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

The following are requirements and considerations to keep in mind when deciding who should receive language training.

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

## **Legislative and policy requirements**

Employees who have been appointed on a non-imperative basis to a bilingual position with the agreement to become bilingual within two years in accordance with the [Public Service Official Languages Exclusion Approval Order](https://www.canada.ca/en/public-service-commission/services/public-service-hiring-guides/public-service-official-languages-exclusion-approval-order.html) (PSOLEAO), should be enrolled in language training without delay**.**

## **Human resources considerations**

Presented in no particular order.

### Employment equity

* Representation of employment equity groups

### Succession planning

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

### Ready for advancement

* Level of bilingualism of employees who are ready for advancement

### 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