



Pearson

# Welcome to Pearson LCCI

Guidance for LCCI centres



# About this guide

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## Welcome to Pearson LCCI

At Pearson, we recognise the important role that you as an Exams Officer play in making sure the assessment process runs smoothly.

This guide is designed to help you understand LCCI, and to support you in finding updates and important information to assist you in your role.

## **Pearson Support Portal**

All our generic email addresses (including [pqs.internationaleo@pearson.com](mailto:pqs.internationaleo@pearson.com)) will be withdrawn in the coming months, so you are encouraged to contact us using the Pearson Support Portal.

The [LCCI Administration](#) features various quick links and support topics designed to help you during examination periods. Please bookmark this page for future reference.

# Contents

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02

---

1 Introduction p3

---

2 Pearson Support Portal p4

---

3 QMA p5

---

4 QMA - Entry Bookings p6

---

5 Diplomas p7

---

6 English for Business p8

---

7 Support p9

---



# Introduction

As the administrator for your centre, this document is designed to help you understand LCCI and complete common tasks that you will encounter throughout the year.

Now that you have been approved to deliver LCCI qualifications you can enter your candidates for any active LCCI exam. All available qualifications are listed in the [LCCI Information Manual](#)

LCCI exams can be booked via Series or On-Demand.

Series exams will all take place per published timetable whereas on-demand exams can be booked on a date of your choice.

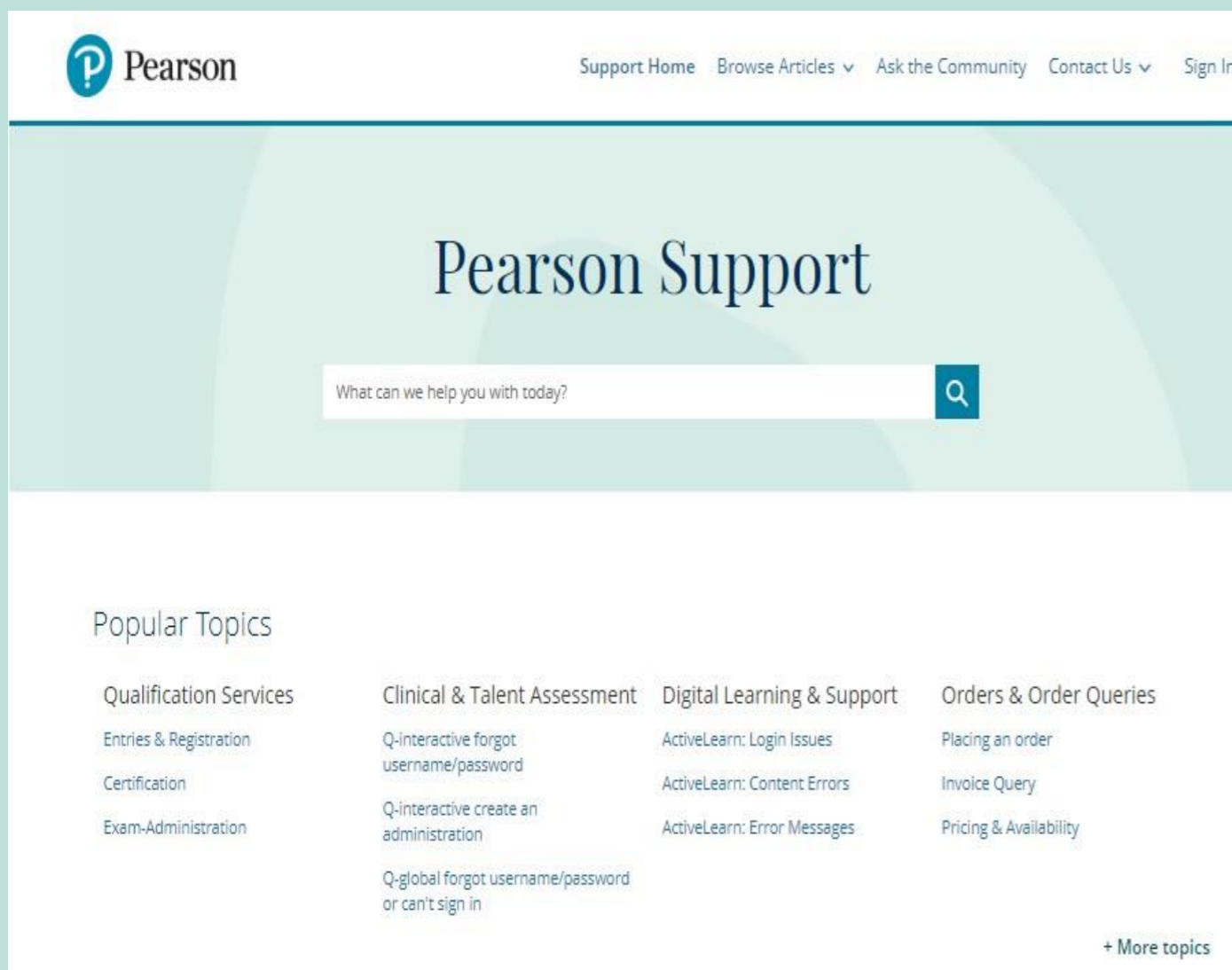
It is important to remember that not every qualification supports both exam options.



# Pearson Support Portal

Our new Community Portal allows you to contact Pearson directly, track your queries, and use our knowledge articles to find your own answers.

User guide on How to Access to the Portal can be found [here](#)



# QMA

The Qualifications Management Application is the new online information and administration system which is accessed by all approved centres.

- manage their learner orders directly with Pearson
- book, amend and cancel tests
- upload groups of learners
- edit candidate details
- download attendance registers
- claim diplomas
- view, download and print learner results.

If you wish to familiarise yourself with the system, please review the short instructional videos and podcasts within the playlists below:

[LCCI QMA Video Library](#)

[LCCI QMA Podcast Library](#)

You can also access further training materials and knowledge articles via the [LCCI examination and guidance](#) pages.



# QMA - Entry Bookings

## On demand entry and results dates

Entries must be made a minimum of twenty days before the examination date.

Results will be released 6 weeks from receipt of complete candidate work.

## Series entry and results dates

Entries must be made before the entry deadline as published in the LCCI information manual.

You will need to select the availability window.

Results date to refer to LCCI information manual.



# Diplomas

LCCI Diplomas are a combination of subjects in related fields that create a comprehensive demonstration of ability, skills and knowledge in a specific subject area.

There are 3 different types of diploma:

Diplomas, Group Diplomas and Advanced Diplomas.

To find out what subjects are required to be eligible for a diploma please see the [diplomas section](#) of the LCCI Information Manual.

Claiming of Diplomas via QMA with each learner must have one Pearson Learner ID across all of their records to claim Diploma(s) on QMA.

Guidance document for diploma upload in QMA can be found in our [Learner Management Guide](#)



# Diplomas

Any subsequent Diploma(s) with registrations on QMA or Diploma(s) claimed for Campus & QMA will continue to incur a cost. The usual procedures will apply, please liaise with your local regional offices. Please submit [this template](#) via SFT with payment to your local regional office(s)

For more information about LCCI Diplomas, please refer to the [LCCI Information Manual](#) or contact your local Pearson regional office through our Pearson Customer Support Portal.





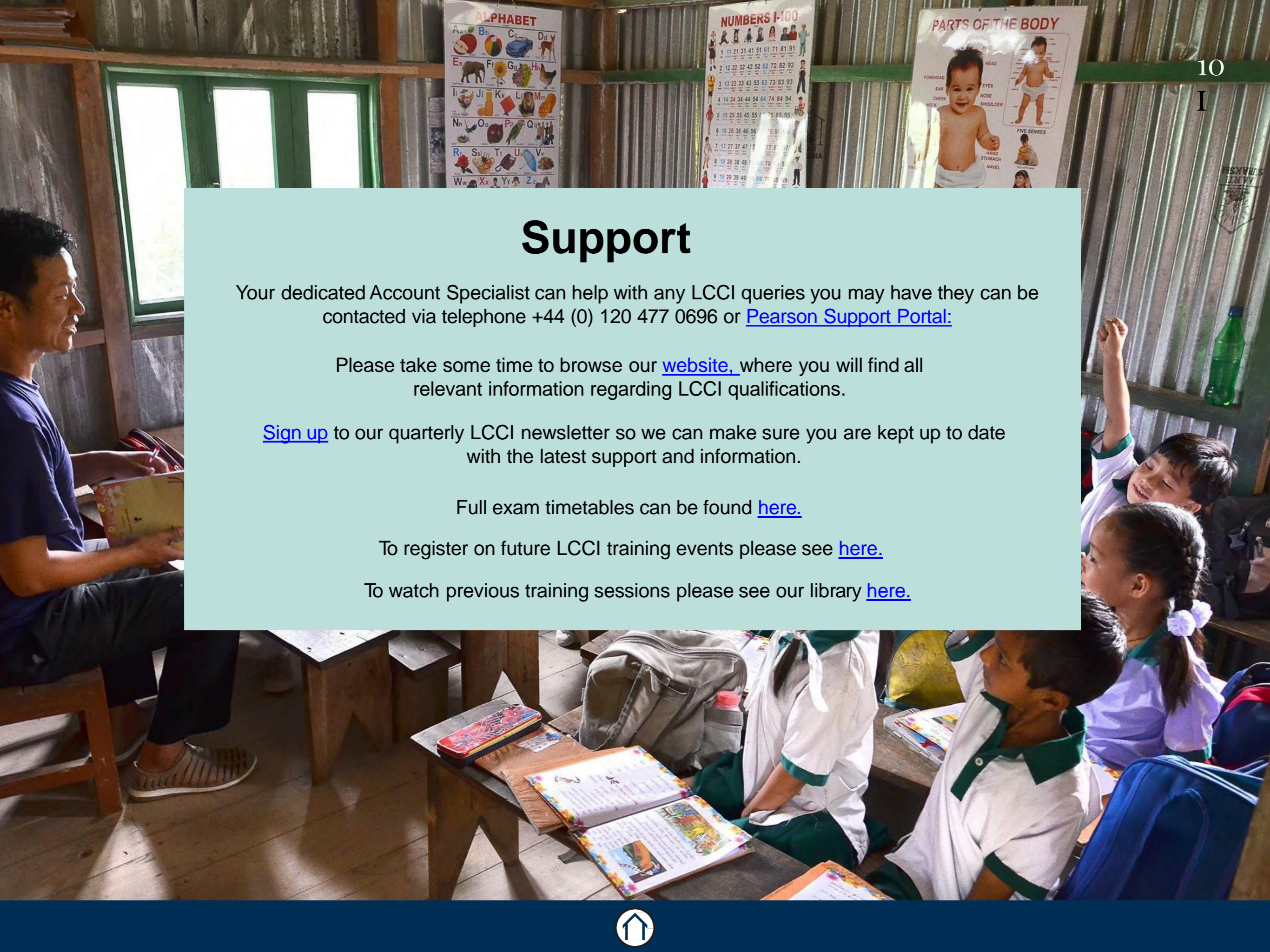
# LCCI English for Business

LCCI English for Business qualifications will be retired and unavailable for delivery as of **31 December 2021**

The last test registration will be accepted on 30 November 2021

For further information, please visit our website [here](#)





# Support

Your dedicated Account Specialist can help with any LCCI queries you may have they can be contacted via telephone +44 (0) 120 477 0696 or [Pearson Support Portal](#):

Please take some time to browse our [website](#), where you will find all relevant information regarding LCCI qualifications.

[Sign up](#) to our quarterly LCCI newsletter so we can make sure you are kept up to date with the latest support and information.

Full exam timetables can be found [here](#).

To register on future LCCI training events please see [here](#).

To watch previous training sessions please see our library [here](#).



ALWAYS LEARNING

