

## 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 <a href="Public Service Official Languages Exclusion Approval Order">Public Service Official Languages Exclusion Approval Order</a> (PSOLEAO).

## How to ensure equitable access in language training

 Representation of employment equity groups

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

**Employment** equity

Succession planning

Career development

Ready for advancement

 Potential for language training early in the employee's career  Level of bilingualism of employees who are ready for advancement

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