

# PART-TIME

# IAB LCCI

(Preparatory Course for the IAB LCCI International  
Qualification Examinations)

**Course Brochure**



# ABOUT LONDON CHAMBER OF COMMERCE & INDUSTRY (LCCI) QUALIFICATION

## ENTRY REQUIREMENT

- Minimum Age: 16
- Academic Level: No formal academic or accounting knowledge
- Language Proficiency: IAB recommends students have B1 level of English on the Common European Framework of Reference (CEFR) which support access to the assessment materials and communicate responses effectively.

With a 120-year legacy, the London Chamber of Commerce & Industry (LCCI) has steadfastly dedicated itself to establishing global workforce standards. Their career-focused qualifications, collaboratively developed across diverse fields such as English, finance, marketing, business administration, and IT, ensure that learners acquire industry-relevant expertise.

The LCCI Qualification encompasses Levels 1 to 3, each denoting increasing proficiency. Level 1 lays the groundwork for routine tasks and progression to Level 2. Meanwhile, Level 2 furnishes a solid foundation for job entry, while Level 3 equips individuals with advanced skills suitable for independent work, supervision roles, or higher education paths. Aligned with the UK National Qualifications Framework, these levels aid both career decisions and employer assessments.

Endorsed by the IAB (International Association of Bookkeepers), a prominent UK awarding body, LCCI qualifications are meticulously crafted to meet industry demands, empowering learners to excel in today's competitive job market. Discover the breadth of LCCI's qualifications at <https://www.iab.org.uk/iab-qualifications/>.

# WHY CHOOSE LCCI IAB QUALIFICATION?

Acquiring LCCI qualifications equips individuals with practical skills and globally recognized credentials, paving the way for career advancement and professional opportunities across a diverse range of industries.



## Global Recognition

LCCI qualifications, conducted in English, enjoy international acclaim and widespread acceptance across numerous countries. Annually, over 250,000 students worldwide opt for LCCI qualifications, seeking either a career kick-start or advancement in their professional and academic pursuits.

## Employer Preference

With a syllabus tailored to meet business demands, LCCI Diploma holders are highly sought after, especially within Singapore's dynamic Small and Medium Enterprises (SMEs) job market. Employers value the practical skills gained through these qualifications.

## Practical Focus

All the assessments focus on developing your practical skills, by using real life examples, to help prepare you for real life situations, which is why employers around the world value these qualifications. The skills you will acquire will equip you with the skills needed to actually do the job, these include report writing, making recommendations, analysing and interpreting data.

## Flexible Approach To Learning

The modular approach allows tailored study plans, enabling students to complete single or multiple subjects at your own pace. Completing proficiency in a subject from three months with just two classes a week is possible, accommodating individuals' schedules effectively.

# IAB LCCI LEVEL 1 CERTIFICATE IN BOOKKEEPING (VRQ)

## Objectives

The IAB LCCI Level 1 Certificate in Bookkeeping (VRQ) equips professionals with essential double-entry bookkeeping skills. Covering precise financial transaction logs, accounting ledger usage, and understanding double-entry bookkeeping principles, this certification is globally recognized. It caters to the demand for skilled bookkeepers pivotal in managing crucial business records. Emphasizing compliance with International Accounting Standards, this qualification focuses on transaction recording and financial statement development for sole traders. Serving as a foundation for Level 2, it facilitates career advancement into corporate finance roles.

## Pre-requisites

- Age:** 16 years old and above.
- Academic Requirement:** No formal entry requirements.
- Language Proficiency:** Recommended to have B1 level of English on the Common European Framework of Reference (CEFR).

## Course Completion & Certification

- After fulfilling the course requirements with a minimum attendance of 75%, Spring College International will grant an **Attendance Certificate**.
- Upon completion and passing the examination, students will be awarded with the Certificate for the **IAB LCCI Level 1 Certificate in Bookkeeping (VRQ)** by IAB.

## Duration

- Total 4 weeks
- 3 hours per lesson, 2 lessons per week (8 lessons in total)

**Lesson Time:** (No lessons conducted during public holiday)

- Monday & Wednesday 7pm to 10pm **OR**
- Tuesday & Thursday 7pm to 10pm **OR**
- Saturday 9am to 12pm and 1pm to 4pm

### Mode of Assessment:

Computer based Examination (CBE)

## Course Fee

|  | Duration (Weeks) | Registration Fee | Course fee | Digital Material Fee | GST 9%  | Grand Total     |
|--|------------------|------------------|------------|----------------------|---------|-----------------|
| Preparatory Course for IAB LCCI Level 1 Certificate in Bookkeeping (VRQ) | 4                | waived           | \$500      | \$30                 | \$47.70 | <b>\$577.70</b> |

# IAB LCCI LEVEL 2 DIPLOMA IN BOOKKEEPING AND ACCOUNTING

## Objectives

The IAB Level 2 Diploma in Bookkeeping and Accounting combines IAB LCCI Level 2 Certificates in Bookkeeping and Accounting, Cost Accounting, and Business Calculations. It provides a comprehensive grasp of bookkeeping, accounting practices, cost concepts, and essential business calculation skills aligned with International Accounting Standards. Ideal for those aiming for roles in precise financial recording, managerial decision-making, and financial document preparation. It enables the preparation and analysis of accounts for various entities. This diploma opens pathways to Level 3 qualifications and professional certifications, supporting career advancement.

## Pre-requisites

- Age:** 16 years old and above.
- Academic Requirement:** No formal entry requirements.
- Language Proficiency:** Recommended to have B1 level of English on the Common European Framework of Reference (CEFR).

## Course Completion & Certification

- After fulfilling the course requirements with a minimum attendance of 75%, Spring College International will grant an **Attendance Certificate**.
- Upon completion and passing the examination, students will be awarded with the Certificates for **LCCI Level 2 Certificate in Business Calculations**, **LCCI Level 2 Certificate in Business Statistics**, **LCCI Level 2 Certificate in Bookkeeping and Accounting (VRQ)**, **LCCI Level 2 Certificate in Cost Accounting**, and **LCCI Level 2 Certificate in Business Calculation (VRQ)** by IAB.
- Upon successfully completing the three required certificates within a **two-year timeframe**, students are eligible to apply for the **Level 2 Combine Diploma in Bookkeeping and Accounting**.

## Duration

**Lesson Time:** (No lessons will be conducted during public holiday)

- Monday & Wednesday 7pm to 10pm **OR**
- Tuesday & Thursday: 7pm to 10pm **OR**
- Saturday: 9am to 12pm & 1pm to 4pm

**Mode of Assessment:**

Computer based examination (CBE)

| Course Fee   | Duration (Weeks) | Registration Fee | Course fee    | Digital Material Fee | GST 9%          | Grand Total      |
|--|------------------|------------------|---------------|----------------------|-----------------|------------------|
| IAB LCCI Level 2 Certificate in Bookkeeping and Accounting | 8                |                  | \$1000        | \$30                 | \$92.70         | \$1122.70        |
| IAB LCCI Level 2 Certificate in Cost Accounting            | 6                |                  | \$800         | \$30                 | \$74.70         | \$904.70         |
| IAB LCCI Level 2 Certificate in Business Calculations      | 6                |                  | \$800         | \$30                 | \$74.70         | \$904.70         |
| <b>Complete Package Discount (20 weeks)</b>                |                  |                  | <b>\$2360</b> | <b>\$90</b>          | <b>\$220.50</b> | <b>\$2670.50</b> |

# IAB LCCI LEVEL 3 DIPLOMA IN ACCOUNTING AND FINANCE

## Objectives

The IAB LCCI Level 3 Diploma in Accounting and Finance comprises IAB LCCI Level 3 Certificates in Financial Accounting, Cost and Management Accounting, and Advanced Business Calculations. This program offers a profound grasp of financial principles, advanced accounting, and intricate business calculations crucial across industries. Covering financial statement preparation, cost accounting, and complex calculations, it's globally recognized, boosting employability and facilitating progression to higher qualifications. Tailored for roles in accounting, finance, or entrepreneurship, it establishes a strong foundation in accounting principles and vital financial analysis. This diploma paves the way for ACCA qualifications and professional pathways, serving as a bridge to career opportunities.

## Pre-requisites

- Age:** 16 years old and above.
- Academic Requirement:** No formal entry requirements.
- Language Proficiency:** Recommended to have B1 level of English on the Common European Framework of Reference (CEFR).

## Course Completion & Certification

- After fulfilling the course requirements with a minimum attendance of 75%, Spring College International will grant an **Attendance Certificate**.
- Upon completion and passing the examination, students will be awarded with the Certificates for **LCCI Level 3 Certificate in Business Statistics, LCCI Level 3 Certificate in Advance Business Calculations, LCCI Level 3 Certificate in Cost and Management Accounting, LCCI Level 3 Certificate in Accounting (VRQ) and LCCI Level 3 Certificate in Financial Accounting (VRQ)** by IAB.
- Upon successfully completing the three required certificates within a **two-year timeframe**, students are eligible to apply for the **Level 3 Combine Diploma in Accounting and Finance**.

## Duration

**Lesson Time:** (No lessons will be conducted during public holiday)

- Monday & Wednesday 7pm to 10pm **OR**
- Tuesday & Thursday: 7pm to 10pm **OR**
- Saturday: 9am to 12pm & 1pm to 4pm

**Mode of Assessment:**

Computer based examination (CBE)

| Course Fee   | Duration (Weeks) | Registration Fee | Course fee    | Digital Material Fee | GST 9%          | Grand Total      |
|--|------------------|------------------|---------------|----------------------|-----------------|------------------|
| IAB LCCI Level 3 Certificate in Financial Accounting           | 8                | waived           | \$1000        | \$30                 | \$92.70         | \$1122.70        |
| IAB LCCI Level 3 Certificate in Cost and Management Accounting |                  |                  | \$800         | \$30                 | \$74.70         | \$904.70         |
| IAB LCCI Level 3 Certificate in Advanced Business Calculations |                  |                  | \$800         | \$30                 | \$74.70         | \$904.70         |
| <b>Complete Package Discount (20 weeks)</b>                    |                  |                  | <b>\$2360</b> | <b>\$90</b>          | <b>\$220.50</b> | <b>\$2670.50</b> |

## IAB LCCI EXAM REGISTRATION SERVICE

### Objectives

Spring College International aims to make professional certification more accessible and affordable for all learners. As an official LCCI exam centre, the institution offers a convenient and reliable solution for individuals pursuing LCCI qualifications.

### Benefits

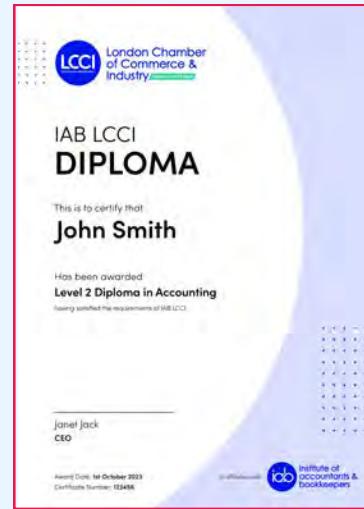
Students who enrol in Spring College International's LCCI Preparatory Course benefit from a reduced exam fee of **\$250 per subject**, compared to \$295 for external candidates.

### Upcoming Exam Period

The examination dates and times are determined by the official examination board. Please contact our Education Consultants for the latest information and registration guidance.



Acuity Academy has been accredited as a qualified training provider by Institute of Accountants & Bookkeepers (IAB).



This is a sample of the globally recognised LCCI certificate that graduates will receive upon completion of the course.