

RECOGNITION OF ACQUIRED COMPETENCIES (RAC)

Weekend and Weekday Process

EARLY CHILDHOOD EDUCATION

AEC - JEE.0K (WINTER 2021)



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EARLY CHILDHOOD EDUCATION

(ATTESTATION OF COLLEGIAL STUDIES)

WHAT IS RAC?

The “Recognition of Acquired Competencies” (RAC) is a process that allows adults to be evaluated and to obtain official recognition for competencies (skills and knowledge) acquired on the job or through real-life experience.

At the end of the process, when you successfully complete all evaluations, you will receive an official AEC (Attestation d’Études Collégiales) recognized by the *Ministère de L’éducation, de L’enseignement supérieur*.

ADVANTAGES OF RAC

- Obtain formal recognition
- Shorten your time in school
- Improve your employability, enhance your chances of gaining advancement in your field, and in some cases, earn a higher salary
- RAC has a rolling admissions policy. You can register at any time and complete the competencies and evaluations in any order that is most convenient.
- RAC is flexible to suit your schedule and your lifestyle

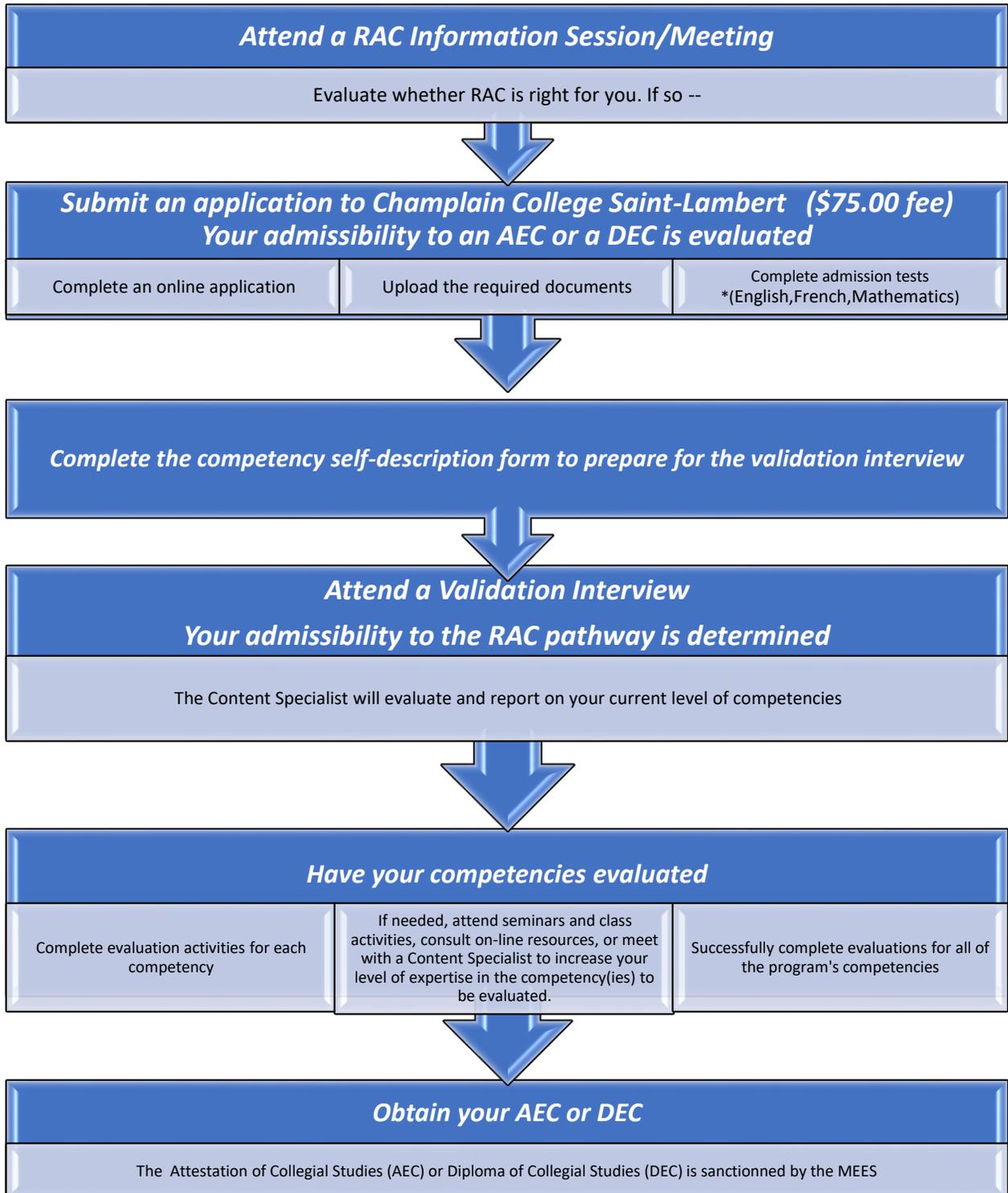
TARGETED CLIENTELE

The RAC process for *Early Childhood Education (AEC JEE.OK)* is primarily directed at those who are already working or have worked in a childcare setting here in Quebec or in their country.

- Applicants applying to the “Weekend” schedule require significant experience in Quebec daycares.
- Applicants applying to our “Weekday” schedule can have experience in Quebec. However, can also solely have experience in their country of origin, either as a daycare educator or as a teacher.

Please refer to page 5 to learn more about the *Weekend* and *Weekday* processes.

ADMISSION PROCESS TO AN AEC or DEC – RAC SERVICES



**Admission test requirements vary. Please see admission requirements for your specific program*

RAC PROCEDURE

Here are more details on the steps listed on page two:

1. Information Session

During the information session, the Pedagogical Advisor reviews the RAC procedures that you must follow to obtain official recognition. Applicants then determine if the RAC process is suitable for them and if they meet the requirements for admission. They also submit, electronically, all of the required documentation needed to apply.

All applicants, who have not completed Cegep or university courses in English, must complete a 30-minute English *Linguistic Assessment*. As all of the seminars and evaluations are in English, applicants must demonstrate that they have the linguistic requirements to be able to complete the RAC process.

2. Online Application

After all of your supporting documents have been handed in, we will email you the *Self-Assessment Form*. This document allows you to identify your strengths and limitations in relation to the ECE competencies, while allowing you to become familiar with the competencies.

Applicants will also be given a link to complete the **online** registration form, upload the required documents, and pay the \$75 non-refundable application fee. This fee must be paid using a credit card.

3. The Validation Interview

Once you have returned the Self-Assessment Form and registered online, a Content Specialist will contact you to set up a date and time to complete the Validation Interview. Most interviews are completed over on Zoom due to COVID.

During the interview, we will ask you a question for each competency element. The interview usually lasts around 90-120 minutes. The interview will allow us to assess if you have enough experience to be admitted to RAC. It also allows us to make recommendations for the achievement of each competency, depending on your level of prior learning and experience.

It is only after the Validation Interview that you are officially admitted to the RAC process. Within a week of having completed your interview, you will receive an email informing you of whether you have been admitted or not. At this point in time we will also provide you with all of the documents needed to start the process; seminar schedule, access to our online resources and all other supporting documents to help you successfully complete RAC.

4. Evaluation and Training

It takes most candidates at least a year to complete all the evaluations, but some candidates have completed everything within 8-10 months. Evaluations are completed at your pace, so the length of time that it takes you to complete RAC varies on your schedule and motivation level. Please refer to page 6 to learn more about the types of evaluations you will need to complete. This information should be referred to before applying to RAC so that you can really assess the work involved.

5. Graduation

Once you have successfully completed all of the evaluations, you will receive your AEC: ***Early Childhood Education – AEC – JEE.OK. – No on-site graduation ceremonies are taking place at the College due to COVID until further notice.***

WHICH PROCESS SUITS YOUR NEEDS?

RAC ECE offers two types of services; the *Weekend* or the *Weekday* process. Please read the information below to see which process best suits your needs.

<u>WEEKEND Process</u> (Part-time)	<u>WEEKDAY Process</u> (Full-time)
<ul style="list-style-type: none"> • Seminars take place approximately 2 Saturdays (or Sundays) per month at the beginning and then occur once every 2-3 weeks towards the end of the schedule. This schedule allows you to keep working. Seminars are taking place online (on Zoom) for now due to COVID and until further notice. • <i>Target Dates</i> are dates when you <i>should</i> hand in your evaluations. If you need extra time, you will not be penalized. RAC suits your lifestyle and your schedule. • If you stick to the target dates provided, it should take you about 12 months to obtain your AEC. • The majority of evaluations are completed at home and online. No evaluations are taking place at the college due to COVID. Observations at the workplace are taking place on Zoom in an online interview format until further notice. 	<ul style="list-style-type: none"> • This RAC process is a 24-week intensive program. It takes place from 9:00 to 4:00, Monday to Friday. This schedule is for individuals who are not currently working or who can be released from work. • There is a 224 hour stage where you will be integrated into a daycare setting and will be able to apply the competencies you have learned. If you are currently working, you can return to your daycare for your stage. Certain arrangements and conditions apply in response to COVID. • Most of the evaluations are completed during class time. Each Friday during the internship, you will come back home to work on evaluations and then there is one week after the internship is over to complete them. • This process is geared more to meet newcomers' needs, but non-immigrants have also completed this intensive process. • Candidates are not eligible for grants or bursaries, but can apply for EI support.

EVALUATION PROCESS

1. **Preparation for a Seminar:** Candidates must review the competency PowerPoint (Study Guide) before the seminar takes place and complete the Pre-seminar Preparation Booklet. This short booklet is not an evaluation, it reinforces the important content in the seminar.

2. **Seminars:** During seminars the content specialist leads hands-on activities which reinforces the competency elements. The content specialist will also review the evaluation methods that will be used to assess the candidates. In most cases.

- Attendance to seminars is not mandatory, but is highly recommended. If you miss a seminar though, the PowerPoint, which is like your textbook or study guide, can be found on our ECE RAC website.



3. **Work Sessions:** in response to COVID-19, we are currently hosting online work sessions, which are not mandatory to attend. Work sessions are **NOT** seminars; they are designed to help candidates finalize their evaluation booklet and evaluations, with a content specialist there to assist you should you have any questions.

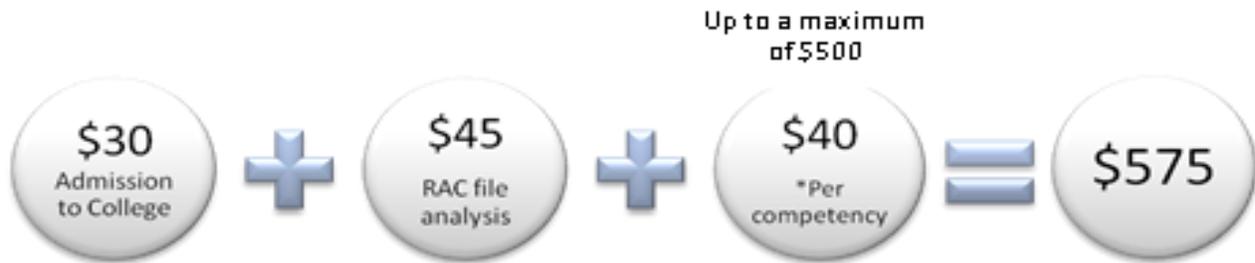
4. **Evaluations:** Candidates must be evaluated for each competency. Some competencies are grouped together to reduce the number of evaluations, but these evaluations are still rigorous.

If you have completed a university or CEGEP course that counts as an equivalent, you will not have to complete evaluations for that competency. It is important to provide us with transcripts of all post-secondary education. We may also require a course outline if the course code is not a direct equivalent.

5. **Content Specialist availability:** Content Specialists will be available to answer the candidates' questions by either email, phone, or online (Zoom).

RAC FEES

The maximum cost for the entire process is **\$575.00**. These fees must be paid within 30 days of being accepted to RAC.



Please note:

- All applicants must pay the \$30 application fee and \$45 file analysis fee before moving forward to the next step; the Validation Interview. This \$75 is non-refundable and must be paid online with a credit card.
- Applicants who have previously attended Champlain College, will not be charged the \$30 application fee.

Modes of Evaluation

Competencies	Evaluations & Approx. Number of Hours
0190: To examine the job functions of an educator	<ul style="list-style-type: none"> • A booklet to be completed at home (4-5 hours to complete) • A final interview (30-45 minutes)
019B: To use creativity in a work context	<ul style="list-style-type: none"> • One booklet (4-5 hours to complete) • A final interview (Approx. 30 minutes)
FK19: Pedagogical approaches	<ul style="list-style-type: none"> • One booklet (4-5 hours to complete) • A final interview (Approx. 30 minutes)
<p style="text-align: center;">HEALTH, SAFETY & NUTRITION</p> <p>0193: To function safely in the work environment 0195: To intervene with respect to a child's health 0196: To promote good nutrition</p>	<ul style="list-style-type: none"> • A booklet to be completed at home (3-4 hours) • An online evaluation that takes place on Zoom due to COVID and until further notice (3 hours). <p>Observation in the workplace (60-90 minutes) Certain arrangements and conditions apply in response to COVID.</p>
<p style="text-align: center;">OBSERVATION & DEVELOPMENT</p> <p>0191: To observe the children's behaviour 0192: To identify a child's needs with respect to his/her overall development</p>	<ul style="list-style-type: none"> • You must observe a child using specific observation tools and then 3 weeks later complete a grid online on that child and also a 2nd grid on the norms for the other age group. • A final interview (Approx. 30 minutes)
<p style="text-align: center;">PROFESSIONAL INTERVENTIONS</p> <p>0199: To analyze a child's specific needs 019H: To establish a partnership relationship with parents and resource people</p>	<ul style="list-style-type: none"> • Two booklets (3-4 hours to complete) • Final Project (Short project with a 5-minute presentation)
<p style="text-align: center;">CHILD BEHAVIOUR & COMMUNICATION</p> <p>019A: To provide support to a child 019J: To establish an affective relationship with children 0194: To intervene with respect to the behaviour of a child or a group of children 0197: To communicate in the workplace</p>	<ul style="list-style-type: none"> • 2 booklets on how to identify and then facilitate children's behaviours (10-12 hours to complete) • An interview (30-45 minutes) • An online evaluation on Zoom due to COVID and until further notice (90 minutes) • A second online evaluation on Zoom due to COVID and until further notice (60 minutes) • Observation in the workplace (60-90 minutes) certain arrangements and conditions apply in response to COVID. • A reflection document based on your observation

EDUCATIONAL INTERVENTIONS

019D: To design activities promoting overall child development

019E: To organize educational activities

019F: To lead educational activities

- Provide 2 weeks' worth of planning (4-7 hours)
- Provide one complete lesson plan (2 hours)
- Plan a fieldtrip for 3-5 year olds and a ped day for 6-12 year olds (8-10 hours)
- Create an information document for parents in regards to the fieldtrip or ped day activity (1 hour)
- Observation in the workplace (60-90 minutes) **Certain arrangements and conditions apply in response to COVID.**
- A final interview or a reflections document right after your observation (15-45 minutes)