

Entry levels and learning objective descriptors based on the Common European Framework of Reference for Languages

Foreign language correspondence clerk and European secretary (state approved or certificated by the Chamber of Industry and Commerce)						
Level	English	French and Spanish	other languages	Internationally accepted tests ¹	Description of language competence and fluency	Duration ²
A1		Entry level for learners without prior knowledge Start March or September	Entry level for learners without prior knowledge Start September	English A1 LCCI Preliminary 1 DELTA A1 Español A1 Italiano A1 Russian A1 German A1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.	100 TH
A2		Entry level for Learners with prior knowledge Start September		English A2 LCCI Preliminary 2 DELTA A2 Español A2 Italiano A2 Russian A2 German A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.	200 TH
B1.1	Entry level For learners with intermediate knowledge Start March or September			LCCI 1 TOEIC 479-619 TOEFL 57-86 Français B1 Español B1 Italiano B1 TRKI 1 Certificate German	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.	400 TH
B1.2	Entry level for learners with good knowledge Start September					500 TH
B2.1		Target level 1,5 years of training Graduation state approved/ CHC		LCCI 2 TOEIC 620-803 TOEFL 87-109 Français B2 DELE Intermedio Italiano B2 TRKI 2 German for the Profession	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	600 TH
B2.2	Target level 1 year of training Graduation state approved/ CHC	Target level 2 years of training Graduation state approved/ CHC	Target level 2 years of training Graduation CHC / F+U certificate			700 TH
C1.1	Target level 1,5 years of training Graduation state approved/ CHC			LCCI 3 TOEIC 804-855 TOEFL 110-120 DALF 1, DELE C1, CILS C1, TRKI 3 DSH 2 TestDaF 4	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.	850 TH
C1.2	Target level 2 years of training Graduation state approved/CHC					1100 TH

Translator (state approved or certificated by the Chamber of Industry and Commerce)						
Level	English	French and Spanish	other languages	Internationally accepted tests ¹	Description of language competence and fluency	Duration ²
C1.1	Entry level Start March or September	Entry level Start March or September	Entry level Start September	LCCI 4 TOEIC 856-990 DALF 2, DELE C2, CILS C2, TRKI 4 DSH 3 TestDaF 5	Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.	850 TH
C2	Target level Graduation State approved/CHC	Target level Graduation State approved/CHC	Target level Graduation CHC/F+U certificate			1400 TH

¹We recommend taking additional internationally recognised language examinations to enable you to more strongly assert yourself in the employment market. All tests listed can be taken directly in our Academy of Languages or in one of our partner institutions.

²The specified duration in teaching hours (TH) refers to the number of TH necessary for attaining a level.