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Booklets containing information which will assist teachers, trainers and students to prepare for the City & Guilds examinations and should be read in conjunction with the specimen / past papers.

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Hairdressing

## Catering & Hospitality

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Tourism

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## Customer Service, Conflict Handling & Selling

**NEW** 服務業顧客服務

**NEW** 衝突處理

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**NEW** 餐飲及款待業銷售

**NEW** 銷售

## ILM Series

International Management Awards

**Other Vocational Awards**

- Training & Development
- Construction & Construction Services
- Electrical, Electronics & Informatics Engineering
- Others

**Engineering Council**

**Postage List & Special Offers**

# English Language Skills

## International ESOL / Spoken ESOL

	Level	Item	Price (HK\$)	Postage Fee Code★
<b><u>Syllabus and Guides</u></b>				
International ESOL Assessment Guide Scheme Handbook	All Levels (Listening, Reading and Writing)		HK\$110.00	B★
			HK\$180*	D★
International Spoken ESOL Assessment Guide Scheme Handbook	All Levels (Spoken)		HK\$110.00	B★
			HK\$180*	D★
<b><u>Reference Books</u></b>				
International ESOL (Listening, Reading and Writing)	Preliminary (Listening, Reading and Writing)	Student Book	HK\$185.00	D★
		Teacher's Book	HK\$370.00	D★
		Cassette	HK\$155.00	A★
	Access (Listening, Reading and Writing)	Student Book	HK\$185.00	D★
		Teacher's Book	HK\$370.00	D★
		Cassette	HK\$155.00	A★
	Achiever (Listening, Reading and Writing)	Student Book	HK\$185.00	D★
		Teacher's Book	HK\$370.00	D★
		Cassette	HK\$155.00	A★
	Communicator (Listening, Reading and Writing)	Student Book	HK\$185.00	D★
		Teacher's Book	HK\$370.00	D★
		Cassette	HK\$155.00	A★
	Expert (Listening, Reading and Writing)	Student Book	HK\$185.00	D★
		Teacher's Book	HK\$370.00	D★
		Cassette	HK\$155.00	A★
	Mastery (Listening, Reading and Writing)	Student Book	HK\$185.00	D★
		Teacher's Book	HK\$370.00	D★
		Cassette	HK\$155.00	A★
International Spoken ESOL	Preliminary / Access (Spoken)	Student Book	HK\$185.00	D★
		Teacher's Book	HK\$370.00	D★
		Cassette	HK\$155.00	A★
	Achiever / Communicator (Spoken)	Student Book	HK\$185.00	D★
		Teacher's Book	HK\$370.00	D★
		Cassette	HK\$155.00	A★
	Expert / Mastery (Spoken)	Student Book	HK\$185.00	D★
		Teacher's Book	HK\$370.00	D★
		Cassette	HK\$155.00	A★

	Level	Item	Price (HK\$)	Postage Fee Code★
<b><u>Past Papers</u></b>				
International ESOL (Listening, Reading and Writing)	Preliminary (Listening, Reading and Writing)	(CD with answers and listening part)	HK\$60.00*	A★
	Access (Listening, Reading and Writing)	(CD with answers and listening part)	HK\$60.00*	A★
	Achiever (Listening, Reading and Writing)	(CD with answers and listening part)	HK\$60.00*	A★
	Communicator (Listening, Reading and Writing)	(CD with answers and listening part)	HK\$60.00*	A★
	Expert (Listening, Reading and Writing)	(CD with answers and listening part)	HK\$60.00*	A★
	Mastery (Listening, Reading and Writing)	(CD with answers and listening part)	HK\$60.00*	A★
International Spoken ESOL	Preliminary (Spoken)		HK\$30.00*	A★
	Access (Spoken)		HK\$30.00*	A★
	Achiever (Spoken)		HK\$30.00*	A★
	Communicator (Spoken)		HK\$30.00*	A★
	Expert (Spoken)		HK\$30.00*	A★
	Mastery (Spoken)		HK\$30.00*	A★
Sample Papers for International ESOL & International Spoken ESOL	6 CDs contain 2 sample papers for each level of the International ESOL and International Spoken ESOL examinations, from Preliminary to Mastery level.		HK\$280.00	C★

We have updated and revised the following levels:

- Achiever (B1 Threshold),
- Communicator (B2 Vantage)
- Expert (C1 EOP)
- Mastery (C2 Mastery).

This has led to the introduction of new item types, revised word lengths and number of times a question is heard. The changes were made to ensure the items and the papers are correctly assessing whether a candidate is at level. These level will be introduced to our live papers in October 2009.

Our Preliminary and Access level papers are also being modified. The changes will be introduced in a second phase, scheduled for January 2010.

The above IESOL sample papers are for reference only, New 2009 sample papers are available for download from [www.cityandguilds.com.hk/pq/workplace2.html](http://www.cityandguilds.com.hk/pq/workplace2.html)

**Business English**

	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
Qualification in Business English (English for Business Communications & English for Office Skills)	All Levels	(with sample papers)	HK\$60.00	B★
English for Office Skills Syllabus	Level 1 & Level 2	(with sample papers)	HK\$60.00*	B★
English for Business Communications Syllabus	Level 1 to Level 3	(with sample papers)	HK\$60.00*	B★
English for Business Communications Marking Guide & Marking Guide for Tutors	Level 1 to Level 3		HK\$200.00*	C★

**Reference Books**

English for Business Communications	Level 1		HK\$160.00	C★
	Level 2 (New Edition)		HK\$160.00	C★
	Level 3 (07 New Edition)		HK\$160.00	C★

**Past Papers**

English for Business Communications (8959)	Level 1 (8959-11-011)	01005	HK\$30.00	A★
		01036	HK\$30.00	A★
		01074	HK\$30.00	A★
		90150	HK\$30.00	A★
	Level 2 (8959-12-012)	01010	HK\$30.00	A★
		01026	HK\$30.00	A★
		90027	HK\$30.00	A★
		90030	HK\$30.00	A★
	Level 3 (8959-13-013)	01043	HK\$30.00	A★
		90041	HK\$30.00	A★
		80053	HK\$30.00	A★
		90075	HK\$30.00	A★
English for Business Communications Sample Papers Booklet	Level 1	(contains 3 sample papers)	HK\$60.00*	C★
English for Business Communications Sample Papers Booklet	Level 2	(contains 3 sample papers)	HK\$60.00*	C★
English for Business Communications Sample Papers Booklet	Level 3	(contains 3 sample papers)	HK\$60.00*	C★
English for Office Skills (8960)	Level 1 (8960-11-011)	01037	HK\$30.00	A★

<b>Past Papers (Continued)</b>	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
English for Office Skills (8960)	Level 1 (8960-11-011)	21097 (with suggested answer)	HK\$60.00	A★
		90003	HK\$30.00	
		90014	HK\$30.00	A★
English for Office Skills (8960)	Level 2 (8960-12-012)	01021	HK\$30.00	A★
		90025	HK\$30.00	A★
		90037	HK\$30.00	A★
English for Office Skills Sample Papers Booklet	Level 1 & Level 2	(contains 3 sample papers in each level)	HK\$130.00*	C★

### **Others**

English for Office Skills	Level 1	Spelling & Vocabulary List	HK\$20.00*	A★
	<b>NEW</b> Level 2 (include Level 1 Spelling List )	Spelling & Vocabulary List	HK\$30.00*	A★

### **Young Learners**

	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
<b>Reference Books</b>				
Young Learners ESOL / Spoken ESOL Chatterbox 1	Basic	Include Pupil's book, Teacher's book, Activity book & <u>CD</u> for each level	HK\$835.00	F★
Young Learners ESOL / Spoken ESOL Chatterbox 2	<b>NEW</b> Elementary	Include Pupil's book, Teacher's book, Activity book & <u>CD</u> for each level	HK\$835.00	F★
Young Learners ESOL / Spoken ESOL Chatterbox 2	Elementary	Include Pupil's book, Teacher's book, Activity book & <u>Cassette</u> for each level	HK\$635.00	F★

### **Past Papers**

Young Learners ESOL Handbook	<b>NEW</b> Basic & Elementary		HK\$60.00*	A★
Spoken Young Learners ESOL Handbook	<b>NEW</b> Basic & Elementary		HK\$60.00*	A★
Young Learners ESOL / Spoken ESOL Booklet (Contains 3 ESOL and 2 SESOL past papers for each level and CD for listening section)	Basic & Elementary	Booklet only	HK\$160.00*	C★
		Booklet with ESOL answers	HK\$270.00*	C★
		ESOL answers only	HK\$110.00*	B★
Young Learners ESOL Sample Papers	Basic Level	Sample 1	HK\$30.00*	A★
	Elementary Level	Sample 1	HK\$30.00*	A★
Young Learners Spoken ESOL Sample Papers	Basic Level	Sample 1	HK\$30.00*	A★
	Elementary Level	Sample 1	HK\$30.00*	A★

### **Others**

#### **Syllabus & Guides**

Access Certificate in English Language (ACE)(8575)	(with CD)	HK\$100.00*	C★
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#### **Past Papers**

Access Certificate in English Language Teaching (ACE)(8575)	Sample 1	HK\$30.00*	A★
	Sample 2	HK\$30.00*	A★

# Business Support Unit

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## Book-keeping and Accounts

	Level	Item	Price (HK\$)	Postage Fee Code★	
<b>Syllabus and Guides</b>					
<b>NEW</b>	Computerised Accounts(8989) Qualification Handbook	Level 1/2/3	(with CD)	HK\$60*	A★
<b>NEW</b>	Computerised Accounts(8989) Exam Support Guide	Level 1/2/3	(with CD)	HK\$220*	C★
<b>NEW</b>	Business Finance (8990) Qualification Handbook	Level 1/2/3	(with CD)	HK\$60*	A★
<b>NEW</b>	Business Finance (8990) Exam Support Guide	Level 1/2/3	(with CD)	HK\$220*	C★
<b>NEW</b>	Book-Keeping and Accounts (8991)Qualification Handbook	Level 1/2/3	(with CD)	HK\$60*	A★
<b>NEW</b>	Book-Keeping and Accounts (8991)Exam Support Guide	Level 1/2/3	(with CD)	HK\$220*	C★
<b>NEW</b>	Customer Service (8992) Qualification Handbook	Level 1/2/3	(with CD)	HK\$60*	A★
	Commercial Numeracy (8955) Exam Support Guide	Level 1 & Level 2	(with CD)	HK\$220*	C★

## Past Papers

<b>NEW</b>	Computerised Accounts(8989)	Level 1 (8989-01-001)	Sample Paper 1 (with suggested answers)	HK\$60.00*	A★
		Level 2 (8989-02-002)	Sample Paper 1 (with suggested answers)	HK\$60.00*	A★
		Level 3 (8989-03-003)	Sample Paper 1 (with suggested answers)	HK\$60.00*	A★
<b>NEW</b>	Business Finance (8990)	Level 1 (8990-01-001)	Sample paper 1	HK\$30.00*	A★
		Level 2 (8990-02-002)	Sample paper 1	HK\$30.00*	A★
		Level 3 (8990-03-003)	Sample paper 1	HK\$30.00*	A★

<b><u>Past Papers (Continued)</u></b>	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
Book-Keeping and Accounts (8991) <b>NEW</b>	Level 1 (8991-01-001)	Sample paper 001	HK\$30.00*	A★
Book-Keeping and Accounts (8991) <b>NEW</b>	Level 2 (8991-02-002)	Sample paper 001	HK\$30.00*	A★
Accounting and Book-keeping (8991) <b>NEW</b>	Level 3 (8991-03-003)	Sample paper 001	HK\$30.00*	A★
Customer Service (8992) <b>NEW</b>	Level 1 (8992-11-011)	Sample Paper 1	HK\$30.00*	A★
	Level 2 (8992-12-012)	Sample Paper 1	HK\$30.00*	A★
	Level 3 (8992-13-013)	Sample Paper 1	HK\$30.00*	A★

## **Business & Administration**

	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
<b><u>Syllabus and Guides</u></b>				
Business Studies (8994) Syllabus Formerly known as 8954	Level 1 & Level 2	(with CD)	HK\$60.00*	B★
Office Procedures (8993) Syllabus Formerly known as 8965	Level 1 & Level 2	(with CD)	HK\$60.00*	B★
Office Procedures (8993) Exam Support Guide <b>NEW</b> Formerly known as 8965	Level 1 & Level 2	(with CD)	HK\$220.00*	C★
Audio Transcription and Shorthand (8951) Syllabus		(with CD)	HK\$60.00*	B★
Audio Transcription and Shorthand (8951) Exam Support Guide		(with CD)	HK\$220.00*	C★

<b>Past Papers (Continued)</b>	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
Business Studies (8994) Formely known as 8954	Level 1 (8954-11-011)	Sample 001 (with suggested answers)	HK\$60.00*	A★
	Level 2 (8954-12-012)	Sample 002 (with suggested answers)	HK\$60.00*	A★
Office Procedures (8993) Formely known as 8965	Level 1 (8965-11-011)	Sample 001	HK\$30.00*	A★
	Level 2 (8965-12-012)	Sample 002	HK\$30.00*	A★
Audio Transcription (8952)	Inter 80 wpm	01002	HK\$30.00	A★
		01007	HK\$30.00	A★
		11100	HK\$30.00	A★
		90050	HK\$30.00	A★
	Inter 100 wpm	01014	HK\$30.00	A★
		01018	HK\$30.00	A★
		90061	HK\$30.00	A★
Shorthand Speed	50-120	90110	HK\$30.00	A★

# Software Applications

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	Level	Item	Price (HK\$)	Postage Fee Code★
<b><u>Syllabus and Guides</u></b>				
Computerized Accounts & Practical Data Processing Marking Guide	All Levels	(with CD)	HK\$160.00	C★
Word Processing Techniques Syllabus	All Levels	(with CD)	HK\$60.00*	B★
Word Processing Techniques Marking Guide	All Levels		HK\$160.00	C★
Word Processing Techniques Workbook	Intermediate Level		HK\$180.00	C★
Desktop Publishing Syllabus	Level 1 & Level 2	(with CD)	HK\$110.00*	B★
Practical Data Processing Syllabus	Elementary & Intermediate Level		HK\$60.00*	B★
Spreadsheet Processing Techniques Syllabus & Guide	All Levels	(with CD)	HK\$160.00*	C★
Spreadsheet Processing Techniques Exam Support Guide	All Levels		HK\$220.00	C★
Spreadsheet Processing Techniques Workbooks	Essential Level		HK\$160.00	C★
	Intermediate Level		HK\$160.00	C★
Visual Presentations Syllabus & Guide	Level 2	(with CD)	HK\$110.00*	C★
Visual Presentations Exam Support Guide	Level 2		HK\$220.00	C★
Chinese Spreadsheet Processing / 中文試算表處理 Syllabus	Essential & Intermediate Level	(with CD)	HK\$110.00	B★
Chinese Word Processing & Chinese Inputting Speed Test (2002 Edition) 中文文書處理及中文輸入速度 (二零零二年新版)	Essential & Intermediate Level	(with CD)	HK\$130.00	C★

<b><u>Syllabus and Guides (Continued)</u></b>	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
Practical Data Processing Exam Support Guide	All Level		HK\$220.00	C★
Using e-mail and Internet Exam Support Guide	Level 1 & Level 2		HK\$220.00	C★

	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
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### **Past Papers**

Computerised Accounts (8989)	Level 1 (8989-01-001)	Sample paper 1 (with suggested answers)	HK\$60.00*	B★
	Level 2 (8989-02-002)	Sample paper 1 (with suggested answers)	HK\$60.00*	B★
	Level 3 (8989-03-003)	Sample paper 1 (with suggested answers)	HK\$60.00*	B★
Word Processing Techniques Past Paper Booklets	Essential Level	(Contains 7 past papers and ST input disk)	HK\$130.00	C★
	Intermediate Level	(Contains 5 past papers and ST input disk)	HK\$130.00	C★
	Advanced Level	(Contains 5 past papers and ST input disk)	HK\$130.00	C★
Word Processing Techniques (8975)	Essential Level (8975-22-022)	11024	HK\$30.00	A★
	Intermediate Level (8975-23-023)	21203	HK\$30.00	A★
	Advanced Level (8975-25-025)	11103	HK\$30.00	A★
Desktop Publishing (8983)	Level 1 (8983-11-011)	Sample 001	HK\$30.00*	A★
	Level 2 (8983-12-012)	Sample 002	HK\$30.00*	A★

<b><u>Past Papers (Continued)</u></b>	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
Spreadsheet Processing Techniques Past Paper Booklets	Essential Level	(Contains 5 past papers)	HK\$130.00	C★
	Intermediate Level	(Contains 5 past papers and ST input disk)	HK\$130.00	C★
	Advanced Level	(Contains 3 past papers and ST input disk)	HK\$130.00	C★
Chinese Spreadsheet Processing / 中文試算表處理 (8977)	Essential Level (8977-22-022)	11252( with ST disk)	HK\$30.00	A★
		11255( with ST disk)	HK\$30.00	A★
		<b>NEW</b> 11246 (with suggested answers)	HK\$60.00	A★
		<b>NEW</b> 11249 (with suggested answers)	HK\$60.00	A★
		<b>NEW</b> 11269 (with suggested answers and ST input disk)	HK\$60.00	A★
	Intermediate Level (8977-23-023)	<b>NEW</b> 31744 (with suggested answers and ST input disk)	HK\$60.00	A★
		<b>NEW</b> 11264 (with suggested answers and ST input disk)	HK\$60.00	A★
		<b>NEW</b> 21703 (with suggested answers and ST disk)	HK\$60.00	A★
		<b>NEW</b> 21712 (with suggested answers and ST disk)	HK\$60.00	A★
Chinese Word Processing & Chinese Inputting Speed Test (2002 Edition) 中文文書處理及中文輸入速度 (二零零二年新版) (8978)	Essential Level (8978-22-022)	11201 ( with ST disk)	HK\$30.00	A★
		11204( with ST disk)	HK\$30.00	A★
		<b>NEW</b> 21707 (with suggested answers and ST disk)	HK\$60.00	A★
		<b>NEW</b> 21719(with suggested answers and ST disk)	HK\$60.00	A★
	Intermediate Level (8978-23-023)	11212 (with ST disk)	HK\$30.00	A★
		11216 (with ST disk)	HK\$30.00	A★
		01048	HK\$30.00	A★
Practical Data Processing (8966)	Elementary Level (8966-02-002)	01057	HK\$30.00	A★
		11048	HK\$30.00	A★
		11096	HK\$30.00	A★
		80022	HK\$30.00	A★
		01070	HK\$30.00	A★
	Intermediate Level (8966-03-003)	01077	HK\$30.00	A★
		11112	HK\$30.00	A★
		11117	HK\$30.00	A★
		90053	HK\$30.00	A★
		01126	HK\$30.00	A★
Keyboarding (8964)	(8964-01-001)	11044	HK\$30.00	A★

\*can get a Free Download from website: [www.cityandguilds.com](http://www.cityandguilds.com)

★請參閱末頁郵費表

Version 1.0 Jul 2010

# Health Care

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## Health Care

	Level	Item	Price (HK\$)	Postage Fee Code★
<b><u>Syllabus and Guides</u></b>				
Health Care Qualification Handbook (8629)	<b>NEW</b> Diploma Level and Specialist Diploma Level		HK\$280.00*	D★
Health Care Qualification Handbook (Chinese Version)/ 衛生保健師(8659)	<b>NEW</b> Diploma Level and Specialist Diploma Level		HK\$270.00	D★
<b><u>Reference Books</u></b>				
Health and Social care candidate logbook(NVQ2)	<b>NEW</b>		HK\$300.00	F★

# Cosmetology & Hairdressing

## Beauty Therapy, Nail and Make Up

	Level	Item	Price (HK\$)	Postage Fee Code★
<b><u>Syllabus and Guides</u></b>				
Beauty Therapy Syllabus (1123)	Certificate Level, Diploma Level and Advanced Diploma Level		HK\$180.00*	C★
Beauty Therapy (Chinese Version) Syllabus / 專業美容 (8123)	Certificate Level, Diploma Level and Advanced Diploma Level		HK\$180.00	C★
美容文憑 (8903) <b>NEW</b> 資格手冊及作業指南 (作業指南將於中心成功申請註冊後以電子保密檔案方式發送)	Diploma Level		HK\$200.00	D★
美容高級文憑(8903) <b>NEW</b> 資格手冊及作業指南 (作業指南將於中心成功申請註冊後以電子保密檔案方式發送)	Advanced Diploma		HK\$200.00	D★
Nail & Make Up Syllabus 美甲 / 化妝證書 (8170 / 8171)			HK\$180.00	C★
Nail Technology Syllabus / 全面美甲技術文憑 (3027)			HK\$180.00	C★
Media Techniques - Character Make-up for Film & TV Production Syllabus / 媒體化妝 (7501-97-318)			HK\$60.00	B★
<b><u>Reference Books</u></b>				
Beauty Therapy, The foundations - The Official Guide Level 2	Diploma Level		HK\$350.00	F★
Beauty Therapy (Chinese Version) 專業美容第二級 (中文版)	Diploma Level		HK\$350.00	F★
Beauty Therapy (Chinese Version) 專業美容第三級 (中文版)	Advanced Diploma Level		HK\$380.00	F★
Beauty Therapy - Professional Beauty Therapy, The Official Guide Level 3	Advanced Diploma Level		HK\$470.00	F★
The Official guide to Body Massage <b>NEW</b>			HK\$425.00	F★
Indian Head Massage <b>NEW</b>			HK\$360.00	F★
Nail Technology - The Complete Nail Technician			HK\$380.00	F★
Nail Technology - The Encyclopedia of Nails			HK\$370.00	F★
Cosmetic Make Up - The Complete Guide to Make-up			HK\$430.00	F★

<u>Reference Books</u> <u>(Continued)</u>	Level	Item	Price (HK\$)	Postage Fee Code★
Media Make Up - The Complete Make-up Artist (Working in Film, Fashion, Television and Theatre)			HK\$450.00	F★
Encyclopedia of Hair Removal	<b>NEW</b>		HK\$395.00	F★

<u>Past Papers</u>	Level	Item	Price (HK\$)	Postage Fee Code★	
Beauty Therapy (1123)	Certificate Level (1123-001)	Sample (MC)	HK\$30.00	A★	
	Diploma Level (1123-011)	Sample	HK\$30.00	A★	
		Jun 2001	HK\$30.00	A★	
		Dec 2001	HK\$30.00	A★	
		Jun 2002	HK\$30.00	A★	
		Dec 2004	HK\$30.00	A★	
	Advanced Diploma Level (1123-021)	Sample	HK\$30.00	A★	
		Jun 2002	HK\$30.00	A★	
		Dec 2004	HK\$30.00	A★	
	Beauty Therapy (Chinese Version) / 專業美容 (8123)	Certificate Level (8123-001)	Sample 1 (MC)	HK\$30.00	A★
			Sample 2 (MC)	HK\$30.00	A★
		Diploma Level (8123-011)	Sample	HK\$30.00	A★
Jun 2002			HK\$30.00	A★	
Dec 2004			HK\$30.00	A★	
Jun 2005			HK\$30.00	A★	
Jun 2006			HK\$30.00	A★	
<b>NEW</b> Dec 2007			HK\$30.00	A★	
Advanced Diploma Level (8123-021)		Sample	HK\$30.00	A★	
		Dec 2003	HK\$30.00	A★	
		Dec 2004	HK\$30.00	A★	
		Jun 2005	HK\$30.00	A★	
		<b>NEW</b> Dec 2007	HK\$30.00	A★	
Nail & Make Up 美甲 / 化妝證書 (8170 / 8171)	美甲證書 (8170-001)	Sample (MC) (with suggested answers)	HK\$60.00	A★	
	化妝證書 (8171-001)	Sample (MC) (with suggested answers)	HK\$60.00	A★	
Nail Technology / 全面美甲技術文憑 (3027)	(3027-005)	Sample (with suggested answers)	HK\$60.00	A★	

## Hairdressing

	Level	Item	Price (HK\$)	Postage Code Fee(HK\$)★
<b><u>Syllabus and Guides</u></b>				
Hairdressing Syllabus (1122)	Certificate Level, Diploma Level and Advanced Diploma Level		HK\$180.00*	C★
Hairdressing Syllabus (Chinese Version) / 專業美髮 (8122)	Certificate Level, Diploma Level and Advanced Diploma Level		HK\$180.00	C★
美髮文憑 (8902) <b>NEW</b> 資格手冊及作業指南 (作業指南將於中心成功申請註冊後以電子保密檔案方式發送)	Diploma Level		HK\$200.00	D★
美髮高級文憑(8902) <b>NEW</b> 資格手冊及作業指南 (作業指南將於中心成功申請註冊後以電子保密檔案方式發送)	Advanced Diploma		HK\$200.00	D★
<b><u>Reference Books</u></b>				
Hairdressing - Start Hairdressing Level 1	Certificate Level		HK\$290.00	C★
Hairdressing - The Foundations, The Official Guide to Level 2	Diploma Level		HK\$380.00	F★
Hairdressing - The Foundations, The Official Guide to Level 2(Chinese Version) 專業美髮學第二級(中文版)	Diploma Level		HK\$340.00	F★
Hairdressing - Professional Hairdressing, The Official Guide to Level 3	Advanced Diploma Level		HK\$450.00	F★
Man's Hairdressing <b>NEW</b> (Traditional and Modern Barbering)			HK\$395.00	F★
<b><u>Past Papers</u></b>				
Hairdressing (1122)	Certificate Level (1122-001)	Sample (MC)	HK\$30.00*	A★
	Diploma Level (1122-011)	Sample	HK\$30.00*	A★
		Dec 2004	HK\$30.00	A★
	Advanced Diploma Level (1122-021)	Sample	HK\$30.00*	A★
Hairdressing (Chinese Version) / 專業美髮 (8122)	Certificate Level (8122-001)	Sample 001 (MC)	HK\$30.00	A★
		Sample 002 (MC)	HK\$30.00	A★
	Diploma Level (8122-011)	Dec 2002	HK\$30.00	A★
		Dec 2004	HK\$30.00	A★
		Jun 2005	HK\$30.00	A★
		Jun 2006	HK\$30.00	A★
		<b>NEW</b> Dec 2007	HK\$30.00	A★
Advanced Diploma Level (8122-021)	<b>NEW</b> Dec 2007	HK\$30.00	A★	

# Catering and Hospitality

## Catering

	Level	Item	Price (HK\$)	Postage Fee Code★
<b><u>Syllabus and Guides</u></b>				
Food Preparation and Culinary Arts Syllabus (7065)	Certificate Level, Diploma Level and Advanced Diploma Level		HK\$140.00*	D★
Food Preparation and Culinary Arts Syllabus (Chinese Version) / 食品準備及烹飪藝術 (8705)	Certificate Level and Diploma Level		HK\$270.00	D★
	Advanced Diploma		HK\$100.00	C★
Food and Beverage Service Syllabus (7066)	Certificate Level, Diploma Level and Advanced Diploma Level		HK\$140.00*	C★
Food and Beverage Service Syllabus (Chinese Version) / 餐飲及服務 (8706)	Certificate Level and Diploma Level		HK\$270.00	C★
	Advanced Diploma		HK\$100.00	C★
International Award in Barista Skills Qualification Handbook (7102)	Level 2		HK\$140.00*	C★
International Award in Barista Skills Qualification Handbook (Chinese Version) / 國際咖啡調配師技巧 (7102-62)	Level 2		HK\$270.00	D★
<b><u>Reference Books</u></b>				
Catering and Hospitality NVQ/SVQ2 Food Preparation & Cooking: Core Units	<b>NEW</b> Diploma Level		HK\$220.00	D★
Catering and Hospitality NVQ/SVQ2 Food Preparation & Cooking: Cookery Units	<b>NEW</b> Diploma Level		HK\$315.00	D★
<b><u>Past Papers</u></b>				
Food Preparation and Culinary Arts (7065)	Certificate Level (7065-11)	Sample 001 (MC)	HK\$30.00	A★
		Sample 003 (MC)	HK\$30.00*	A★
	Diploma Level (7065-12)	Sample 011 (MC)	HK\$30.00	A★
		Sample 016 (MC)	HK\$30.00*	A★
		Sample 018 (MC)	HK\$30.00*	A★
		Nov 1998	HK\$30.00	A★
	Advanced Diploma Level (7065-13)	Sample 021	HK\$30.00	A★
Sample 024		HK\$30.00	A★	
Food Preparation and Culinary Arts (Chinese Version) / 食品準備及烹飪藝術 (8705)	Certificate Level (8705-011)	Sample (MC with suggested answer)	HK\$60.00	A★
	Diploma Level (8705-015)	Sample (MC with suggested answer)	HK\$60.00	A★
	<b>NEW</b> Diploma Level (8705-018) (法式蛋糕製作原理)	Sample (MC with suggested answer)	HK\$60.00	A★

<b><u>Past Papers (Continued)</u></b>	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
<b><u>Food and Beverage Service</u></b> (7066)	Certificate Level (7066-11)	Sample 003 (MC)	HK\$30.00*	A★
	Diploma Level (7066-12)	Sample 012	HK\$30.00	A★
		Sample 015 (MC) Jun 1997	HK\$30.00*	A★
		Nov 1998	HK\$30.00	A★
	Advanced Diploma Level (7066-13)	Sample 023	HK\$30.00	A★
Food and Beverage Service (Chinese Version) / 餐飲及服務 (8706)	Certificate Level (8706-11)	Sample 005 (MC with suggested answer)	HK\$60.00	A★
	Diploma Level (8706-17)	Sample (MC with suggested answer)	HK\$60.00	A★

## **Hospitality**

	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
<b><u>Syllabus and Guides</u></b>				
Reception Operations and Services Syllabus (7067)	Certificate Level, Diploma Level and Advanced Diploma Level		HK\$140.00*	C★
Reception Operations and Services Syllabus (Chinese Version) / 接待運作及服務 (8707)	Certificate Level and Diploma Level		HK\$270.00	C★
	Advanced Diploma		HK\$100.00	C★
Accommodation Operations and Services Syllabus (7068)	Certificate Level, Diploma Level and Advanced Diploma Level		HK\$140.00*	C★
Accommodation Operations and Services Syllabus (Chinese Version) / 客房運作及服務 (8708)	Certificate Level and Diploma Level		HK\$270.00	C★
	Advanced Diploma		HK\$100.00	C★

## **Past Papers**

Reception Operations and Services (7067)	Certificate Level (7067-01)	Sample (MC)	HK\$30.00*	A★
	Diploma Level (7067-02)	Sample (MC)	HK\$30.00	A★
	Advanced Diploma Level (7067-03)	Sample	HK\$30.00	A★

<b><u>Past Papers (Continued)</u></b>	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
Reception Operations and Services (Chinese Version) / 接待運作及服務 (8707)	Certificate Level (8707-01)	Sample (MC with suggested answer)	HK\$60.00	A★
Accommodation Operations and Services (7068)	Certificate Level (7068-01)	Sample (MC)	HK\$30.00*	A★
	Diploma Level (7068-02)	Sample (MC)	HK\$30.00*	A★
	Advanced Diploma Level (7068-03)	Sample	HK\$30.00	A★
Accommodation Operations and Services (Chinese Version) / 客房運作及服務 (8708)	Certificate Level (8708-01)	Sample (MC with suggested answer)	HK\$60.00	A★
	Diploma Level (8708-11)	Sample (MC with suggested answer)	HK\$60.00	A★

# Service to Industry & Commerce

## Tourism

	Level	Item	Price (HK\$)	Postage Fee Code★
<b><u>Syllabus and Guides</u></b>				
International Tourism Syllabus (4867)	Certificate Level, Diploma Level and Advanced Diploma Level		HK\$180.00*	C★
International Tourism Syllabus (Chinese Version) / 國際旅遊 (8867)	Certificate Level, Diploma Level and Advanced Diploma Level		HK\$270.00	C★

## **Past Papers**

International Tourism (4867)	Certificate Level (4867-01)	Sample 002 (MC)	HK\$30.00*	A★
		Sample 003 (MC)	HK\$30.00*	A★
	Diploma Level (4867-02)	Sample 014 (MC)	HK\$30.00*	A★
		Sample 015 (MC)	HK\$30.00*	A★

## Retailing

	Level	Item	Price (HK\$)	Postage Fee Code★
<b><u>Syllabus and Guides</u></b>				
Retailing Syllabus (1121)	Certificate Level, Diploma Level and Advanced Diploma Level		HK\$180.00*	C★
Retailing Syllabus (Chinese Version) / 商品零售 (8121)	Certificate Level, Diploma Level and Advanced Diploma Level		HK\$180.00	C★

## **Past Papers**

Retailing (1121)	Certificate Level (1121-01)	Sample (MC)	HK\$30.00	A★
	Diploma Level (1121-02)	Sample	HK\$30.00	A★
		Nov 2001	HK\$30.00	A★
	Advanced Diploma Level (1121-03)	Sample	HK\$30.00	A★
Retailing (Chinese Version) / 商品零售(8121)	Certificate Level (8121-01)	Sample 1 (MC)	HK\$30.00	A★
		Sample 2 (MC)	HK\$30.00	A★
	Diploma Level (8121-02)	Sample	HK\$30.00	A★
		Dec 2001	HK\$30.00	A★
		May 2004	HK\$30.00	A★
	Advanced Diploma Level (8121-03)	May 2002	HK\$30.00	A★
May 2004		HK\$30.00	A★	

## **Clothing**

	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
<b><u>Syllabus and Guides</u></b>				
Clothing Supervisory Studies Syllabus (Chinese Version) 製衣督導 (8700)			HK\$110.00	B★

## **Past Papers**

Clothing Supervisory Studies (Chinese Version) 製衣督導 (8700)	(8700-03-051)	May 1998	HK\$30.00	A★
		May 1999	HK\$30.00	A★
		Jun 2000	HK\$30.00	A★
		Dec 2001	HK\$30.00	A★
	(8700-03-052)	May 1999	HK\$30.00	A★
	(8700-03-053)	Dec 2001	HK\$30.00	A★
	(8700-03-061)	May 1993	HK\$30.00	A★
		Dec 1993	HK\$30.00	A★
		May 1994	HK\$30.00	A★
		Dec 1994	HK\$30.00	A★
		May 1995	HK\$30.00	A★
		May 1996	HK\$30.00	A★
		May 1997	HK\$30.00	A★
	(8700-03-062)	Dec 1995	HK\$30.00	A★
	(8700-03-063)	May 1999	HK\$30.00	A★

## **Security**

	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
Security Guards Scheme Handbook (1902)	Certificate		HK\$80.00	B★

## ILM Series

Level	Item	Price (HK\$)	Postage Fee Code★
<b><u>Syllabus and Guides</u></b>			
	Foundations Award in Management Principles Syllabus (2508)	HK\$110.00	B★
	Foundations Award in Management Principles Syllabus (Chinese Version) / 管理學原理 (2508C)	HK\$110.00	B★
<b><u>Past Papers</u></b>			
Foundations Award in Management Principles (2508)	Sample 1 (MC) (80 questions with suggested answers)	HK\$60.00	A★
	Sample 2 (MC) (20 questions with suggested answers)	HK\$30.00	A★
Foundations Award in Management Principles (Chinese Version) / 管理學原理 (2508C)	Sample 1 (MC)	HK\$30.00	A★
	Sample 2 (MC)	HK\$30.00	A★
<b><u>Customer Service, Conflict Handling &amp; Selling</u></b>			
服務業顧客服務 (8415-75) <b>NEW</b>	(with CD-Powerpoint Slides)	HK\$850.00	F★
衝突處理 (8414-74) <b>NEW</b>	(with CD-Powerpoint Slides)	HK\$850.00	F★
餐飲及款待業顧客服務 (8412-72) <b>NEW</b>	(with CD-Powerpoint Slides)	HK\$850.00	F★
餐飲及款待業銷售 (8413-73) <b>NEW</b>	(with CD-Powerpoint Slides)	HK\$850.00	F★
銷售 (8416-76) <b>NEW</b>	(with CD-Powerpoint Slides)	HK\$850.00	F★

# Other Vocational Awards

## Training & Development

	Level	Item	Price (HK\$)	Postage Fee Code★
<b><u>Syllabus and Guides</u></b>				
IVQ in Teaching, Training and Assessing Learning Syllabus (1106)	Advanced Diploma and Specialist Advanced Diploma Level	(with one sample paper)	HK\$260.00*	C★
IVQ in Teaching, Training and Assessing Learning Syllabus (Chinese Version) 專業、培訓及評審 (8106)	Advanced Diploma and Specialist Advanced Diploma Level	(with one sample paper)	HK\$260.00	C★
Qualifications guidance for Tutors	Advanced Diploma		HK\$110.00	A★
Qualifications guidance for Assessors	Advanced Diploma		HK\$110.00	A★
Qualifications guidance for Internal Verifiers	Advanced Diploma		HK\$110.00	A★
Full set Qualifications Guidance (includes Tutors, Assessors and Internal Verifiers guidance)	Advanced Diploma		HK\$250.00	C★
<b><u>Past Papers (Continued)</u></b>				
IVQ in Teaching, Training and Assessing Learning (1106)	Advanced Diploma Level	Sample 001 (With suggested answers)	HK\$50.00	A★
IVQ in Teaching, Training and Assessing Learning (Chinese Version) 專業、培訓及評審 (8106)	Advanced Diploma Level	Sample 001 (With suggested answers)	HK\$50.00	A★
<b><u>Reference Books</u></b>				
Teaching Skills in Further and Adult Education (For Certificate and Diploma levels)			HK\$220.00	C★
Preparing to Teach in the Lifelong Learning Sector Level 3 Coursebook			HK\$240.00	A★

## **Construction & Construction Services**

	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
<b><u>Syllabus and Guides</u></b>				
Construction Industry Syllabus (6161)	Certificate Level		HK\$220.00*	C★
	Diploma Level		HK\$250.00*	D★
	Advanced Diploma Level		HK\$280.00*	D★
Technician Awards in Construction Industry Syllabus (6165)	Technician Certificate		HK\$220.00*	C★
	Technician Diploma		HK\$250.00*	C★
	Advanced Technician Diploma		HK\$280.00*	C★

## **Past Papers**

Construction Industry (6161)	Sample 001 (MC)	HK\$30.00	A★
	Sample 002 (MC)	HK\$30.00	A★
	Sample 033 (MC)	HK\$30.00	A★
	Sample 034 (MC)	HK\$30.00	A★
	Sample 035 (MC)	HK\$30.00	A★
	Sample 036 (MC)	HK\$30.00	A★
	sample 037 (MC)	HK\$30.00	A★
Technician Awards in Construction Industry (6165)	Sample 001 (MC)	HK\$30.00	A★
	Sample 002 (MC)	HK\$30.00	A★
	Sample 011 (MC)	HK\$30.00	A★
	Sample 021 (MC)	HK\$30.00	A★
	Sample 023 (MC)	HK\$30.00	A★
	Sample 031	HK\$30.00	A★
	Sample 041	HK\$30.00	A★
	Sample 044	HK\$30.00	A★

## **Electrical, Electronics & Informatics Engineering**

	<b>Level</b>	<b>Item</b>	<b>Price (HK\$)</b>	<b>Postage Fee Code★</b>
<b><u>Syllabus and Guides</u></b>				
Telecommunication Systems Syllabus (2730)	Technician Certificate Level		HK\$180.00	C★
	Technician Diploma Level		HK\$180.00	C★
	Advanced Technician Diploma Level		HK\$180.00	C★
Electrical and Electronic Engineering (2000 onwards) Syllabus (8030)	Certificate Level		HK\$180.00	C★
	Diploma Level		HK\$180.00	C★
	Advanced Diploma Level		HK\$180.00	C★
Telecommunication Systems Syllabus (Chinese Version) / 電訊系統 (8273)	Certificate Level		HK\$180.00	C★

	Level	Item	Price (HK\$)	Postage Fee Code★
<b><u>Syllabus and Guides</u></b>				
IVQ In Engineering Syllabus (2565)	Technician Certificate Level		HK\$180.00*	C★
	Mechanical/Electrical/Electronic			
	Technician Diploma Level		HK\$180.00*	C★
	Mechanical			
	Technician Diploma Level		HK\$180.00*	C★
Mechanical & Electrical				
Advanced /Full Technician Diploma Level		HK\$180.00*	C★	
Mechanical				
Advanced /Full Technician Diploma Level		HK\$180.00*	C★	
Mechanical & Electrical				

### **Past Papers**

Technician Awards in Engineering (2565)		Sample 001 (MC)	HK\$30.00	A★
		Sample 003 (MC)	HK\$30.00	A★
		Sample 011	HK\$30.00	A★
		Sample 019	HK\$30.00	A★
		Sample 023	HK\$30.00	A★
		Sample 027	HK\$30.00	A★
		Sample 033	HK\$30.00	A★
		Sample 038	HK\$30.00	A★
		Sample 042	HK\$30.00	A★
		Sample 046	HK\$30.00	A★

Electrical and Electronic Engineering (2000 onwards) (8030)	Certificate Level	(8030-101)	Jun 2000	HK\$30.00	A★
		(8030-102)	Dec 1999	HK\$30.00	A★
	Diploma Level	(8030-112)	Jun 1998	HK\$30.00	A★
		(8030-113)	Dec 2000	HK\$30.00	A★
	Advanced Diploma Level	(8030-121)	Jun 2001	HK\$30.00	A★
		(8030-123)	Jun 1998	HK\$30.00	A★

### **Others**

<b><u>Syllabus and Guides</u></b>	Level	Item	Price (HK\$)	Postage Fee Code★
Health & Safety Syllabus (1100)	Certificate Level		HK\$110.00	B★
Motor Vehicle Engineering Syllabus (3905)	Certificate Level, Diploma Level and Advanced Diploma Level		HK\$160.00*	E★

### **Reference Books**

E-Quals	Level 1		HK\$260.00	D★
	Level 2		HK\$270.00	F★

**Past Papers****Level****Item****Price (HK\$)****Postage  
Fee Code★**Motor Vehicle Engineering  
(3905)

Sample 001 (MC)

HK\$30.00

A★

Sample 002 (MC)

HK\$30.00

A★

Sample 021 (MC)

HK\$30.00

A★

Sample 026

HK\$30.00

A★

Sample 042

HK\$30.00

A★

Sample 048

HK\$30.00

A★

Sample 062

HK\$30.00

A★

Sample 066

HK\$30.00

A★

# Engineering Council

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## Past Papers

You may photocopy our past papers for normal study purposes but NOT for resale.

Past paper costs **HK\$100 per paper** ( Postage fee to HK per set : HK\$3) unless otherwise specified

**Last Examinatin Date for All Engineering Council Exam: May 2011**

**Last Resit Opportunity: May 2012**

### **Award No Award**

### **Publications (Series-Year / Serial No)**

#### **9107 Engineering Council Certificate**

9107-101	Mathematics	May - 02	03	04	05
9107-102	Engineering Materials	May - 02	03	04	05
9107-103	Engineering Science	May - 02	03	04	05
9107-104	Engineering Perspectives and Skills	May - 02	03	04	05
9107-105	Mechanical and Structural Engineering	May - 02	03	04	05
9107-106	Thermodynamic, Fluid and Process Engineering	May - 02	03	04	05
9107-107	Electrical and Electronic Engineering	May - 02	03	04	05
9107-108	Software and Information Systems Engineering	May - 02	03	04	05

#### **9107 Engineering Council Graduate Diploma**

9107-201	Applied Thermodynamics	May - 02	03	05
9107-202	Heat and Mass Transfer	May - 02	03	05
9107-203	Fluid Mechanics	May -	03	05
9107-204	Hydraulics and Hydrology	May - 02	03	05
9107-205	Separation Processes	May - 02	03	05
9107-206	Chemical Thermodynamics, Kinetics and Reactor Design	May - 02	03	05
9107-207	The Built Environment	May - 02	03	05
9107-208	Materials	May - 02	03	05
9107-209	Mechanics of Solids	May - 02	03	05
9107-210	Structural Analysis	May - 02	03	05
9107-211	Structural Design	May - 02	03	05
9107-212	Design and Operation of Marine Vehicles	May - 02	03	05
9107-213	Geotechnical Engineering	May -	03	05
9107-214	Engineering Surveying	May - 02	03	05
9107-215	Fields and Circuits	May - 02	03	05
9107-216	Electrical Machines and Drives	May - 02	03	05
9107-217	Electrical Energy Systems	May - 02	03	05
9107-218	Electronic Systems Engineering	May - 02	03	05
9107-219	Telecommunication Systems Engineering	May - 02	03	05
9107-220	Quality and Reliability Engineering	May - 02	03	05
9107-221	Analysis and Design of Manufacturing Systems	May - 02	03	05
9107-222	Construction Management	May - 02	03	05
9107-223	Management	May - 02	03	05
9107-224	Mathematics	May - 02	03	05
9107-225	Dynamics of Mechanical Systems	May - 02	03	05
9107-226	Manufacturing Technology	May - 02	03	05
9107-227	Control Systems Engineering	May - 02	03	05
9107-228	Information Systems Engineering	May - 02	03	
9107-229	Software Engineering	May - 02	03	05
9107-230	Software for Embedded Systems	May - 02	03	
9107-231	Computer Systems Engineering	May - 02	03	05

### **Award No Award**

### **Publications (Series-Year / Serial No)**

#### **9107 Engineering Council Postgraduate Diploma**

9107-300	Advanced Engineering Analysis	Sample Paper		05
9107-301	Gas Dynamics	May -	03	05
9107-302	Computational Mechanics Using Finite Element Method	May -	03	05
9107-303	Telecommunications Engineering	May -	03	05
9107-304	Advanced Manufacturing	Sample Paper	May -	05
9107-305	High Performance Computer Systems Engineering	Sample Paper	May -	05

# Postage List & Special Offers

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## Postage List

★ Local postage charge please refer to the following table.

# Soft Copy will be no charge for postage (**HK only**).

<b>Code</b>	<b>Postage Price (HK\$)</b>
A	3
B	5
C	8.5
D	16.5
E	20
F	28

## Special Offers

- 1) **Special discount** for 50 copies or more for purchasing **International ESOL/Spoken ESOL**.
- 2) **Special discount** for 20 copies or more for purchasing ‘專業美容第二級’ 中文版教科書
- 3) **Special discount** for 20 copies or more for purchasing ‘專業美容第三級’ 中文版教科書
- 4) **Special discount** for 20 copies or more for purchasing ‘專業美髮學第二級’ 中文版教科書

**For more details, please contact our staff at any time during office hours.**