



London Chamber
of Commerce &
Industry

IAB LCCI Level 3 Certificate in Accounting

Qualification Number: 610/3030/2

Specification Version 3 (January 2026)

Regulated by the Office of Qualifications and Examinations Regulation (Ofqual)

Document history

The below table highlights updates made to the IAB LCCI Level 3 Certificate in Accounting since its first publication in June 2023.

Version	Date	Changes and updates	Authorised by
Version 3.0	January 2026	Revision of specification format with changes to layout and credit value	Professional Standards Committee
Version 2.0	September 2025	Review and minor revisions to format	Chief Executive Officer
Version 1.0	June 2023	IAB LCCI Document specification created	IAB Board

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1. About IAB & LCCI

Since our establishment in 1973, the IAB have provided accessible, high-quality qualifications that meet the needs of a modern global economy. Our long-standing reputation for credibility and rigour reflects our commitment to ensuring every qualification we offer supports learners to develop the knowledge and skills required for professional competence.

Our close collaboration with governments, employers, and education partners worldwide informs the development of our qualifications and ensures they remain relevant to current and emerging industry practice. Each programme is designed with a clear purpose: to deliver practical, job-ready skills that enable learners to progress directly into meaningful employment or further professional study.

As an internationally recognised awarding organisation with deep expertise in the finance and business sectors, the IAB offer structured pathways that support learners at every stage of their career. Our Ofqual-regulated qualifications at Levels 1–3 provide a solid foundation for entry into the profession, while our Level 4 and above qualifications enable advancement into more specialised or senior roles.

Rooted in real-world expectations and developed with input from industry practitioners, our qualifications emphasise accuracy, professional standards, and the practical competencies required by employers. Through studying with the IAB learners have the potential to achieve professional membership and invest in a trusted route to professional achievement and long-term career progression.

The London Chamber of Commerce and Industry (LCCI) have a heritage of over 120 years and a proud history rooted in advancing professional education. In 2023 the IAB became the awarding body for LCCI qualifications, marking a new chapter in the IAB offering. As with IAB, at the heart of our approach with LCCI was a simple but powerful principle, getting learners 'Job Ready' bridging the gap between classroom learning and workplace readiness, ensuring that students graduate with work-relevant skills, greater confidence, and job-readiness.

LCCI qualifications are built to reflect the complexity and diversity of modern business roles equipping learners not only for careers in bookkeeping, accountancy, and payroll, but also for positions across finance operations, business support, and commercial environments. This broader, Levels 1 -3 skills-based approach makes LCCI qualifications adaptable and relevant, opening more doors for learners and aligning closely with real-world employer expectations.

Upon being awarded IABLCCI Levels 2 and 3 learners can achieve AIAB and MIAB professional recognition respectively from the IAB should they wish to demonstrate their professional status.

1.1 Raising the standards in business and finance

In addition to our responsibility as an awarding organisation the IAB is also a professional membership organisation. Our members must meet published IAB Professional Standards and abide by IAB Byelaws as a condition of membership recognition. These required standards are monitored and regulated by the IAB to ensure integrity and best practice amongst our members to protect the public interest and maintain public confidence.

1.2 Registering for an IAB LCCI qualification

IAB LCCI qualifications are available through a global network of approved Centres which ensures learners can access high quality teaching and assessment across the globe. Details of IAB LCCI approved Centres can be found on our website at www.iablcci.org.uk/centres/.

Further details about the requirements of an IAB LCCI accredited Centre can be found at Section 6 of this specification.

2. IAB LCCI Level 3 Certificate in Accounting

2.1 Qualification at a glance

Qualification Title	IAB LCCI Level 3 Certificate in Accounting
Level	Level 3
Objective	To provide learners with an overview of the fundamental accounting principles and concepts that underlie all financial accounting. Learners are introduced to topic areas they are likely to encounter in their working lives in practical, scenario-based situations.
Qualification Number	610/3030/2
Qualification Type	Vocationally Related Qualification This qualification is not part of an apprenticeship
Entry Requirements	Although there are no formal entry requirements it is recommended that learners have completed and achieved the Level 2 Certificate in Bookkeeping and Accounting or equivalent. For learners studying in a local language B1 level of English on the Common European Framework of Reference (CEFR) or equivalent is recommended.
Total Qualification Time (How long it takes)	197 hours
Guided Learning Hours	150 hours
Method of Assessment	1 x online examination taken under controlled conditions (2 hours)
Progression Routes	<ul style="list-style-type: none"> • Enter a chosen field of work, pursue a promotion or change field of work; or • Further study across the LCCI suite of qualifications in addition to the IAB Level 4 accounting qualifications thereby further developing knowledge and skills in the subject area at a higher level.
Availability	England and International (via Accredited Centres)
Target Groups	Learners who: <ul style="list-style-type: none"> • have some accounting experience and want to formalise their knowledge and skills by completing an accredited qualification • already hold a bookkeeping and accounting qualification wanting to expand their range of knowledge and skills • are already employed in accounting or allied roles and are wanting to expand their range of knowledge and skills so that they can perform

	<p>more advanced tasks and take on additional responsibility in the workplace</p> <ul style="list-style-type: none"> • are already self-employed as an accountant/bookkeeper/practitioner, or considering self-employment, and wanting to expand their range of knowledge and skills so that they can offer a more extensive range of services to a wider client base.
Career Opportunities	<p>Bookkeeper Accounts Supervisor Assistant Accountant Financial Controller Financial Accountant Management Accountant Financial Analyst Self-employed Accountant/ Bookkeeper</p>

2.2 Why study this qualification?

The IAB LCCI Level 3 Certificate in Accounting qualification is internationally recognised and has been designed to provide learners with an understanding of the basic principles underlying the recording of financial transactions. It will also provide learners with the ability to prepare and interpret accounts for sole traders, partnerships, limited companies and groups of companies in accordance with basic accounting conventions and current accounting practice along with the ability to apply the principles of decision making.

2.3 Who would benefit from this qualification?

This qualification is ideal for anyone already working in a related role. It is also appropriate for those aspiring to a role in which they are responsible for the detailed recording of financial transactions, maintaining financial records using appropriate methods, and for ensuring that monetary transactions are recorded accurately.

2.4 What does the qualification cover?

The IAB LCCI Level 3 Certificate in Accounting includes content on these main functions:

- maintaining up-to-date records of all financial transactions in an appropriate format using accounting record books (ledgers)
- preparation of extended trial balances
- preparation and interpretation of financial statements of different businesses (sole traders, partnerships, limited companies and groups of companies).
- preparation of financial records from incomplete records

- budgeting
- applying the principles of decision making.

For full details of Unit content please refer to Section 5 of this specification.

2.5 What progression routes are available after this qualification?

IAB LCCI qualifications are designed to allow learners to pursue different routes as outlined below.

Enter a chosen field of work, pursue a promotion, or change their field of work

The IAB LCCI Level 2 Certificate in Bookkeeping and Accounting supports progression to the job market, for example to a bookkeeping and accounting role within a large company's finance department

The qualification also supports learners who run their own businesses and who need to carry out their own bookkeeping, and those who are already working in accounting and would like to enhance their skills.

Progress to further study, such as the next IAB LCCI level or externally with a professional body or education provider

Learners can progress to qualifications across the IAB LCCI suites, such as the IAB LCCI Level 3 Certificate in Accounting as well as qualifications across the IAB LCCI suites.

Completing different IAB LCCI qualifications could potentially lead to gaining an IAB LCCI Diploma. Please refer to the 'Exemptions' section of this specification for information on recognition from external providers.

2.6 Entry Requirements

There are no formal entry requirements for this qualification. However, it is recommended that learners have completed and achieved the IAB LCCI Level 2 Certificate in Bookkeeping and Accounting or equivalent.

Where learners are studying in a local language the IAB recommends learners have B1 level of English on the Common European Framework of Reference (CEFR) or equivalent. This will support access to the assessment materials and be able to communicate responses effectively.

3. Qualification Structure

The following table sets out the qualification structure, units, sizing information, and assessment type for the IAB LCCI Level 3 Certificate in Accounting. Further details of each unit are included at Section 5 of this specification.

IAB LCCI Level3 Certificate in Accounting	
Level	3
Guided Learning Hours (GLH)	150
Total Qualification Time (TQT)	197
Assessment Method	Online examination (2 hours)

3.1 Qualification Framework

This is a Level 3 qualification defined with reference to the Regulated Qualifications Framework (RQF). IAB LCCI qualifications comply with level descriptors set by the regulators.

The descriptors below set out the generic knowledge and skills associated with the typical holder of a qualification at this level.

Knowledge & Understanding Descriptor The learner has:	Skills Descriptor The learner can:
<ul style="list-style-type: none"> • Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks and address problems that while well-defined, may be complex and non-routine. • Can interpret and evaluate relevant information and ideas. • Is aware of the nature of the area of study or work. • Is aware of different perspectives or approaches within the area of study or work. 	<ul style="list-style-type: none"> • Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine. • Use appropriate investigation to inform actions. • Review how effective methods and actions have been.

3.2 Total Qualification and Guided Learning Hours

For all regulated qualifications, the total number of hours that learners are expected to undertake to complete and show achievement for the qualification is specified – this is known as the Total Qualification Time (TQT) and indicates the size of a qualification. The TQT value includes both guided learning and unsupervised learning.

This qualification has a TQT value of 197 hours.

Incorporated within the TQT is the number of Guided Learning Hours (GLH) that a Centre delivering the qualification is expected to provide. Guided learning means activities that directly or immediately involve tutors and assessors in teaching, supervising, and invigilating learners, for example lectures, tutorials, online instruction and supervised study.

This qualification has a GLH value of 150 hours.

The GLH is provided by the IAB as a recommendation. Some learners may require more or less guidance than the set value. Centres approved to deliver IAB LCCI qualifications may adapt these as required. However centres must assure themselves that learners are provided with adequate guidance defined by the needs of their students and that any restrictions such as funding requirements are met.

In addition to guided learning, there may be other required learning that is directed by tutors or assessors but is unsupervised. This includes, for example, private study, preparation for assessment and undertaking assessment when not under supervision, such as preparatory reading, revision and independent research.

3.3 Exemptions

IAB are continuously gaining new and updated exemptions for our LCCI qualifications from professional bodies and organisations. For the latest list of agreements, and to check this specific qualification, please contact our awarding team via awarding@iablcci.org.uk.

4. Assessment

4.1 Assessment at a glance

IAB LCCI Level 3 Certificate in Accounting	
<ul style="list-style-type: none">• One online examination set and marked by the IAB	100% of the total qualification
<i>Overview of content</i> <ul style="list-style-type: none">• accounting concepts and framework• recording financial transactions• preparation of an extended trial balance• preparation of financial statements• preparation of accounting from incomplete records• interpretation of financial statements• budgetary control• introduction to decision making.	
<i>Overview of assessment</i> <ul style="list-style-type: none">• One online examination set and marked by the IAB, contributing to 100% of the overall grade of the qualification.• The examination must be taken at approved training Centres and assessment venues under controlled conditions• The examination will be 2 hours.• The examination will consist of 100 marks.• Learners will be graded Pass/Merit/Distinction. A result of Fail will be recorded where learners do not achieve the required marks for a Pass.• The examination contains 30 questions.• Learners are required to answer all questions.• The questions comprise table completion, preparation of accounts, short open-response questions and multiple-choice questions.• Non – programmable calculators may be used in the exam.• Assessment is in English language.• Bilingual dictionaries are permitted for use in the exam.	

4.2 Assessment Objectives (AO)

Assessment Objectives have been developed for this qualification to ensure that examinations are appropriately targeted. They describe the abilities that learners should be able to demonstrate. Each question targets one or more assessment objectives. They are applied to the examination in the proportions below:

Learners must:		% of qualification
AO1	Recall Recall accounting facts, terms, definitions, processes and formulae.	12
AO2	Perform Procedures Record business transactions Use accounting techniques Prepare financial statements	74
AO3	Demonstrate Understanding Demonstrate understanding of accounting processes, procedures and techniques	8
AO4	Analyse Compare, classify and deconstruct information Interpret financial data and information Recognise patterns and correlations	4
AO5	Evaluate Build a reasoned decision Make judgements about significance of information Predict consequences	2

4.3 Schedule of assessments

Examinations are scheduled in advance throughout the year. Centres should refer to the published examination timetable available at www.iablcci.org.uk/centres/ for scheduled examination dates.

4.4 Student Entry

Learners should only be entered for an assessment when it is believed they hold the skills and knowledge expected to pass the examination. For details on how to enter learners for the examination for this qualification please contact the IAB awarding team at awarding@iablcci.org.uk.

The closing date for entries is approximately six weeks before the start of each examination series.

4.5 Delivering Assessments under controlled conditions

The IAB 'Assessment Delivery Policy' applies to all IAB LCCI qualifications and assessments and must be followed by accredited centres to ensure that IAB LCCI assessments are delivered in accordance with the requirements.

A copy of this Policy is made available to centres upon accreditation approval. The Policy can also be requested from the IAB awarding team at awarding@iablcci.org.uk.

4.6 Marking and Moderation

Marking is undertaken by the IAB. Moderation is a process undertaken following the marking of assessments prior to a result being released to learners. Moderation acts as a filter, which ensures that an assessment outcome (for example a mark and / or grade) is fair, valid, and reliable. It also ensures that assessment criteria have been applied consistently, and that any differences in academic judgement between individual markers can be acknowledged and addressed. It provides consistency in marking within cohorts and throughout the academic year and is undertaken by a separate independent tutor.

4.7 Achievement and grading

The IAB LCCI Level 3 Certificate in Accounting is certificated on a three-grade scale: Pass/Merit/Distinction. The below table illustrated the grade that will be awarded based on the percentage score achieved by the learner I the assessment.

Distinction	Merit	Pass	Fail
90% and above	75%-89%%	60%-74%%	59% and below

4.8 Performance descriptors

The below table provides descriptions of required learner performance associated with each grade.

Grade	Descriptor
Pass	<p>Learners can recall, use and apply bookkeeping and accounting facts, terms definitions, processes and formulae.</p> <p>Learners can demonstrate a basic understanding of accounting processes, procedures and techniques.</p> <p>Learners can record business transactions using correct accounting techniques.</p> <p>Learners can prepare financial statements with routine transactions for different organisations.</p> <p>Learners can select and use accounting information.</p>
Merit	<p>Learners can demonstrate knowledge of bookkeeping and accounting facts, terms, definitions, processes and formulae use them in given scenarios.</p> <p>Learners can demonstrate a good understanding of accounting processes, procedures and techniques.</p> <p>Learners can accurately record business transactions using correct accounting techniques.</p> <p>Learners can prepare financial statements with routine transactions for different organisations.</p> <p>Learners can select and use relevant information from given information.</p> <p>Learners can select and use relevant accounting information to apply to given scenarios.</p>
Distinction	<p>Learners can demonstrate a detailed knowledge of bookkeeping and accounting facts, terms, definitions, processes and formulae using them consistently and effectively in given scenarios.</p> <p>Learners can demonstrate a detailed understanding of accounting processes, procedures and techniques.</p> <p>Learners can identify and record business transactions using correct accounting techniques with precision.</p> <p>Learners can prepare financial statements with routine and non-routine transactions for different organisations.</p> <p>Learners can select and use relevant information from a given scenario which may include redundant information.</p> <p>Learners can select and use relevant accounting information to analyse accounting problems.</p>

Learners can make limited judgements.

4.9 Resitting the qualification

Learners can re-sit the examination for the IAB LCCI Level 3 Certificate in Accounting. It is strongly advised that learners do not register to undertake a re-sit until they have received the results from their previous examination.

4.10 Enquiry of results and Appeals

The IAB 'Enquiries and Appeals Policy' must be followed if a learner has an enquiry about a result or wishes to appeal against an assessment decision or reasonable adjustments or special consideration request decisions.

A copy of this Policy is made available to Centres upon accreditation approval. The Policy can also be requested from the IAB awarding team at awarding@iablcci.org.uk.

5. Units

5.1 Knowledge, skills and understanding

The following skills should be developed throughout the course of study.

Skills	Students should:
	a) Demonstrate accuracy, orderliness and appropriate presentation of accounting information.
	b) Demonstrate an understanding of the principles of professional ethics.
	c) Demonstrate a knowledge of accounting concepts and principles.
	d) Make adjustments using journals and ledger accounts.
	e) Prepare and extend a trial balance for adjustments and to calculate profit or loss for the period.
	f) Prepare financial statements with adjustments and from incomplete records for sole trader, partnership and group, including: <ul data-bbox="528 1070 1177 1330" style="list-style-type: none">• Statement of Profit or Loss• Statement of Profit or Loss appropriation• Statement of Financial Position• Statement of Change in Equity• Statement of Cash Flows.
	g) Calculate and analyse ratios to make recommendations and decisions.
	h) Prepare cash, inventories, trade receivables, trade payables and budgeted financial statements
	i) Use marginal costing for decision making
	j) Calculate, analyse the results and make recommendations and decisions by using payback period, accounting rate of return and net present value for investment appraisal.

5.2 Unit content

The following content must be covered to prepare students for the final assessment of this qualification.

1. Accounting concepts and framework

Subject content	What students need to learn:
1.1 The financial accounting function	a) The differences between financial accounting and management accounting.
	b) The principles incorporated in the following accounting standard: <ul style="list-style-type: none"> • IAS 1 – presentation of financial statements.
	c) The elements, nature and purpose of financial statements, including: <ul style="list-style-type: none"> • Statement of Profit or Loss • Statement of Changes in Equity • Statement of Financial Position • Statement of Cash Flows.
	d) The understanding and application of the following accounting concepts: <ul style="list-style-type: none"> • accruals • business entity • consistency • going concern • materiality • prudence • realisation.
	e) Understanding the characteristics of financial reporting under the International Accounting Standards Board (IASB) framework, including: <ul style="list-style-type: none"> • relevance • faithful representation • comparability • verifiability • timeliness

	<ul style="list-style-type: none"> • understandability.
<p>1.2 Types of business organisations</p>	<p>a) The purpose, advantages and disadvantages of different types of businesses, including:</p> <ul style="list-style-type: none"> • sole trader • partnership • limited liability partnership • private limited companies (Ltd) • public limited companies (plc).
<p>1.3 How financial statements contribute towards meeting the needs of different stakeholders and users</p>	<p>a) An understanding of the main stakeholders in business and reasons for their interests (needs) in financial statements. Stakeholders to include:</p> <ul style="list-style-type: none"> • owners • managers • suppliers • customers • employees • government • investors • providers of external finance • competitors • local community • trade associations • trade unions.

1.4 Introduction to ethical behaviour in accounting practices	a) An understanding of the fundamental principles of professional ethics, including: <ul style="list-style-type: none"> • professional behaviour • professional/technical competence and due care • confidentiality • integrity • objectivity.
	b) An understanding of the impact of professional ethics in accounting roles and functions.

2. Recording financial transactions

Subject content	What students need to learn:
2.1 Account for inventory	a) The objectives of inventory control and accounts, including perpetual and periodic inventory valuation and the methods of inventory valuation which may be used by businesses: <ul style="list-style-type: none"> • first-in, first-out (FIFO) • last-in, first-out (LIFO) • weighted average cost (AVCO) • standard cost. <p>Learners will not be required to prepare the stock ledger using these methods.</p>
	b) The principles incorporated in the following accounting standard: <ul style="list-style-type: none"> • IAS 2 – inventories.
	c) The effect on profit or loss of business due to change in the method of inventory valuation.
	d) The adjustments of inventory movement before or after the end of accounting period in the absence of physical inventory count.
	e) The reconciliation of inventory ledger balance with physical inventory count.

	f) The adjustments at period end in relation to inventory.
2.2 Account for tangible and intangible non-current assets	a) Understand the differences between tangible and intangible non-current assets.
	b) The principles incorporated in the following accounting standard: <ul style="list-style-type: none"> • IAS 16 – property, plant and equipment.
	c) The capital expenditure on purchase of non-current assets, including all costs.
	d) An understanding of the methods of funding the purchase of non-current assets, including: <ul style="list-style-type: none"> • internal sources (owner's capital, bank, cash) • external sources (borrowed capital, bank loan, commercial mortgage) • hire purchase/leasing • trade-in allowance.
	e) The accounting treatment, including journals and ledger postings for acquisition and disposal of non-current assets.
	f) The importance and maintenance of an up-to-date non-current assets register for acquisition and disposal of non-current assets and its contents.
2.3 Account for depreciation	a) The purpose of depreciation.
	b) The principles and operation of depreciation for non-current assets, including journals and ledger postings, using the following methods: <ul style="list-style-type: none"> • straight line • revaluation • diminishing (reducing) balance.
	c) The importance and maintenance of an up-to-date non-current assets register for depreciation and accumulated depreciation.
	d) The effect on profit or loss of business due to change in the basis of depreciation of non-current assets.
	e) The effect on the depreciation charge due to change in the life and/or residual value of non-current assets.

3. Preparation of an extended trial balance

Subject content	What students need to learn:
3.1 The preparation of the extended trial balance	a) To process adjustments of trial balance figures at the period end to prepare financial statements for business: <ul style="list-style-type: none"> • inventory • accrued and prepaid income and expenditure • depreciation of non-current assets • irrecoverable debts and allowance for doubtful debts • correction of errors.
	b) The extension of the ledger balance and adjustment column into the Statement of Profit or Loss and the Statement of Financial Position columns.
	c) Calculate the profit or loss for the period from the Statement of Profit or Loss columns of the extended trial balance

4. Preparation of financial statements

Subject content	What students need to learn:
4.1 Partnerships	a) The purpose of a partnership agreement.
	b) The purpose and preparation of: <ul style="list-style-type: none"> • current accounts • capital accounts. Including drawings for the partners in columnar format for ledgers, and as a part of the Statement of Financial Position.
	c) The Statement of Profit or Loss appropriation account, including changes in partnership interests during the year, including: <ul style="list-style-type: none"> • interest on drawings • interest on capitals • partners' salaries • share of profits or losses.
	d) The merger of sole traders to form a partnership.

	<p>e) The merger of partnerships, or conversion of a partnership into a limited company or partnership taken over by a limited company, including:</p> <ul style="list-style-type: none"> • purchase consideration • accounting treatment – journal and ledger postings in relation to realisation account • distribution of proceeds between partners • closure of ledger accounts relating to partners' current and capital accounts in partnership books on dissolution of partnership.
	<p>f) Preparation of statements from given data set for single entities and partnership</p> <ul style="list-style-type: none"> • Statement of Profit or Loss • Statement of Financial Position
<p>4.2 Limited Liability Companies</p>	<p>a) The differences between:</p> <ul style="list-style-type: none"> • redeemable and irredeemable shares • rights issues and bonus issues
	<p>b) The preparation of financial statements (for external use) with adjustments, including:</p> <ul style="list-style-type: none"> • Statement of Profit or Loss • Statement of Changes in Equity • Statement of Financial Position • Statement of Cash Flows (IAS 7 format).
<p>4.3 Accounting for groups of companies</p>	<p>a) The principles incorporated in the following accounting standards:</p> <ul style="list-style-type: none"> • IFRS 3 – accounting for business combinations • IAS 27 – consolidated financial statements.
	<p>b) The understanding of the following terms:</p> <ul style="list-style-type: none"> • parent • subsidiary • non-controlling interest • goodwill • fair values • pre- and post-acquisition profits.
	<p>c) The calculation of goodwill arising on consolidation.</p>

	d) The calculation and treatment of pre- and post-acquisition profits, including non-controlling interest.
	e) Preparation of a Consolidated Statement of Profit or Loss with one subsidiary (acquisition taking place at the beginning of the financial year) (IFRS 10).
	f) Preparation of a Consolidated Statement of Financial Position with one subsidiary (acquisition taking place at the beginning of the financial year) (IFRS 10).

5. Preparation of accounting from incomplete records

Subject content	What students need to learn:
5.1 Preparation of accounting records from incomplete records	a) The use of accounting ratios to calculate revenue, cost of purchases, inventory, gross profit and profit for the year due to loss of records as a result of theft, fire or natural disaster, including: <ul style="list-style-type: none"> • gross profit as a percentage of revenue (margin) • gross profit as a percentage of cost of sales (markup) • profit for the year as a percentage of revenue • opening and closing statement of affairs to calculate capital or profit for the year.
	b) The Statement of Profit or Loss and Statement of Financial Position from incomplete records for different types of businesses, including sole traders.

6. Interpretation of financial statements

Subject content	What students need to learn:
6.1 The calculation and interpretation	a) The importance of measuring business performance and the elements of business performance that can be measured by the main financial statement used in business.

on of accounting ratios	<p>b) The calculation and use of the following ratios to produce financial statements:</p> <ul style="list-style-type: none"> • gross profit percentage/margin • profit for the year as a percentage of revenue • current ratio • quick ratio (acid test) • return on capital employed (ROCE) • trade receivables collection period • trade payables payment period • inventory turnover • asset turnover.
	<p>c) The analysis of results obtained from different ratios to make recommendations and decisions.</p>

7. Budgetary control

Subject content	What students need to learn:
7.1 Budgets	a) The benefits and limitations of budgetary control
	<p>b) The preparation and interpretation of the following budgets for a given period:</p> <ul style="list-style-type: none"> • cash budget • inventory budget • trade receivables budget • trade payables budget.
	<p>c) The preparation and interpretation of the following budgeted statements:</p> <ul style="list-style-type: none"> • Statement of Profit or Loss • Statement of Financial Position.

8. Introduction to decision making

Subject content	What students need to learn:
8.1 Short-term	a) Benefits and limitations of marginal and absorption costing

<p>decision making</p>	<p>b) The use of marginal costing for calculating:</p> <ul style="list-style-type: none"> • breakeven point, both in sales units and sales value • profit or loss for a given number of units sold • number of units required in order to generate targeted profit • the interpretation of the results obtained by using marginal costing techniques and making recommendations.
<p>8.2 Long-term decision making</p>	<p>a) The characteristics, advantages and disadvantages of the following methods of investment appraisal:</p> <ul style="list-style-type: none"> • payback period • accounting rate of return • net present value. <p>b) The calculation and interpretation of the results obtained for different projects to make recommendations and decisions by using the following methods:</p> <ul style="list-style-type: none"> • payback period • accounting rate of return • net present value.

6. Delivering IAB Qualifications

6.1 Staffing and physical resource requirements for Centres

The IAB, in line with regulatory requirements, has a Centre Agreement in place which covers the two-way obligations between the IAB as the Awarding Body and each centre delivering our LCCI qualifications. A key section of this agreement is to ensure a professional approach to the delivery of teaching, learning and assessment, leading to the best learner experience.

Each centre engaged with the IAB LCCI is required to ensure viable levels of staffing, managerial and financial resources are in place to enable it to effectively and efficiently deliver the Qualifications as required by the Awarding Organisation.

6.2 Quality assurance

Any centre approved to offer IAB LCCI qualifications is subject to a rigorous quality assurance regime to ensure compliance with the requirements set out in the Centre Agreement and any regulatory conditions. This regime includes but is not limited to policy and procedure review, performance review, on-site monitoring visits and

virtual interviews to assess how well that centre operates in delivering learning for IAB qualifications.

7. IAB Policy & Procedure

Policies and Procedures are in place to provide a framework and outline the IAB's approach and objectives for key areas along with defined processes to be followed. These documents ensure credibility, compliance, consistency, and quality in the design, delivery, and awarding of LCCI qualifications. Relevant policies are issued to accredited centres alongside Centre Agreements. These can also be accessed by contacting our awarding team via awarding@iablcci.org.uk

Examples of the Policies that can be found include but are not limited to:

- Adverse Effects
- Anti-Bribery and Anti-Corruption
- Assessment Delivery
- Complaints
- Conflict of interest
- Contingency Plan
- Enquiries and appeals
- Equality & Diversity and Inclusion
- Malpractice & Maladministration
- Plagiarism, Collusion and Cheating
- Reasonable Adjustments
- Recognition of Prior Learning
- Results and Certification
- Sanctions
- Special Considerations
- Withdrawal of approval

Centres delivering LCCI qualifications should refer to the relevant Policy for guidance as appropriate.

8. Equality and Diversity

The IAB is committed to ensuring an inclusive, safe and welcoming environment for all learners undertaking its qualifications. Our Equality, Diversity and Inclusion Policy requires all learners to have equal opportunity to access our qualifications and assessments, and our qualifications to be awarded in a way that is fair to every learner.

Accredited Centres delivering LCCI qualifications must have a Policy relating to equal opportunities, diversity and inclusion to ensure a positive learning environment is provided to all learners. This is reviewed and assessed as part of our monitoring process which may include on-site inspections.

8.1 Reasonable Adjustments and Special Considerations

A **reasonable adjustment** request can be made where a person with a disability would be at a substantial disadvantage in undertaking an assessment. The awarding organisation is required to take reasonable steps to overcome that disadvantage.

A **special consideration** takes into account a circumstance such as temporary injury, illness or other indisposition at the time of the examination/assessment, which has had, or is likely to have had, a material effect on a learner's ability to take an assessment or demonstrate their level of attainment in an assessment.

Further information and guidance on how to apply can be found in the relevant IAB Policy and Procedure as detailed in Section 7 of this Specification.

9. Support, training and resources

9.1 Training

The IAB offers support to teachers on standard of delivery and preparing learners to meet the assessment requirements.

9.2 Specifications, Sample Assessment Materials and Teacher Support Materials

The IAB LCCI Level 3 Certificate in Accounting Sample Assessment Materials are available from the IAB.

In addition, a glossary of terms including International Accounting Standards terminology used in the content of the IAB LCCI suite of qualifications can be found in the centre area of our website or by contacting the IAB.

Please contact our awarding team via awarding@iablcci.org.uk for a list of all the support documents available.

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