

**Reference No:** E136/1/80;     **Date:** 17/09/82

**17/09/1982 LP:- French Language tuition for civil servants**

Dear Personnel Officer

The current arrangements for tuition in French for civil servants were recently reviewed. The objective was to ensure more cost-effective use of the French Language Training Unit (FLTU), Baggot Bridge House, Baggot Street, so as to raise the standards of tuition provided at Intermediate and Advanced levels. In this way, the civil service should be able to play a more active role in its international involvements and to make better use of the various job opportunities arising from this involvement.

2. In the light of this review, the FLTU will no longer cater for Beginners; instead, it will concentrate on Intermediate and Advanced levels only.

Intermediate and Advanced level courses

3. To be eligible for an Intermediate or Advanced level course, an officer must, by test by one of the teachers at the FLTU, establish that he has already attained an appropriate standard of French. The Intermediate and Advanced courses are being arranged so as to cater separately for

- (a) officers who require competency in French for their official duties and
- (b) officers who do not so need it but who, having learned French in the past and attained an appropriate standard, are anxious to maintain and even improve it.

Nominations for the academic year 1982-83 and later years have been invited, separately, on this basis.

Beginners level courses

4. Where a Department are satisfied that it would be desirable for an officer to be given instruction at Beginners level because he needs, or will soon need, to become competent in French for the purpose of his work, he may be released during office hours to attend a French Language Training Course on a fee-paying basis in any appropriate institution.

5. Where such an officer pursues a French course during official time or in his own time, his course fees and any examination fees may be recouped to him provided that

- (a) approval is sought from and given by his Department before the course begins
- (b) the course is confined solely to French
- (c) the training institution certifies that he has attended at least 75% of the classes and
- (d) at the end of the course, the officer attends at an examination held by the FLTU and is certified by the Director to have attained a standard which qualifies him for entry to a subsequent level of tuition at the Unit.

Amendment of Confidential Circular 14/72

6. Paragraphs 2, 3 and 4 of Confidential Circular 14/72 should be regarded as superseded accordingly as regards French.

Yours sincerely  
John Whelan