



Guidelines for French-Language Training for Designated Health Facilities and Social Services Agencies

As part of its mandate, **Santé en français** provides French language training to employees working in designated health facilities, programs and social services agencies. The objective of the program is to develop employees' linguistic abilities and to encourage the application for work in a designated bilingual position in order to ensure quality services in French in Manitoba.

CRITERIA

Priority will be given to employees that meet all criteria. To be eligible for French language training, employees must:

- Be employed in a designated position, facility, program or department;
- Be employed in a permanent position;
- Be employed in a position that has direct contact with patients, residents, clients or the general public;
- Be committed to actively participate in a minimum of twenty-four (24) of the thirty-three (33) hours in French language training courses in order to achieve bilingual status.

Santé en français reserves the right to select appropriate educational institutions and programs for the delivery of French language training.

Courses are subject to change as determined by Santé en français and may be cancelled due to insufficient enrollment. The number of registrations may be limited for certain courses.

REGISTRATION

- French language training is provided free of charge by Santé en français via Université de Saint-Boniface and Alliance Française. A **non-refundable** deposit of \$50 is required from every registrant to cover administration and coordination fees.
- Cheques are payable to **Santé en français** and must accompany the registration form. In the event that the employee is ineligible or that Santé en français must refuse the registration, the cheques will not be returned to the sender, but rather destroyed.

BOOKS

Books and related course material will be provided by Santé en français (through USB).

EVALUATION

The establishment where the course is given will take the necessary measures to evaluation employees to determine the appropriate course level.

PROCEDURES

- Employees wishing to register for French courses must first consult the French language services (FLS) coordinator from their facility/agency. Where no such position exists, Regional Health Authorities, health facilities and social services agencies should identify a contact person who can act as a liaison between employees and Santé en français.
- Eligible employees should fill out a registration form, sign the “information sheet” and submit it to their FLS coordinator or contact person along with their \$50 cheque **prior to the deadline.**
- The coordinator or contact person will forward student registration forms, the “information sheets” and payments to Santé en français. **Please do not forward these directly to the language training facility.**
- The training facility will contact registrants to confirm course particulars such as start date, time and location.
- Santé en français reserves the right to accept or reject French language training requests. All decisions are final.

For further information please contact Santé en français at 204-235-3293.

www.santeenfrancais.com