

## **Public Service Commission**

### **FRENCH LANGUAGE TRAINING INCENTIVE PROGRAM GUIDELINES**

This program's intentions are to increase the number of employees participating in French language training and increase proficiency level amongst those that are bilingual including those with a background in French Immersion. This program aims to support career development and increase opportunities for employees to apply for designated bilingual positions. In addition, an increase in employees with French knowledge and skills will ultimately support more client centric services to Island residents, including the Acadian and Francophone community, and support departments and their ability to offer services in French.

#### **Guiding Principles:**

The French Language Training Incentive Program offers learning opportunities for bilingual and unilingual employees.

The primary goal is to maintain and improve the quality of French language services offered through provincial government by maintaining and improving the quality of French used.

The secondary goal is to offer development opportunities for all government employees wishing to learn French.

#### **Eligibility Criteria:**

- The French Language Training Incentive Program is open to all civil employees, including seasonal or casual recall employees but availability for the courses is limited. Access to training will be prioritized according to the French Language Services Act of Prince Edward Island 2020-2027 Strategic Framework's general priority sectors: Communications and access to information, Health, Education and Social Services.
- Enrollments to French Language Training are assessed considering first, the priority sectors, and second, the sub-section [8.03 FRENCH LANGUAGE TRAINING of the Human Resource Policy and Procedures Manual](#):
  - Priority Level 1: An employee whose position is designated bilingual.
  - Priority Level 2: An employee whose position within a division supports and complements an existing bilingual position; or a manager whose division has designated bilingual positions.
  - Priority Level 3: An employee whose position, although not related to a bilingual position as above, might be called from time to time to serve the public in both official languages.
  - Priority Level 4: An employee who wishes to receive French language training for career purposes within the Prince Edward Island Government.
- Enrollments to French Language Training Incentive Program are assessed considering first, the priority sectors, and second, the sub-section [8.03 FRENCH LANGUAGE TRAINING of the Human Resource Policy and Procedures Manual](#)

- Eligible departments covered under the French Language Training Program are as follows:
 

<ul style="list-style-type: none"> <li>○ Agriculture</li> <li>○ Economic Development, Innovation and Trade</li> <li>○ Education and Early Years*</li> <li>○ Environment, Energy and Climate Action</li> <li>○ Executive Council Office</li> <li>○ Finance</li> <li>○ Fisheries, Tourism, Sport and Culture</li> <li>○ Health and Wellness</li> <li>○ Housing, Land and Communities</li> </ul>	<ul style="list-style-type: none"> <li>○ Justice and Public Safety</li> <li>○ Museum and Heritage Foundation</li> <li>○ PEI Cannabis Management Corporation</li> <li>○ PEI Liquor Control Commission</li> <li>○ PEI Public Service Commission</li> <li>○ Social Development and Seniors</li> <li>○ Transportation and Infrastructure</li> <li>○ Workforce, Advanced Learning and Population</li> </ul>
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\*Education and Early Years employees are eligible for French Language Training (except for teachers who are currently teaching or will be teaching within the coming year and school board employees.) Teachers may communicate directly with the French Programs Coordinator at 902-438-4859 for departmental funding if they wish to take French Language Training. The French Language Training Incentive Program is not open to members of PEITF (and teachers who are currently teaching or will be teaching within the coming year and school board employees).

- All civil seasonal\casual recall employees are eligible for the French Language Training Incentive program.
- Employees of agencies, boards and commissions, who are subject to the *French Language Services Act* are not eligible for this program but are eligible for the French Language Training Government Institution Program which covers 50% of the course cost.
- Eligible employees may participate in one program incentive per fiscal year. Those interested in enrolling in a secondary component of the program will be first added to a wait list then given the opportunity to participate if space allows.
- Priority to half-day workshops and advanced virtual conversation groups will be given to employees accepted into the French Language Training Maintenance Program as space is limited.
- Employees must be eligible for the incentive program at the time of registration to be considered.

### **Applicant Responsibilities:**

- If you must withdraw from the course within the deadline established by UPEI, please notify the Fund administrator immediately at 902-368-6175 or [frenchlanguagetraining@gov.pe.ca](mailto:frenchlanguagetraining@gov.pe.ca).
- Employees must notify Learning and Development Administrator at (902) 368-6175 or email [frenchlanguagetraining@gov.pe.ca](mailto:frenchlanguagetraining@gov.pe.ca) if they switch departments or their employment status changes during duration of the course. Employees must remain eligible during duration of the course to be eligible for incentive.

- Participants are expected to attend all scheduled classes. If an employee must miss a class due to extenuating\unforeseen circumstances, it is the employee's responsibility to make arrangements with their facilitator to obtain missed materials and lessons.
- The expectation is that employees will attend a [Virtual Conversation Group](#) in place of a missed class.
- All courses must be completed by the last scheduled course date set by UPEI to receive incentive payment.
- Where time during working hours is required to attend the learning opportunity, the employee must obtain prior support from their department. Evidence of this support is required upon registration by indicating approval and supplying supervisor's name and email address when completing French Language Training registration form.
- All incentive payments are taxable benefits and will be processed through the normal pay process. All initiatives will be completed by March 13, 2026 to allow for payments to be processed before the end of the fiscal year. For further information on taxable benefits please visit [Canada Revenue Agency's website](#).

### **Program Details:**

The French Language Training Incentive Program is broken into three initiatives; progressive monetary incentives for employees to complete courses at various levels, a maintenance program for French speaking employees at an advanced level, and the implementation of an Active Offer (coming 2025) training program.

1.0 Initiative	Course Completion
<p>Employees will receive monetary incentives upon completions and passing mark from UPEI. Incentive amounts increase per course level.</p> <p>Upon registration employees must demonstrate previous coursework. Those unsure of level may consider <a href="#">UPEI's French Level Placement - Self-Assessment</a> and course descriptions available on UPEI's webpage: <a href="#">French for Government Employees</a>. Eligible employees will automatically be enrolled in this initiative during <a href="#">registration</a>.</p> <p>For a current list of available courses, please see our <a href="#">website</a>.</p>	

Incentive 2.0 – French Maintenance Program
<p>French Maintenance Program - This incentive supports employees with an advanced level of French or higher. Employees will participate in a minimum of two, half-day workshops and a minimum of ten virtual conversation group. Upon registration, employees may choose two out of five scheduled workshops. Workshops are in person at UPEI's Professional Development Center. Virtual conversation</p>

group times vary through the year; employees in this program will be given priority access to advanced level groups to choose which session times work best for them.

Upon registration, employees must demonstrate previous coursework and/or rating from PSC's [French Language Proficiency Assessment](#) to be considered for this program.

Please see our [website](#) for additional information.

<b>Initiative 3.0 – Active Offer Training Program Coming in 2025</b>
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Employees complete newly developed Active Offer Training Program.
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If you have any questions, please contact the Learning and Development Administrator at (902) 368-6175 or email [frenchlanguagetraining@gov.pe.ca](mailto:frenchlanguagetraining@gov.pe.ca).