



SAMPLE

Hong Kong Vocational English Programme MODULE PERFORMANCE REPORT

Student information

Name: CHAN Tai Man
HKID No.: Z123456(7)

Institute/Centre

Hong Kong Institute of Vocational Education
Vocational Training Council, Hong Kong

Module information

Code and title: LAN3100 / LAN3100E / LAN3100F
English & Communication: Workplace Interaction
HKVEP benchmark level*: 3
Credit value: 6
Completion date: July 2016

Assessed Learning Outcome	Level and Grade achieved
(Listening and Speaking) Handle suggestions, offers, preference and persuasion in oral interactions involving predictable information, ideas and related explanations GCEN303A-2	3A

Date of issue: 1 November 2016

Signature

Head

Hong Kong Vocational English Programme (HKVEP)

*See explanatory notes overleaf

Notes

1. Assessment results are verified by HKVEP on behalf of the London Chamber of Commerce and Industry International Qualifications (LCCI) for the purpose of certification.
2. 'LEVEL' refers to language complexity as illustrated in the table below:

Common European Framework of Reference (CEFR)		HKVEP Level (Grade)		HKVEP Curriculum Framework: Courses at the relevant benchmark level develop
Independent user	B2+	4	A	a broad range of complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine and non-routine communication with colleagues and external parties • require the use of language in problem-solving, evaluation of ideas, idea generation • focus on communicating information, opinions, ideas/suggestions/evaluations, instructions, directions
			B	
			C	
	B2	3	A	a broadening range of simple and complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine and non-routine communication with colleagues and external parties • require the use of language in problem-solving or idea generation • focus on communicating information, opinions, ideas/suggestions (e.g. expressing opinions in a meeting with a set agenda on familiar topics)
			B	
			C	
	B1	2	A	a narrow range of simple and complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine communication with colleagues and external parties • focus primarily on communicating factual information, with some need for opinion/ideas/simple negotiation (e.g. agreeing a meeting time, finding out/expressing preferences/feelings).
			B	
			C	
Basic user	A2	1	A	a narrow range of simple vocational English language skills in workplace tasks that <ul style="list-style-type: none"> • involve predictable communication with other known parties • occur within established procedures • focus on communicating simple, mainly factual, information.
			B	
			C	
	A1	Preliminary (A/B/C)	a narrow, limited range of basic vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve limited, predictable communication • are highly structured • focus on communicating simple, factual information and very limited formulaic expression of ideas or feelings. 	

3. 'GRADE' (e.g., 2C, 3B, 1A) refers to the level of performance recorded, with 'A' representing the strongest performance and 'C' representing the minimally competent performance at each Level.

NC refers to performance below benchmark level.

ABS refers to student absence.

4. Alignment of HKVEP Levels with those of other international English examinations can be found on the Workplace English Campaign website:

http://www.english.gov.hk/english/aboutus/wec_hkweb_alignment_table.html

5. For further details, please visit the HKVEP Unit's website at <http://hkvep.vtc.edu.hk> or email to hkvep@vtc.edu.hk.



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Name: CHAN Tai Man
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Institute/Centre: Hong Kong Institute of Vocational Education
Vocational Training Council, Hong Kong

Module information

Code and title: LAN3103 / LAN3103E / LAN3103F
English & Communication: Workplace Correspondence
HKVEP benchmark level*: 3
Credit value: 6
Completion date: July 2016

Assessed Learning Outcome	Level and Grade achieved
(Reading and Writing) Handle problems in incoming written correspondence involving predictable information, ideas, related explanations, discussion/argument, and evaluation GCEN306A-3	3A

Date of issue: 1 November 2016

Signature

Head
Hong Kong Vocational English Programme (HKVEP)

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Independent user	B2+	4	A	a broad range of complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine and non-routine communication with colleagues and external parties • require the use of language in problem-solving, evaluation of ideas, idea generation • focus on communicating information, opinions, ideas/suggestions/evaluations, instructions, directions
			B	
			C	
	B2	3	A	a broadening range of simple and complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine and non-routine communication with colleagues and external parties • require the use of language in problem-solving or idea generation • focus on communicating information, opinions, ideas/suggestions (e.g. expressing opinions in a meeting with a set agenda on familiar topics)
			B	
			C	
	B1	2	A	a narrow range of simple and complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine communication with colleagues and external parties • focus primarily on communicating factual information, with some need for opinion/ideas/simple negotiation (e.g. agreeing a meeting time, finding out/expressing preferences/feelings).
			B	
			C	
Basic user	A2	1	A	a narrow range of simple vocational English language skills in workplace tasks that <ul style="list-style-type: none"> • involve predictable communication with other known parties • occur within established procedures • focus on communicating simple, mainly factual, information.
			B	
			C	
	A1	Preliminary (A/B/C)	a narrow, limited range of basic vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve limited, predictable communication • are highly structured • focus on communicating simple, factual information and very limited formulaic expression of ideas or feelings. 	

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Name CHAN Tai Man
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Institute/Centre

Hong Kong Institute of Vocational Education
Vocational Training Council, Hong Kong

Module information

Code and title LAN4101 / LAN4101E / LAN4101F
English & Communication: Promotional Materials
HKVEP benchmark level* 4
Credit value 10
Completion date July 2016

Assessed Learning Outcome	Level and Grade achieved
(Writing) Express persuasion and emotion when presenting information, ideas, related explanations, discussion/argument, and evaluation in written form GCEN407A-3	4A

Date of issue: 1 November 2016

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Independent user	B2+	4	A	a broad range of complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine and non-routine communication with colleagues and external parties • require the use of language in problem-solving, evaluation of ideas, idea generation • focus on communicating information, opinions, ideas/suggestions/evaluations, instructions, directions
			B	
			C	
	B2	3	A	a broadening range of simple and complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine and non-routine communication with colleagues and external parties • require the use of language in problem-solving or idea generation • focus on communicating information, opinions, ideas/suggestions (e.g. expressing opinions in a meeting with a set agenda on familiar topics)
			B	
			C	
	B1	2	A	a narrow range of simple and complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine communication with colleagues and external parties • focus primarily on communicating factual information, with some need for opinion/ideas/simple negotiation (e.g. agreeing a meeting time, finding out/expressing preferences/feelings).
			B	
			C	
Basic user	A2	1	A	a narrow range of simple vocational English language skills in workplace tasks that <ul style="list-style-type: none"> • involve predictable communication with other known parties • occur within established procedures • focus on communicating simple, mainly factual, information.
			B	
			C	
	A1	Preliminary (A/B/C)	a narrow, limited range of basic vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve limited, predictable communication • are highly structured • focus on communicating simple, factual information and very limited formulaic expression of ideas or feelings. 	

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Institute/Centre

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Vocational Training Council, Hong Kong

Module information

Code and title: LAN4107 / LAN4107E / LAN4107F
English & Communication: Reports
HKVEP benchmark level*: 4
Credit value: 9
Completion date: July 2016

Assessed Learning Outcome	Level and Grade achieved
(Writing) Express suggestions when presenting information, ideas, related explanations, discussion/argument, and evaluation in written form GCEN407A-2	4A

Date of issue: 1 November 2016

Signature

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Independent user	B2+	4	A	a broad range of complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine and non-routine communication with colleagues and external parties • require the use of language in problem-solving, evaluation of ideas, idea generation • focus on communicating information, opinions, ideas/suggestions/evaluations, instructions, directions
			B	
			C	
	B2	3	A	a broadening range of simple and complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine and non-routine communication with colleagues and external parties • require the use of language in problem-solving or idea generation • focus on communicating information, opinions, ideas/suggestions (e.g. expressing opinions in a meeting with a set agenda on familiar topics)
			B	
			C	
	B1	2	A	a narrow range of simple and complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine communication with colleagues and external parties • focus primarily on communicating factual information, with some need for opinion/ideas/simple negotiation (e.g. agreeing a meeting time, finding out/expressing preferences/feelings).
			B	
			C	
Basic user	A2	1	A	a narrow range of simple vocational English language skills in workplace tasks that <ul style="list-style-type: none"> • involve predictable communication with other known parties • occur within established procedures • focus on communicating simple, mainly factual, information.
			B	
			C	
	A1	Preliminary (A/B/C)	a narrow, limited range of basic vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve limited, predictable communication • are highly structured • focus on communicating simple, factual information and very limited formulaic expression of ideas or feelings. 	

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Institute/Centre

Hong Kong Institute of Vocational Education
Vocational Training Council, Hong Kong

Module information

Code and title LAN4108 / LAN4108E / LAN4108F
English & Communication: Persuasive Presentations
HKVEP benchmark level* 4
Credit value 9
Completion date July 2016

Assessed Learning Outcome	Level and Grade achieved
(Speaking) Express compliments, persuasion, and emotion in oral presentations of information, ideas, related explanations, discussion/argument, and evaluation GCEN404A-3	4A

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			B	
			C	
	B2	3	A	a broadening range of simple and complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine and non-routine communication with colleagues and external parties • require the use of language in problem-solving or idea generation • focus on communicating information, opinions, ideas/suggestions (e.g. expressing opinions in a meeting with a set agenda on familiar topics)
			B	
			C	
	B1	2	A	a narrow range of simple and complex vocational English language skills in workplace tasks that: <ul style="list-style-type: none"> • involve routine communication with colleagues and external parties • focus primarily on communicating factual information, with some need for opinion/ideas/simple negotiation (e.g. agreeing a meeting time, finding out/expressing preferences/feelings).
			B	
			C	
Basic user	A2	1	A	a narrow range of simple vocational English language skills in workplace tasks that <ul style="list-style-type: none"> • involve predictable communication with other known parties • occur within established procedures • focus on communicating simple, mainly factual, information.
			B	
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