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## 20. Conclusion

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For more detailed information on the contents of this brochure, you may consult the Official Languages Policy of the Department, or contact the Official Languages Division. The Division will provide additional information on request.

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## Glossary

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### Basic Language Training

Basic language training is any language training course, or combination of courses, designed to teach an employee a second official language up to, and including, the "C" level of proficiency.

### Central Services

Central services are those essential to employees in carrying out their duties. They include:

- a) administrative services;
- b) financial and budget services;
- c) data-processing services;
- d) legal services;
- e) security services;
- f) library and information services.

It will be noted that "library and information services" are considered both as "personal" and "central" services.