



Office of French Services
Human Resource Secretariat

Bureau des services en français
Secrétariat des ressources humaines

French Language Training Fall 2012
Sept. 17 – Dec. 14

FOR OFFICE USE ONLY	Interview	
	Placement Test	
	Recommended Level	

CANDIDATE INFORMATION (All fields must be completed)

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

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

PREVIOUS EXPOSURE TO FRENCH LANGUAGE

Have you had any previous exposure to French? YES NO

If YES, please give details below:

High School Core French: Up to grade: Year completed:

French Immersion: Up to grade: Year completed:

University: Highest course completed: Year completed:

French Language Training Program (offered by the Office of French Services, Human Resource Secretariat):
Level: Year completed:

Post-secondary French Immersion: Location: Duration:

Lived in francophone milieu: Location: Duration:

Other (specify):

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

APPLICATION DEADLINE: JUNE 29, 2012

PLEASE FORWARD TO:
Office of French Services
Human Resource Secretariat
5th Floor, West Block
P.O. Box 8700
St. John's, NL A1B 4J6
Tel: (709) 729-0311
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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