

「特別·愛增值」計劃

英語訓練(高階)基礎證書

Foundation Certificate in English (Upper Level)

- Target Trainees :** Trainees who are eligible for this Scheme and wish to enhance foundation skills in English.
- Course Objectives :** The course aims to provide trainings on the foundation knowledge of English and basic listening and speaking skills to trainees, in order to enhance their competitiveness in the workplace.
- Entry Requirements :**
- Form Three ; or
 - Holder of “Foundation Certificate in Basic English Vocabulary in Use II (Part-time)” / “Foundation Certificate in Basic English Grammar II (Part-time)” of ERB, or equivalent ; or
 - pass the entry test
- Course Duration :** 56 hours
- Class Size :** 20-25 persons
- Teaching and Learning Activities :** Lecture, class assignments and role play.
- Graduation Criteria: :** Trainees will be awarded the certificate if they have fulfilled the following course requirements:
- (i) Attain an attendance of 80% or above; and
 - (ii) Pass the overall assessment

Course Outline :

Module	Content	Training Hours
(A) Skills Training	1. Course Introduction and Learning Engagement 2. Basic English grammar, sentence structure and vocabularies 3. Comprehension and making appointment 4. Writing simple messages 5. Understanding and Initiating Social Talks 6. Listening and Speaking Skills for Workplace Situations	55.5
(B) Course Assessment	Final Written Examination	0.5
Total		56

Assessments:

1. Continuous Assessment (70%): Class assignments and role play
2. Final examination (30%): Written examination

[The content of this course outline would be updated in accordance with the comments received from HKCAAVQ, amendments made in relevant legislation, license or industry certification requirements. The latest version of the course outline published by Employees Retraining Board shall prevail.]