

# Foundation Certificate in Learning Chinese as a Second Language (Vocational Chinese Language) (QF Level 2)

## 學習中文為第二語言基礎證書 (工作應用)(資歷架構第二級)

課程編號/ Course Code: VCL3/1/2021



Organizer:  
主辦:



青年會專業書院  
YMCA College of Careers

Supported  
and Funded  
by:

支持及撥款:



SCOLAR LANGUAGE FUND  
語常會 語文基金

## 入學要求 Eligibility

- 15歲或以上持有有效的香港身份證，在職或待業的已離校非華語人士及
- 香港中學程度中四或以上程度(中文合格)或完成由本書院開辦的「學習中文為第二語言基礎證書課程(工作應用)(資歷架構第一級)
- Non-Chinese speaking school leavers aged 15 or above and holders of valid Hong Kong Identity Cards; **and**
- Completed Hong Kong Form 4 Level or above (pass in Chinese); **or**
- Completed “Foundation Certificate Programme in Learning Chinese as a Second Language (Vocational Chinese Language)(QF Level 1)” by YMCA College of Careers

## 課程目的 Programme Objectives

完成本課程後，學員能夠在熟悉的職場工作情境中：

Upon course completion, students will be able to:

1. 聽懂簡短的職場對話及報告，理解其表面意義與細節；  
understand simple workplace conversations and reports as well as grasp literal meaning;
2. 能以廣東話進行簡單討論或商議  
engage in simple discussions or negotiations in Cantonese
3. 讀懂職場簡短資料性材料，理解其主題及內容；  
read short and informative materials in the workplace, and understand the subject and content;
4. 描述需要處理事務的具體細節、並運用簡短句子及基本寫作策略，寫作簡短事務紀實文書。  
describe the specific details of the affairs to be handled, and use short sentences and basic writing strategies to write short documentary documents.

## 課程特色 Programme Features

✓ 度身訂造教材

Tailor-made teaching materials

✓ 主題式情景學習模式

Theme-based teaching

✓ 講授及小組教學並用

Lectures and small group tutorials

學習中文為第二語言  
基礎證書 (工作應用)  
(資歷架構第二級)  
Foundation Certificate in  
Learning Chinese as a  
Second Language  
(Vocational Chinese  
Language)  
(QF Level 2)

與他人協調，以使用中文達成共同目的

Co-ordinate with others to achieve common goals in Chinese.

在可預計及規範的環境下，能用廣東話交流，以便從事工作。

Perform a range of tasks in Cantonese in predictable and structured contexts.



資歷架構  
Qualifications  
Framework

The following programmes are recognised under the Qualifications Framework (QF) :

	Foundation Certificate in Learning Chinese as a Second Language (Vocational Chinese Language) (QF Level 1)	Foundation Certificate in Learning Chinese as a Second Language (Vocational Chinese Language) (QF Level 2)
Level :	1	2
QR Nos. :	20/000552/L1	20/000553/L2
Validity Period :	01/09/2020 – 31/08/2022	01/09/2020 – 31/08/2022

**修讀時數**  
**No. of training**  
**hours:**

兼讀制，每星期2堂，每堂2小時，共120小時  
(60小時面授及60小時自修)  
Part-time basis, 2 lessons per week, 2 hours per  
lesson, 120 hours in total (60 hours of face-to-face  
teaching and 60 hours of self-study)

**修讀日期**  
**Duration:**

二零二一年五月六日  
至  
二零二一年八月二十三日  
(逢星期一及四)  
6 May 2021 to 23 Aug 2021  
(Every Monday and Thursday)

**時間**  
**Time:**

早上十時至中午十二時  
10am – 12nn

	日期 Date		日期 Date
1	6/5/2021 (Thu)	16	5/7/2021 (Mon)
2	10/5/2021 (Mon)	17	8/7/2021 (Thu)
3	13/5/2021 (Thu)	18	12/7/2021 (Mon)
4	17/5/2021 (Mon)	19	15/7/2021 (Thu)
5	20/5/2021 (Thu)	20	19/7/2021 (Mon)
6	24/5/2021 (Mon)	21	22/7/2021 (Thu)
7	27/5/2021 (Thu)	22	26/7/2021 (Mon)
8	31/5/2021 (Mon)	23	29/7/2021 (Thu)
9	3/6/2021 (Thu)	24	2/8/2021 (Mon)
10	7/6/2021 (Mon)	25	5/8/2021(Thu)
11	10/6/2021 (Thu)	26	9/8/2021(Mon)
12	17/6/2021 (Thu)	27	12/8/2021(Thu)
13	21/6/2021 (Mon)	28	16/8/2021(Mon)
14	24/6/2021 (Thu)	29	19/8/2021(Thu)
15	28/6/2021 (Mon)	30	23/8/2021(Mon)

**教學語言** 廣東話及英語  
**Medium of Instruction** Conducted in Cantonese & English

**教學內容** 提供「讀、寫、聽、說」四方面的職場中文的基礎訓練，  
**Content:** 例如：職業話語理解(廣東話)：簡短討論職場話題。職業閱讀及寫作：簡單工作守則。

Provide four areas training of workplace Chinese in “Reading, Writing, Listening and Speaking” Examples:

- Vocational conversation understanding (Cantonese): Take a part in discussions on identified topics.
- Vocational reading and writing: Short work instruction

**費用** 港幣五百元正。HKD\$500

**Course fees:**

若達到80%或以上出席率，可獲85%學費津貼。

**Tuition subsidy capped at 85% of the course fee will be granted to those who have attained at least 80% attendance.**

**場地** 青年會專業書院\*

**Venue:** YMCA College of Careers\*

\*Due to the Coronavirus situation, classes might be held online via Zoom

## 報名方法 Enrolment Details:

- 申請人須提交已填妥的報名表格至本書院(報名表格可從本書院網頁下載)。  
Applicants should submit completed application forms to YMCA College of Careers (Application forms can be downloaded from our webpage [https://coc.cymca.edu.hk/wp-content/uploads/2021/05/qf-level-two\\_-1.pdf](https://coc.cymca.edu.hk/wp-content/uploads/2021/05/qf-level-two_-1.pdf)).
- 面試暫訂於二零二一年五月四日和五月五日舉行。  
Interviews would be tentatively scheduled for 4 and 5 May 2021.
- 申請人須帶同有效的香港身份證及學歷證明出席面試。  
Applicants should bring along valid Hong Kong Identity Card and academic certificates for interviews.
- 申請結果將於面試後公佈。  
The application result will be announced after the interview.

## 條款及細則 Terms and Conditions:

1. 所有已付費用均不可退還或轉讓。  
All paid fees are non-refundable and non-transferable.
2. 申請人應確保申請表中所述資料準確和完整。  
Applicants should declare all the information stated in the application form is accurate and complete.
3. 所有申請資料將交由青年會專業書院進行申請程序，或其他相關程序。  
Applicants should acknowledge that all information provided in the application form will be used in the application process or for other related purposes by the YMCA College of Careers.
4. 報名參加課程後，申請人須遵守本書院的規定。  
Applicants should abide by the regulations of the College once he/she enrolls in a course.
5. 青年會專業書院保留對課程進行修改的所有權利，恕不另行通知。  
Applicants should agree that the YMCA College of Careers reserves all rights in making amendments to the course without any prior announcement.

查詢 Enquiries: 2783 3519

傳真 Fax: 2740 9420

電郵 Email: [cslcert@ymca.edu.hk](mailto:cslcert@ymca.edu.hk)

地址 Address:

九龍窩打老道23號青年會專業書院 (港鐵油麻地站A2出口)

YMCA College of Careers, 23 Waterloo Road, Kowloon

(Near MTR – Yau Ma Tei Station, Exit A2)



Apply now!  
立即報名!