



Diploma Application Form

單科證書組合成文憑申請表



Application for Specialised Diplomas, Group Diplomas or Diplomas

Candidate Name:	
LCCI candidate number:	
Diploma title:	
Diploma code:	

Level	Subject Name	Subject code	Result	Date of examination

Instructions for completing this form:

- Candidates should submit this form via Hong Kong St. Perth College.
- 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. 2-3 months from date of receipt of complete documents.
- Administration Fee: **HK\$682 (cash only)** per Diploma.

遞交此表格時，影印身份證(正面及背面)，單科證書(正面及背面)及繳交現金\$682，需時大約2-3個月才完成，本校採用電話或者電郵通知

Identity Card No.			
Mailing address			
Phone		Email	
Signature		Date	

FOR OFFICE USE ONLY

Date received		Date issued	
<input type="checkbox"/> \$682 Cash only		Receipt No	

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 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.