

Số: 573 /TCCB-ĐTBD

Hà Nội, ngày 11 tháng 10 năm 2022

V/v thông báo khóa học “Kỹ năng giao tiếp và Tiếng Anh trình độ nâng cao”

Kính gửi: Thủ trưởng các đơn vị thuộc Bộ

Trong khuôn khổ hợp tác ASEAN, Trung tâm Hợp tác Việt Nam - Singapore do Học viện Ngoại giao - Bộ Ngoại giao Việt Nam và Đại sứ quán Singapore - Bộ Ngoại giao Singapore đồng chủ quản, tổ chức khóa học “**Kỹ năng giao tiếp và Tiếng Anh trình độ nâng cao**”, cụ thể như sau:

1. Thời gian: Từ ngày 31/10/2022 đến ngày 18/11/2022 (8h30-16h00).

2. Địa điểm, hình thức học: Học trực tiếp tại Trung tâm Hợp tác Việt Nam - Singapore (phòng 401, tòa nhà Pacific Place, 83B Lý Thường Kiệt, Hoàn Kiếm, Hà Nội).

3. Đối tượng: Công chức, viên chức có trình độ tiếng Anh phù hợp với khóa học (*Chương trình học, mẫu Bản đăng ký được gửi kèm theo*).

4. Chỉ tiêu: Bộ Tư pháp được phân bổ 02 chỉ tiêu/khóa học.

5. Ngôn ngữ: Tiếng Anh (không phiên dịch).

6. Kinh phí: Bộ Ngoại giao đài thọ chi phí tổ chức khóa học.

Căn cứ nội dung khóa học nêu trên, nếu đơn vị có nhu cầu cử công chức, viên chức tham dự khóa học, đề nghị gửi Công văn qua hệ thống điện tử giới thiệu 01 người/khóa học kèm theo Bản đăng ký của học viên về Vụ Tổ chức cán bộ **trước ngày 18/10/2022 (thứ Ba)** để Vụ xem xét, quyết định. Trường hợp có nhiều hơn 02 công chức, viên chức đăng ký tham dự khóa học, Bộ sẽ xem xét lựa chọn theo thứ tự ưu tiên được quy định trong Quy chế đào tạo, bồi dưỡng công chức, viên chức Bộ Tư pháp./

Nơi nhận:

- Như trên;
- Vụ trưởng (đề b/cáo);
- Lưu: VT, ĐTBD.

**KT. VỤ TRƯỞNG
PHÓ VỤ TRƯỞNG**



Nguyễn Đỗ Kiên

ADVANCED ENGLISH LANGUAGE AND COMMUNICATION SKILLS

31 OCTOBER TO 18 NOVEMBER 2022

Sponsored by the

MINISTRY OF FOREIGN AFFAIRS, SINGAPORE

under the framework of the

INITIATIVE FOR ASEAN INTEGRATION

Initiative for ASEAN Integration

The Initiative for ASEAN Integration (IAI) was launched by then Singapore Prime Minister (PM) Goh Chok Tong at the 4th ASEAN Informal Summit in 2000 to narrow the development gap between ASEAN-6 and Cambodia, Lao PDR, Myanmar and Viet Nam (CLMV) and to support ASEAN integration and community building. To date, Singapore has made four pledges totalling about S\$170 million to the IAI.

A key IAI project by Singapore was the establishment of training centres in Phnom Penh, Vientiane, Yangon and Hanoi, which have been upgraded to the Singapore Cooperation Centres. More than 45,000 CLMV government officials have attended our training courses at these centres covering diverse areas outlined in the IAI Work Plans.

The IAI Work Plan IV (2021-2025) is structured around the strategic areas of food and agriculture, trade facilitation, micro, small and medium enterprises (MSMEs), education and health and well-being and enabling actions aimed at promoting sustainable development, sharing best practices in administration, public policy, governance and regulatory development, improving data collection and analysis capabilities to enable more effective policymaking, and strengthening the role of social work to realise a people-oriented, people-centred and inclusive ASEAN Community.

The IAI is in line with the spirit of the Singapore Cooperation Programme (SCP). Established in 1992, the SCP brings together the various technical assistance programmes offered by Singapore. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries

and international organisations. Through the SCP, the range and number of training programmes have been increased to meet the needs of developing countries.

Course Objectives

This course aims to enhance participants' English proficiency to the intermediate level that are aligned with the Common European Framework Reference for Languages (CEFR) B1 level and for communication in a workplace and a social setting. The course aims to achieve the following outcomes for the participants, that they would be able to:

- Communicate (written and verbal) confidently and effectively in English for social and professional purposes;
- Speak and write with greater accuracy and clarity; and
- Read with comprehension texts comprising mainly high frequency every day or job-related language.

Synopsis

The course syllabus has been designed to focus on listening, speaking, reading and writing skills at the intermediate level for English language and cover:

- Listening and Reading Comprehension
- Parts of Speech
- Grammar and Sentence structure
- Vocabulary
- Functional Business and Workplace Writing
- Pronunciation, Phonology
- Oral Communication and Presentation

Methodology

The in-person course will include a variety of methodologies (lectures, presentations, interactive sessions with Q&A segments, group discussions, role-play, quizzes, etc..) and could also include elements of asynchronous e-learning sessions, taking into consideration all prevailing security and confidentiality requirements.

The guide and/or timings to access the online asynchronous e-Learning sessions (independent and self-study of online modules, individual completion of assignments and assessments) on a web-based Learning Management System will be circulated to the participants by the training agency.

Regulations

Participants are required to comply with the following:

- Strictly observe course schedules and not miss training sessions, and;
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

Duration

The course will be held from **31 October to 18 November 2022**.

Participants' Profile

Participants should be:

- Government officials with good basic knowledge and proficiency of the English Language;
- Able to attend all the sessions;
- Nominated by the government of Viet Nam; and
- In good health.

Venue

The course will be conducted at the Vietnam-Singapore Cooperation Centre in Hanoi.

Address: Pacific Place
Unit 401 - 403, Level 4
83B Ly Thuong Kiet
Hanoi
Socialist Republic of Viet Nam

Class Size

Minimum 20 participants, maximum 30 participants.

Terms of Award

The Government of Singapore will be responsible for the training fees for the conduct of the course by the trainer(s).

Application Procedure

The National Focal Point will be responsible for obtaining the list of nominations before forwarding the list directly to the Singapore Embassy in Hanoi.

The nomination list, which should include the email addresses of the participants, should reach the Singapore Embassy in Hanoi not later than **Monday, 17 October 2022**.



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REGISTRATION FORM

Course Title
Full Name (Khai cả dấu Tiếng Việt)
Date of Birth	Date: Month: Year:
Sex/Marital Status	Female: <input type="checkbox"/> Male: <input type="checkbox"/> Single: <input type="checkbox"/> Married: <input type="checkbox"/> Divorced: <input type="checkbox"/>
Job Title (Chức vụ hoặc vị trí công tác)
Education
English Level (CEFR/TOEFL)
Date of Current Employment (ngày bắt đầu công tác tại Bộ chủ quản)
Organization (Ghi tên cơ quan hiện đang công tác, ghi rõ Phòng/Ban/Vụ, Bộ trực thuộc bằng cả tiếng Việt và tiếng Anh)	
Tel (O): Tel (H): Hand-phone:	
Email:	
Office Address:	
Have you attended any Singapore Cooperation Programme (SCP) course previously? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If "Yes", please indicate name of course and course dates:	
.....	

Name and Signature of the Applicant's Employer (*with official seal*)

Xác nhận Ông/bà đăng ký tham dự
 khoá học tại VSTC. Ông/bà có trách
 nhiệm tham dự khoá học nghiêm túc, chấp hành mọi
 nội quy của khoá học.

*Please fax this form to VSCC and keep the original one for registration.
 Deadline: