

## FREQUENTLY ASKED QUESTIONS

- 1 I have 15 years of experience. Are my competencies automatically recognized?**

Each competency must be evaluated to become officially recognized.

- 2 If I don't have enough hours in English, Mathematics and French as a Second Language, do I need to go back to school?**

Not necessarily. You could also pass a test for recognizing acquired competencies.

- 3 Will my certificate have the same value as one obtained through training?**

Yes, the certificate issued by the Ministère de l'Éducation is the same in both cases. It demonstrates that you have acquired all competencies required to practice a particular semiskilled trade.

- 4 How much time does it take for my acquired competencies to be recognized or for me to acquire the training that I lack?**

Each case is different. Since several aspects must be considered, it is best to speak with the person in charge of RAC at your school service centre.

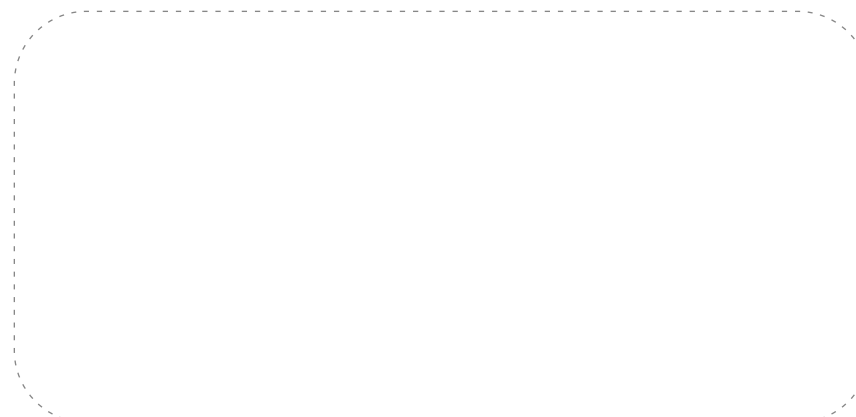
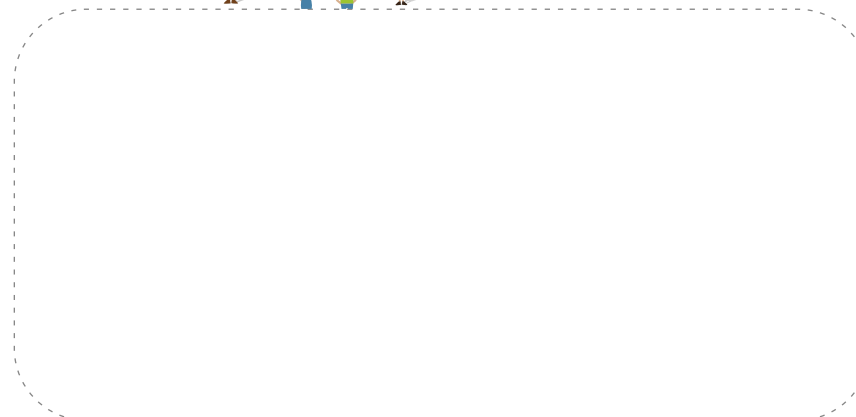


## Recognition of acquired competencies



### TOGETHER

Offering accessible services in the recognition of acquired competencies



## Recognition of acquired competencies

**Certify your competencies, IT'S WORTH IT!**



### CANDIDATE GUIDE

The Recognition of Acquired Competencies Process

Training Certificate for a Semiskilled Trade

## WHAT IS THE RECOGNITION OF ACQUIRED COMPETENCIES?

The recognition of acquired competencies (RAC) is an approach that leads to the official recognition of competencies that you have acquired and that are also part of a program of study.

During the process, each competency associated with a semiskilled trade will be evaluated. Your prior learning in Preparation for the Job Market, English Language Arts, Mathematics and French as a Second Language will be validated and, if needed, evaluated. At the end of the process, you will receive a Training Certificate for a Semiskilled Trade (TCST) indicating the trade in question, issued by the Ministère de l'Éducation.

## A PROCESS BASED ON RECOGNIZED PRINCIPLES

- Individuals have a right to receive recognition of their knowledge or competencies insofar as they are able to provide evidence that they possess them.
- Individuals should not have to redo in a formal educational setting any learning they may have already acquired in other contexts or other ways. What is important in the recognition of learning is what a person has learned, not where, when or how it was learned.
- Individuals should not be obliged to seek recognition again for competencies or prior learning that have been officially evaluated and certified elsewhere.

## THE RAC PROCESS

### STEP 1 / Welcome

- Information on the procedure to be followed

### STEP 2 / File Preparation

- See the *File Preparation* section

### STEP 3 / File analysis

- File analysis and verification of supporting documents

### STEP 4 / Validation Interview

- Meeting with the RAC-TST counsellor and the trade specialist to determine which competencies are ready to be evaluated
- Validation of the number of hours required in English, Mathematics and French as a Second Language

### STEP 5 / If requirements in English, Mathematics and French as a Second Language are not met :

- Completing the required hours at an adult education centre  
OR
- Successful completion of a test for recognizing acquired competencies

### STEP 6 / Observation of Trade Competencies in the Workplace

- Observations made by the trade specialist as tasks are performed
- If applicable, acquisition of missing competencies in the workplace

### STEP 7 / Evaluation of Trade Competencies

- Meeting with the trade specialist and the teacher following the observation of competencies

## FILE PREPARATION

Candidates who decide to undertake the RAC process must prepare a file.

### MEMORY AID

Complete the *Self-Evaluation* booklet

Provide the following documents:

- Proof of Québec residency
- Relevant immigration documents, if applicable (permanent resident card, Québec selection certificate, Canadian citizenship document)
- Original achievement record or diploma
- In the absence of an achievement record, original birth certificate (long form only)
- CV (resumé) or a job application form
- Letter from the employer

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IT'S WORTH IT!**

