- budgetary control
- concepts and accounting frameworks
- analysis of business and opportunities, involving non-numerical techniques
- users of accounts
- investment accounts
- auditing

## Assessment

- Students are assessed by a 3 hour paper-based examination, consisting of five questions from which the student will need to answer any four; there are no compulsory questions. Questions will be both computational and narrative, some being primarily computational and some entirely narrative. Specimen and past papers are available on the LCCI website.
- Specimen and past papers are available on the LCCI website.

# LCCI Level 3 Certificate in Accounting (VRQ)

New from October 2015

Product code: ASE20104

The Pearson LCCI Level 3 Certificate in Accounting (VRQ) gives students an overview of the fundamental accounting principles and concepts that underlie all Financial accounting. Students are introduced to topic areas they are likely to encounter in their working lives in practical, scenario-based situations. This qualification includes content on these main functions:

- Maintaining up-to-date records of all financial transactions in an appropriate format using accounting record books (ledgers)
- Preparation of extended trial balances
- Preparation and interpretation of financial statements of different businesses (sole traders, partnerships, limited companies and groups of companies)
- Preparation of financial records from incomplete records
- Budgeting
- Applying the principles of decision making

The qualification has been developed to allow students to progress to the Pearson LCCI Level 4 Certificate in Financial Accounting (VRQ), which extends and introduces new advanced topic areas in this field.

This qualification is suitable for those working or intending to work in advanced accounting roles with a high level of autonomy, for example Junior Accountant or Cost Accountant.

## Syllabus topics

- Accounting concepts and framework
- Recording financial transactions
- Preparation of an extended trial balance
- Preparation of financial statements
- Preparation of accounting from incomplete records
- Interpretation of financial statements  
Budgetary control
- Introduction to decision making

## Assessment

- One written, externally-set and marked paper, contributing 100% of the overall grade of the qualification
- The examination will be 3 hours
- The examination will consist of 115 marks
- Students will be graded Pass/Merit/Distinction. A result of Fail will be recorded where students do not achieve the required marks for a Pass
- The paper comprises of five questions
- Students should answer all questions
- Questions comprise short, written answer, calculations and preparation of financial statements, analysis and evaluation of results obtained.



# Certificate in Accounting / Certificate in Accounting IAS (Level 3)

Product code: ASE3012

Final on-demand assessment:	Oct 2016
Final series assessment:	Nov 2016
Last certification:	Jan 2017

Product code: ASE3902\*

Final on-demand assessment:	Oct 2016
Final series assessment:	Nov 2016
Last certification:	Jan 2017

This qualification is suitable for students who are working, or preparing to work, in an advanced accountancy role with a high degree of autonomy where they will be required to produce and interpret financial statements in compliance with Statements of Standard Accounting Practice (SSAPs) and Financial Reporting Standards (FRS). Students should have the knowledge and skills equivalent to the LCCI Levels 1 and 2 qualifications. Successful students can progress to study LCCI Level 4 Financial Accounting/Accounting IAS.

## Aims

The aims of this qualification are to enable students to develop:

- an understanding of the basic principles underlying the recording of business transactions
- the ability to prepare and interpret accounts for sole traders, partnerships, non-trading organisations, limited companies and groups of companies in accordance with basic accounting conventions and current accounting practice
- the ability to apply the principles of decision making

## Syllabus topics

- Levels 1 and 2 revisited
- valuation of stocks
- valuation of fixed assets
- partnerships
- companies
- accounting for groups of companies
- cash flow statements
- accounting ratios
- budgetary control
- introduction to decision making
- concepts and accounting framework

Note: taxation, in all its forms, is excluded from this syllabus

## Assessment

- Students are assessed by a 3 hour paper-based examination, consisting of five questions from which the candidate will need to answer any four; there are no compulsory questions. At least two questions will come from key topics as detailed in the syllabus. The answers required will be predominantly of a quantitative nature, but students will be expected to demonstrate their knowledge and understanding of the syllabus topics at the appropriate level as well as their ability to analyse and interpret data. Specimen and past papers are available on the LCCI website.
- Specimen and past papers are available on the LCCI website.

## UCAS points

The Level 3 Accounting and Level 3 Accounting (IAS) have been included on the UCAS tariff for entry into UK universities. Information on the tariff points awarded can be found at [www.ucas.com](http://www.ucas.com).

# LCCI Level 2 Cost Accounting (VRQ)

New from 2015

Product code: ASE20094

## Aims

The Pearson LCCI Level 2 Cost Accounting (VRQ) is for students who work in, or want to work in accounting environments where they will be required to produce cost information.

This qualification provides the key knowledge and understanding of the role of cost accounting in business; costs relating to labour, material and overheads; marginal costing; costing systems and the role of management information systems in organisations. The qualification will also introduce students to the principle of decision making for Management Accounting with a view to preparing them for the Pearson Level 3 Certificate in Cost and Management Accounting qualification.

This qualification is trusted and valued by employers worldwide and recognised by universities and professional bodies. This level 2 qualification will increase their employability skills in the sector and allow progression to the Pearson LCCI Level 3 Certificate in Cost and Management Accounting qualification.

## Syllabus topics

Introduction to cost accounting

- The role of cost accounting in business

Accounting for materials, labour and overheads

- Material costs
- Labour costs
- Overhead costs

Methods of costing

- Job and batch costing
- Marginal costing

Introduction to budgeting and standard costing

- Budgetary planning and control
- Standard costing and variances

Working capital management

- Managing cash flow

Decision making

- Investment appraisal

Introduction to Management Information Systems

- The role of Management Information Systems (MIS) in cost accounting

## Assessment

- One written externally set and marked paper, contributing 100% of the overall grade of the qualification.
- The examination will be 2 hours 30 minutes.
- The examination will consist of 100 marks.
- Students will be graded Pass/Merit/Distinction. A result of Fail will be recorded where students do not achieve the required marks for a Pass.
- The paper comprises six questions.
- Students should answer all questions.
- Questions comprise short written answer and calculations.
- Available for series assessment only.

## Cost Accounting (Level 2)

Product code: ASE2017

Final on-demand assessment: **Oct 2016**

Last certification: **Jan 2017**

This qualification is suitable for students who are working, or are preparing to work, in an accounting environment at a Level that requires a moderate Level of cost accounting knowledge and skill, as well as a basic understanding of cost accounting principles and practice. Students attempting this qualification should have the knowledge and skills equivalent to the LCCI Level 1 Book-keeping qualification in order to understand the relationships between financial accounting and cost accounting, and basic accounting terms. Successful students may progress to the LCCI Cost Accounting and/or Management Accounting Level 3 qualifications.

### Aims

The aims of this qualification are to enable students to develop:

- a detailed understanding of how financial transaction data may be processed to provide cost accounting data
- a basic understanding of how cost accounting information can be used for the purposes of planning and control within business organisations
- the ability to apply this understanding of planning and control in a variety of business settings

### Syllabus topics

- basic terminology and cost classification
- costing for materials
- costing for labour
- costing for overheads
- costing methods
- marginal costing
- budgetary planning and control
- standard costing and variances
- accounting systems

### Assessment

- Students are assessed by a 2.5 hour paper-based examination, consisting of five compulsory questions. At least two questions will come from key topics as detailed in the syllabus. The answers required will be predominantly of a quantitative nature, but students will be expected to demonstrate their knowledge and understanding of the syllabus topics at the appropriate level. Specimen and past papers are available on the LCCI website.
- Specimen and past papers are available on the LCCI website.

## Cost Accounting (Level 3)

Product code: ASE3017

Final on-demand assessment: **Oct 2016**

Final series assessment: **Nov 2016**

Last certification: **Jan 2017**

This qualification is suitable for students who are working in a cost accounting environment at a Level that requires some depth of cost accounting knowledge and skills, as well as a basic understanding of cost accounting principles and practice. Students attempting this qualification should have the knowledge and skills equivalent to LCCI Level 2 Cost Accounting.

### Aims

The aims of this qualification are to enable students to develop:

- an understanding of advanced aspects of the processing of cost accounting information, including stock control
- a detailed understanding of how cost accounting information can be used for the purposes of short-term planning, control and decision making within business organisations
- the ability to apply this understanding in a variety of business settings

### Syllabus topics

- materials and stock control
- costing methods and systems
- cost-volume-profit (CVP) analysis
- budgetary planning and control
- standard costing and variances
- accounting systems

### Assessment

- Students are assessed by a 3 hour paper-based examination, consisting of five compulsory questions. At least one question will come from key topics as detailed in the syllabus. The answers required will be predominantly of a quantitative nature, but students will be expected to demonstrate their knowledge and understanding of the syllabus topics at the appropriate level. Specimen and past papers are available on the LCCI website.
- Specimen and past papers are available on the LCCI website.

# LCCI Level 3 Certificate in Cost and Management Accounting (VRQ)

New from 2015

Product code : ASE20098

## Aims

The Pearson LCCI Level 3 Cost and Management Accounting (VRQ) is for students who work in, or want to work in accounting environments where they will be required to use management accounting techniques which contribute to effective decision making and control.

This qualification provides the student with the skills, knowledge and understanding of cost and management accounting which reflects the key skills required in business for short and long-term decision making, inventory control, accounting for overheads, working capital management, standard costing and the preparation and control of budgets.

This qualification is trusted and valued by employers worldwide and recognised by universities and professional bodies.

This will enhance their employability prospects in the accounting sector and allow progression to the Pearson LCCI Level 4 Certificate in Management Accounting qualification.

## Syllabus topics

Inventory management

- Materials and inventory control

Short-term decision making

- Short-term cost behaviour
- Break even analysis
- Marginal and absorption costing

Accounting for overheads

- Overhead absorption

Budgetary planning and control

- Preparation of budgets

Working capital management

- Managing cash flow

Standard costing and variances

- Calculating variances

Costing methods

- Process costing

Long-term decision making

- Investment appraisal

Management Information Systems

- The role of Management Information Systems (MIS) in cost and management accounting

## Assessment

- One written externally set and marked paper, contributing 100% of the overall grade of the qualification.
- The examination will be 3 hours.
- The examination will consist of 100 marks.
- Students will be graded Pass/Merit/Distinction. A result of Fail will be recorded where students do not achieve the required marks for a Pass.
- The paper comprises five questions.
- Students should answer all questions.
- Questions comprise short written answer and calculations.
- Available for series assessment only.

## UCAS points

We are applying for UCAS points for this qualification to aid progression to Higher Education. We will update centres once we have received this information.

# Management Accounting (Level 3)

Product code: ASE30247

Final on-demand assessment: **Oct 2016**

Final series assessment: **Nov 2016**

Last certification: **Jan 2017**

This qualification is suitable for students who are working, or aspiring to work, in an autonomous job role which requires them to prepare and present financial and other decision oriented information. The complex business world of today makes Management Accounting a necessity for all types of managers. Organisations must attempt to acquire and utilise their resources in the best way possible, and managers need reliable accounting data to anticipate the future and control day-to-day activity.

Students attempting this qualification must be totally familiar with the basic cost accounting principles, methods and terminology as contained in the LCCI Level 2 Cost Accounting syllabus or equivalent.

## Aims

The aims of this qualification are to enable students to develop:

- the ability to critically analyse information for both short term and long term decision making
- the ability to use management accounting information for the purposes of planning and control of cash and other resources within business organisations and an understanding of factors affecting the planning and control process
- an understanding of business performance measures, and the relevance and impact of transfer pricing

## Syllabus topics

- short term cost behaviour
- cost/volume/profit (CVP) analysis
- short term decision making
- budgetary planning and control
- cash and working capital management
- standard costing and variances
- long term decision making
- performance evaluation and transfer pricing

## Assessment

- Students are assessed by a 3 hour paper-based examination, consisting of five compulsory questions. At least one question will come from key topics as detailed in the syllabus. The answers required will be predominantly of a quantitative nature, but students will be expected to demonstrate their knowledge and understanding of the syllabus topics at the appropriate level. Specimen and past papers are available on the LCCI website.
- Specimen and past papers are available on the LCCI website.

NEW

# LCCI Level 2 Award in Computerised Bookkeeping (VRQ)

New from 2015

Product code: ASE20095

## Aims

The Pearson LCCI Level 2 Award in Computerised Bookkeeping is trusted and valued by employers worldwide and recognised by professional bodies. All businesses require accurate accounting records that are maintained on a regular basis. Consequently, there is a demand for employees who possess these skills.

The qualification gives students the opportunity to gain the knowledge, understanding and skills needed to ensure that routine transactions made by the business are accurately recorded using computerised accounting software.

This qualification is designed to increase students' employability skills in a variety of roles involving accurate data recording, such as bookkeeping in a company's finance department. The qualification also supports students who run their own businesses and carry out their own bookkeeping, and those who are already working in accounting and who would like to enhance their skills by obtaining a formal qualification.

## Syllabus topics

- Entering and amending company data
- Processing routine transactions
- Processing non-routine transactions
- Processing journals
- Bank accounts reconciliation
- Management reports
- Data security.

## Assessment

- One written externally set and marked paper, consisting of 100% of the overall grade of the qualification.
- Students will be graded Pass/Merit/Distinction. A result of Fail will be recorded where students do not achieve the required marks for a Pass.
- The paper comprises two sections.
- Students answer all questions from Section A and all tasks from Section B.
- Section A comprises one extended, open-response question broken down into a number of parts.
- Section B comprises a scenario in which it is assumed that the candidate is working in an accounting department using a computerised accounting system.
- Available for on-demand only.

The scenario requires candidates to process a variety of business transactions using commercially available computerised accounting software. The examination requires the use of computerised accounting software.

As a guide, the examination is compatible with the following computerised accounting software: Sage 50, MYOB and Mr Accounting. This list is not exhaustive and other computerised accounting software may be used. Computerised accounting software must accept currencies to 2 decimal places, for example sterling, dollars, euros, yen. Centres must ensure that the software they are using will enable candidates to examination before registering candidates.



# Computerised Book-keeping Skills (Level 2)

Product code: ASE20054

Final on-demand assessment: **Oct 2016**

Last certification: **Jan 2017**

This qualification develops the students' ability to use a computerised accounting system to set up company information, make journal and ledger entries, carry out stock control processes and process routine payments and receipts. Students for this qualification must have book-keeping and accounting knowledge and skills equivalent to the LCCI Level 2 Book-keeping and Accounts qualification. This qualification is suitable for people who work or intend to work in an accounting role that requires the computerised processing of daily accounting transactions.

## Aims

The aim of the qualification is to develop students' competence in using computerised accounting software and to develop skills in:

- setting up yearly company data and making journal and ledger entries
- processing routine payments and receipts
- carrying out stock control processes
- producing appropriate accounting reports for management purposes

## Syllabus topics

- setting up accounting software to manage accounting information
- process routine payments and receipts using a computerised system
- carry out stock control processes using a computerised system

## Assessment

- Students are assessed by a 2.5 hour exam in the form of a practical case study, in which it is assumed that the student is working in an accounting department using a computerised accounting system.
- The case study requires students to process a variety of business transactions using commercially available computerised accounting software. A sample paper is available on the LCCI website.
- A sample paper is available on the LCCI website.

# Computerised Accounting Skills (Level 3)

Product code: ASE20055

Final on-demand assessment: **Oct 2016**

Last certification: **Jan 2017**

This qualification develops the students' ability to manage a computerised accounting system in order to provide management information. Students will learn how to process non-routine accounting transactions and print and analyse reports such as the Profit and Loss and Balance Sheet. Students for this qualification must at least have book-keeping and accounting knowledge and skills equivalent to the LCCI Level 2 Book-keeping and accounts qualification. This qualification is suitable for people who work or intend to work in an advanced accounting role.

## Aims

The aim of the qualification is to develop students' competence in using computerised accounting software and to develop skills in:

- setting up initial business data in a computerised accounting system
- processing and completing advanced business transactions
- producing and analysing end period reports
- producing and reviewing a range of routine and non-routine accounting reports for management purposes

## Syllabus topics

- setting up initial data
- entering transactions
- processing credit card transactions
- recording transactions relating to acquisition and disposal of fixed assets
- making end of period adjustments
- amending chart of accounts and producing and analysing end period reports
- producing and reviewing routine and non-routine reports

## Assessment

- Students are assessed by a 3 hour exam in the form of a practical case study, in which it is assumed that the student is working in an accounting department using a computerised accounting system. The case study requires students to process a variety of business transactions using commercially available computerised accounting software. A sample paper is available on the LCCI website.
- A sample paper is available on the LCCI website.

NEW

# LCCI Level 4 Certificate in Financial Accounting (VRQ)



New from 2015

Product code: ASE20101

## Aims

The Pearson LCCI Level 4 Certificate in Financial Accounting (VRQ) is for students who work in, or want to work in a position supporting a company's finance department.

This qualification provides students with an understanding of the significance of financial statements and the relevance of the information they contain. Students will produce financial statements in accordance with relevant accounting standards for single and group entities.

This qualification will provide students with the necessary skills to interpret complex financial statements for reporting and assist in decision making by providing clear analysis of the financial statements. Students will also gain an understanding of applicable International Financial Reporting Standards (IFRS) which underpin the preparation of company financial statements.

This qualification is trusted and valued by employers worldwide and recognised by universities and professional bodies. Students can progress from this qualification by working towards higher professional qualifications and membership of professional bodies, increasing their employability in the sector. Students may also continue their academic development by progressing to degree courses in financial and accounting disciplines.

## Syllabus topics

The Regulatory Framework and Governance Responsibilities

- The principles applied when undertaking accounting responsibilities in business
- The role of financial audits and the regulatory system governing financial reporting

Accounting Systems

- The recording of regular transactions and necessary adjustments for the year end

The Principles of Financial Statements for Single Entities, Partnerships and Groups

- The accounting treatment of tangible and intangible non-current assets
- Account for depreciation
- The treatment of provisions, contingent liabilities and contingent assets
- The treatment of events after the reporting date
- Accounting policies
- Revenue recognition
- The accounting treatment of shares and dividends

Financial Statements

- Prepare the main financial statements for single entities and partnerships
- Prepare consolidated financial statements

The Analysis of Business Performance Using Financial Statements.

- The measurement of business performance
- The analysis of financial statements

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**Assessment**

- One written externally set and marked paper, consisting of 100% of the overall grade of the qualification.
- The examination will be 3 hours
- The examination will consist of 125 marks
- Students will be graded Pass/Merit/Distinction. A result of Fail will be recorded where students do not achieve the required marks for a Pass.
- The paper comprises four questions, broken down into parts.
- Students answer all questions.
- Available for series assessment only.

**ACCA exemption**

This qualification provides an exemption for the ACCA Paper F3. This programme will hold accreditation for a period of 5 years, for graduates from 01.01.2015 to 31.12.2019.

Full details of the syllabus, study guide and examination papers are available on ACCA's website at <http://www.accaglobal.com>.

NEW

# LCCI Level 4 Certificate in Management Accounting (VRQ)



New from 2015

Product code: ASE20102

## Aims

The Pearson LCCI Level 4 Certificate in Management Accounting (VRQ) qualification is for students who work in, or who want to work in, a supervisory or managerial role within the area of management accounting.

The qualification gives students advanced knowledge and understanding of management accounting techniques in business, budget setting, monitoring, variance analysis and business performance.

Students will gain the skills to use a range of techniques to prepare complex financial information. They will construct budgets for planning and control, apply contribution theory for short-term decision making, and apply forecasting techniques and scenario planning to optimise profitability. Students will also analyse financial performance and evaluate information for management to support decision making and planning.

This qualification is trusted and valued by employers worldwide and recognised by universities and professional bodies.

Students who have completed the Pearson LCCI Level 3 Certificate in Cost and Management Accounting (VRQ) qualification or equivalent can progress to this Pearson LCCI Level 4 Certificate in Management Accounting (VRQ) qualification.

They must have the knowledge and skills commensurate with the ability to study at Level 4. Students can progress from this Pearson LCCI Level 4 Certificate in Management Accounting (VRQ) qualification by working towards higher professional qualifications and membership of professional bodies, increasing their employability in the sector. Students can continue their academic development by progressing to degree courses in management or financial accounting.

## Syllabus topics

Standard costing

- Variance analysis

Budgeting

- Preparation of budgets
- Budget planning and control

Short-term decision making

- Contribution theory

Forecasting

- Forecasting methods

Performance measurement

- Financial performance

Scenario planning

- Optimising profitability

Corporate social responsibility

- Sustainability

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**Assessment**

- One written externally set and marked paper, contributing 100% of the overall grade of the qualification.
- The examination will be 3 hours.
- The examination will consist of 120 marks.
- Students will be graded Pass/Merit/Distinction. A result of Fail will be recorded where students do not achieve the required marks for a Pass.
- The paper comprises five questions.
- Students answer all questions.
- Available for series assessment only.

**ACCA exemption**

This qualification provides an exemption for the ACCA Paper F2. This programme will hold accreditation for a period of 5 years, for graduates from 01.01.2015 to 31.12.2019.

Full details of the syllabus, study guide and examination papers are available on ACCA's website at <http://www.accaglobal.com>.



NEW

# LCCI Level 4 Certificate in Organisational Behaviour and Performance (VRQ)



New from 2015

Product code: ASE20103

## Aims

The Pearson LCCI Level 4 Certificate in Organisational Behaviour and Performance (VRQ) is for learners who work in, or who want to work in, an area that contributes to those aspects of the decision-making process that influence an organisation's behaviour and improve its performance.

The qualification will enable learners to understand how changes in both the internal and external environment impact on an organisation and how different management practices can help shape its response to these changes. The qualification will also enable learners to understand how motivation, leadership and teamworking influence an organisation's performance. The qualification looks at the importance of professional ethics and its relationship to managing risk. This qualification is particularly suitable for people who hold management positions or those who aspire to become managers. The qualification is relevant to learners across different functional areas of an organisation in whichever sector it operates, including finance, HR and other business operations.

The qualification is trusted and valued by employers worldwide and recognised by universities and professional bodies. Learners can progress from this qualification by working towards higher professional qualifications and to membership of professional bodies – increasing their employability in their chosen sector. Learners could choose to continue their academic development by progressing to degree courses in various disciplines.

## Syllabus topics

The Internal and External Organisational Environment

- The nature of the business environment
- The nature of business activity in the public and private sectors
- The role of Government in promoting and controlling business activity
- How the interests of the stakeholder groups influence organisation activity
- How changes in the business environment impact on organisations

Managing People and Organisational Performance

- Functions of management
- The nature of business performance measurement and its importance
- The importance and benefits of effective workforce planning, recruitment and selection on organisational performance
- Different approaches to leadership and management and their impact on organisational performance
- Application of theories of motivation within the workplace
- Importance of leadership
- The importance of developing individuals to improve overall organisational performance
- How effective communications can contribute towards improvements in personal and organisational effectiveness

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## Organisational Compliance and Control

- The importance of management information
- The role of management information in an organisation
- The nature and purpose of audit
- The role of technology in supporting organisational functions

## Ethics, Corporate Governance and Risk Management

- The importance of ethical behaviour in organisations
- How codes of ethics promote ethical behaviour
- The role of corporate governance within an organisation
- Risk management in organisations

## Assessment

- One externally set and marked written paper, contributing 100% of the overall grade of the qualification.
- The examination will be 2 hours.
- The examination will consist of 100 marks.
- Students will be graded Pass/Merit/Distinction. A result of Fail will be recorded where students do not achieve the required marks for a Pass.
- The paper comprises four questions, broken down into parts.
- Students answer all questions from all sections.
- Questions 1, 2, 3 and 4 contain short- and extended-open response questions.
- Available for series assessment only.

## ACCA exemption

This qualification provides an exemption for the ACCA Paper F1. This programme will hold accreditation for a period of 5 years, for graduates from 01.01.2015 to 31.12.2019.

Full details of the syllabus, study guide and examination papers are available on ACCA's website at <http://www.accaglobal.com>.

# Quantitative qualifications



## Business Calculations (Level 2)

Product code: ASE2003

This qualification is intended for students who have already passed the LCCI Level 1 Commercial Calculations or equivalent. It is specifically designed to provide a suitable foundation for students wishing to progress to LCCI Level 3 Advanced Business Calculations. It also provides a suitable level of skill in business calculation for students wishing to continue in non-quantitative Level 3 LCCI business qualifications, as well as for those intending to perform standard calculations within a business environment and for the student with a general interest in the subject.

### Aims

The aims of this qualification are to enable students to develop:

- a broad knowledge and understanding of standard business calculations in relation to simple and compound interest, wages and commission, buying and selling, insurance, foreign currencies, hire purchase, partnerships and averages
- the ability to apply this 'knowledge and understanding' in business situations
- a knowledge and understanding of related terminology

### Syllabus topics

- simple and compound interest
- the small business
- wages and commission
- buying and selling
- insurance
- foreign currencies
- hire purchase
- partnerships
- averages

Syllabus topics from LCCI Commercial Calculations Level 1 are also examinable.

### Assessment

- Students are assessed by a 2.5 hour paper-based examination, consisting of eight compulsory questions. Each examination will include topics from most or all sections of the syllabus. A single question may relate to a single section of the syllabus, or to more than one section. Examination will be broadly representative of the balance of topics in the syllabus, with some flexibility to provide a suitable variety of questions and business contexts, and to maintain an appropriate balance of difficulty. Past papers are available on the LCCI website.
- A sample paper is available on the LCCI website.

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# Advanced Business Calculations (Level 3)

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Product code: ASE3003

This qualification is intended for students who have already passed the LCCI Level 2 Business Calculations or equivalent. It is specifically designed for those intending to perform a range of advanced business calculations within a business environment.

Taken with other LCCI business qualifications, it provides a suitable preparation for students intending to work at an advanced Level in a business environment.

The syllabus is also suitable for the student with a general interest in the subject.

## Aims

The aims of this qualification are to enable students to develop:

- a broad knowledge and understanding of advanced business calculations in relation to simple and compound interest, stock exchanges, business ownership, profitability and liquidity, investment appraisal, bankruptcy, depreciation of business assets and index numbers
- the ability to apply this knowledge and understanding in a business situation
- a knowledge and understanding of related terminology

## Syllabus topics

- simple and compound interest
- stock exchanges
- business ownership
- profitability and liquidity
- investment appraisal
- bankruptcy
- depreciation of business assets
- index numbers

The topics listed in the syllabuses for Level 1 Commercial Calculations and Level 2 Business Calculations are also examinable in Level 3 Advanced Business Calculations examinations

## Assessment

- Students are assessed by a 3 hour paper-based examination, consisting of eight compulsory questions. Each examination will include topics from most or all sections of the syllabus. A single question may relate to a single section of the syllabus, or to more than one section. The examination will be broadly representative of the balance of topics in the syllabus, with some flexibility to provide a suitable variety of questions and business contexts, and to maintain an appropriate balance of difficulty.
- Past papers are available on the LCCI website.

# LCCI Level 2 Certificate in Business Statistics (VRQ)

New from 2015

Product code: ASE20096

## Aims

The Pearson LCCI Level 2 Certificate in Business Statistics (VRQ) qualification is for students who work in, or want to work in business and research environments.

Students should have a level of English sufficient to evaluate and explain the appropriateness of methods and outcomes. This qualification will allow students to apply statistical techniques to business data in order to assist in analysing the business environment and to support the planning and decision-making process.

Students will have the opportunity to develop knowledge, understanding and skills of some basic statistical techniques and to apply this knowledge and understanding in solving business problems. Students will be able to present, understand and interpret business data graphically and diagrammatically, understand basic statistical methodology, assess the suitability of statistical methods and models and apply statistical method to real world and commercial situations.

The Pearson LCCI Level 2 Certificate in Business Statistics (VRQ) qualification and legacy qualification are established and valued by employers worldwide and recognised by professional bodies. This qualification will enhance the numeracy skills and knowledge of students, a requirement of employers, allowing them to handle, understand and interpret business data.

It will allow progression to the Pearson LCCI Level 3 Certificate in Business Statistics (VRQ) qualification and support progression into the job market in areas such as forecasting, data collection and analysis, finance and accountancy. It will enable students to appreciate and understand data analysis in a business and finance environment.

## Syllabus topics

Management Information: The External and Internal Business Environment

- Data collection
- Data presentation
- Descriptive statistics

Forecasting for Business Decisions

- Correlation and regression
- Time based data

Risk Management and Business Decision Making

- Probability

## Assessment

- One written externally set and marked paper, consisting of 100% of the overall grade of the qualification.
- Assessment construction – examination consisting of five questions. The questions comprise short open response, calculations, chart/diagram construction/drawing and chart/diagram interpretation questions.
- The examination will be 2 hours and 30 minutes.
- Available for series assessment only.

# Business Statistics (Level 2)

Product code: ASE2009

Final on-demand assessment: **Oct 2016**

Final series assessment: **Nov 2016**

Last certification: **Jan 2017**

This qualification is intended for students who wish to build their knowledge and understanding of the use of quantitative data and statistical techniques in a business environment. It is also suitable for students who want to complement their knowledge of other non-quantitative business qualifications or for students who have a general interest in the subject. Students pursuing the qualification should have sufficient knowledge of basic arithmetical processes and should be able to recognise and use the appropriate formulae as provided. Successful students can progress to the Level 3 Business Statistics qualification.

## Aims

The aims of this qualification are to enable students to develop:

- a knowledge and understanding of some basic statistical techniques
- the ability to apply this knowledge and
- understanding in solving business problems

## Syllabus topics

- quantitative information
- descriptive statistics
- forecasting
- uncertainty

## Assessment

- The time allowance for the examination is 2 hours 30 minutes. Students will be required to answer four questions from a choice of six. Four questions are set from topics 2 and 3. The remaining two questions are set from topics 1 and 4. Questions may be drawn from two or more syllabus topics. All questions carry equal marks and marks are awarded for correct working as well as for correct answers and for an appropriate Level of accuracy.



NEW

# LCCI Level 3 Certificate in Business Statistics (VRQ)

New from 2015

Product code: ASE20100

## Aims

The Pearson LCCI Level 3 Certificate in Business Statistics (VRQ) qualification is for students who work in, or who want to work in, business and research environments. This qualification builds on knowledge and skills acquired from the Pearson LCCI Level 2 Certificate in Business Statistics (VRQ) qualification. Students will be aiming for a career in business and finance where they will be sourcing and analysing business related data. Students should have a level of English sufficient to evaluate and explain the appropriateness of methods and outcomes.

This qualification will enable students to apply statistical techniques to business data in order to plan and control business operations, evaluate and manage risk and support the decision-making process.

Students will gain an understanding of the basic concepts of statistical problem solving in business situations, develop knowledge, understanding and skills of statistical methods and concepts and in probability, including an awareness of the potential and limitations of data and methods.

Students will develop a critical perspective on statistics, including recognition of collection errors, misleading forms of presentation, improper analysis and invalid inferences and conclusions. Students will be encouraged to actively engage in the process of enquiry, communicate clearly using standard statistical conventions and notations and develop as effective and independent students.

The Pearson LCCI Level 3 Certificate in Business Statistics (VRQ) qualification and legacy qualification are established and valued by employers worldwide and recognised by professional bodies. This qualification will enhance students' statistical knowledge and abilities, a requirement of employers, enabling them to handle, understand, analyse, and interpret business data and question statistical method and models.

Together with other Pearson LCCI Level 3 business, accounting and finance qualifications, the Pearson LCCI Level 3 Certificate in Business Statistics (VRQ) qualification allows progression to more advanced administrative, business and management qualifications and supports progression into the job market in areas such as forecasting, data collection and analysis, finance and accountancy.

This qualification will give students a suitable foundation for first year undergraduate programmes in business, finance and related fields. It will give students an appreciation and understanding of data analysis, including its limitations, in a business and finance environment.

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**Syllabus topics**

Management Information: The External and Internal Business Environment

- Data collection
- Descriptive statistics

Business Planning Models

- Correlation and regression
- Time based data

Risk Management and Business Decision Making

- Probability, including the normal distribution
- Estimation and confidence intervals
- Significance testing
- Chi squared test

Quality Assurance and Control

- Quality control

**Assessment**

- One written externally set and marked paper, consisting of 100% of the overall grade of the qualification.
- Assessment construction – examination consisting of five questions. The questions comprise short open response, calculations, chart/diagram construction/drawing and chart/diagram interpretation questions.
- The examination will be 3 hours.
- Available for series assessment only.

**UCAS points**

We are applying for UCAS points for this qualification to aid progression to Higher Education. We will update centres once we have received this information.

# Business Statistics (Level 3)

Product code: ASE3009

Final on-demand assessment: **Oct 2016**

Final series assessment: **Nov 2016**

Last certification: **Jan 2017**

This qualification is intended for students who are working or intending to work in a job role that requires knowledge and understanding of statistical techniques and how they are used to extract information relating to business situations. It is also suitable for students who wish to progress to more advanced administrative, business and management qualifications such as the LCCI Level 3 and 4 Diplomas. Students pursuing the qualification should have already passed the LCCI Level 2 Business Statistics or have equivalent knowledge and skills.

## Aims

The aims of this qualification are to enable students to develop:

- a knowledge and understanding of more advanced statistical techniques
- the ability to apply this knowledge and understanding in solving business problems

## Syllabus topics

- quantitative information
- descriptive statistics
- forecasting
- uncertainty
- statistical inference

## Assessment

- The time allowance for the examination is 3 hours. Students will be required to answer five questions from a choice of eight. Students should cover all topics of the syllabus. Because of the nature of Business Statistics there is some overlap with the Level 2 syllabus, particularly on syllabus topics 1, 2 and 3. All questions carry equal marks and marks are awarded for correct working as well as for correct answers and for an appropriate level of accuracy.



## Award in Professional Ethics in Accounting and Finance (Level 3)

Product code: ASE20051

This qualification introduces students to the importance of the ethical duties of an accounting professional. It develops the students' knowledge and understanding of the framework and principles of ethical behaviour in accounting and how these are applied in the work environment. The qualification is suitable for people pursuing a career in accounting or those who currently work in accounting and finance related roles.

### Aims

The aims of the qualification are to develop the students' ability to:

- recognise the significance of ethical duties within the accounting profession and the impact on organisational and professional reputation and integrity understand the framework and general principles of ethical behaviour and how they may be applied in the work environment
- understand how and when to take actions following any suspected breach of ethical codes.

### Syllabus topics

- principles of ethical working in accountancy or payroll
- ethical behaviour when working with internal and external customers
- appropriate actions for suspected breaches of ethical codes

### Assessment

- Students are assessed on a 75 minute paper-based multiple-choice test, which consists of 20 questions covering all areas of the syllabus. The test paper is in two parts; both parts consist of 10 questions with one mark for each question in Part A and two marks for questions in Part B, the paper is marked out of a total of 30 marks. A sample paper is available on the LCCI website.
- A sample paper is available on the LCCI website.

# Certificate in Applied Business Economics (Level 4)

Product code: ASE20083

This qualification will introduce students to essential economic concepts and theories. It is suitable for students who wish to develop their general understanding of the fundamental principles of micro and macro economics, and relate relevant theory and concepts into their work environment.

This qualification would suit students who wish to work in a role that requires critical decision making within the context of business and accounting, or for those students who wish to pursue their academic development into higher education.

This qualification can be taken as part of the Level 4 Specialised Diploma in Business and Accounting.

## Aims

The aims of this qualification are to enable students to develop:

- skills and knowledge required to integrate economic theory within an accounting context
- principles of micro and macro economic concepts and theory that can be applied to business activity

## Syllabus topics

- the basic economic problem and different economic systems
- the ways in which markets operate
- costs and revenues and profits in the short and long run
- market structures
- macro-economic objectives
- international trade

## Assessment

- Assessment is through a three hour exam and students must answer five questions, which carry 20 equal marks for each question.

# Award in Islamic Finance and Banking (Level 4)

Product code: ASE20086

This qualification is suitable for students who wish to develop their knowledge and understanding of the Islamic financial sector.

This qualification would suit a student working in a financial environment, who wishes to progress into a specialised role within Islamic banking or other Islamic finance products.

## Aims

The aims of this qualification are to provide students:

- an introduction to Islamic finance and banking
- fundamental principles underlying Islamic finance
- the main Shariah-compliant financial instruments
- Islamic contracts and Islamic bonds
- practical applications of Islamic financial principles including calculations

## Syllabus topics

- the fundamental principles of Islamic finance and banking
- the Islamic law of contract
- the application of Islamic financial instruments
- the function of Sukuk

## Assessment

- Assessment is through a two hour exam and students must answer all four questions. Questions will be presented in the form of a business situation, problem or issue with task(s) to be completed which carry 20 equal marks for each questions.

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