

**WAIFEM/UNITAR E-LEARNING CERTIFICATE COURSE IN FRENCH
LANGUAGE LAGOS, NIGERIA, AUGUST 31 – DECEMBER 3, 2017**

CALL FOR NOMINATION

We are pleased to inform you that in its effort to bridge the gap in the understanding and speaking of the French Language in the regional integration process, in collaboration with the African Capacity Building Foundation (ACBF) and the United Nations Institute for Training and Research (UNITAR), WAIFEM has initiated an e-learning certificate course in French which is due to commence from August 31 to December 3, 2017.

The course which is partly sponsored by the ACBF is designed in a most effective and professional manner to meet the needs of the adult learner. It will assist public and private sector officials in the Anglophone West Africa and beyond to overcome the language barrier faced in commerce, banking, industry, tourism, journalism and other cross-border activities thereby promoting the regional integration process.

The French course is also suitable for those who wish to compete favorably in the global economy as the world has become a global village propelled by information and communication processing. It is indispensable for those who wish to work with the United Nations as French is the second most widely used language in the United Nations. It is also useful in diplomatic services and research institutes. It is designed for all zero beginners, intermediate learners or those who wish to learn French for special purposes or who wish to have a refresher course in French.

The course is carefully designed in a most effective and professional manner to meet the needs of the adult learner. It could also be tailored to meet the needs and requirements of individuals or organizations as the case may be.

Course Structure:

The e-learning course is structured into two (2) main levels:

Level 1 (Certificate course) is targeted at beginners to intermediate learners of the French Language.

The certificate course comprises of two modules - modules one and two consisting of thirty-three and forty-four lessons respectively. Each lesson is

accompanied by vocabulary, practice sentences and exercises. The learner is expected to learn the vocabulary, practice the sentences and do the exercises. Most of the vocabulary and sentences are recorded. Clicking on the sound icon will enable you hear the pronunciation as many times as possible. The course is designed to last for three months beginning with two (2) week face to face learning at WAIFEM premises in Lagos, Nigeria and 9 – 10 weeks of on-line training including skype discussions with the facilitators. The certificate course culminates with one week attachment in a French country in West Africa.

Course outline for the Certificate Course:

The modules cover all the topics required to achieve the necessary language competencies which include spoken fluency, writing, reading and listening skills.

The topics include:

- Secrets of French pronunciation
- Basic French expressions
- Dialogues
- Professional/business French
- Everyday life expressions
- French at work place
- Useful French grammar
- French for special purposes: This includes
 - French for banking
 - French for economics, business and financial market
 - Common office vocabulary and expressions, jobs, office tools, formal emails etc.
 - French for secretaries
 - Telephone French
 - French for computer scientists/computer operators /IT/Internet
 - French for drivers
 - French for housekeepers/managers etc.

Methodology:

The delivery methodology will comprise of face-to-face classroom sessions at WAIFEM's Headquarters in Lagos, online training and a one week (optional) attachment in a francophone country in West Africa or any other francophone country.

- FACE-TO-FACE: The first two weeks of the certificate course will be face-to-face and it will hold at WAIFEM's Headquarters.

- **ONLINE:** There will be 9 weeks of online course, which includes exercises and continuous assessments accompanying the lessons. Each course has oral and written assignments and a final online test, which will be submitted to and then marked by the course mentor/tutor. We recommend that 18-20 hours a week of study time will be sufficient to successfully complete the courses in the stipulated time period.
- One week attachment in a francophone country in West Africa
- **ACCOMODATION:** Good hostel facilities are available at WAIFEM during the two weeks face-to-face tutoring.

Entry requirements and Enrolment (Who should do this course?)

The course is open to intermediate, senior and executive public and private sector officials in the WAIFEM member countries and beyond. The minimum criterion for doing the course is a good knowledge of English and at least a diploma or university degree or its equivalent in any arts, social sciences, sciences or any other discipline. Others without the afore-mentioned qualifications who wish to acquire French for special purposes would also be considered.

It is ideal for those in commerce, banking, business, industry, tourism, journalism, diplomatic services and research institutes and other cross-border activities. It is indispensable for those who wish to work with the United Nations as French is the second most widely used language in the United Nations and for all those who wish to compete favorably in the global economy as the world has become a global village propelled by information and communication processing.

Course Fee

The course will be delivered at a subsidized fee of US\$500 per participant. The African capacity building Foundation paid USD4,000 per participant as part of the total cost of US\$4,500.00 in its effort to promoting regional integration. This fee covers the cost of tuition, learning materials, mentoring and accommodation at WAIFEM's headquarters for 2 weeks for the 5 participants from each member bank. However, nominees' private sector will be responsible for their round-trip transportation to Lagos for the face-to-face training and other incidentals.

Enrolment

Provided applicants meet the Entry Requirements, they must first complete the attached application form, WAIFEM and UNITAR will review the application and when approved, advise the applicant/nominating Institution to pay the course fee by bank transfer to the following account:

WAIFEM'S BANK DETAILS

BANK:	CITIBANK, NA 111 WALL STREET NEW YORK, NEW YORK 10043
SWIFT CODE:	CITIUS 33
USD ACCOUNT NUMBER:	3611 – 5264
ULTIMATE BENEFICIARY:	
BANK NAME:	FIDELITY BANK PLC
ACCOUNT NAME:	WAIFEM
SWIFT CODE:	FIDTNGLA
ACCOUNT NUMBER:	5590000169
ACCOUNT TYPE:	DOMICILIARY CURRENT ACCOUNT

Advantages of the WAIFEM/UNITAR e-Learning programme:

- **Save time** - Reduce time away from the job and fit training into busy work schedules;
- **Save money** - Save travel costs and adjust training to suit participant's own schedule;
- **Take the classroom with you** – participants can have lessons anytime, anywhere;
- **Participants can control their learning** – they can sequence their own learning and only access the materials they require;
- **Participants can check progression** – they can access their progress and receive immediate feedback.

Certification:

On successful completion of this course, students will be awarded a Certificate/Diploma in oral and written communication skills in French certified by **WAIFEM/UNITAR/CHANNELLE FRANCAISE**.

Level 2 (Diploma course)

Level 2 (Diploma course) is targeted at upper intermediate to advance learners of the French Language. The diploma course is also designed to last for three months and only those who have completed the certificate course or who have had prior proficiencies in written and spoken French are eligible to apply for the diploma. On completion of the course students will be awarded a Certificate/Diploma in oral and written communication skills in French. The date and fees for level 2(diploma course) will be communicated in due course.