

## Training for Ethnic Minorities

### Vocational Skills Course (Full-time Mode)

#### Business

### Foundation Certificate in Bookkeeping (LCCI Level 1 Bookkeeping Examination) (English Medium)

Course Objective	To equip trainees with the essential skills and knowledge in basic bookkeeping, assist them to take the LCCI Level 1 Bookkeeping (VRQ) Examination and help them secure employment as an Accounting Clerk or related position.
Course Content	This course will be conducted in English. The course will cover industry overview, books of original entry and double-entry, accounting for payroll, control accounts, financial statements of a sole trader, personal attributes and job search skills.
Entry Requirements	<ul style="list-style-type: none"> <li>i. Form Three; and</li> <li>ii. Possess good English communication skills; and</li> <li>iii. Pass the English and Mathematics entry test.</li> </ul>
Course Duration	156 hours (approximately 8 weeks)

Note: The Final Examination of the course is the LCCI Level 1 Bookkeeping (VRQ) Examination which aims to assist trainees in acquiring the required certificate or professional qualification for employment.

Exact course schedule and addresses of training centres are subject to the arrangement of the training bodies offering this course. Please contact the following training bodies for details:

Training Bodies	Telephone	Course Code
Yang Memorial Methodist Social Service	2251 0888	YM015DS

ERB and relevant training bodies reserve the right to revise the above content from time to time without notifying individual applicants. Please refer to the Scheme website and/or contact respective training bodies for the most updated information.