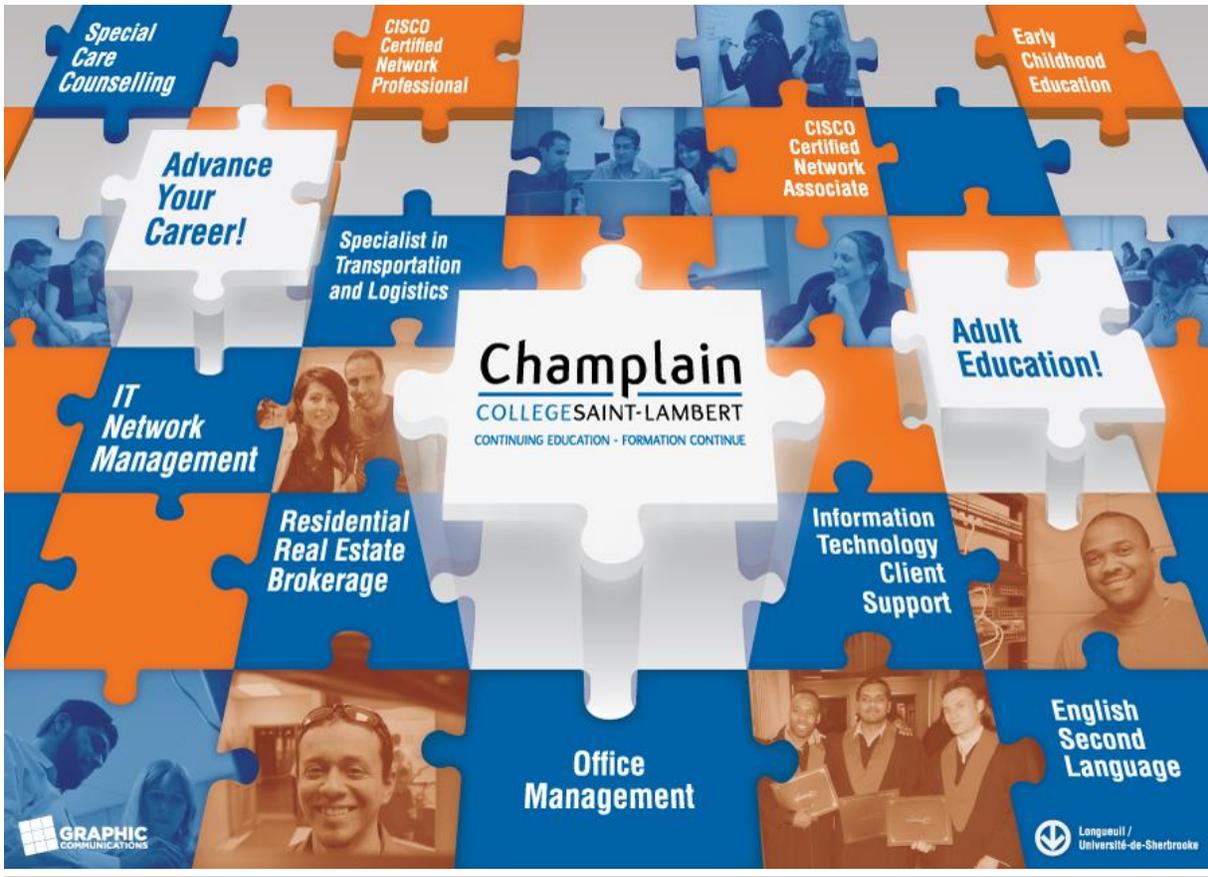


Recognition of Acquired Competencies



RAC

Specialist in Transportation and Logistics AEC

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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

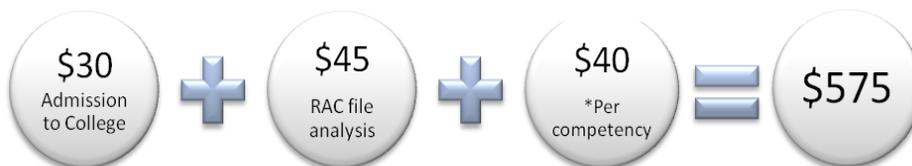
It is for **immigrants** who need to convert their transportation and logistics experience to a North American context, so they can **start their career here**. Candidates are provided with additional partial training to familiarize them with North American procedures, laws, regulations, etc.

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 a RAC Information Session/Meeting

Decide whether this program is right for you. If so.....



Submit and an application to Champlain College Saint-Lambert (\$30)

Your admissibility to an AEC is evaluated

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-descripion form in
preparation for your validation interview



Attend a Validation Interview

The Content Specialist will evaluate
your current 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 evaluations & recive partial training (if necessary)

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

Competencies of the Transportation and Logistics AEC

Group 1: Foundational Knowledge

AP31/32	Jobs & geography in transportation & logistics
AP75	Business communication
AP37	Process information and data using spreadsheet software in transportation and logistics
AP79 CE1-3	Math for T&L
AP72/73	Vendre des produits / services dans un établissement commercial (<i>Resources and evaluations in French</i>)

Group 2: Specific Knowledge

AP79 CE 4-6	Cost Analysis for T&L
AP69	Transporting, storing and handling dangerous goods & specialized transports
AP70/71	Import-export processes
AP34	Français langue seconde pour transport et logistiques
AP33/36	North American transportation
AP68/38	International transport management
AP78	Environmental issues and innovations in T&L
AP67	Purchasing & inventory control

Group 3: Managerial Knowledge

AP35	Manage road transport operations
AP39/40/76	Warehouse management
00NE	Supply chain management
AP74	Job/internship

Non-Competency Seminars

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

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 (around 1 hour) 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. 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.

Samantha's Office (F-151) Hours:

Monday	8:30 – 16:30
Tuesday	8:30 – 16:30
Wednesday	10:00 – 18:30
Thursday	8:30 – 16:30
Friday	8:30 – 16:30

Please note: my office hours are subject to change based on the needs of the service. My hours are flexible and I can be available outside of these times, upon request.

RAC Office (F-151) Hours:

Mondays:	9:00 – 17:00
Tuesdays:	9:00 – 17:00
Wednesdays:	9:00 – 17:00
Thursdays:	9:00 – 17:00
Fridays:	08.30-16:30

The RAC Administrative Team

TBD Administrative expert for T&L

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

Samantha Morley

RAC Pedagogical Advisor

Champlain College – Saint-Lambert

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www.champlainrac.com

RAC - Recognition of Acquired Competencies



RECOGNITION OF ACQUIRED COMPETENCIES (RAC)
T&L - Specialist in Transportation and Logistics AEC

REQUIRED DOCUMENTS

EACH APPLICANT MUST SEND A COPY OF THE FOLLOWING DOCUMENTS TO OPEN THEIR FILE.

- ___ Transcripts of grades from high school or equivalent (DES, DEP or other)
- ___ Transcripts of grades from college and/or university (if applicable)
- ___ Évaluation comparative des études effectuées hors du Québec (if available)
- ___ Curriculum Vitae (CV) in English or French (should include details, such as task descriptions)

Any foreign documentation must be officially translated into English or French to be accepted.

AND A COPY of ONE OF THE FOLLOWING DOCUMENT OPTIONS:

- ___ Official Québec Birth Certificate
- OR**
- ___ Canadian Birth Certificate **and** Valid Québec Medicare Card
- OR**
- ___ Canadian Citizenship Card/Certificate (front & back) **and** Valid Québec Medicare Card
- OR**
- ___ Permanent Resident Card (front & back) **and** Certificate of Selection of Québec (CSQ)*

*If you do not have the CSQ document, you must provide your Valid Québec Medicare Card.

APPLICATION FORM

To complete the application process, you will be asked to fill out an online application form and pay a **non-refundable** \$75 fee, paid by VISA or MasterCard to open your file. A **link** will be sent to you by the program advisor.

If you are unable to register online, call your advisor.

**Once the Québec Medicare Card has been verified, you may have to provide additional information and/or documents.*

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: smorley@crcmail.net