

## **(1) Purpose**

The departmental foreign-language training policy, issued under the Circular Document No. 15/83 (ATDB), contains the directives for the management of the foreign-language training activities in the Department of External Affairs. The Posting Briefing Centre, in consultation with the assignment officers of the personnel management branch, will monitor the policy and manage the human and financial resources related to the foreign-language programs.

The guide, which follows, provides specific information related to the various foreign-language training programs available in the Department of External Affairs; the competency levels that could be acquired and the length of time needed to obtain them; testing; the reporting of data related to foreign-language activities; and finally the language premium.

All enquiries regarding the foreign-language programs should be addressed to the responsible officers of the Posting Briefing Centre.

## **(2) Foreign-Language Training Programs**

Five foreign-language programs are administered by the Posting Briefing Centre: pre-posting, at post, intensive, maintenance, and development.

### **(2.1) Pre-posting Training Program**

When an employee has been identified for foreign-language training and the posting confirmed by personnel management branch, the employee is made available to undertake the required language training prior to departure. Based on job requirements, and employee's need, the Posting Briefing Centre will identify, in conjunction with the stream training officer, the most suitable program for each individual. Most of the pre-posting language program will be undertaken in Ottawa, on part-time or full-time basis, and *en route*, in cases of cross-posting. The latter part of the program could also be taken outside Canada, by immersion, in a recognized foreign-language school. Pre-posting training is monitored by the responsible officer of the Posting Briefing Centre who provides continuous feedback on the employee's progress to the assignment officer.

### **(2.2) Foreign-Language Training at Post**

Employees and spouses may also undertake training on arrival at the post. The Head of Post, or a responsible officer, will identify post requirements for foreign-language training,