



# Introduction to Hong Kong Workplace English Benchmarks

## 香港職業英語基準簡介

### Hong Kong Workplace English Benchmarks

The Hong Kong Workplace English Benchmarks (HKWEB) were developed by the Workplace English Campaign to spell out the standards of English in writing and speaking that employees of the following six job types should strive to attain:

- Clerks
- Executives/Administrators/Associate professionals
- Frontline service personnel
- Low-proficiency job types
- Receptionists/Telephone operators
- Secretaries

### Minimum and Higher Benchmarks

There are a minimum and a higher benchmark for each of the above six job types.

Employees who need to use English in their work should achieve at least the minimum benchmarks. The higher benchmarks indicate targets for those who aim high and wish to upgrade their competency in workplace English.

Employers may also make reference to these benchmarks to set out their own English language requirements for recruitment and promotion purposes.

### 香港職業英語基準

香港職業英語基準由職業英語運動制定，訂明以下六個工作類別的僱員在英語寫作和會話方面須達到的水平：

- 文員
- 行政人員/專業助理
- 前線服務人員
- 低英語要求行業
- 接待員/接線生
- 秘書

### 最低及較高基準

職業英語運動為每一個工作類別訂立了一個最低及一個較高基準。

在工作上需要使用英語的僱員，應至少達到最低基準。而有志在職業英語能力方面更上一層樓的僱員，可以較高基準為自我改進的目標。

僱主在招聘及擢升員工時，亦可參考該等基準來釐定本身的英語要求。

### Workplace English Campaign (WEC)

WEC, a Language Fund project steered by the Standing Committee on Language Education and Research (SCOLAR), was launched by the Government in the year 2000 to heighten public awareness of the importance of having a good command of English in a workplace environment and to improve the knowledge of English among the working population in Hong Kong.

### 職業英語運動

職業英語運動為語文教育及研究常務委員會(語常會)督導的其中一項語文基金項目，於二〇〇〇年起由政府推行，以加強市民對職業英語重要性的認識，以及提高本港在職人士的英語知識。

Enquiries 查詢  
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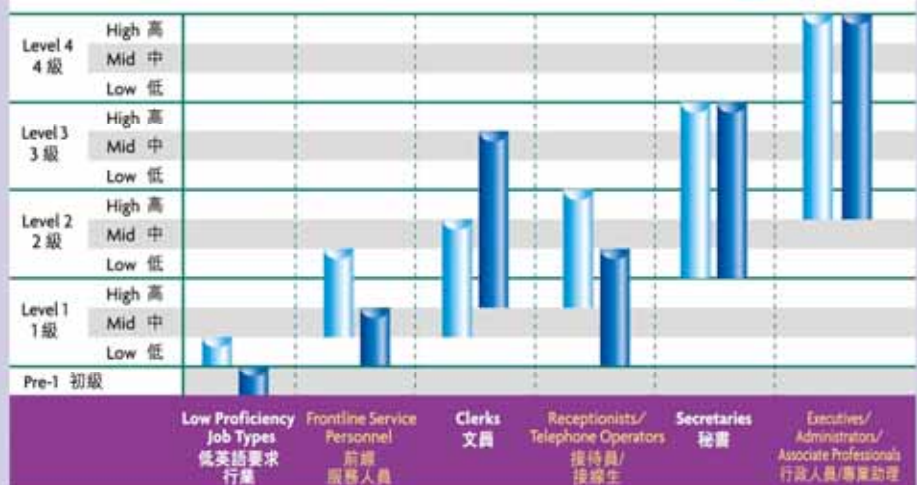
WEC Website 網頁

<http://www.english.gov.hk>

## Hong Kong Workplace English Benchmarks

### 香港職業英語基準

Spoken 英語會話  
Written 書面英語



All information listed in this leaflet is subject to change without prior notice. For latest information on HKWEB, please refer to WEC website. 本小冊子內所列之一切資料，如有更改，恕不另行通知。請瀏覽職業英語運動網頁，查詢有關職業英語基準的最新資料。

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# HKWEB and Specified International Business English Examinations 香港職業英語基準及指定國際商業英語考試

## Attaining HKWEB

For assessing an individual's proficiency in English and hence the relative level of attainment in HKWEB, one may take any of the international business English examinations specified in the chart below. (For the most updated version, please always refer to WEC website: <http://www.english.gov.hk>.)

## 考取香港職業英語基準

如欲評估個人的英語能力水平，並取得相對的香港職業英語基準等級，可選擇參加下列任何一項指定的國際商業英語考試。(查閱最新版本的考試名單，請瀏覽職業英語培訓網頁：<http://www.english.gov.hk>。)

Hong Kong Workplace English Benchmarks 香港職業英語基準	Specified International Business English Examinations and Examination Organizers 指定國際商業英語考試及主辦機構																							
	British Council 英國文化協會 Cambridge ESOL EDP-IELTS Australia	Cambridge ESOL (English for Speakers of Other Languages) 英國劍橋大學英文考試部						City & Guilds 英國城市專業學會				Educational Testing Service		London Chamber of Commerce and Industry International Qualifications 英國倫敦工商會						Qualifications Qualifications	Trinity College London			
	IELTS*	BEC Preliminary	BEC Vantage	BEC Higher	BULATS Computer/Standard	BULATS Speaking	BULATS Writing	EBC	EOS	IESOL	ISESOL	TOEIC	TOEIC Bridge	EFB/EFC	EFB/EFC Oral	SEPIC	WEFT	ELSA Speaking	ELSA Listening & Reading	ELSA Writing L/W	Trinity English (with open questions)	Trinity GESE	Trinity ISE	
<b>Clerks 文員</b>																								
Spoken 1 Mid 英語會話 1 級(中)	✓	✓	✓	✓	✓	✓					✓	✓						✓	✓	✓	✓	✓	✓	✓
Written 1 High 書寫英語 1 級(高)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓					✓	✓	✓		✓	
<b>Executives/Administrators/ Associate Professionals 行政人員 / 專業助理</b>																								
Spoken 2 High 英語會話 2 級(高)	✓		✓	✓	✓	✓					✓	✓			✓	✓			✓	✓	✓	✓	✓	
Written 2 High 書寫英語 2 級(高)	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓		✓			✓		✓	✓	✓		✓	
<b>Frontline Service Personnel 前線服務人員</b>																								
Spoken 1 Mid 英語會話 1 級(中)	✓	✓	✓	✓	✓	✓					✓	✓					✓		✓	✓	✓	✓	✓	
Written 1 Low 書寫英語 1 級(低)		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓					✓	✓	✓		✓	
<b>Low Proficiency Job Types 低英語要求行業</b>																								
Spoken 1 Low 英語會話 1 級(低)					✓	✓					✓	✓	✓			✓				✓	✓	✓	✓	
Written 1 Low 書寫英語 1 級					✓	✓	✓	✓	✓	✓		✓		✓					✓	✓	✓		✓	
<b>Receptionists / Telephone Operators 接待員 / 電話生</b>																								
Spoken 1 High 英語會話 1 級(高)	✓	✓	✓	✓	✓	✓					✓	✓			✓	✓			✓	✓	✓	✓	✓	
Written 1 Low 書寫英語 1 級(低)		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓					✓	✓	✓		✓	
<b>Secretaries 秘書</b>																								
Spoken 2 Low 英語會話 2 級(低)	✓	✓	✓	✓	✓	✓					✓	✓			✓	✓			✓	✓	✓	✓	✓	
Written 2 Low 書寫英語 2 級(低)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓			✓		✓	✓	✓		✓	

\* IELTS is listed as a specified examination by WEC under certain conditions. Please note the following before applying to the Funding Scheme for Workplace English Training for courses leading to an IELTS examination.  
 (i) IELTS is recognised as a specified examination by WEC only for in-house tailor-made English training with effect from 1 January 2005.  
 (ii) such courses should be designed for and taken only by employees who have obtained their first local or overseas degree within 3 years prior to the date of the IELTS examination (as counted from the issuance date of the certificate of graduation); and  
 (iii) such courses should lead to the Academic Module of the IELTS examination (courses leading to the General Training Module will not be accepted).

The above requirements are subject to change without prior notice, and the Office of WEC reserves the right to accept or reject any applications to the Funding Scheme for Workplace English Training for undertaking IELTS.

\* 職業英語培訓計劃對某些特定條件將IELTS列入指定考試名單。任何人士如欲申請職業英語培訓資助計劃，以參加課程並最終考獲IELTS，請留意以下事類：  
 (1) 職業英語培訓將IELTS列入指定考試名單的安排，只適用於僱主為其僱員在二〇〇五年一月一日起以後所辦的內部特設英語培訓課程；  
 (2) 參與有關課程的僱員必須於考獲IELTS當日計起的過去三年內取得本地或海外的首個學位(以畢業證書發給日期為準)；及  
 (3) 有關課程只可參加IELTS考試的學術模式(Academic Module)(參加通用模式(General Training Module)的資助申請將予擯棄)。  
 上述規定如有更改，恕不另行通知。職業英語培訓辦事處保留一切權利，接受或否決任何參加IELTS的資助申請。

Subject to change without prior notice.  
如有更改，恕不另行通知。





# Alignment of HKWEB 香港職業英語基準的對照

HKWEB is pegged to the Common European Framework of Reference for Languages (CEF). The Alignment Table below shows the convertibility between HKWEB and selected English proficiency scales available for reference. 香港職業英語基準對應歐洲語文通用參照架構(CEF)。下表為香港職業英語基準與其他英語能力等級的對照。

## Alignment of HKWEB with ALTE and CEF 香港職業英語基準與ALTE及CEF的對照

Scale				
SCOLAR Standing Committee on Language Education and Research	ALTE Association of Language Testers in Europe (Cartel-only Cambridge ESOL Examinations may align themselves to this scale)		COE Council of Europe	
HK	EU		EU	
HKWEB Hong Kong Workplace English Benchmarks	ALTE Scale	ALTE Scale Labels	CEF Common European Framework	
4 High	Level 5 Good User	Upper Advanced	(C2.2 proposed)	Proficient User
4 Mid			C2 Mastery	
4 Low	Level 4 Competent User	Lower Advanced	C1 Effective Operational Proficiency	
3 High			Level 3 Independent User	Upper Intermediate
3 Mid	Level 2 Threshold User	Lower Intermediate		
3 Low			Level 1 Waystage User	Elementary
2 High	Breakthrough Level	Beginner		
2 Mid			(Below Breakthrough)	off-scale (Below Level 1-)
2 Low				
1 High				
1 Mid				
1 Low				
Pre-1				
Off-scale				

To further show how the standards within HKWEB are reflected in widely used English examinations, an alignment of HKWEB and the following international business English examinations specified by WEC has also been worked out to help the public better understand the comparability between these standards and hence enable them to choose the examination that best suits their individual needs. Details are listed on overleaf.

為顯示香港職業英語基準的能力等級如何反映於獲廣泛應用的英語考試，香港職業英語基準亦與下列指定的國際商業英語考試訂立對照，讓公眾更能了解各能力等級的關係，從而選擇適合個人需要的考試，詳情參閱後頁。

## Specified International Business English Examinations by WEC 職業英語運動指定的國際商業英語考試

Examination Organizers 考試主辦機構	Specified International Business English Examinations 指定國際商業英語考試
British Council (www.britishcouncil.org) Cambridge ESOL (English for Speakers of Other Languages) (www.cambridgeesol.org) IDP: IELTS Australia (www.idp.com)	IELTS (International English Language Testing System) * Academic Module only 只限學術模式
Cambridge ESOL (www.cambridgeesol.org)	BEC (Business English Certificates) BULATS (Business Language Testing Service)
City & Guilds (www.cityandguilds.com)	EBC (English for Business Communications) EOS (English for Office Skills) IESOL (International English for Speakers of Other Languages) ISESOL (International Spoken English for Speakers of Other Languages)
Educational Testing Service (www.ets.org)	TOEIC (Test of English for International Communication) TOEIC Bridge (Test of English for International Communication Bridge)
London Chamber of Commerce and Industry International Qualifications (www.lcci.org.uk)	EFB (English for Business) / EFC (English for Commerce) SEFIC (Spoken English for Industry & Commerce) WEFT (Written English for Tourism) ELSA (English Language Skills Assessment)
Ordinate Corporation (www.ordinate.com)	Versant for English * with open questions
Trinity College London (www.trinitycollege.co.uk)	Trinity GESE (Trinity Graded Examinations in Spoken English for Speakers of Other Languages) Trinity ISE (Trinity Integrated Skills in English Examination)

The above information is listed in alphabetical order of the examination organizers and subject to change without prior notice. Please refer to WEC website for the latest version and the local contact details of individual examinations. 上述資料按考試主辦機構的英文名稱順序排列，如有更改，恕不另行通知。請瀏覽職業英語運動網頁，查閱最新版本的考試名單及個別考試的本地聯絡方法。

# The Alignment of HKWEB with Various International Business English Examinations

## 香港職業英語基準與國際商業英語考試的對照

Scale		Examination							
SCOLAR	City & Guilds				Educational Testing Service				
	UK				US				
	HK	UK	UK	UK	TOEIC (Listening)	TOEIC (Reading)	TOEIC Bridge (Listening)	TOEIC Bridge (Reading)	
HKWEB	EOS	EBC	IESOL	ISESOL					
4 High		Level 3 1st Class Pass	Mastery	Mastery	489 to 495	485 to 495			
4 Mid					480 to 488	470 to 484			
4 Low		Level 3 Pass	Expert	Expert	469 to 479	445 to 467			
3 High					455 to 468	415 to 444			
3 Mid					435 to 454	367 to 414			
3 Low	Level 2 1st Class Pass	Level 2 1st Class Pass	Communicator	Communicator	405 to 434	310 to 366			
2 High					370 to 404	250 to 309			
2 Mid					327 to 369	242 to 249			
2 Low	Level 2 Pass	Level 2 Pass	Achiever	Achiever	290 to 326	227 to 241			
1 High					235 to 289	180 to 226			
1 Mid					187 to 234	142 to 179			
1 Low	Level 1 Pass	Level 1 Pass	Access	Access	150 to 186	92 to 141	80 to 90	80 to 90	
Pre-1					100 to 149	80 to 91	60 to 79	60 to 79	
off-scale			Preliminary	Preliminary	off-scale	off-scale	off-scale	off-scale	

Scale		Examination							
SCOLAR	London Chamber of Commerce and Industry International Qualifications								
	UK								
	HK	UK	UK	UK	UK	UK	UK	UK	
HKWEB	EFB / EFC	EFB / EFC Oval	SEPIC	WEFT	ELSA [Listening & Reading]	ELSA [Speaking]	ELSA [Writing I]	ELSA [Writing II]	
4 High					Superior (458-500)	Superior		7	
4 Mid	Level 4 Distinction		Level 4 Distinction					8	
4 Low	Level 4 Credit	Level 4	Level 4 Credit		Superior (442-457)	Advanced High		Level 4	
3 High	Level 4 Pass		Level 4 Pass				86-100	5	
3 Mid	Level 3 Distinction		Level 3 Distinction		Advanced High (413-441)	Advanced			
3 Low	Level 3 Credit	Level 3	Level 3 Credit		Advanced (381-412)	Intermediate High	77-85	4	
2 High	Level 3 Pass		Level 3 Pass						
2 Mid	Level 2 Distinction		Level 2 Distinction	Level 2 Distinction	Intermediate High (325-382)	Intermediate			
2 Low	Level 2 Credit	Level 2	Level 2 Credit	Level 2 Credit	Intermediate Mid (298-324)	Intermediate Mid	60-76	3	
1 High	Level 2 Pass		Level 2 Pass	Level 2 Pass					
1 Mid	Level 1 Distinction		Level 1 Distinction	Level 1 Distinction	Intermediate Low (252-297)	Intermediate Low			
1 Low	Level 1 Credit		Level 1 Credit	Level 1 Credit	Novice High (226-251)	Novice High	48-59	2	
Pre-1	Level 1 Pass	off-scale	Level 1 Pass	Level 1 Pass					
off-scale	Preliminary Level		Preliminary Level		Novice Low (0-225)	Novice Mid / Novice Low	0-47	0/1	
off-scale			off-scale	off-scale	off-scale	off-scale	off-scale	off-scale	

Scale		Examination			
SCOLAR	British Council and Cambridge ESOL and IDP: IELTS Australia	Cambridge ESOL			
		UK	UK		
		UK	UK		
HKWEB	IELTS*	BEC	BULATS		
4 High	7.5		90 to 100		
4 Mid			85 to 89		
4 Low	7	BEC Higher	80 to 84		
3 High	6.5		75 to 79		
3 Mid	6		70 to 74		
3 Low	5.5	BEC Vantage	65 to 69		
2 High	5		60 to 64		
2 Mid	4.5		55 to 59		
2 Low	4	BEC Preliminary	46 to 52		
1 High	3.5		40 to 45		
1 Mid	3		33 to 39		
1 Low			26 to 32		
Pre-1			20 to 25		
off-scale	off-scale	off-scale	0 to 19		

Remark: It is not the intention of the alignment table as a whole or in its parts to make comparisons, either directly or indirectly, among the examinations included. One should always refer to the HKWEB levels when reading this alignment table.  
 備註：此對照表（全部或部分）沒有直接或間接比較有關考試的意圖。使用此表時，應參照香港職業英語基準所釐定的等級。

Subject to change without prior notice.  
 如有更改，恕不另行通知。

**Notes:**  
 1. **About inclusion of HKVEP in the alignment table**  
 Hong Kong Vocational English Programme (HKVEP) is included in the alignment table to provide an easy reference for comparability of results across various English examinations available in Hong Kong. Courses benchmarked to the HKVEP are included in the CEF reimbursement course list.  
 2. **About inclusion of IELTS in the alignment table**  
 Though IELTS (International English Language Testing System) is not commonly regarded as a business English examination, it is included in the alignment table to provide an easy reference for general comparability of results across the various English examinations available in Hong Kong since IELTS (Academic Module) has been adopted by the University Grants Committee for its Common English Proficiency Assessment Scheme (CEPAS). (Such inclusion was recommended by the Standing Committee on Language Education and Research (SCOLAR) in its Final Report of Language Education Review published in June 2003.)  
 For attaining HKWEB, one should always refer to the list of specified examinations available on WEC website.

**註釋：**  
 1. **關於在對照表內包含「香港職業英語課程計劃」(HKVEP)**  
 本對照表將 HKVEP 包括在內，是比較香港各級英語考試之成績，而 HKVEP 的課程已列入持續進修基金可獲資助的課程名單。  
 2. **關於在對照表內包含「國際英語水平測試系統」(IELTS)**  
 雖然 IELTS 一般不被視為商業英語考試，但國際英語水平測試系統 (IELTS) 學術模式，作為統一英語水平評估計劃的測試工具，職業英語課程與該考試列入對照表，以作一般性參考。該系統由香港各級英語評估的對照標準。[此建議由語言教育及研究委員會 (SCOLAR) 在二〇〇三年六月公佈的《語言教育檢討最終報告》的建議內進行。]  
 如欲查閱該考試詳情，請參閱職業英語基準，或以職業英語課程網頁上公佈的指定獲資助的英語考試名單為準。

