



Office of French Services
Human Resource Secretariat

Bureau des services en français
Secrétariat des ressources humaines

RETURN TO TRAINING FALL 2012

SEPT. 17 – DEC. 14

(To be used only by participants of the fall 2011 and/or winter 2012 sessions)

NAME

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

NO, I WILL NOT RETURN IN SEPTEMBER

Most recent session completed: ___ Fall 2011 ___ Winter 2012

Department or agency

Work Telephone

Fax

Home Telephone

Email

Full home address

Full work address

SIGNATURES

Both the Supervisor's and the Applicant's signatures are required in order for an application to be processed. By signing this application, the Supervisor and the Applicant both acknowledge that they have read and accept the terms of the attached Training Guidelines and Procedures.

I, _____, recommend _____

(SUPERVISOR- PLEASE PRINT)

(Applicant)

for French Language Training for the 2012-2013 training year.

Supervisor's Signature

Date

Supervisor's Telephone #

Applicant's Signature

Date

Please return this application by June 29, 2012

Office of French Services
5th Floor, West Block
Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6
Email: frenchservices@gov.nl.ca

TRAINING GUIDELINES AND PROCEDURES
French Language Training Program
Office of French Services, Human Resource Secretariat

COURSE APPLICATION:

To be considered for training in September, **all applicants** should apply before **June 29, 2012**. 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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