

HOW TO PRIORITIZE ACCESS TO LANGUAGE TRAINING

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

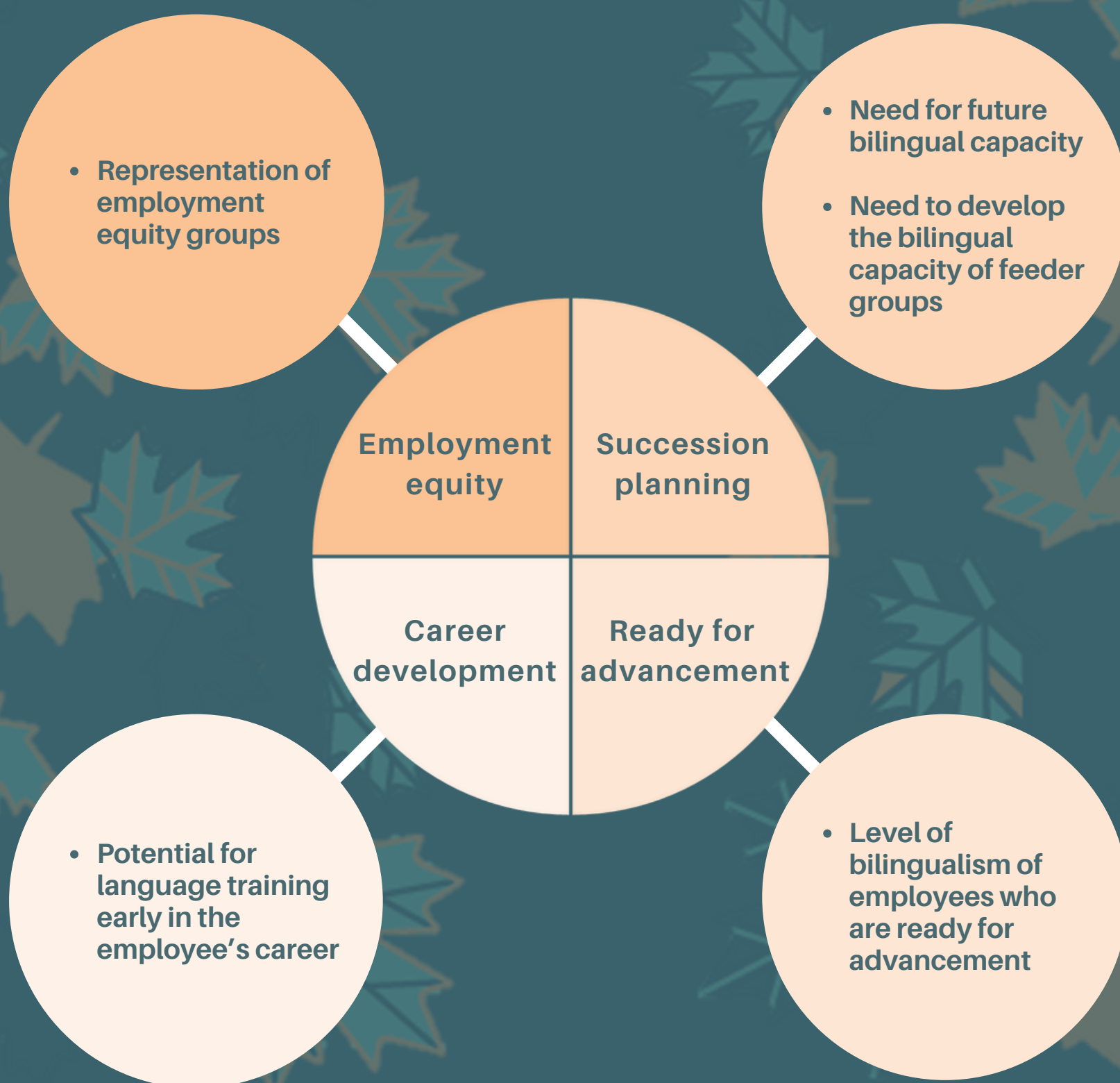
Integrating language training into your human resources plan is essential to maintaining bilingualism in the public service.

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 (PSOLEAO), should be enrolled in language training without delay.

Human resources considerations

Presented in no particular order.



General considerations

Costs

- Cost of language training
- Cost of replacing the employee during language 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)

Operational impacts

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

Training style

- Type of language training that best meets the employee's needs, including accommodation requests