

(6) Testing

In consideration of the cost of foreign-language training in both time and money, the Posting Briefing Centre conducts testing procedures to ensure maximum return for the investment.

Candidates for jobs requiring a high level of competence may be required (at the request of the Posting Briefing Centre and assignment officers) to undertake testing, prior to training, to determine their ability to learn the proposed language. The Modern Language Aptitude Test (MLAT) is used as a measure of aptitude. In those instances where the probability of learning the language in a reasonable time is low, and the need for the skill is important, the assignment officer may reconsider the assignment.

During training, students will be frequently evaluated. Instructors are requested to provide progress reports during the program, and prepare a written assessment at the end of the training period. The written assessment is to indicate whether the desired level of competence has been attained. In cases where an employee or a spouse is not progressing satisfactorily, a decision to continue or terminate training will be made in consultation with all parties involved with the language program.

(7) Reporting of Foreign-Language Training Activities

In order to plan, monitor and evaluate training activities, it is essential to maintain adequate administrative systems to enable the proper identification, recording, and cost accounting in connection with all foreign language-training activities. The Posting Briefing Centre will be co-ordinating the data collection of all foreign-language training activities. Specific forms will be used to record the required data which will be forwarded to the Personnel and Policy Planning Division for retention in the Personnel Management Information System (PMIS).