



LCCI Post Results Services

Application for Specialised & Group Diplomas

Full Name in BLOCK Letters			
LCCI Candidate Number			
Passport / NRIC Number			
Complete Address <i>(Block #, Unit # and Postal Code)</i>			
Home No. or Mobile No.			
Email Address			Would you like your results to be mailed to you? (by registered mail, additional S\$5.00) <input type="checkbox"/> Yes <input type="checkbox"/> No

Diploma Title				
Diploma Code				
Subject and Level	Subject Code	Results	Date of Examination	Verified <i>(for official use only)</i>

Instructions on completing this form:

1. The administrative fee for this request is **\$125.00** (GST inclusive) per Diploma / per Group Diploma / per Specialised Diploma
2. Complete the highlighted fields and indicate in the overleaf the award being claimed. Incomplete applications will not be accepted
3. Enclose the photocopies of the relevant certificates. **DO NOT** submit the original documents.
4. Diploma applications must be made **within twelve months** of the final examination date.
5. The processing time is approximately two months from the date of receipt of the documents.
6. Submit your documents:
 - a. **By Mail:** Please mail the completed application form, a photocopy of your NRIC/Passport and cheque to:

*British Council (Singapore) Limited
Examinations Services
30 Napier Road, Singapore 258509*

Cheques must be made payable to "**British Council (Singapore) Limited**". Applications will only be processed if documents are complete.
 - b. **In person:** Submit the completed form in person at the British Council - **Napier Road Office**. The administrative fee must be paid upon application (by CASH / NETS / CREDIT CARD).

Candidate's Signature: _____ **Date:** _____

Official Use (Register under "School Exams") Board Code: <u>LCCI-PRS</u> Subject Code: <u>APPDIP</u> Administrator's Initial: _____	Sequence Number:	Receipt Number:
	C	E

Please tick box to indicate award being claimed

New Diploma structure for the LCCI Financial and Quantitative qualifications - from January 2016

<input checked="" type="checkbox"/> Diploma title	Diploma code	Level	Duration	Subject Combination
<input type="checkbox"/> Diploma in Bookkeeping and Accounting	DIPBK2	2	12 months	Bookkeeping & Accounting (2015 version) & Any two from the following: Award in Computerised Bookkeeping (2015 version) Cost Accounting (2015 version) Business Statistics (2015 version) Business Calculations (pre 2015 version)
<input type="checkbox"/> Diploma in Accounting and Finance	DIPAF3	3	12 months	Accounting or Financial Accounting (2015 versions) & Cost and Management Accounting (2015 version) & Any one from the following: Certificate in Business Statistics (2015 version) Certificate in Advanced Business Calculations (pre-2015 version) Award in Computerised Accounting Skills (pre- 2015 version)
<input type="checkbox"/> Group Diploma in Accounting	DIPGACC3	3	12 months	Accounting (2015 version) & Any two from the following: Cost and Management Accounting (2015 version) Business Statistics (2015 version) Advanced Business Calculations (pre-2015 version) Award in Computerised Accounting Skills (pre-2015 version)
<input type="checkbox"/> Group Diploma in Cost and Management Accounting	DIPGCMA3	3	12 months	Cost and Management Accounting (2015 version) & Accounting or Financial Accounting (2015 versions) Business Statistics (2015 version) Advanced Business Calculations (pre-2015 version) Award in Computerised Accounting Skills (pre-2015 version)
<input type="checkbox"/> Diploma in Accounting and Finance	DIPAFI4	4	18 months	Financial Accounting (2015 version) & Management Accounting (2015 version) & Organisational Behaviour and Performance (2015 version)
<input type="checkbox"/> Diploma in Computerised Accounting	DIPCOMACC11	3	24 months	There are no Optional subjects for this Diploma Award in Computerised Accounting Skills (pre- 2015 version) & Accounting (2015 version) & Any one from the following: Certificate in Business Statistics (2015 version) Cost and Management Accounting (2015 version) Certificate in Advanced Business Calculations (pre-2015 version)

Please tick box to indicate award being claimed

Diplomas – Candidates are required to complete a given number of subjects at any level within 24 months

<input checked="" type="checkbox"/> Diploma title	Diploma code	Level	Subject Combination
<input type="checkbox"/> Diploma in Administration ²	ASEDBAG11/ ASEDBAG12	1	Business Administration/ Business Administration (2012) English for Business Either one: Text Production (New Syllabus) ⁴ , Practical ICT Skills ⁴ ASEDBAG11 – for inclusion of Practical ICT Skills ASEDBAG12 – for any other subjects from options
<input type="checkbox"/> Diploma in Travel and Tourism ¹	DIPTT1	1	Introductory Certificate in Marketing Travel and Tourism ³ English for Business or English for Tourism
<input type="checkbox"/> Diploma in Business Studies	DIPBST2	2	Book-keeping and Accounts or Book-keeping and Accounts (IAS) Business Administration/ Business Administration (2012) Business Calculations English for Business or English for Commerce Any two other Level 2 subjects
<input type="checkbox"/> Diploma in Computerised Accounting **	DIPCOMACC2	2	Computerised Book-keeping Skills Book-keeping and Accounts or Book-keeping and Accounts (IAS) Any one other Level 2 subjects
<input type="checkbox"/> Diploma in Book-keeping and Accounts	DIPBKACC2	2	Book-keeping and Accounts or Book-keeping and Accounts (IAS) ⁵ Any two: Business Calculations, Cost Accounting ⁵ , English for Business, English for Commerce, Practical ICT Skills ⁴ , Computerised Book-keeping Skills **
<input type="checkbox"/> Diploma in Marketing ¹	ASEIDIPMKT	2	Marketing Customer Service ³ or Public Relations Either one: Contact Centre Skills ³ , Practical ICT Skills ⁴
<input type="checkbox"/> Diploma in Secretarial Administration	ASEDSAG11	2	Business Administration/ Business Administration (2012) English for Business Either one: Text Production (New Syllabus), Practical ICT Skills ⁴
<input type="checkbox"/> Private Secretary's Diploma	ASEPSDG31	3	Business Administration (2012) Business Principles & Practice or Meetings ⁴ Level 2 English for Business Either one: Text Production, Practical ICT Skills ⁴

Important Notes:

¹ Diploma Title to be withdrawn by April 2017. Last claim date is April 2019.

² Diploma Title to be withdrawn by December 2017. Last claim date is December 2019.

³ Qualifications with last assessment date of 31 April 2017.

⁴ Qualifications with last assessment date of 31 December 2017.

⁵ Qualifications with last assessment date of 31 November 2016.

** Component(s) expired in 2015.

<input checked="" type="checkbox"/> Diploma title	Diploma code	Level	Subject Combination
<input type="checkbox"/> Diploma in Business Administration	ASEDBAG31	3	Business Administration (New 2012) Business Principles & Practice or Meetings ⁴ Practical ICT Skills ⁴
<input type="checkbox"/> Diploma in Computerised Accounting*	DIPCOMACC07	3	Computerised Accounting Skills Accounting or Accounting IAS ⁵ Any one other Level 3 subject
<input type="checkbox"/> Diploma in Marketing	ASEHDIPMKT	3	Marketing Any two: Customer Service ³ , Public Relations, Selling & Sales Management, Advertising
<input type="checkbox"/> Diploma in Business Studies	DIPBUS07	3	Any three: Accounting or Accounting IAS ⁵ , Advanced Business Calculations, Advertising, Business Principles & Practice, Business Administration (New 2012), Business Statistics ⁵ , Cost Accounting ⁵ , Customer Service ³ , English for Business or English for Commerce, Management Accounting ⁵ , Marketing, Principles & Practice of Management, Public Relations, Selling & Sales Management, Computerised Accounting Skills
<input type="checkbox"/> Executive Secretary's Diploma ²	ASEESDG41	4	Level 3 Principles & Practice of Management Level 3 English for Business Level 3 Meetings ⁴ Level 3 Practical ICT Skills ⁴ Level 4 Audio Transcription or Level 4 The Legal Environment ³

Important Notes:

¹ Diploma Title to be withdrawn by April 2017. Last claim date is April 2019.

² Diploma Title to be withdrawn by December 2017. Last claim date is December 2019.

³ Qualifications with last assessment date of 31 April 2017.

⁴ Qualifications with last assessment date of 31 December 2017.

⁵ Qualifications with last assessment date of 31 November 2016.

* Last claim date is December 2017.

Please tick box to indicate award being claimed

Group Diplomas – Candidates are required to complete a minimum of three (3) Level 3 subjects within 3 months

<input checked="" type="checkbox"/> Diploma title	Diploma code	Level	Subject Combination
<input type="checkbox"/> Group Diploma in Accounting*	DIPACC07	3	Accounting or Accounting IAS ⁵ Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Cost Accounting*	DIPCOSTACC07	3	Cost Accounting ⁵ Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Management Accounting*	DIPMANACC07	3	Management Accounting ⁵ Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Marketing	DIPMAR07	3	Marketing Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Public Relations	DIPPUBREL07	3	Public Relations Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Selling and Sales Management	DIPSSM07	3	Selling and Sales Management Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Advertising	DIPADV07	3	Advertising Either two from the pool of options:

Group Diploma pool of options:

Accounting or Accounting IAS ⁵	Management Accounting ⁵	Business Statistics ⁵
Advanced Business Calculations	Business Principles & Practice	Principles & Practice of Management
Business Administration (2012)/ Business Administrative Principles & Practice	Marketing	Cost Accounting ⁵
Customer Service ³	Selling & Sales Management	Public Relations
Accounting (2015 versions)	Cost and Management Accounting (2015 version)	Business Statistics (2015 version)

Important Notes:

³ Qualifications with last assessment date of 31 April 2017.

⁵ Qualifications with last assessment date of 31 November 2016.

* Last claim date is December 2017.

Please tick box to indicate award being claimed

Specialised Diplomas – Candidates are required to complete a minimum of four (4) Level 3 subjects within 6 months

<input checked="" type="checkbox"/> Diploma title	Diploma code	Level	Subject Combination
<input type="checkbox"/> Specialised Diploma in Accounting and Finance [#]	DIPAF3	3	Accounting or Accounting IAS ⁵ Business Statistics ⁵ or Advanced Business Calculations Professional Ethics in Accounting & Finance ⁶ Either one: English for Accounting, Computerised Book-keeping Skills Level 2 or Computerised Accounting Skills Level 3, Measuring and Improving Business Performance ⁶
<input type="checkbox"/> Specialised Diploma in Managerial Accounting [#]	DIPMA3	3	Management Accounting ⁵ Business Statistics ⁵ or Advanced Business Calculations Professional Ethics in Accounting and Finance ⁶ Either one: Measuring and Improving Business Performance ⁶ , English for Accounting, Computerised Book-keeping Skills or Computerised Accounting Skills
<input type="checkbox"/> Specialised Diploma in Cost Accounting [#]	DIPCA3	3	Cost Accounting ⁵ Business Statistics ⁵ or Advanced Business Calculations Professional Ethics in Accounting and Finance ⁶ Either one: Measuring and Improving Business Performance ⁶ , English for Accounting, Computerised Book-keeping Skills or Computerised Accounting Skills
<input type="checkbox"/> Specialised Diploma in Business Management & Accounting [#]	DIPBMA3	3	Business Principles & Practice Business Statistics ⁵ or Advanced Business Calculations Accounting or Accounting IAS ⁵ Either one: Computerised Book-keeping Skills or Computerised Accounting Skills, English for Accounting, Professional Ethics in Accounting and Finance ⁶

Important Notes:

³ Qualifications with last assessment date of 31 April 2017.

⁵ Qualifications with last assessment date of 31 November 2016.

⁶ Qualifications with last assessment date of 31 December 2016.

[#] Last claim date is December 2018.