

(4) Mode of Training

Although numerous possibilities and combinations exist for the mode in which foreign-language training may be engaged, the three basic options are:

(4.1) Full-time

Full-time language training means continuous language training for a minimum of four hours a day for one, two, or four months, depending on the competency level to acquire. The employee is completely released from normal work during this period. This form of foreign-language training may be provided at any location. Full-time foreign-language training is funded, approved, and arranged by headquarters.

(4.2) Part-time

Part-time language training implies a non-continuous program or a continuous program of less than four hours a day. The training may take place during or outside normal working hours dependent upon operational requirements, and may include such methods as individual tutorial, instruction in small groups, evening courses, attendance at local commercial language facilities or through the use of self-learning books and audio tapes.

(4.3) Immersion

Immersion means language training outside Canada in a totally foreign environment.

(5) The Duration of Training

For an employee to become competent in a foreign-language requires considerable time, varying with the difficulty of the language, the ability of the individual and the degree of proficiency required. When an employee has been identified for foreign-language training, and the posting confirmed by the assignment officer, the employee is made available for this training during normal working hours. This requires co-operation between the employee's present post (assignment) and future post. When necessary, the stream management groups remove employees from the workplace, both in Ottawa and at posts, to provide adequate time for foreign-language training to the level required.

The level required by the individuals, their aptitude, their current location and the importance of being fully operational upon arrival at the new post, are all factors which determine the duration of training. For these reasons, the time required for one individual may differ from the time needed by another to reach the same level of competence. On average, it will take 80 hours of training to acquire a basic level (not including study time), 160 hours for an intermediate level, and 320 hours for an advanced level. This means that an employee will need an average of 1 month of full-time training to acquire a basic competence level, 2 months to acquire an intermediate level, and 4 months to acquire an advanced level.