

# Diploma Application Form

## Application for Specialised Diplomas, Group Diplomas or Diplomas

Please complete one application form per candidate.

<b>Candidate name</b>	
<b>LCCI candidate number</b>	
<b>Diploma title</b>	
<b>Diploma code</b>	

<b>Subject and level</b>	<b>Subject code</b>	<b>Result</b>	<b>Date of examination</b>	<b>Result verified</b> Please attach copy of result slip or certificate

### Instructions for completing this form:

- Candidates should submit this form via their local Centre who should complete the section below.
- Complete both sides of this form. Please indicate overleaf for award being claimed.
- Candidates should complete the details above and enclose front & back photocopies of the relevant certificates. Do not submit original documents. Claims must be made within 12 months of the final examination date.
- Duration of processing will take approx. 2 months from date of receipt of complete documents.
- Send the appropriate administration fee together with this form. **Administration Fee: HK\$615 per Diploma.**

### Payment mode:

By Cheque : issue crossed cheque made payable to "Hong Kong School of Commerce"

\*\* Please include bank charges for all International transactions

<b>HKID No. / Passport number</b>	
<b>Mailing address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Signature / Date</b>	

### FOR OFFICE USE ONLY

<b>Date received</b>		<b>Date issued</b>	
By Cheque _____		<b>Amount</b>	

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	6 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	DIPAFI3	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)  There are no Optional subjects for this Diploma

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

**Important Notes:**

<sup>1</sup> Diploma Title to be withdrawn by April 2017. Last claim date is April 2019.

<sup>2</sup> Diploma Title to be withdrawn by December 2017. Last claim date is December 2019.

<sup>3</sup> Qualifications with last assessment date of 31 April 2017.

<sup>4</sup> Qualifications with last assessment date of 31 December 2017.

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

#### Important Notes:

<sup>1</sup> Diploma Title to be withdrawn by April 2017. Last claim date is April 2019.

<sup>2</sup> Diploma Title to be withdrawn by December 2017. Last claim date is December 2019.

<sup>3</sup> Qualifications with last assessment date of 31 April 2017.

<sup>4</sup> Qualifications with last assessment date of 31 December 2017.

<sup>5</sup> 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 <sup>5</sup> Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Cost Accounting*	DIPCOSTACC07	3	Cost Accounting <sup>5</sup> Either two from the pool of options:
<input type="checkbox"/> Group Diploma in Management Accounting*	DIPMANACC07	3	Management Accounting <sup>5</sup> 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 <sup>5</sup>	Management Accounting <sup>5</sup>	Business Statistics <sup>5</sup>
Advanced Business Calculations	Business Principles & Practice	Principles & Practice of Management
Business Administration (2012)/ Business Administrative Principles & Practice	Marketing	Cost Accounting <sup>5</sup>
Customer Service <sup>3</sup>	Selling & Sales Management	Public Relations
Accounting (2015 versions)	Cost and Management Accounting (2015 version)	Business Statistics (2015 version)

**Important Notes:**

<sup>3</sup> Qualifications with last assessment date of 31 April 2017.

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

**Important Notes:**

<sup>3</sup> Qualifications with last assessment date of 31 April 2017.

<sup>5</sup> Qualifications with last assessment date of 31 November 2016.

<sup>6</sup> Qualifications with last assessment date of 31 December 2016.

<sup>#</sup> Last claim date is December 2018.