



Public Service Secretariat
Office of French Services

Secrétariat de la fonction publique
Bureau des services en français

**French Language Training Winter 2012
January 09 – April 05**

FOR OFFICE USE ONLY	Interview	
	Placement Test	
	Recommended Level	

I. CANDIDATE INFORMATION (All fields must be completed)

NAME		DEPARTMENT	
FULL OFFICE ADDRESS		FULL HOME ADDRESS	
POSITION	TELEPHONE W H	FAX	EMAIL

II. NEEDS ASSESSMENT

FRENCH LANGUAGE TRAINING IS OFFERED IN ORDER TO ENHANCE THE CAPACITY OF PUBLIC SERVICE EMPLOYEES TO PROVIDE GOVERNMENT SERVICES IN FRENCH.

A. Please list all current duties that could require the use of French at work. You may also add any other information that would help define your French language training needs.

B. At work, the applicant might use French (check the boxes which apply):

	A few times a week	A few times a month	Once a month or less
1. To Read			
2. To Communicate on the telephone			
3. To Communicate Face to Face			
4. To Write			

C. Please indicate if you need Daytime or Evening classes.

Daytime Evening Can do either

TRAINING GUIDELINES AND PROCEDURES 2011-12
French Language Training Program
Office of French Services, Public Service Secretariat

COURSE APPLICATION:

To be considered for training in September, **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.

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