



FULL TIME

Certificate in
English

Your Life Chance
www.stei.edu.sg



Cert No. : EDU-2-2078

Validity: 18/03/2020 - 17/08/2024

Enhanced Registration Framework Cert
No. : 200901936C

Validity : 20/05/2022 - 19/05/2026



VISION

To be the preferred Private Education Institution (PEI) of choice.

MISSION

STeI will offer high quality, cost-effective and relevant courses to meet the needs of our clients.

OUR VALUES - ELITE

PURSUIT OF EXCELLENCE

To be the best in all we do, continually striving for the highest professional standards achievable.

LOYALTY

Being committed to the organisation, to one another and to our customers, at all times. Striving for cohesiveness and caring for one another.

INNOVATION

Creative, being open to embrace change. Encourage, nurture ideas and initiatives to better organisational and individual performance.

TEAMWORK

Be responsible and take accountability seriously; be reliable and dependable to the Team.

ETHICS AND INTEGRITY

Be a role model in character and conduct; uphold STeI's Ethical standards.

OUR CULTURE - SEARCH

Shared sense of purpose and values that is consistent across all members of STeI.

Emphasising importance of staff learning and focusing on continuous improvement in STeI.

Accentuating sense of responsibility for students' learning.

Recognition of staff members' excellent effort and celebrating their successes.

Collegial and collaborative relationships among staff members.

Harnessing strengths through professional development, staff reflection, and sharing of best practices

WELCOME MESSAGE



A very warm welcome to STEi Institute.

As a prospective student, you may face multi-faceted challenges. A key question that typically races through one's mind is, "Where can I secure relevant, reliable and professional educational qualification?"

We are fully conscious of the immense responsibilities placed on us and we will do our utmost to build on the rich legacy and solid reputation to provide quality services.

CHRISTINE TAN
STEi Institute
Principal/Managing Director

WHO WE ARE

We are a Private Education Institution that has established itself as a credible and astute service provider with sound governance and financial standing.

Our team of dedicated lecturers are subject matter experts in both industry practices and didactic approaches to meet your learning needs. Our school also include excellent facilities in a conducive learning environment that meet the standards set by the governing authorities.

QUALITY POLICY

We, at STEi Institute are fully committed to the provision of high quality, cost-effective and relevant education and training courses for our students and the industries.

At STEi, quality is everyone's responsibility. We take pride in our work and emphasise on problem prevention rather than correction. We are committed to comply with the requirements of our clients, and to continually improve our service quality based on feedback and established benchmarks.

STEi adopts a comprehensive Quality Management System (QMS). All STEi staff must comply with the QMS and strive to continuously improve our quality processes in the most competitive and effective manner.

ENGLISH

This course aims to equip students with the adequate communication skills in English and to strengthen their English Proficiency in Reading, Writing, Listening and Speaking with confidence. The Certificate in English Course prepares the students in:

a. Understanding and responding appropriately to the purpose in both spoken and written form. Providing information and points of view, both spoken and written communications, on the essential tools required in the field of studies, work and social activities in daily life.

b. Dealing with most situations likely to arise whilst travelling in an area where the language is spoken.

c. Producing adequate connected text on topics which are familiar or of personal interest.

d. Describing experiences on events, dreams, hopes and ambitions and briefly providing reasons and explanations for opinions and plans.

CERTIFICATE IN ENGLISH

This course is conducted at 3 English language Proficiency Levels - Basic, Intermediate and Advanced with the terminal objectives for higher academic qualifications and employment in the industry job market.

This course is also designed to prepare students to meet the level of competency in English required by the English Entry Requirement for STEi Institute Diploma courses.

The four skills sets expected from the course attainment are:

- Reading
- Writing
- Listening
- Speaking

BASIC LEVEL

This syllabus focuses on equipping students the ability to demonstrate their skills in understanding and use of sentences and frequently-used expressions related to areas of most immediate relevance such as providing basic information on personal, family and local geography topics.

ADVANCED LEVEL

This syllabus is designed for the students to have a better understanding in a wide range of demanding longer texts, both written and spoken, and to comprehend implicit meanings. They will be able to use the language fluently and spontaneously without obvious searching for expressions.

INTERMEDIATE LEVEL

This syllabus sharpens the students' aptitude to conceptualise and verbalise ideas or topics including technical discussions. They will be able to communicate with a degree of fluency and spontaneity, demonstrate their skills in understanding and use of familiar everyday expressions.



ENTRY & GRADUATION REQUIREMENT FOR THE PROGRAMS

THE PRE-REQUISITES FOR CERTIFICATE IN ENGLISH

- At least 7 years of age; and
- International participants from non-English medium of instruction schools.

GRADUATION REQUIREMENT FOR EACH ENGLISH LANGUAGE PROFICIENCY LEVEL

1. To complete all assignments and achieve a pass for Written Examinations conducted at the end of each English Language Proficiency Level.
2. In order to be conferred the course award, the student must achieve at least 75% of class attendance. Student's Pass Holders are required to maintain a class attendance of 90% and above.

Demonstration of student's language proficiency shall be assessed through an English Placement Test to determine the appropriate English Language Proficiency Level.

DURATION

Certificate in English is conducted over a period of **6 months** Lessons.

MODE & METHODS OF DELIVERY

Face to face delivery via:

- Powerpoint Presentation
- Discussion
- Question and Answer (Quiz)
- Assignment
- Class Activities
- Role Play

TEACHER STUDENT RATIO

1:30

EXAMINATION

Written examinations are conducted at the end of each English Language Proficiency Level. Upon attainment of the Certificate in English - Advanced Level, students will be able to meet the English Language Proficiency Entry Requirements of STEi Institute's Diploma Courses.

COMMENCEMENT & END DATE

Please refer to our website at www.stei.edu.sg for latest information.

AWARDING & RECOGNITION BODY

STEi Certificate in English



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, accounts receivable, and accounts payable. It also outlines the procedures for recording these transactions, including the use of double-entry bookkeeping and the importance of regular reconciliations.

The second part of the document focuses on the analysis of the recorded data. It explains how to calculate key financial ratios and metrics, such as the gross profit margin, operating profit margin, and return on investment. These calculations are essential for understanding the company's financial performance and identifying areas for improvement. The document also discusses the importance of comparing the company's performance to industry benchmarks and providing a clear explanation of any significant variances.

The final part of the document provides a summary of the findings and offers recommendations for future actions. It highlights the strengths of the company's financial management and identifies areas where further attention is needed. The document concludes by emphasizing the ongoing nature of financial analysis and the need for continuous monitoring and reporting to ensure the company's long-term success.

STeI Institute

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