



## Application Form for Information Listing on Workplace English Campaign Website

**Please read the 'Notes for Application' below carefully before filling in this application form**

Notes for Application:

- (1) This application form is applicable solely to course providers offering in-house tailor-made English training.
- (2) Please provide ALL the information requested as set out in the application form and send the completed form with the information/ materials requested (see (3) & (4) below) to:

Office of the Workplace English Campaign (OWEC)

Address: Room 1702 Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon

- (3) Please submit the application form with a copy of **ALL** the following required supporting documents:
  - (i) Certificate of (Provisional) Registration issued by the Education Bureau (EDB) (formerly known as the Education and Manpower Bureau (EMB));
  - (ii) Fees Certificate issued by EDB; and
  - (iii) A written declaration stating that the institution provides in-house English training course tailor-made for individual companies/organizations.
- (4) If your training institute is exempted from registration with or is not required to register with EDB, please submit the application form with a copy of **ALL** the following required supporting documents:
  - (i) A Business Registration Certificate (BR); and
  - (ii) A written declaration stating that the institution provides in-house English training course tailor-made for individual companies/organizations and why the institution is not required to register/is exempted from registration with EDB or a documentary proof of such exemption. The reason could be one or both of the following:
    - (a) Your training institute specializes in offering in-house business English training and thus does not conduct any public course/training at your premises of which the address is as stated on your BR; OR
    - (b) The classes conducted within your training institute do not exceed 7 people in each session **and** your training institute has less than 20 students to attend classes in premises per day.
- (5) Subject to adequate supporting documents/information being provided, a reply in response to the application will be made about 4 weeks from the date of completed application submission.

### **PART A - INSTITUTION DETAILS**

1. #Name of Training Institution:
 

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_
2. School Registration/Exemption Number (see Note 3(i)): \_\_\_\_\_
3. Registered Address (as in 3(i) or 4(i), where applicable):
 

(English) \_\_\_\_\_

\_\_\_\_\_

(Chinese) \_\_\_\_\_
4. #Tel No. of the Registered Address: \_\_\_\_\_
5. #Fax No. of the Registered Address: \_\_\_\_\_
6. #Official Website: \_\_\_\_\_

7. #International business English examination(s) which has/have been accepted under the Funding Scheme for Workplace English Training (the Funding Scheme) for the purpose of meeting the Hong Kong Workplace English Benchmarks (HKWEB) and is/are available to be arranged by your institution (and branch institution, if any) for applicants under the Funding Scheme (please put a tick in the appropriate box(es)):

- |  |   |  |
|--|---|--|
| <u>British Council &amp;</u>                   | <input type="checkbox"/> SESOL Access       | <input type="checkbox"/> EFC Level 1         |
| <u>Cambridge ESOL &amp;</u>                    | <input type="checkbox"/> SESOL Achiever     | <input type="checkbox"/> EFC Level 2         |
| <u>IDP Education Australia</u>                 | <input type="checkbox"/> SESOL Communicator | <input type="checkbox"/> EFC Level 3         |
| <input type="checkbox"/> IELTS                 | <input type="checkbox"/> SESOL Expert       | <input type="checkbox"/> EFC Level 4         |
|  | <input type="checkbox"/> SESOL Mastery      | <input type="checkbox"/> EFC Oral Level 2    |
|  |   | <input type="checkbox"/> EFC Oral Level 3    |
|  |   | <input type="checkbox"/> EFC Oral Level 4    |
| <u>Cambridge ESOL</u>                          |   | <input type="checkbox"/> SEFIC Level 1       |
| <input type="checkbox"/> BULATS Computer       | <u>Educational Testing Service</u>          | <input type="checkbox"/> SEFIC Level 2       |
| <input type="checkbox"/> BULATS Standard       | <input type="checkbox"/> TOEIC              | <input type="checkbox"/> SEFIC Level 3       |
| <input type="checkbox"/> BULATS Speaking       | <input type="checkbox"/> TOEIC Bridge       | <input type="checkbox"/> SEFIC Level 4       |
| <input type="checkbox"/> BULATS Writing        |   | <input type="checkbox"/> WEFT Level 1        |
| <input type="checkbox"/> BEC Preliminary       |   | <input type="checkbox"/> WEFT Level 2        |
| <input type="checkbox"/> BEC Vantage           | <u>London Chamber of Commerce and</u>       |  |
| <input type="checkbox"/> BEC Higher            | <u>Industry Examinations Borad</u>          |  |
|  | <input type="checkbox"/> ELSA Standard      |  |
|  | <input type="checkbox"/> ELSA Speaking      | <u>Ordinate Corporation</u>                  |
| <u>City &amp; Guilds Pitman Qualifications</u> | <input type="checkbox"/> ELSA Writing I     | <input type="checkbox"/> Versant for English |
| <input type="checkbox"/> EOS Level 1           | <input type="checkbox"/> ELSA Writing II    | *with open questions                         |
| <input type="checkbox"/> EOS Level 2           | <input type="checkbox"/> EFB Level 1        |  |
| <input type="checkbox"/> EBC Level 1           | <input type="checkbox"/> EFB Level 2        |  |
| <input type="checkbox"/> EBC Level 2           | <input type="checkbox"/> EFB Level 3        | <u>Trinity College London</u>                |
| <input type="checkbox"/> EBC Level 3           | <input type="checkbox"/> EFB Level 4        | <input type="checkbox"/> GESE                |
| <input type="checkbox"/> ESOL Access           | <input type="checkbox"/> EFB Oral Level 2   | <input type="checkbox"/> ISE 0               |
| <input type="checkbox"/> ESOL Achiever         | <input type="checkbox"/> EFB Oral Level 3   | <input type="checkbox"/> ISE I               |
| <input type="checkbox"/> ESOL Communicator     | <input type="checkbox"/> EFB Oral Level 4   | <input type="checkbox"/> ISE II              |
| <input type="checkbox"/> ESOL Expert           |   | <input type="checkbox"/> ISE III             |
| <input type="checkbox"/> ESOL Mastery          |   |  |

#Please note that ONLY items marked with “#” in the above will be shown in the information listing.

**PART B - INSTITUTION CONTACT INFORMATION**

1. Head of Operation: \*(Mr/Mrs/Miss) \_\_\_\_\_ (Title) \_\_\_\_\_
2. Contact Person: \*(Mr/Mrs/Miss) \_\_\_\_\_ (Title) \_\_\_\_\_
3. Contact Address: (English) \_\_\_\_\_
4. Contact Tel No.: \_\_\_\_\_ Contact Fax No: \_\_\_\_\_
5. Contact Email Address: \_\_\_\_\_

\*Please circle as appropriate

**PART C - AGREEMENT**

Our institution understands that to qualify for the information listing on the Workplace English Campaign website (WEC website), our institution (and branch institutions, if any) will accept and agree with the following conditions:

1. Our institution (and branch institutions, if any) will ensure the in-house English training programme(s) tailor-made for individual companies applying to the Funding Scheme are attended by their employees (the students) only and match with the students' relevant job types (namely Clerks, Executives/Administrators/Associate Professionals, Frontline Service Personnel, Low Proficiency Job Types, Receptionists/Telephone Operators and Secretaries).
2. Our institution (and branch institutions, if any) will publish, for students' easy reference, the CORRECT and FULL NAME of the examination(s), e.g. Pitman SESOL (Communicator), LCCIIEB EFB Level 3, etc, which has/have been accepted under the Funding Scheme for the purpose of meeting the HKWEB and is/are available to be arranged by our institution (and branch institutions, if any). Our institution (and branch institutions, if any) will cross-reference our examination listing to our course level(s) in all our related printed matters.
3. Our institution (and branch institutions, if any) will update OWEC, c/o SCOLAR, should there be any additional examination that our institution (and branch institutions, if any) would be able to arrange for students to attain the HKWEB. It is understood that the information provided will be put under the information listing of our institution in the WEC website.
4. Our application for information listing on the WEC website is subject to the final approval by OWEC and SCOLAR. OWEC and SCOLAR reserve the right to approve and reject any application.
5. Our institution understands that if our institution's application for information listing on the WEC website is approved, the approval would only mean that the Workplace English Campaign will show our institution's information that marked with "#" in Part A above for public's easy reference. Our institution fully and clearly understands that the approval for our institution's information listing on the WEC website DOES NOT convey any endorsement and/or recommendation from the Workplace English Campaign or OWEC or SCOLAR.

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

1. I have read and fully understand the 'Notes for Application' and 'Agreement' as specified in Part C of this application form.
2. I declare and certify that to the best of my knowledge, all the information given by our institution in this application form is complete, true and accurate. I/Our institution understand(s) if I/our institution willfully give(s) any false information or withhold(s) any material/information, our institution's application for information listing on the WEC website will be cancelled/deleted. I/Our institution also understand(s) that any omission/misinterpretation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.
3. On behalf of our institution, I authorize OWEC and SCOLAR or their authorized agent(s) to use the data provided by means of this application, and any supplementary information pertinent to this application for activities related to the Workplace English Campaign.
4. I/Our institution understand(s) that OWEC and SCOLAR or their authorized agent(s) has/have the right to review our institution's application for information listing on the WEC website at any time.
5. OWEC and SCOLAR reserve the right to delete/remove our institution from the information listing on the WEC website at any time without specifying reasons.
6. On behalf of our institution, I agree and accept all terms and conditions as set out on this application.

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

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

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

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