CAEP’s CEF courses are intensive, comprehensive courses in Business English at four levels:

- **Elementary** Continuing Education Foundation Certificate in Business English
- **Lower-intermediate** Continuing Education Certificate in Business English
- **Intermediate** Continuing Education Higher Certificate in Business English
- **Upper-intermediate** Continuing Education Diploma in Business English

These courses will help you communicate more effectively in English at work and will improve your Speaking, Listening, Reading, Writing, Grammar, Vocabulary and Pronunciation.

Each course has 32 three-hour lessons, giving a total course length of 96 hours. In addition, self-study assignments are set every session for extra practice. Lessons are held twice a week on weekday evenings.

For more detailed information about these courses, please visit the CAEP website:

[http://www.hkbu.edu.hk/~caep/course.html](http://www.hkbu.edu.hk/~caep/course.html)

When you choose a CEF course, you can apply for reimbursement of 80% of course and test fees from the Continuing Education Fund.

To qualify for reimbursement of course and test fees, you need to:

1. **check that you are eligible**
   - a Hong Kong resident with the right of abode
   - aged between 18 and 60 at the start of the course and at the time you apply for reimbursement

2. **apply for reimbursement before the start of the course**

3. **pay the course fees before the start of the course**
   - the course fee of $6,950 is payable in two instalments: $3,475 before lesson 1 and $3,475 before lesson 17

4. **attend at least 70% of classes (23 of the 32 lessons)**

5. **pass the course assessments**
   - each course will have several assessments of reading, writing, listening and speaking at various points throughout the course

6. **take the BULATS Standard Test after the course and achieve the required standard**
   - there are different required standards for each of the four courses
     - Foundation Certificate: BULATS level 1= (26)
     - Certificate: BULATS level 2= (40)
     - Higher Certificate: BULATS level 2= (46)
     - Diploma: BULATS level 3= (60)

Full information on eligibility, funding and reimbursement procedures can be found at the CEF website: [http://www.info.gov.hk/sfaa/cef/](http://www.info.gov.hk/sfaa/cef/)
Some Frequently Asked Questions

1. **What are the CEF course codes for CAEP’s courses?**
   - **Institution:** HKBU-CAEP
   - **Institution code:** 120
   - **Course codes:**
     - Continuing Education *Foundation Certificate* in Business English 24C01436-0
     - Continuing Education *Certificate* in Business English 24C01437-9
     - Continuing Education *Higher Certificate* in Business English 24K01438-6
     - Continuing Education *Diploma* in Business English 24L01439-8

2. **What happens if I don’t achieve the BULATS score I need at the end of the course?**
   You have two years from the date of your application to submit your claim for reimbursement. This means that you can take the BULATS test several times until you achieve the score you need. Please note, however, that you shouldn’t enrol on a CEF course that will be too difficult for you, as this may affect your chances of achieving the required score for reimbursement.

3. **What’s the difference between the CEF courses and the Workplace English courses?**
   - The CEF courses are more intensive, with three-hour lessons twice a week.
   - The CEF courses are longer, with 32 lessons over around five months.
   - The CEF courses use different books and materials.
   - The CEF courses lead to certificates and diplomas issued jointly by Hong Kong Baptist University and the Jockey Club Centre for the Advancement of English for Professionals.

4. **Why are the CEF courses more expensive than the Workplace English courses?**
   CAEP’s CEF courses are 96 hours long. This is because English language courses must be at least 90 hours long to be eligible for reimbursement under the CEF scheme. If you divide the course fee by the number of hours, you will find that CEF courses are actually the same price per hour as the Workplace English courses.

5. **I’m not eligible for CEF funding. Can I still join a CEF course?**
   Yes. Our CEF courses are very comprehensive and practical Business English courses that will help you gain the English skills you need to perform at work more effectively. Even if you are not eligible for CEF funding, you will still find taking a CEF course a very valuable experience.

6. **I’m not eligible for CEF funding. Can I get Workplace English Campaign funding for a CEF course?**
   No. Our CEF courses have not been registered with the Workplace English Campaign. If you would like to receive Workplace English Campaign funding, we recommend you take one of our many other courses.

7. **What happens if I only do the first part of the course? Can I still receive funding?**
   No. To qualify for reimbursement, you must complete the course and pass the required assessments. The Office of the Continuing Education Fund (OCEF) may occasionally make exceptions to this rule on a case-by-case basis, but CAEP cannot accept any responsibility for OCEF’s decisions in such circumstances.

8. **I’ve already received Workplace English Campaign funding. Can I also receive CEF funding?**
   Yes, as long as the funding is for a different course. You can’t apply for both types of funding for the same course.

9. **I’ve already got a satisfactory BULATS score. Do I need to take the BULATS test again?**
   Yes. To qualify for CEF reimbursement, you must take a separate BULATS test after you have completed each CEF course.

10. **Can I apply if I have a university degree?**
    Yes. At first, people with university degrees were not eligible for reimbursement, but this restriction has recently been lifted. For courses starting after 1 September 2003 people holding university degrees may also apply for reimbursement.

11. **Can I apply for reimbursement for more than one course under the CEF scheme?**
    Yes. You can claim reimbursement for several courses, subject to a maximum total reimbursement of $10,000, provided that you complete them and submit your reimbursement claim within two years from the date of approval of your original application.