

Số: 57/TCCB-ĐTBD

Hà Nội, ngày 21 tháng 01 năm 2022

V/v thông báo khóa học kỹ năng giao tiếp và Tiếng Anh trình độ trung cấp

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 trung cấp”, cụ thể như sau:

1. Thời gian: Từ ngày 14/02/2022 đến ngày 04/3/2022 (8h30-16h00).

2. Hình thức học: Học trực tuyến.

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. Các chi phí khác (đi lại, ăn ở...) do học viên chi trả.

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 27/01/2022 (thứ Năm)** 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 (để b/cáo);
- Lưu: VT, ĐTBD.

**KT. VỤ TRƯỞNG
PHÓ VỤ TRƯỞNG**



Nguyễn Đỗ Kiên

INTERMEDIATE ENGLISH LANGUAGE AND COMMUNICATION SKILLS (ONLINE)

14 FEBRUARY TO 4 MARCH 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, Laos, Myanmar and Vietnam (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 (SCCs). More than 43,000 government officials from CLMV have attended our training courses conducted at these centres in diverse areas that are aligned to the IAI Strategic Areas of Food and Agriculture, Trade Facilitation, MSMEs, Education and Health and Well-being and Enabling Actions promoting good regulatory techniques and legal frameworks, digital government strategies, public administration, international safety standards and sustainable development.

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 Objective

This course aims to enhance participants' English proficiency to the *Intermediate* level. Its syllabus will be designed for participants to obtain specific learning skills and outcomes, that are aligned with the Common European Framework Reference for Languages (CEFR) B1 level in a workplace setting.

By the end of the course, the participants should in general and commensurate with the target level of proficiency (CEFR B1), at their workplace and when interacting with their foreign counterparts, be able to:

- Be more confident in listening and speaking skills;
- Communicate effectively in English for social and professional purposes;
- Express themselves in English for professional purposes; such as English skills for meetings and professional communication (writing emails, letters and memos);
- Participate effectively in a meeting;
- Speak with greater accuracy and clarity; and
- Read with comprehension texts comprising mainly high frequency every day or job-related language.

Methodology

The course will be conducted through a virtual classroom comprising a combination of **synchronous e-Learning** ('live' lecture and interactive sessions with Q&A segments, group discussions, quizzes and presentations and **asynchronous e-Learning** sessions (independent and self-study of online modules,

individual completion of assignments and assessments) on a web-based *Learning Management System*.

The guide to access the online synchronous and asynchronous e-Learning will be circulated to the nominees separately.

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(s), with respect to the course.

Duration

The course will be held from **14 February to 4 March 2022**.

Class Size

Maximum 30 participants

Participants' Profile

Participants should be:

- Mid-to-senior level government officials proficient in spoken and written English at the basic or lower intermediate levels;
- Able to attend the synchronous e-learning sessions and participate in the asynchronous sessions;
- Nominated by the Government of Viet Nam; and;
- In good health.

Venue

The course will be conducted at the Viet Nam-Singapore Cooperation Centre in Hanoi (see address below) or remotely from other venues (e.g. participants' offices, homes etc.).

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

Terms of Award

The Government of Singapore will be responsible for the training fees for the conduct of the course by the trainer/s and all expenses incurred in Singapore.

The Government of Viet Nam will be responsible for local travel arrangements of the participants.

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, 31 January 2022**.



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
khóa học tại VSTC. Ông/bà có trách
nhiệm tham dự khóa học nghiêm túc, chấp hành mọi
nội quy của khóa học.

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