# **How to prioritize access to language training**

The following are considerations to keep in mind when deciding who should receive language training. They are presented in no particular order.

Integrating language training into your human resources plan is essential to maintaining bilingualism in the public service.

## **Human resources considerations**

### Legislative and policy

* Positions affected by a change in language requirements
* Non-imperative staffing actions

### Employment equity

* Representation of employment equity groups

### Succession planning

* Need for future bilingual capacity
* Need to develop the bilingual capacity of feeder groups

### Talent management

* Level of bilingualism of employees in staffing inventories
* Learning opportunities for employees who have a talent management plan

### Career development

* Potential for language training early in the employee’s career

## **General considerations**

### Costs

* Cost of language training
* Cost of replacing the employee during language training

### Operational impacts

* Capacity of the organization to absorb the workload while the employee is away on training

### Learner’s efforts

* Initiative taken by the employee to use self-directed language learning resources (for example, the Mauril application, courses offered by the Canada School of Public Service, free websites and applications)

### Training style

* Type of language training that best meets the employee’s needs, including accommodation requests