

## Certificate in General English

Foundation Course in English	Intermediate Course in English	Advanced Course in English
6 months	6 months	6 months

### Course Description

This course is designed to help learners develop their English language skills, with a focus on the four key language areas of reading, writing, speaking, and listening. The course aims to provide learners with a solid foundation in the English language, so that they can communicate effectively according to context, culture, audience and purpose.

General Information	
<b>Course Intake:</b>	Based on Programme Intake Dates
<b>Course Duration:</b>	6 months, Full-Time
<b>Course Level:</b>	Certificate
<b>Course Developed By:</b>	Invictus International School
<b>Course Delivery Method:</b>	Classroom Teaching (Face to Face)
<b>Lesson Hours:</b>	Mondays to Fridays, 3.30pm to 6.30pm
<b>Total Contact Hours:</b>	273 contact hours
<b>Teacher-Student Ratio:</b>	1:25
<b>Mode of Assessment:</b>	Learners will be assessed and evaluated in the following ways: <ul style="list-style-type: none"> <li>Participation in class activities and discussions</li> <li>Completion of homework assignments</li> <li>Performance on quizzes and tests</li> <li>Quality of written assignments</li> </ul>
<b>Lesson Venue:</b>	73 Loewen Road Singapore 248843
<b>Entry Requirements:</b>	Age: Minimum 12 years of age English Proficiency: Sit for placement test to determine suitability Academic Level: Refer to Course PDF document
<b>Minimum number of students for class commencement:</b>	5
<b>Waiting Period:</b>	30 days before class commencement
<b>Maximum candidature period:</b>	Student is allowed to retake the course once. Student is not allowed to request for a refund in the event if he/she fails to complete the programme within the maximum candidature period.
<b>Requirements for Completion of Course:</b>	<i>Certificate of Foundation/Intermediate/Advanced in English</i> is awarded by Invictus International School, after successful completion of the course. <ul style="list-style-type: none"> <li>Students must achieve at least 90% attendance and not be absent for more than 7 consecutive days without valid reasons.</li> <li>Student must achieve a pass in the oral component and a minimum of 50% in the written component.</li> </ul>

## Course Details

### Foundation Course in English

#### Course Objectives

By the end of the course, learners will be able to:

- Understand and use basic English grammar and sentence structures
- Expand their vocabulary to include common words and phrases used in everyday situations
- Speak and listen with greater confidence and fluency
- Read and comprehend basic texts, such as signs, advertisements, and short articles
- Write simple sentences and paragraphs, including emails, short letters, and forms
- Understand the cultural context of the English language and apply this knowledge to communication

#### Pre-requisites

No prior knowledge of English is required for this course. However, learners should have a basic level of literacy in their first language, and be prepared to dedicate time outside of class to review and practice what they have learned.

#### Admission Requirements:

- Minimum 12 years of age
- Minimum Attainment of A1 or A2 in CEPT (benchmarked at IELTS Score 0 – 3.5)
- Completion of 6 years of education or equivalent

### Intermediate Course in English

#### Course Objectives

By the end of the course, learners will be able to:

- Use more complex grammar structures, including conditional sentences, reported speech, and passive voice
- Expand their vocabulary to include a range of topics and contexts, including work, travel, and current events
- Speak and listen with greater accuracy and fluency, including in more complex conversations and debates
- Read and comprehend longer and more complex texts, including news articles, short stories, and academic texts
- Write more complex sentences and paragraphs, including essays, reports, and formal letters
- Understand and analyze the cultural context of the English language, including its use in literature and media

#### Pre-requisites

Learners should have a basic understanding of English grammar and vocabulary, and be able to communicate in everyday situations. It is recommended that learners have completed a basic English course before taking this intermediate course.

#### Admission Requirements

- Minimum 12 years of age
- Minimum Attainment of B1 or B2 in CEPT (benchmarked at IELTS Score 4.0 – 6.5)
- Completion of 7 years of education or equivalent

### Advanced Course in English

#### Course Objectives

By the end of the course, learners will be able to:

- Use advanced grammar structures with accuracy and precision
- Communicate effectively in academic and professional settings, including giving presentations, participating in discussions, and writing research papers
- Analyze and evaluate complex English-language texts, including literature, academic articles, and news media
- Expand their vocabulary to include advanced academic and professional terminology

- Write complex and coherent arguments and essays
- Understand and analyze the cultural context of the English language, including its use in literature, media, and society

### Pre-requisites

Learners should have a high level of proficiency in English grammar, vocabulary, and communication skills. It is recommended that learners have completed an intermediate English course before taking this course.

### Admission Requirements

- Minimum 12 years of age
- Minimum Attainment of C1 or C2 in CEPT (benchmarked at IELTS Score 7.0 – 9.0)
- Completion of 8 years of education or equivalent

Tier	Course Title	Course Level	Duration (Months)	Duration (Hours)
Foundation	Foundation Course in English	Certificate	6	273
Intermediate	Intermediate Course in English	Certificate	6	273
Advanced	Advanced Course in English	Certificate	6	273

Programme Intake Dates	
Commencement Date	Completion Date
18/01/2024	13/06/2024
14/08/2024	20/01/2025
16/09/2024	24/02/2025
11/10/2024	21/03/2025
11/11/2024	25/04/2025
9/12/2024	20/05/2025
21/01/2025	20/06/2025

### Admission Pre-requisites

Applicants must:

- Be above 12 years of age as of 1<sup>st</sup> January of the year of enrolment
- Sit for a placement test to determine a suitable tier for them

*Note: Students who are unable to meet the pre-requisite admission criteria would need the approval from the school's Principal prior to admission.*

### Teaching Ratio

The teacher to student ratio is less than 1:25, subject to room capacity. All of our teachers are dedicated and experienced, possessing at least a Bachelor's degree and are registered with the Committee for Private Education, Singapore.

### Mode of Assessment

Learners will be assessed and evaluated in the following ways:

- Participation in class activities and discussions
- Completion of homework assignments
- Performance on quizzes and tests
- Quality of written assignments

### Requirements for Graduation of Course

*Certificate of Foundation/Intermediate/Advanced in English* is awarded by Invictus International School, after successful completion of the course.

- 1) Students must attain 90% attendance and not be absent for more than 7 consecutive days without valid reasons.'

2) Students must pass the module.

### Refund Policy

The following clauses are extracted from Invictus International School's Student Contract, which is based on the Standard PEI Student Contract Version 3.1 that can be downloaded from SSG Training Partners Gateway website at: [https://www.tpgateway.gov.sg/docs/default-source/default-document-library/edutrust-certification-scheme/7a\\_cpe-pei-studentcontract-version-3-1.docx?sfvrsn=a4f84527\\_2](https://www.tpgateway.gov.sg/docs/default-source/default-document-library/edutrust-certification-scheme/7a_cpe-pei-studentcontract-version-3-1.docx?sfvrsn=a4f84527_2)

#### A. Refund for Withdrawal Due To Non-Delivery of Course

Invictus will notify the parent within three (3) working days upon knowledge of any of the following:

- i) It does not commence the Course on the Course Commencement Date;
- ii) It terminates the Course before the Course Commencement Date;
- iii) It does not complete the Course by the Course Completion Date;
- iv) It terminates the Course before the Course Completion Date;
- v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A (of the Student Contract) within any stipulated timeline set by CPE;
- vi) The Student's Pass application is rejected by the Immigration and Checkpoints Authority (ICA).

The parent/student should be informed in writing of alternative study arrangements (if any). Upon receiving the School's notification, the Student may withdraw from the Course by submitting a written notice of withdrawal, in which case the Student will be entitled to a refund of all Course Fees and the Miscellaneous Fees already paid.

However, in the case of a withdrawal arising from (vi) the Student's Pass application is rejected by the Immigration and Checkpoints Authority of Singapore (ICA), the Course Fees and the Miscellaneous Fees already paid shall be refunded.

Such refund will be made within seven (7) working days of the School receiving the signed Withdrawal Form.

#### B. Refund for Withdrawal For Other Reasons

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1, of the standard student contract version 3.1, Invictus will, within seven (7) working days of, Withdrawal Form signed date, refund to the Student an amount based on the table in Schedule D of that contract.

#### C. Refund During Cooling-Off Period

Invictus will provide the parent/student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The parent/student will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the parent submits a written notice of withdrawal to Invictus within the cooling-off period, regardless of whether the student has started the course or not.

**SCHEDULE D  
REFUND TABLE**

% of the amount of fees paid under Schedule B (a+b+c-d)	If Student's written notice of withdrawal is received:
100%	more than 30 days before the Instalment Due Date *
50%	before, but not more than 30 days before the Instalment Due Date *
0%	On or after the Instalment Due Date *

## Admission Procedures

### Step 1: Presentation of Course Information and Pre-Course Counselling

Applicants will be presented with the following information:

- Course Information
- Course Pre-requisites
- Course Admission Requirements

A Pre-course counselling session will be conducted with the applicant for them to find out more about studying with Invictus International School and a list of important information will be presented to them.

### Step 2: Placement Test

Invictus will arrange for the applicant to sit for a Placement Test to determine the suitable course level and duration for the applicant.

### Step 3: Submission of Application Forms

Applicants enrolling for the Invictus' course will have to submit the following items in person or via email:

#### For Local Students (Singapore Citizen and Permanent Resident)

- Completed Application Form with Application Fee and obtained prior approval from MOE (for Singaporean only)
- Supporting Documents:
  - NRIC and Passport
  - Highest Qualification Certificate and Transcripts

#### For International Students

- Completed Application Form with Application Fee
- Supporting Documents Required for Student's Pass Application
  - Please refer to the following section "Important Information for International Students" for the list of documents required for Student's Pass application
- Processing and Approval of Student's Pass
  - For International Students, processing and approval of the Student's Pass by ICA will take 4-6 weeks after submission of application. Invictus will notify the student with the In-Principal Approval (IPA) letter from ICA once the Student's Pass application is approved. The school will also arrange with the student to collect their Student's Pass.
- Medical Check-up
  - Students may be required to undergo a Medical Check-up in Singapore under the advice of ICA. Results of the medical check-up can be obtained within 3 – 5 days.

**For International Students, Invictus can only provide assistance to submit the Student's Pass application, and that the granting of student's pass is subject to ICA's approval.**

### Step 4: Acceptance of Course and Payment

Applicants will be issued with the Letter of Offer by Invictus and they accept the offer through the submission of the signed Standard Student Contract and Advisory Note. Payment of the course fees will also be made. Items to submit to Invictus include:

- Advisory Note
- Standard Student Contract
- Course fees payment according to Course Fees Notice

The original supporting documents should be submitted to the school for verification checks when student reports to school. If the originals differ from the scanned copies, the school fully reserves the right to rescind the Letter of Offer and terminate the Student Contract.

Invictus will hold an orientation programme for students before their course commences and introduce them to the school and its policies, rules and regulations. Critical course information will be reiterated to the students again. International students can also get acquainted with Singapore's culture and customs.

## Important Information for International Students

### 1. Documents required for Student's Pass Application

All documents should be original and translated into English. A copy should be scanned and emailed to Invictus for Student's Pass application. For more details, please refer to <https://www.ica.gov.sg/reside/STP/apply/pei>

#### - Applicant's Documents

- Birth Certificate/Identity Card (translated or notarised copy if it is not in English)
- Data Page of Passport
- 1 recent passport-sized colour photograph (plain white background, showing all facial features clearly)
- Highest Qualification Certificate and Transcripts (translated or notarised copy if it is not in English)
- Change-of-Name Deed Poll (if any, translated or notarised copy if it is not in English)

#### Parents' Documents

- Data Page of Passports
- Parents' letters of employment (Letter should state date of commencement, designation and salary per month) (where applicable)
- Proof of financial ability, in the form of bank statements/fixed deposit accounts/savings

### 2. Immigration and Checkpoints Authority (ICA) Regulations

All students with a Student's Pass are to meet all the following requirements:

- 1) A student holding Student's Pass must attend a minimum of 90% of scheduled course hours and not be absent from the course for 7 consecutive days.
- 2) A student must not engage in any form of activities that may contravene the stipulated "Terms & Conditions of Student's Pass (STP)" (including those stated In the Student's Pass application form, In-Principle Approval letter and Student's Pass Card) upon which a Student's Pass is issued. The student is not permitted to engage in any form of employment or attend an industrial attachment/internship programme, whether paid or unpaid, without a valid work pass issued by Ministry of Manpower.
- 3) A student must not remain in Singapore without proper authority after the expiry of the Student's Pass. The school will inform the ICA of his/her means and date of departure.
- 4) A student is permitted to attend the course only after the approval of the Student's Pass has been given by the ICA.
- 5) A student must not be retained as a student in any other school(s) or course(s) other than the one indicated in the Student's Pass application form.
- 6) A student must surrender the Student's Pass for cancellation within seven days from the date of cessation or termination of his/her studies or course(s).

## Course Fees for General English Courses (6 months)

Fees Breakdown	Amount (\$\$)
Application Fee <sup>1</sup>	\$500
Assessment Fee <sup>1</sup>	\$200
Registration Fee <sup>1</sup>	\$2000
<b>Course Fees</b>	
Course Fees	\$5500
Course Material Fee <sup>1</sup>	\$250
Sub-Total before GST 9%:	<b>\$5750</b>
GST 9%:	<b>\$517.50</b>
<b>Total Course Fees Payable:</b>	<b>\$6267.50</b>
<b>Total Amount (including Application Fee):</b>	<b>\$9210.50</b>

<sup>1</sup>: Non-Refundable

Note: The fees quoted above are valid with effect from 01/01/2023 and shall supersede existing fees.

### Modes of Payment

- All fees are to be paid via Bank Transfer, Giro or PAYNOW to Invictus International School Pte. Ltd.

### Terms and Conditions

- The *Application Fee* of \$545.00 (inclusive of 9% GST) must be paid in full upon the submission of the application form. The Application Fee is **non-refundable** and **non-transferable**. After the payment for the application is made, the school will verify that the student satisfies the entry requirements before issuing a Letter of Offer-Acceptance and Course Fees Notice to the student.
- Course Fee is for one English course.
- Group Personal Accident Insurance scheme is arranged by the school (annual claim limit of \$10,000.00 per student, T&C apply).
- Local students (Singapore Citizen/Permanent Resident/non-Student's Pass International Student) do not have to pay Student's Pass Fee.
- All Fees must be paid upon invoicing after signing of the student contract and before course commencement. We consider payment made 30 days after the scheduled due date(s) as late. There is a 2% Late Fee Payment per month on any overdue amount as per Course Fee Instalment Due Dates.

Purpose of Fee	Amount (with GST, if any) (\$\$)
Academic Field Trips	\$0.00 - \$1,500.00* (depends on destination) Prior to activity commencement
Examination Fees – Year 11 to Year 13 only (Centrium only)	\$150.00 - \$350.00* per subject (depending on type of examination)
Third Party Charges (Competition Fees etc)	Bill as charged
Personalised Learning Programme Support (Dempsey only)	Refer to the table above
Co-curricular Activities (optional)	\$0.00 - \$2,000.00* Prior to activity commencement
Additional Support Classes	\$42.80 per session* (for identified students only)
Report Copy Fee	\$10.00 for paper copy* Prior to issuance of report
Uniforms and Stationery	\$0.00 - \$500.00* Upon purchase of uniforms and stationery
Bank / Transfer Charges	Fully covered by Parent* Varies between banks
Reissue of Student ID (Dempsey only)	\$5.00
Reissue of Student Access Card (Centrium only)	\$85.60* Upon replacement
Administrative Fee for Late Fee Payment	2% per month on any overdue amount as per the Course Fee instalment Schedule Due Dates

a) Miscellaneous Fees paid are non-refundable.

b) Fees may be subjected to changes as determined by the relevant government agencies at the time of processing.