



# 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: VCL/10/2526



Supported and Funded by  
支持及撥款：

Organizer  
主辦：



青年會專業書院  
YMCA College of Careers



## 入學要求 Eligibility

- 十五歲或以上在職或待業的已離校非華語人士，並持有有效香港身份證明文件；及
- 修畢本地中四或以上課程，並於校內中文科考試取得合格成績(需提交有關證明文件)；或
- 完成由本校開辦的「學習中文為第二語言基礎證書(工作應用)(資歷架構第一級)」課程；或
- 完成同等相關學歷。
- Employed or unemployed non-Chinese speaking school leavers aged 15 or above and holding a valid Hong Kong ID card; **AND**
- Completion of Form 4 or above with a pass in the subject of Chinese language in Hong Kong (supporting documents are required); **OR**
- Completion of “Foundation Certificate in Learning Chinese as a Second Language (Vocational Chinese Language) (QF Level 1)” by YMCA College of Careers; **OR**
- Other equivalent qualifications.

## 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:



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;



就職場話題作簡短對話及基本溝通；

Engage in simple workplace dialogues;



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;



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

✓ 同行者及義工協助

Supported by mentors and volunteers

✓ 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

## 進修階梯 Study Path

學習中文為第二語言  
先修證書課程  
Foundation Certificate  
Programme in  
Learning Chinese as a  
Second Language



資歷架構  
Qualifications  
Framework

\* 學習中文為第二語言  
基礎證書(工作應用)  
(資歷架構第一級)  
Foundation Certificate  
in Learning Chinese as a  
Second Language  
(Vocational Chinese  
Language) (QF Level 1)

QR Registration No.:  
20/000552/L1



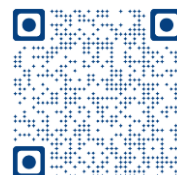
資歷架構  
Qualifications  
Framework

\* 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)

QR Registration No.:  
20/000553/L2

\* 課程獲資歷架構認可。

This programme is recognized under  
the Qualifications Framework.



資歷架構網頁  
The webpage of  
Qualifications  
Framework



**修課模式及修讀期**  
**Mode of Delivery and**  
**Programme Length:**

兼讀制，全課程共120小時(60小時面授及60小時自修)。  
面授部分每星期1堂，合共20堂，**每堂3小時**。  
Part-time basis, the course spans a total of 120 hours, comprising 60 contact hours and 60 self-study hours. The in person session consists of 20 lessons, with 1 lesson per week, **3 hours per lesson**.

**預期開課日期及時間**  
**Expected Start Date and**  
**Time**

**課程編號 Course Code: (VCL/10/2526)**  
**二零二五年十月二十八日（逢星期二），晚上7時至10時**  
**28<sup>th</sup> October 2025 (Every Tuesday), 19:00-22:00**

**截止報名日期**  
**Application Deadline**

**二零二五年十月二十一日**  
**21<sup>st</sup> October 2025**

**語言**  
**Language:**

**廣東話及英語**  
**Cantonese & English**

**教學內容**  
**Content:**

提供「讀、寫、聽、說」四方面的職場中文的基礎訓練  
例如：職業對話和理解(粵語)：簡短報告描述  
職業閱讀：簡單資料摘要  
Provide training of workplace Chinese in “Reading, Writing, Listening and Speaking” four areas  
Examples:  
- Vocational conversation and understanding (Cantonese):  
Short report description  
- Vocational reading: brief summary

**費用**  
**Course Fees:**

**港幣五百元正。HKD\$500**  
**\*學員於本課程的出席率達80%或以上，可獲85%學費津貼**  
**Students who have attained at least 80% attendance in this programme will receive a subsidy of 85% of course fees**

**場地**  
**Venue:**

**青年會專業書院**  
**YMCA College of Careers**  
(課程以面授形式進行。All classes are delivered in face-to-face mode.)

## 報名方法 Enrolment Details:

- ✓ 申請人須聯絡負責職員預約面試時間。

Applicants should make an appointment with our staff for an interview.

- ✓ 申請人須帶同有效的香港身份證及已填妥的入學申請表格正本到本書院參加面試。(入學申請表格可從以下網址或二維碼下載)

Applicants should bring along their valid Hong Kong ID Card and **original** completed application forms to YMCA College of Careers for interviews. (Application forms can be downloaded from the below link or the QR Code)



[https://coc.cymca.edu.hk/wp-content/uploads/2024/09/cl1125\\_\\_2023126\\_v6\\_2pages-3.pdf](https://coc.cymca.edu.hk/wp-content/uploads/2024/09/cl1125__2023126_v6_2pages-3.pdf)

- ✓ 申請結果將於面試後即時公佈。

The application result will be announced immediately after the interview.

## 查詢 Enquiries:

電話 Tel.: 2783 3517 / WhatsApp: 6285 8727

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

傳真 Fax: 2740 9420

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  
(MTR Yau Ma Tei Station Exit A2)

## 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。

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。

YMCA College of Careers reserves all rights in making amendments to the course without any prior announcement.