



## Information Update Form – Information Listing on Workplace English Campaign Website

Please return this form by fax at 2801-7490 or by mail to the Office of the Workplace English Campaign (OWEC), Room 1702 Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon

### PART A – INSTITUTION INFORMATION

1. Name of Training Institution:  
 (English) \_\_\_\_\_  
 (Chinese) \_\_\_\_\_
2. School Registration/Exemption Number: \_\_\_\_\_
3. Registered Address :  
 (English) \_\_\_\_\_  
 \_\_\_\_\_  
 (Chinese) \_\_\_\_\_
4. Tel No. of the Registered Address: \_\_\_\_\_
5. Fax No. of the Registered Address: \_\_\_\_\_

### PART B – DETAILS OF INFORMATION THAT NEEDS UPDATING ON INFORMATION LISTING ON WORKPLACE ENGLISH CAMPAIGN WEBSITE

Please tick and fill in the blanks where applicable.

- Registered Address (Please attach a copy of the 'Certificate of (Provisional) Registration of a School' issued by the Education Bureau of the HKSAR Government (EDB) (formerly known as the Education and Manpower Bureau (EMB). )  
 (English) \_\_\_\_\_  
 (Chinese) \_\_\_\_\_
- Telephone No. of the Registered Address: \_\_\_\_\_
- Fax No. of the Registered Address: \_\_\_\_\_
- Official Website: \_\_\_\_\_

Additional international business English examination(s) specified under the Funding Scheme for Workplace English Training (the Funding Scheme) is/are available to be arranged by our institution (and branch institutions, if any) for applicants under the Funding Scheme.

**British Council &**

SESOL Access

EFC Level 1

**Cambridge ESOL &**

SESOL Achiever

EFC Level 2

**IDP Education Australia**

SESOL Communicator

EFC Level 3

IELTS

SESOL Expert

EFC Level 4

SESOL Mastery

EFC Oral Level 2

EFC Oral Level 3

EFC Oral Level 4

**Cambridge ESOL**

BULATS Computer

**Educational Testing Service**

SEFIC Level 1

BULATS Standard

TOEIC

SEFIC Level 2

BULATS Speaking

TOEIC Bridge

SEFIC Level 3

BULATS Writing

SEFIC Level 4

BEC Preliminary

WEFT Level 1

BEC Vantage

**London Chamber of Commerce and**

WEFT Level 2

BEC Higher

**Industry**

ELSA Standard

ELSA Speaking

**Ordinate Corporation**

ELSA Writing I

Versant for English

ELSA Writing II

\*with open questions

EFB Level 1

EFB Level 2

**Trinity College London**

EFB Level 3

GESE

EFB Level 4

ISE 0

EFB Oral Level 2

ISE I

EFB Oral Level 3

ISE II

EFB Oral Level 4

ISE III

**City & Guilds Pitman Qualifications**

EOS Level 1

EOS Level 2

EBC Level 1

EBC Level 2

EBC Level 3

ESOL Access

ESOL Achiever

ESOL Communicator

ESOL Expert

ESOL Mastery

**PART C –UPDATED DETAILS OF INSTITUTION CONTACT INFORMATION**

Head of Operation: \*(Mr/Mrs/Miss) \_\_\_\_\_ (Title) \_\_\_\_\_

Contact Person: \*(Mr/Mrs/Miss) \_\_\_\_\_ (Title) \_\_\_\_\_

Contact Address: (English) \_\_\_\_\_

Contact Tel No.: \_\_\_\_\_ Contact Fax No: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

\*Please circle as appropriate

**PART D – DECLARATION AND ACCEPTANCE OF TERMS AND CONDITIONS**

1. On behalf of our institution, I declare and certify that to the best of my knowledge, all the information given by our institution in this information update form is complete, true and accurate. Our institution understands if our institution willfully gives any false information or withholds any material/information, our institution's application for information listing on the Workplace English Campaign website (WEC website) will be cancelled/deleted. Our institution also understands that any omission/misinterpretation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.
2. On behalf of our institution, I authorize OWEC and SCOLAR or their authorized agent(s) to use the data provided by means of this information update form, and any supplementary information pertinent to this application for activities related to the Workplace English Campaign.
3. Our institution agrees and accepts all terms and conditions as set out on this information update form and understand(s) that all the information contained in this form will be subject to the same terms and agreements as per our institution's application for information listing on WEC website which has been approved by OWEC and SCOLAR before.

Authorized Signature with Company Chop: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Name in Print: \_\_\_\_\_ Position Held: \_\_\_\_\_

Date: \_\_\_\_\_