



Language Needs Assessment: How-To Guide

To fill out a Language Needs Assessment (LNA) for your community, please visit <http://fp-maps.ca/user>. Once you have created an account or logged into your existing account, select “Click here to fill out new language needs assessment survey” and you will be directed to the assessment. There are two parts to the LNA and both need to be completed without any error messages showing before the assessment can be submitted.

PART I: Language Needs Assessment

Funding Application Type

Select the type of funding application (ie: Aboriginal Languages Initiative (ALI); BC Language Initiative (BCLI); etc.)

Assessment Year

Select the year for your assessment (ie: 2015/2016)

Organization and Contact Information

Indicate who is completing the assessment, their job title, and phone number. Include the Organization/First Nation/Government that is receiving funding.

Language

Select your language from the drop-down menu.

Dialect

Enter your language dialect (if applicable).

Community

Once you have selected your language, a list of communities associated with the language will appear. Please select the community or communities that this project will be serving. If your community is not listed, please check the appropriate box and provide some details in the comment box provided.

Challenges and Opportunities for Language in the Community

What are some challenges to implementing language and cultural projects in the community (ie: community remoteness, lack of resources)? What opportunities do implementing language projects provide (ie: raises community awareness and/or interest in the language)?

Once all the fields have been completed, click on the ‘Save’ button on the bottom left hand corner of the page. You will then be directed to Part II of the assessment.



PART II: Community Needs Assessment (CNA)

Each community that you selected in the previous section will appear at the bottom of this page in the 'Community Needs Assessment' section. You will need to fill out the following information for each individual community that you indicated this project will be serving.

- Click on the link under the 'Title' column (CNA-community name-date) and you will be directed to the community needs assessment for that community.
- To add information to the CNA select the 'Edit' tab.

There are two options for saving your assessment as you input your information:

1) Continue through each page of the assessment by selecting 'Next Page' at the bottom left corner of the page. Once you have reached the last page of the assessment you can select 'Save' at the bottom of the page. This will save all of the information that you have provided in the CNA sections and will bring you back to the LNA viewing page.

2) You can select 'Save' at the bottom of each page after you have input the information for that section. This option allows you to save each page as you put the information in instead of saving at the end of the assessment. Please note that once you hit save, you will be brought back to the beginning of the assessment instead of moving onto the next page. You will then need to go back into the 'Edit' tab and select the appropriate page to return to.

Page 1 - Community Population

Select the date of your community's most recent population poll (ie: June 2015) and enter the population for on-reserve and off-reserve members. You can find this information by contacting your band office or band registrar.

Page 2 - Community Language Fluency

Indicate the number and ages of fluent speakers and semi-speakers for both the on-reserve and off-reserve categories. Please note that the number of speakers and semi-speakers must be less than (or equal to) the population that you indicated for the on-reserve and off-reserve categories in the Community Population section.

Page 3 – Language Learners

Please take a moment to read our definition of a language learner. Indicate the number of language learners for each age group for both on-reserve and off-reserve learners.

Page 4 – School-Age Programs

Indicate if your community has one or more First Nations operated schools. You will need to include the name of the school and the total number of students attending the school. Please indicate the number of students per grade that are receiving language instruction, and the number of hours that each grade receives language instruction per week. To

obtain this information contact the school or your band's education and/or language department.

Page 5 – Early Childhood Education Programs

You can indicate whether you have a Head Start program, a Language Nest or another ECE program on this page. You will need to provide the following information for each program that you select: name and location of the program, number of participants, number of hours per week spent on language instruction, and how the program is connected to other language programming in the community.

Page 6 – Adult Classes

If you have adult language classes in your community, please provide a description of the classes. You will also need to indicate the number of participants in the classes and how many hours per week are spent on language.

Page 7 - Curriculum and Resources

Please indicate from the list provided what resources are available in the community. You can contact your First Nations school(s) or your band's education/and or language department for this information.

Add a Resource

After you have completed each page and selected 'Save' you will be directed back to the CNA main page. You now have the option to share some of your language learning resources by selecting 'Add a resource'. Please indicate the type of resource (CD, book, document, etc.), the title, ISBN and website link (if applicable), the author(s) of the resource, and a description. You can then upload the file from your computer to share. Once you have selected the box that gives your permission to share the resource, select 'Save'.

Submit Your Assessment

Please review the information that you have provided in your assessment. If there are any error messages showing in a red box at the top of the page, please address and fix these errors. Once any errors have been addressed and the error message box no longer appears, please select 'Click here to return to your language needs assessment' in the green message box and you will be directed to the submission page. To submit, select 'Click here to submit this LNA' and confirm that the information you have provided is correct and complete to the best of your knowledge.