



Formal Language Training in the National Capital Region (NCR) (Tool for Managers)

Looking for language training for yourself or your team in the **National Capital Region (NCR)**? Here are your options.

Note: many federal institutions already have their own procurement tools for formal language training. Some institutions also have their own in-house language training departments. Contact your training department to find out which situation applies to your institution. (Note that some of the links contained in this document are accessible only through the Government of Canada network.)

Contact your contracting unit if you have any questions about contracting for your language training services.

Full-time or part-time language training

You can use Public Services and Procurement Canada's (PSPC) standing offers for [classroom language training services in the NCR](#). PSPC's standing offers provide public servants working in the NCR the opportunity to learn English or French as a second official language, in groups or individually, on a full-time or part-time basis, at a federal institution or at the service provider's premises.

Note that, for the time being, training for this series of standing offers is also available **virtually**.

Oral proficiency virtual tutoring available across Canada

You can also use PSPC's standing offers to obtain services for [oral proficiency virtual tutoring](#). These services are available virtually **across Canada**. They aim to **improve and maintain skills** in the second official language and **prepare people** for the Public Service Commission's (PSC) **English and French** language assessments. They are generally offered **on a part-time basis**.

In the case of **group tutoring**, **groups of two to four learners** at the same level are created to take part in sessions lasting one to three hours, usually a few times a week.

Regarding **individual tutoring**, sessions last at least one hour.

Placement tests and initial language level assessments

If you're not sure what language level you're looking for, you can get [placement tests](#) for yourself or your employees to help you determine the appropriate starting level for the formal language training.

Make-up courses

If the training you or a member of your team completed did not produce the expected results or if you are looking for training for just a short refresher, you may have access to [make-up courses](#) through PSPC's standing offers.

Online self-guided learning tool (with or without tutoring) available across Canada

You can use PSPC's standing offers to register yourself or a member of your team for the [online self-study program](#) available **across Canada** to learn **English or French**. This self-study program is designed for beginner, intermediate and advanced learners who wish to improve or maintain their language level. If you don't know what level of training you need, you can take the placement test available online in the tool. This tool is available **with or without virtual tutoring**. Contact your training department or your contracting unit to find out whether this training program is available to your staff.

For an overview **of costs**, go to [Rates: Online self-learning program and virtual tutoring](#).

Language training with accommodation measures available across Canada

Some language schools offer with their [oral proficiency virtual tutoring](#), visual interpretation services (sign language), live captioning services for people with hearing difficulties and tutoring services for people with learning difficulties. If you're looking for information on the **accommodation measures available** for language training, or if you think a member of your staff may require such accommodation measures, refer to the tool: [Accommodation Measures for Formal Language Training](#).