UN SECRETARIAT STAFF MEMBERS

(INTERNAL STAFF)

HOW TO REGISTER FOR LANGUAGE TRAINING IN INSPIRA AS AN INTERNAL APPLICANT

IMPORTANT NOTES:

- **If you are a UN Secretariat staff member, you must register using your INTERNAL Inspira account/log-in.**

- If you are a UN Secretariat staff member, but your contract is administered or issued by another UN Common System entity, please register using your internal Inspira account.

- If you are a UN Secretariat staff member and you register through an external Inspira account, your profile will not be accessible in Inspira, and you will be treated as an external applicant. PLEASE AVOID THIS SITUTATION – as this complicates the processing of your application and may result in your registration being delay or rejected.

- If you experience technical problems with Internet Explorer while preparing your registration in Inspira, please try another browser such as **Mozilla Firefox and Google Chrome, etc.** This usually resolves the problem.

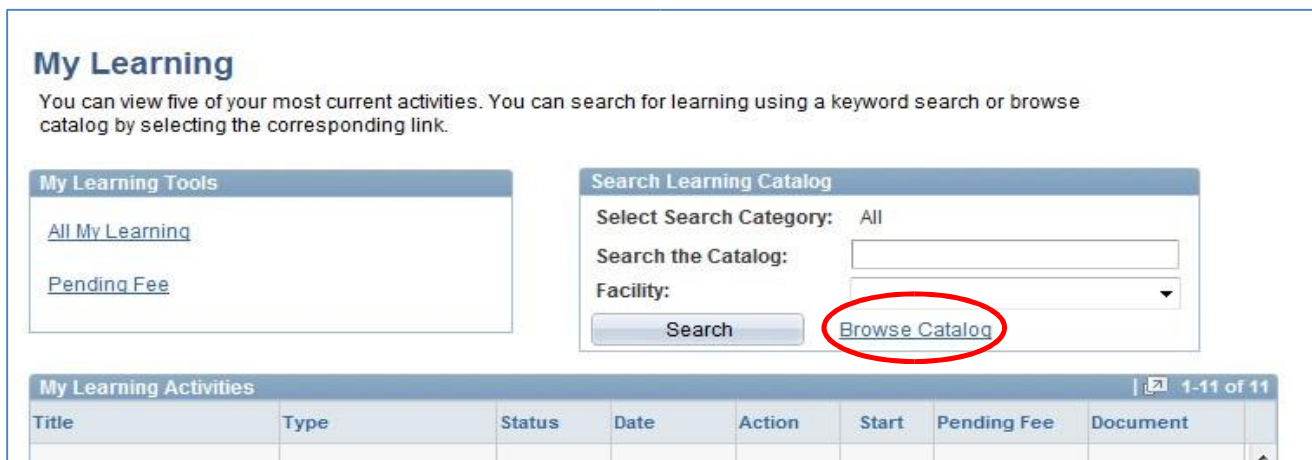For registration procedures, please continue to the next page.

1. Log on to **inspira.un.org**

2. Click **Main Menu**, then **Self Service** -> **Learning** -> **My Learning**
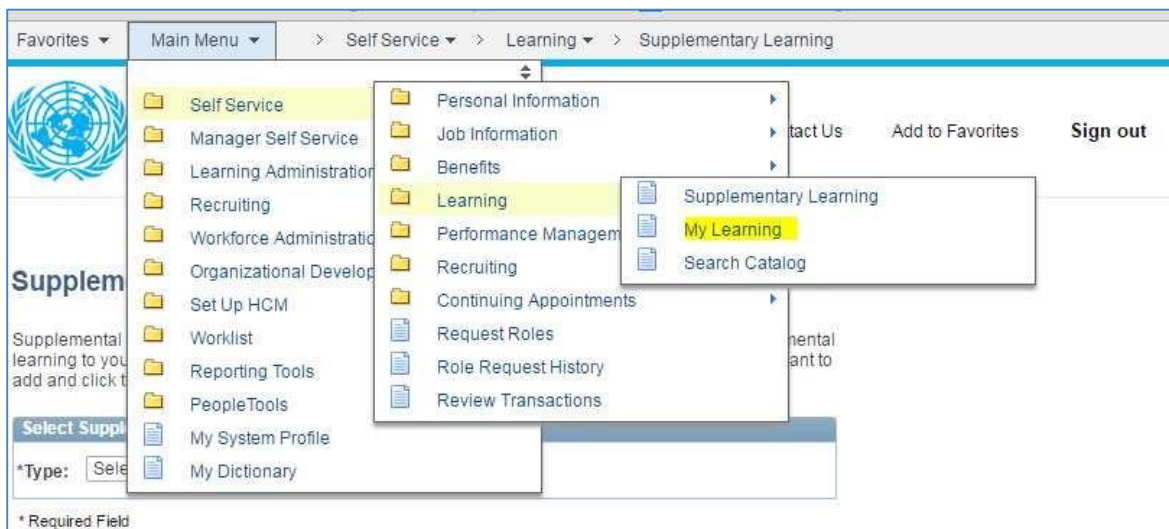
3. Under **Search Learning Catalogue**, click **Browse catalogue**

Click **Working for the UN**

Favorites | Main Menu > Self Service > Learning > My Learning

Browse Catalog

Select a category to view the associated related categories, programs, and catalog items.

Categories

Working for the UN

"Working for the UN" includes all programmes which provide information on the specific requirements and expectations of international civil servants and the unique nature of the UN work environment. These programmes are generally relevant to all staff.

Click on **Languages**

Related Categories
Total Categories: 1

Languages

Details of language-related activities, training and certification can be found here. This includes all language training courses offered in the UN Secretariat and the opportunity for staff members to register for Language Proficiency Examinations.

and Click on **Language and Communications Programme**

Language and Communications Programme

Language courses in Arabic, Chinese, English, French, Russian and Spanish are organized to promote linguistic balance and multilingualism within the Secretariat and to improve the language capabilities of its staff as mandated by several GA resolutions.

4. **Select the corresponding language for which you wish to register.**

Total Categories: 7

Arabic

The Arabic Language Programme at the United Nations is offered to promote linguistic balance within the Secretariat by improving the Arabic language skills of UN staff and accredited diplomats of the permanent missions to the United Nations.

Chinese

The Chinese Language Programme at the United Nations is offered to promote linguistic balance within the Secretariat by improving the Chinese language skills of UN staff and accredited diplomats of the permanent missions to the United Nations.

English

The English Language Programme at the United Nations is offered to promote linguistic balance within the Secretariat by improving the English language skills of UN staff and accredited diplomats of the permanent missions to the United Nations.

French

The French Language Programme at the United Nations is offered to promote linguistic balance within the Secretariat by improving the French language skills of UN staff and accredited diplomats of the permanent missions to the United Nations.

German

The German Language Programme at the United Nations is offered to promote linguistic balance within the Secretariat by improving the German language skills of UN staff and accredited diplomats of the permanent missions to the United Nations.

Russian

The Russian Language Programme at the United Nations is offered to promote linguistic balance within the Secretariat by improving the Russian language skills of UN staff and accredited diplomats of the permanent missions to the United Nations.

5. **Select relevant category as required to register for: a level course or a workshop**
(Placement tests are not yet availablein Inspira , please come to the rotunda info stand if you need a placement test)

Related Categories
Total Categories: 3

English - Placement Test

The purpose is to assess students' current language abilities in order to match them to the course most suitable for their current level. For new students who know some of the language and for continuing students who have taken two or more terms off.

English - Level courses

Level courses range from level 1 (beginner) to level 8 or 9 (advanced). For non-native speakers only. The main objective is to learn the fundamentals of the language.

English - Specialized Courses

Special courses focus on a particular language skill, task or topic. Such courses may meet for only one or two hours per week and may last for fewer than 12 weeks.

English - Level 6 in Vienna (LMS-3224)   Select

The UNOV/UNODC Language Training Programme offers regular courses in six official languages of the UN, as well as in German.

Activity Options for English - Level 6 in Vienna

Activity Code	Location	Type	Start Date		
LMS-3224-1	Austria, Vienna	Live Classroom Instruction	24/09/2018	View Details	Enroll

6.   Carefully read the information/instructions and provide any documents required of you. Documents must be uploaded as "Add Attachments".

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!

English - Level 6 in Vienna

⚠️ Please see the appointment expiration date appearing below and check to see if it matches the expiration date of your UN pass:

- If the two dates do not match, please attach a scanned copy of your UN pass.
- If your UN pass expires *before* the end of the language term for which you want to register, please attach ADDITIONALLY a letter from your Executive Office or supervisor (with name, title, signature and date) indicating that your current appointment will be extended at least until the end, e.g. 5 Dec 2017 of the language term for which you want to register.

Once your registration is "under review", your eligibility will be checked.
You may be asked to provide more details, including proof of payment for past penalty fees (No-show or Incomplete Attendance) and tuition for cash-paying students.

See all details (including penalty fee information) by clicking on the link to the Information Circular at the bottom of the page.

If you have questions or concerns regarding your registration, please use the comment box below. Individual emails about eligibility and registration processes will not be answered outside the Inspira system.

Activity Name:	English - Level 6 in Vienna	**Location:**	Vienna, Austria, Vienna, Austria
Activity Code:	LMS-3224-1		
Type:	Live Classroom Instruction	**Course Start Date:**	24/09/2018
Course Language:	English	**Course End Date:**	25/01/2019
Course Category:	Regular	**First session start time:**	11:30 AM
Last Enrollment Date:	14/09/2018	**First session end time:**	12:50 PM
Last Drop Date:	14/09/2018	**Appointment Expiry:**	
Drop charge:		**Appointment Type:**	
Enrollment Status:	Pending Submission		

7.   To upload required supporting documents pertaining to your application, click Add Attachment.

Select from the drop-down menu, the **Document Type** to be attached.
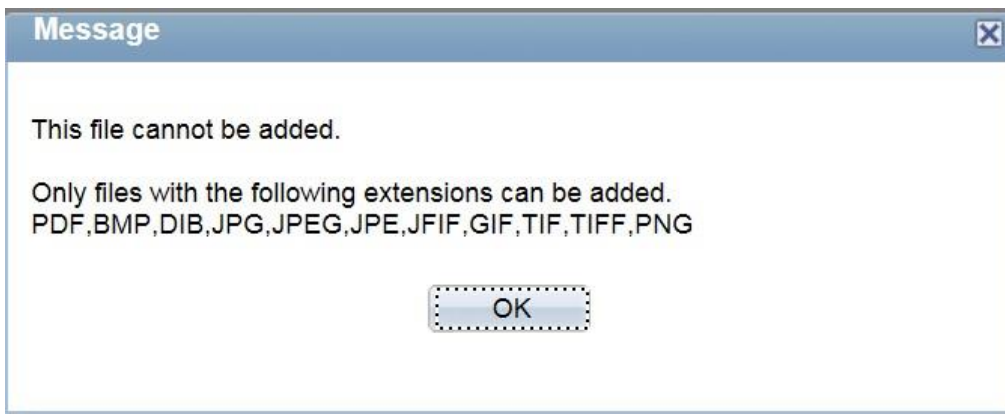Then type a brief **Description** of the attachment.
Click **Browse** -> select the file -> click **Upload** -> **Save**.
Repeat the steps until you have uploaded all the required files.
Please note that you may **only upload an image file** types and the maximum file size is 1Megabyte. If you have various documents of the same type, you may combine them into one document.

My attachments					
Description	Document Type	File Name	Uploaded	View	Delete
				View	Delete

Add Attachment ────Click here

Please note below the type of files Inspira will accept for upload.

Message   ☒

This file cannot be added.

Only files with the following extensions can be added.
PDF,BMP,DIB,JPG,JPEG,JPE,JFIF,GIF,TIF,TIFF,PNG

OK

9. You may use the comment box to include other information relevant to your application.
Review your application for completeness and accuracy.
Click on the **certification check box**.
Click **Save** if you have not completed your application and would like to submitted at a later time.
Otherwise, click **Submit Enrollment**. Check for error messages and verify that you have successfully submitted your application.

Comments

[text area]

☐ By checking this box I certified that:

• I understand that submission of my registration does not guarantee my enrolment in the LPE; failure to attach required documents, meet eligibility criteria or to provide additional information when requested, will result in my registration being delayed or rejected.
• I have read and understood the eligibility documents as posted on the LPE website, under item no. 2, determining eligibility:
https://hr.un.org/page/language-proficiency-examination-lpe
• I confirm that statements made by me are true, complete and correct to the best of my knowledge and belief;
• I understand that any misrepresentation or material omission made on this form or other documents requested by the Organization may result in the rejection of my registration;
• I confirm the email address in my inspira profile is current;
• I understand that I will receive an email confirming receipt of my application.

[Save] [Submit Enrollment]

Note that once you submit your application, you cannot make any changes or attach additional files.

You will receive an automated email notification from Inspira confirming receipt of your application. Please make sure you receive this notification, and save it, as this is your only proof of you registration.

If you encountered technical problems during the registration process, click on "**Contact Us" in Inspira**, and submit a request for assistance. You will receive an email from the Inspira Support Team. Save your case number for your future reference.