



Public Service Secretariat
Office of French Services

Secrétariat de la fonction publique
Bureau des services en français

RETURN TO TRAINING - Winter 2012
January 09 – April 05
(To be used only by participants of the fall 2011 session)

NAME

YES, I WILL RETURN IN JANUARY *(If yes, please complete the following sections.)*

NO, I WILL NOT RETURN IN JANUARY

Department or agency

Work Telephone

Fax

Home Telephone

Email

Full home address

Full work address

I have read and accept the terms of the attached Training Guidelines and Procedures.

Applicant's Signature

Date

The deadline for participants to indicate their intention to return to training is **December 09, 2011**

Please return this application in person, by fax, by email, or by mail to:

Office of French Services

5th Floor, West Block

Confederation Building

P.O. Box 8700

St. John's, NL

A1B 4J6

Fax: 729-0781

Email: frenchservices@gov.nl.ca

**TRAINING GUIDELINES AND PROCEDURES 2011-
12
French Language Training Program**

COURSE APPLICATION:

To be considered for training in January, **all applicants** should apply before **December 09, 2011**. Applications received after this time will be processed subject to seat availability.

In order to determine their starting level in the program, a placement test and/or interview may be administered to **new applicants** who have previous French training.

WITHDRAWAL FROM TRAINING:

If the instructor deems that a participant has missed too many classes, that participant may be asked to withdraw from the program.

EVALUATIONS & ADVANCEMENT:

- Participants **must** complete all evaluations. Failure to do so will affect final grades and the opportunity to advance. For a participant to advance to the next training level, a final grade of at least **80%** is recommended.
- If a participant expects to miss an evaluation, notice should be given to the instructor so that an alternate date can be arranged, preferably within one week of the scheduled date.

Privacy Statement

Under the authority of programs managed by the Office of French Services, personal information shall be collected and used for the purpose of program administration. Personal information that you provide is protected under the *Access to Information and Protection of Privacy Act* ("the Act") and shall not be disclosed or used for any purposes other than those in accordance with the Act. For further information, please feel free to contact the Office of French Services.

Address: 5th floor, West Block, Confederation Building, St. John's, NL A1B 4J6
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Fax: (709) 729-0781
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