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## THE LEARNING ORGANISATION

### Quick Links

[G-ELT Occupation Benchmarks](#)



### Objective

To increase the English reading, listening, writing, and speaking competency of staff who do not meet the required English competency benchmark.



### Justification

1. To increase skill level and productivity of staff.
2. To improve organizational performance.
3. To enable an extended English competency upskilling solution that does not disrupt day-to-day operations.



### Implementation Guide

1. Provide a user account to all existing staff and new joiners.
2. Instruct staff to take the English placement test that is included in the G-ELT software.
3. Place staff into the right learning level—beginner, intermediate, or advanced—based on the test result.
4. Staff is required to complete his/her level within 10 weeks.
5. At the end of 10 weeks, ensure that the staff has scored at least 80%-85% or better in all modules.
6. Proceed to the next level and repeat the learning process.



### Suggested Implementation Timeframe

10 weeks of self-directed learning; 3 hours spent per week to complete 30 modules per level.

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## ENGLISH COMPETENCY AS A KPI COMPONENT

### Quick Links

[G-ELT Occupation Benchmarks](#)

[G-ELT Certification Test  
\(by Cambridge\)](#)



### Objective

To highlight the importance of English skills and support the implementation of The Learning Organization model.



### Justification

1. To increase skill level and productivity of staff.
2. To improve organizational performance.
3. To motivate the learning/upskilling of English skills.
4. To reward staff who have invested their time and energy for self-improvement (e.g. to qualify for increment, promotion, etc.)



### Implementation Guide

1. Identify the English listening, reading, writing, and speaking requirements (refer to G-ELT Occupation Benchmark).
2. Place staff into the right level—beginner, intermediate, advanced—based on his/her occupation benchmark.
3. Staff is required to complete his/her level within 30 days.
4. At the end of 30 days, ensure that the staff has scored at least 80%-85% or better in all modules.
5. Instruct the staff to take the G-ELT English certification test by Cambridge to certify his/her English competency.



### Suggested Implementation Timeframe

30 days of self-directed learning; 1 hour spent per day to complete 30 modules per level. Then, take the Cambridge Linguaskill English test.