

LANGUAGE REQUIREMENTS

Each volunteer placement is assigned language requirements reflecting the level of competence required to perform the job adequately. Language proficiency is rated on a scale of 1 – 5.

Please refer to the placement documentation for more information on the language(s) required.

Level 1

Volunteer has no need to use the language in the workplace or in the community.

Level 2

Volunteer has semi-regular contact with those who use the language in the workplace or in the community but needs only minimum conversational for work and in the community.

Level 3

Volunteer has regular contact with the public or with members of staff who must be served in the language. Volunteer is able to conduct simple conversations and understand explanations related to ordinary tasks. Must be able to give simple explanations and answer simple questions on known topics. Volunteer understands simple written explanations, understands and can participate in work meetings. Volunteer can write simple procedures of repetitive nature, short reports and simple correspondence in the language.

Level 4

Volunteers have regular or frequent contact with the public or with members of staff who must be served in the language. Volunteer produces and understands all kinds of messages in spontaneous situations and can evaluate sensitive situations. Volunteer understands and deals with situations requiring analysis, deals with sensitive topics in diverse and specialized areas; leads work meetings, uses arguments to motivate, convince or advise other people; writes reports, communications on specialized and /or technical subjects for internal or external use.

Level 5

Volunteer has complete fluency in the language. Volunteer has frequent or constant contact with the public or with members of staff who must be served in the language. Employee makes frequent visits to areas where the language is spoken, attends meetings in the language and defends opinions on specialized subjects as spokesperson or representative for the organization. Employee is able to motivate, convince, advice and defend a position in a sensitive situation; analyses complex specialized documents; writes documents of a complex or specialized nature; is able to make recommendations base on analysis; writes documents reflecting the image of the organization.