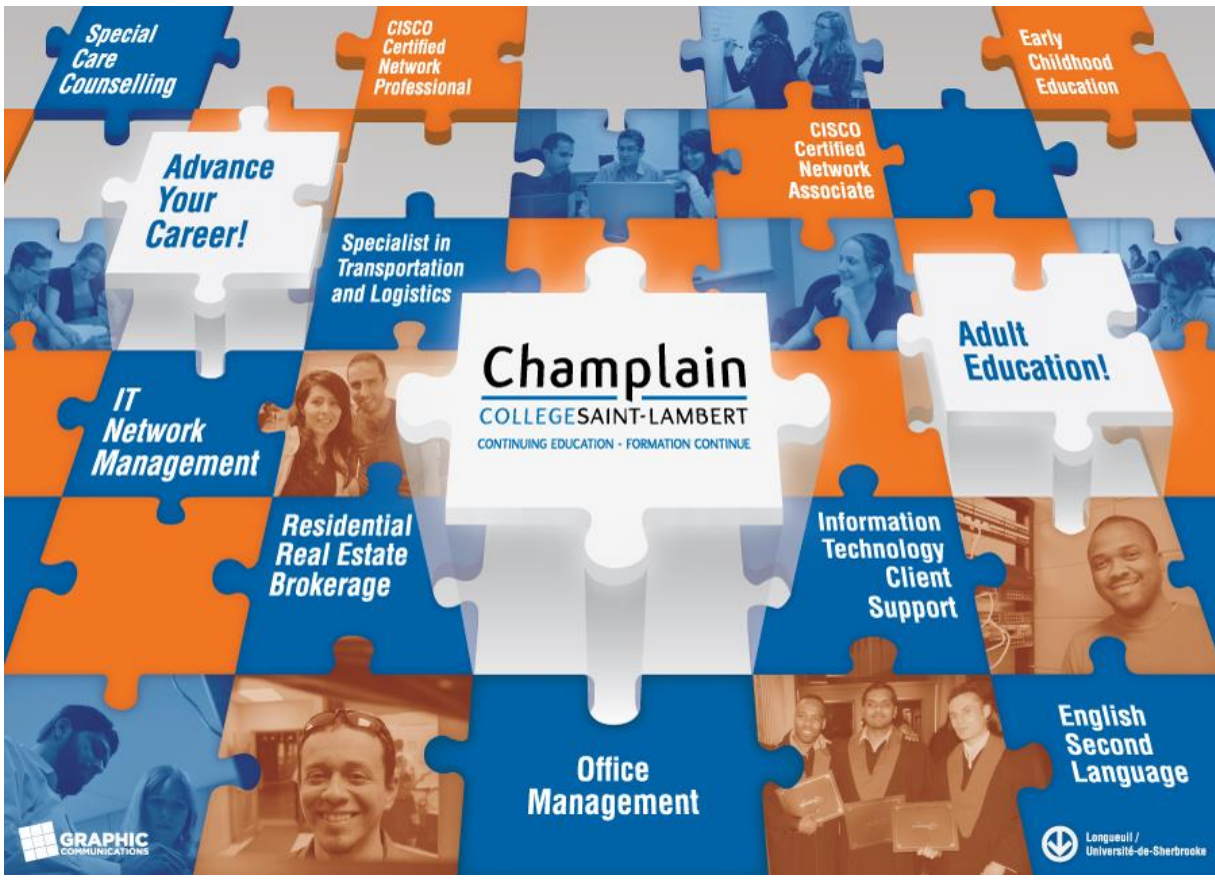


Recognition of Acquired Competencies



RAC

Specialist in Transportation and Logistics AEC

Andy Brown

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Recognition of Acquired Competencies

1) *What is RAC?*

Our RAC services provide you with an opportunity to receive academic credits for skills and knowledge gained through training, life or workplace experience. (www.champlainrac.com)

2) *What does RAC provide?*

An official *Attestation d'Études Collégiales* (AEC) - recognized by the Ministère de L'Éducation, de L'Enseignement supérieur et de la Recherche

3) *How will RAC help me?*

RAC helps you avoid repeating courses and skills that you already know

RAC provides formal recognition of your competencies

RAC improves your technical knowledge, professional skills, **employability** and **income potential**

4) *The AEC in Transportation and Logistics - Is it for me?*

It is for people who have significant experience and competencies in transportation and logistics and who wish to improve their chances of **obtaining better employment, a salary increase, or a promotion**

It is for people who have been working in the industry for several years, but never had an official attestation, want to see their competencies recognized and/or to upgrade their skills and knowledge

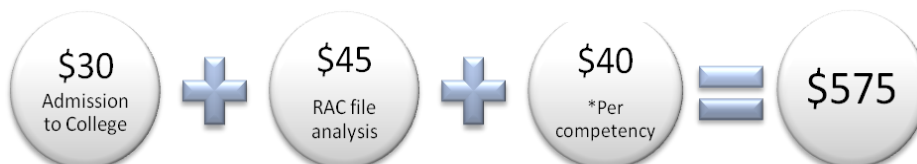
It is for **immigrants** who need to convert their transportation and logistics experience to a North American context, so they can **start their career here**. Candidates are provided with additional partial training to familiarize them with North American procedures, laws, regulations, etc.

5) *How long does it take?*

Intensive Services: 17 weeks training (09.00-16.00) and a 120-hour internship

Individual Services: Training (Tuesday Evenings/Saturdays): approximately 1 year

6) *How much does it cost? = \$575 (\$75 non-refundable)* *Up to a maximum of \$500



Steps to Get a Specialist in Transportation and Logistics AEC

Attend an Information Session/Meet a RAC Advisor

Evaluate whether RAC Services are right for you. If so.....



Schedule a meeting with a RAC Advisor to apply to the College and to analyze your file:

Bring required documents

Complete admissions tests (English, French, Mathematics)

Complete the online admissions form. Pay your fee of \$75.00



Apply to RAC Services

Your file is evaluated by RAC Services

Complete the competency self-descriptor form in preparation for your validation interview



Attend a Validation Interview

The Content Specialist will evaluate your initial level of competencies

Recommendations will be made to you for partial training in specific competencies

Admission to RAC Services after required documents received and admission tests and validation interview successfully completed



Complete partial training and have your competencies evaluated

Attend seminars and class activities, consult on-line resources, or book an appointment with a Content Specialist to increase your level of expertise in competencies

Complete evaluation activities for each competency with a Content Specialist

Successfully complete evaluations for all Transportation and Logistics competencies



Obtain your AEC: Specialist in Transportation and Logistics - LCA.CB

This attestation is recognized throughout Canada



The 23 Competencies of the Transportation and Logistics AEC

Group 1: Foundational Knowledge - 7 Competencies

- BJ6E** Introduction: logistics, supply chain, jobs and global geography
- BJ66** Basic mathematics for T&L
- BJ67** Transport network optimization: using Excel
- BJ64** Write, respond to, store and access business documents
- BJ65** Write and present business reports
- BJ61** Identify and apply effective customer service (*resources and evaluations in French*)
- BJ5E** Sell products and services (*resources and evaluations in French*)

Group 2: Specific Knowledge - 7 Competencies

- BJ7E** Accounting 1: Identify logistics operating costs
- BJ9E** Accounting 2: Calculate transport costs
- BJ82** Transport, store and handle dangerous goods
- BJ78** Apply Import/Export processes
- BJ79** Prepare customs documents
- BJ0F** Describe common T&L IT: *Dispatching, Warehouse Management, SAP*
- BJ71** Communicate in a second language: *French*

Group 3: Managerial Knowledge - 9 Competencies

- BJ8E** Purchasing/Procurement procedures
- BJ73** Operations management: manage road transport
- BJ74** Inventory Control
- BJ76** Manage a warehouse: receive, put-away, store, ship merchandise
- BJ68** Propose routes: *Awarded when BJ75 North American and BJ75 International are awarded*
- BJ75** Rules, regulations and processes for shipping goods in North American: **Road** + *Rail transport*
- BJ75** Rules, regulations and processes for shipping goods internationally: **Marine** + *Air transport*
- BJ81** Apply supply chain management principles in a business
- BJ83** Apply transportation and logistics skills in a real work environment: *Job or Internship in T&L*

Non-Competency Seminars

- Integration seminars** Séminaires sur la culture et le monde du travail québécois (*Intensive services*)
- French/English Skills** Weekly transportation and logistics-related language skills (*Intensive services*)
- Job Search** Extensive industry links, mock interviews, CV development (*Intensive/Individual services*)

Information from Andy Brown: Admission/Validation: How to apply

I am very happy that you are interested in the AEC in Transportation and Logistics delivered through our RAC services at Champlain College. The process of RAC training/evaluation is probably different from your experiences of training/evaluation in the past. The information below is to give you a better idea of the **admissions/validation process**. This needs to be completed before your training/evaluation can begin. Throughout this process I will be the person who manages your dossier. You can contact me about anything.

Next Steps

1. Email me your CV (English or French) so that I can start to analyze your experience/prior competencies and match them with the needs of the RAC process.

2. Make an appointment with me to start the admissions/validation procedure. This question and answer session (1.5 hours) will allow me to explain the training/evaluation process in more detail and allow you to see if RAC is right for you. We will also be able to determine if our *Intensive Services* or *Individual Services* will be best for you (*see page 7* for comparison of services). It will also allow me to see if you have enough experience of the competencies to be admitted into the RAC training/evaluation process. **Bring** originals (or copies) of the **documents outlined in the information sheet (page 6)**. I will make photocopies of them for your dossier. If you chose to apply to our services, you will complete the application form and pay the Admission (\$30) and Validation (\$45) processing fees. This \$75 fee can be paid by credit card, Interac card or in cash.

3. The RAC AEC in Transportation and Logistics is exactly the same qualification as the full-time 12 month program (*see page 7*). Therefore, you have to meet the same entry requirements as the full-time 12 month program: **the Admissions Exam**. This involves an English/French interview, English/French reading and writing exam and a short math exam. Examples of the admissions exam can be found on our website: <http://www.champlainrac.com/programs/aec/transportation-and-logistics/sample-entrance-exams/> The admissions exam takes about 1.5 hours to complete and can be done after we meet or we can schedule another appointment.

4. Validation interview. This is done in 2 parts:

a. You complete description forms at home. This involves self-assessing what you already know about the competencies (knowledge and skills) of the AEC. I will explain this step when we meet.

b. You have a 1.5-2.0 hour **“Validation Interview”** with a content specialist (a transportation and logistics professional). This is to establish what competencies (knowledge and skills) of the AEC you already have. At the end of the interview the content specialist will decide if the RAC training process is right for you. On successful completion of this interview, the admissions exam and the collection of all needed documents you are formally accepted into our RAC services leading to an AEC in Transportation and Logistics at Champlain College. This will give you full access to the website resources, classroom activities and seminars. At this stage I will send you an acceptance letter and validation interview report and work with you to identify which competencies you would like to have evaluated and recognized first.

This process sounds a bit long and complicated, but it is the admissions/validation process that all potential RAC candidates have to go through in Quebec. I am always available to answer your questions and support you through this process. So, email me your CV and let's make an appointment and get going.

Andy's Normal Office (F-151) Hours:

Tuesdays	12.00-20.00
Wednesdays	09.30-16.30
Thursdays:	12.00-20.00
Saturdays:	08.30-12.00 (2 Saturdays a month)

Please note: my office hours are very flexible and I can make appointments in the evening or on Saturdays for candidates who work full-time.

RAC Office (F-151) Hours:

Mondays:	08.30-16.30
Tuesdays:	08.30-19.00
Wednesdays:	08.30-19.00
Thursdays:	08.30-16.30
Fridays:	08.30-16.00

The RAC Administrative Team

April Caverly Administrative expert for T&L

Thérèse Gatien	Sylvie Desrochers	Sonia Gosselin
Lorraine McRae	Rosana Urteaga	

Thank you very much for your interest in our RAC services at Champlain.

Andy Brown

RAC Pedagogical Advisor
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RAC - Recognition of Acquired Competencies



DOCUMENTS YOU MUST PROVIDE TO REGISTER FOR

RAC

T&L – SPECIALIST IN TRANSPORTATION AND LOGISTICS – AEC LCA.CB

A. College Application

- 1 Application for Admission Form: Completed during Admissions Interview with Advisor**
(Including Social Insurance Number (SIN) for tax credit. \$75 payment made at this time)

EACH APPLICANT MUST BRING THE ORIGINALS (or Copies) OF THE FOLLOWING DOCUMENTS TO THE *ADMISSIONS INTERVIEW*. We will make copies of them.

B. Proof of Schooling

- 1 Secondary V Diploma or Equivalent, and/or College/University Transcripts/Diplomas**
(Diplomas and Transcripts can be in *French or English*)
- 2 Curriculum Vitae (CV)**
(Your CV is normally emailed to the advisor and can be in *French or English*)

AND ONE OF THE FOLLOWING DOCUMENT OPTIONS:

C. Proof of Residency in Quebec

- a Official Québec Birth Certificate**
- OR**
- b Canadian Birth Certificate and Valid Québec Medicare Card***
- OR**
- c Canadian Citizenship Card/Certificate and Valid Québec Medicare Card***
- OR**
- d Permanent Resident Card and Certificate of Selection of Québec (CSQ) document (if you have it). If you do not have the CSQ document you must provide your Valid Québec Medicare Card*.**

**Once the Québec Medicare Card has been verified, and if needed by Continuing Education, you may have to provide additional information and/or documents (Example: a copy of your Québec “Property Tax Bill” or a copy of your Québec “Rental Leases” for previous years) to prove residency in Quebec for the previous 12 months.*

Routes to an AEC in Transport and Logistics at Champlain College

Route	Name	Format	Intended Audience	Location	Teaching/Partial Training Schedule	Evaluations	Internship	Cost
RAC	Individual Upgrade your skills in order to change jobs or get a promotion	Evaluation Process	<ul style="list-style-type: none"> • People with knowledge of/experience in T&L • Open to all Quebec residents 	College Room H-111	<ul style="list-style-type: none"> • Tuesday night & Saturday seminars and classroom activities: 9-12 hours per competency 	<ul style="list-style-type: none"> • On second classroom activity <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Organized with Andy 	Yes (A present job in T&L can replace the internship)	\$575 (\$75 Non-Refundable)
	Intensive Ideal for recent immigrants, people available during the day Convert knowledge & skills to North America context and find a T&L job	Evaluation Process	<ul style="list-style-type: none"> • People with knowledge of/experience in T&L • Open to all Quebec residents • Ideal for recent immigrants 	College Room H-111	<ul style="list-style-type: none"> • Seminars, classroom activities: 9-15 hours per competency • Monday-Friday (09:00-16:00) • February - June • September - January 	Scheduled evaluation times	Yes June - July Feb – March (A new job in T&L can replace the internship)	\$575 (\$75 Non-Refundable)
Regular	Regular	Traditional taught course	People with little knowledge of/experience in T&L	College	<ul style="list-style-type: none"> • 45, 60, 75, 90-hour taught courses • Monday-Friday (09:00-16:00) • 1 year (3 semesters) 	<ul style="list-style-type: none"> • Exams • Mid-terms • Finals 	Yes (A new job in T&L can replace the internship)	<ul style="list-style-type: none"> • \$435 • Approx. \$500 for books

If you are interested in our services, email me your CV: abrown@crcmail.net