



Entry Pre-requisite for Training Courses at KBA (Europe) Limited

There are no specific barriers in terms of academic qualifications or skills, to attend any of the following courses provided by KBA (Europe) Limited such as:-

- NEBOSH National General Certificate in Occupational Safety and Health
- Any Other NEBOSH training course provided in future
- IOSH Training Courses
- IMCA Training Courses
- CIEH approved Courses

However, it should be noted that currently the training and examinations offered must be answered in English only, and that the course includes a requirement to read the training material and examination questions in English as well as answer the course homework, assignments and examinations in English. Some courses also require a formal report to be written in English.

The standard of English required by candidates studying for the courses provided by KBA(E) must be such that they can both understand and articulate the concepts contained in the course syllabus.

There is a range of proficiency tests available for assessing English language skills. This letter is a model for a self declaration of the level attained, aimed at assessment of International English Language where English is the language of communication, as in the case of the course you have applied to attend.

Descriptive requirements

1 Listening in English

Candidates must be able to listen to a mixture of monologues and conversations which feature a variety of English accents and then write down a summary of the conversation.

2 Reading in English

Candidates must be able to read passages from texts taken from books, magazines and journals with at least one of these containing a detailed argument or report.

Reading is required to access information sources, including safety data sheets, statistics, training manuals, instruction booklets etc.

3 Writing in English

Candidates must be able to write a description of at least 150 words based on materials found on a diagram or picture to demonstrate ability to present information and to summarise main features of the input.

Candidates must be able to write a short essay of at least 250 words in response to a statement or a question, to demonstrate an ability to present a position, construct an argument and discuss abstract issues.

4 Speaking in English

Candidates must be able to ask a question to gather information during a workplace inspection or work place meeting. There is no examination in English speaking. However, there are various course requirements which would require the ability to speak and at length on familiar subject and interact with colleagues.



How to use the score table.

Read the Description column on the right of the table and place one ‘Tick’ at the level that describes your highest level of English, sign the document in agreement stating your level of understanding of the English Language and that you agree you meet the level required to attend the training course .

It is recommended that candidates for the course provided by KBA(E) **must have a level score of 6 or higher** to be able to apply themselves to the pre-requisite criteria.

Tick (√)	Score	Level	Description
	9	Expert	Have full operational command of the English language: appropriate, accurate and fluent with complete understanding.
	8	Very good	Have full operational command of the English language with only occasional unsystematic inaccuracies and inappropriacies. Misunderstandings may occur in unfamiliar situations. Handles complex detailed argumentation well.
	7	Good user	Have operational command of the English language, though with occasional inaccuracies, inappropriacies and misunderstandings in some situations. Generally handles complex language well and understands detailed reasoning.
	6	Competent	Have generally effective command of the English language despite some inaccuracies, inappropriacies and misunderstandings. Can use and understand fairly complex language, particularly in familiar situations
	5	Modest	Have partial command of the English language, coping with overall meaning in most situations, though is likely to make many mistakes. Should be able to handle basic communication in own field.
	4	Limited	Basic competence is limited to familiar situations. Have frequent problems in understanding and expression. Not able to use complex language.
	3	Extremely limited	Able to convey and understand only general meaning in very familiar situations. Frequent breakdowns in communication occur.
	2	Intermittent	Have no real communication is possible except for the most basic information using isolated words or short formulae in familiar situations and to meet immediate needs. Have great difficulty understanding spoken and written English.
	1	Non user	Have no ability to use the English language beyond possibly a few isolated words.

Course Applied for _____ Date of course _____

Name _____

Signature _____ Date _____

KBA (Europe) Limited cannot provide any letters or references endorsing a candidate’s level of English.