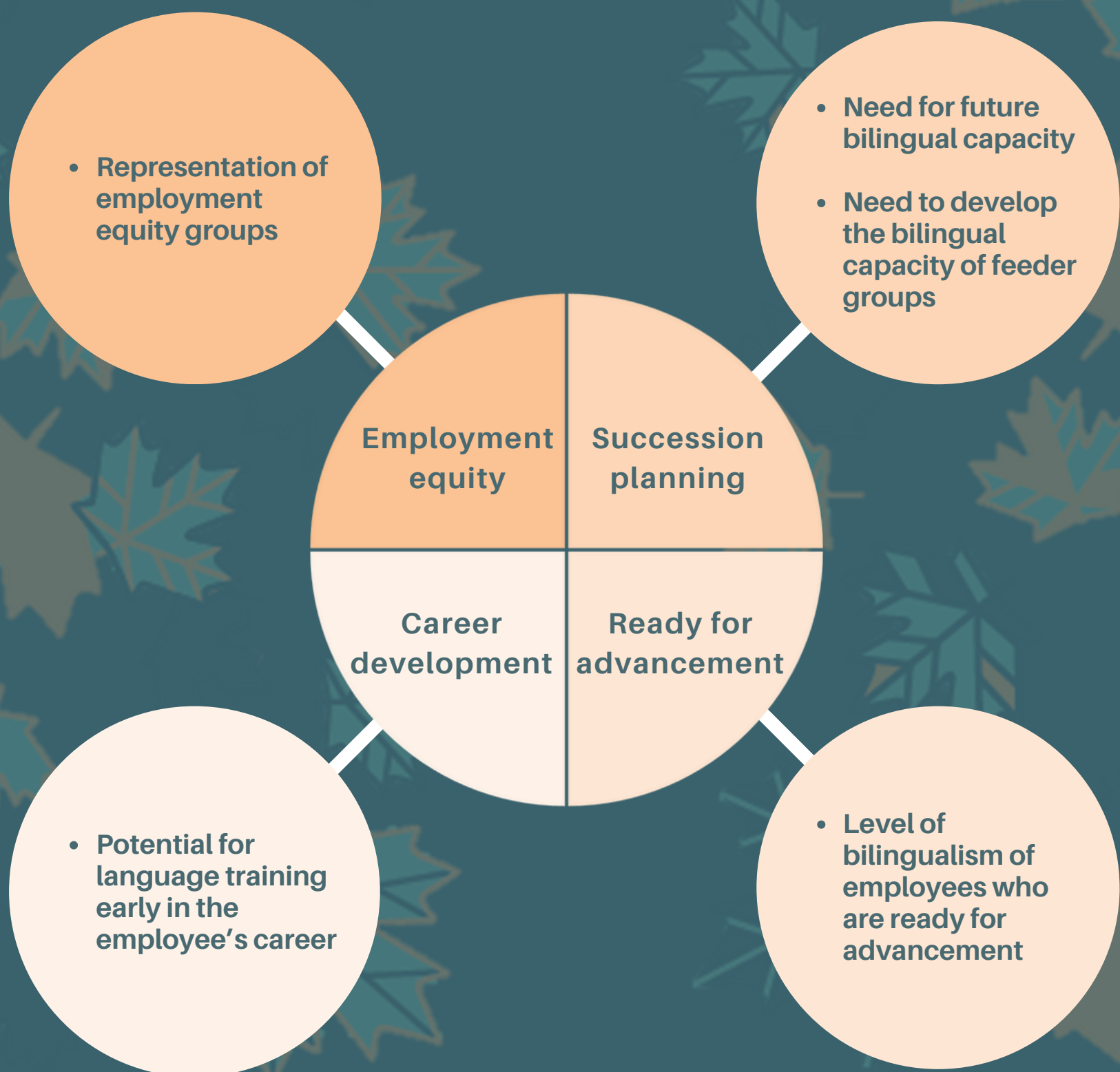


CONSIDERATIONS WHEN PLANNING ACCESS TO LANGUAGE TRAINING

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).

How to ensure equitable access in language training



Costs

- Plan for cost of language training
- Plan for cost of replacing the employee during language training

Learner's efforts

- Consider the initiative taken by the employee to use self-directed language learning resources (such as the Mauril application and courses offered by the Canada School of Public Service)

Operational impacts

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

Training style

- Consider the type of language training that best meets the employee's needs, including accommodation measures