

## Generic Skills Course (Full-time Mode / Part-time Mode)

### English

#### Foundation Certificate in English (Upper Level)

Course Objective	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.
Course Content	Basic English grammar, sentence structure and vocabularies, comprehension and making appointment, writing simple messages, understanding and initiating social talks & listening and speaking Skills for workplace situations
Entry Requirements	<ul style="list-style-type: none"> <li>● Form Three ; or</li> <li>● 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</li> <li>● Pass the entry test</li> </ul>
Course Duration	56 hours

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
Aberdeen Kai-fong Welfare Association Limited	2518 0978	AK011DG / AK061EG / AK061HG
Hong Kong Association for Democracy and People's Livelihood	2370 3387 / 2330 0345	AP056DG / AP103EG / AP103HG^
Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK058DG / BK098EG / BK098HG
Caritas - Hong Kong	3568 8688	CA195DG / CA156EG / CA156HG
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS180DG / CS234EG / CS234HG
HKCT Group Limited	2711 9820 / 2711 9296	CT268DG / CT433EG / CT433HG^
The Federation of Hong Kong and Kowloon Labour Unions	2787 9967 / 2793 9887	FL070DG / FL178EG / FL178HG^
The Hong Kong Federation of Trade Unions	2715 6671	FU198DG / FU520EG / FU520HG^
Christian Action	8106 6190 / 2716 8812	HK258DG / HK181EG / HK181HG^

<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
Heung To College of Professional Studies	2381 0426	HT032DG / HT091EG / HT091HG
KCRA Community Education Enhancement Center Limited	2780 9293 / 2374 1100 / 2701 8921 / 2116 4481	KA083DG / KA142EG / KA142HG^
Methodist Centre	2527 2250 / 2806 0062 / 2534 8134	MC068DG / MC122EG / MC122HG
New Territories Association Retraining Centre Limited	2146 6388	NT143DG / NT137EG / NT137HG^
Neighbourhood & Worker's Service Centre	2413 8787 / 2893 9968	NW051DG / NW157EG / NW157HG^
School of Continuing and Professional Education, City University of Hong Kong	3442 6359 / 3442 6413	PE066DG / PE154EG / PE154HG
Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2423 2993 / 2436 2977	SK071DG / SK135EG / SK135HG^
YMCA College of Careers	2783 3523 / 2783 3509	YC037DG / YC076EG / YC076HG^
Yan Oi Tong Limited	2655 7575	YT102DG / YT139EG / YT139HG

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.

^ The course will be conducted in classroom training mode or online training mode. The latest arrangements announced by the training body concerned shall prevail. For details, please contact respective training body.