

RECOGNITION OF ACQUIRED COMPETENCIES (RAC)

IT NETWORK MANAGEMENT DEC – 420.B0 (2019 PROGRAM)



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IT NETWORK MANAGEMENT

(DIPLOMA 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 life experience.

At the end of the process, when you successfully complete all evaluations, you will receive an official DEC (Diplôme d'études collégiales) recognized by the *Ministère de L'Éducation, de L'Enseignement supérieur*.

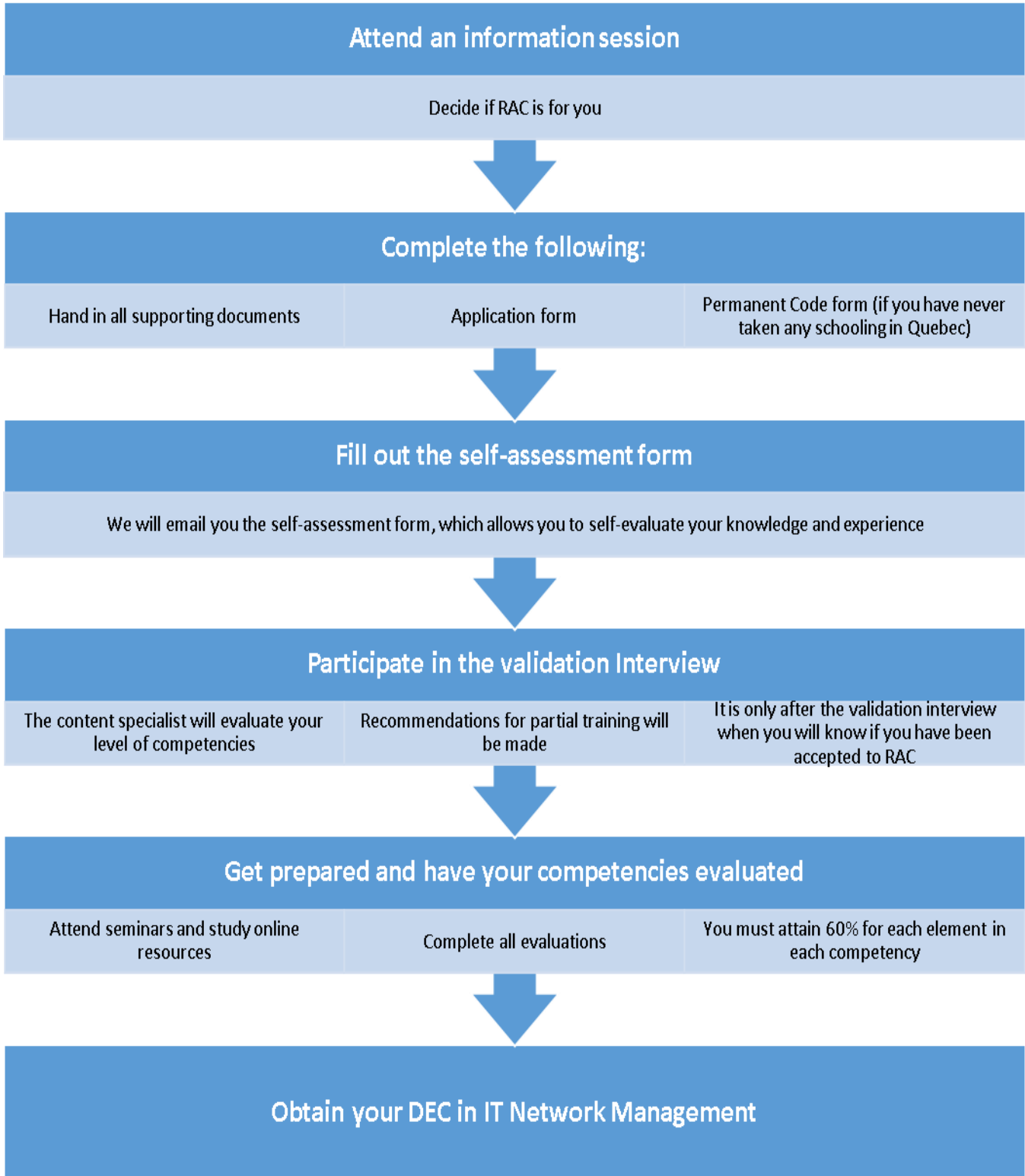
ADVANTAGES OF RAC

- Avoid the repetition of training for competencies you already have.
- Shorten your time in school.
- Obtain formal recognition.
- 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 anytime you want 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

Candidates seeking RAC services for Information Technology Network Management (420.B0) generally have specific, specialized technical skills in network installation, migration, inventory management, component configuration, performance verification, network supervision and security management. Often, they work, or have worked in positions such as network administrator, network manager, network supervisor, web technician, data center operator, computer network technician, system administrator, network installation manager, network operations manager, network controller, network analyst, LAN operator, WAN administrator, and LAN administrator, or in any other related position requiring coordinating other people and having strong technical skills. Other candidates have acquired strong technical and administrative skills through their life and wish to see them formally recognized. Champlain's RAC services can help those individuals obtain an official diploma (Diplôme d'études collégiales).

HOW DOES RAC WORK?



RAC PROCEDURE

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

1. Attend an Info 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 criteria for admission.

2. Apply to be admitted to the RAC process

Applicants complete the application form and hand in all supporting documents (see last page).

To be admitted to the program, a person must meet the general requirements for admission set out in the *College Education Regulations*, as well as the following special requirements, where applicable: Mathematics: Secondary IV, Technical and Scientific option (564426) OR Secondary IV, Science option (565426) OR Secondary V, Cultural, Social and Technical option (563504)

3. Self-Assessment Form and the Validation Interview

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 weaknesses in relation to the ITNM competencies, while allowing you to become familiar with the competencies.

Once you have returned the self-assessment form, a content specialist will contact you to set up a date and time to complete the **validation interview**. The interviews are completed in person at the college or via Zoom. During the interview, we will ask you questions for each competency. The interview usually lasts around 120-160 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 or two 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 your DEC.

5. Evaluation and Training

It takes most candidates at least a year to complete all the evaluations. Some evaluations are completed at your pace at home, others – at the college, so the length of time that it takes you to complete RAC varies on your schedule and motivation level.

We recommend to attend the trainings on Saturdays and occasional Wednesdays prior to completing evaluations.

6. Graduation

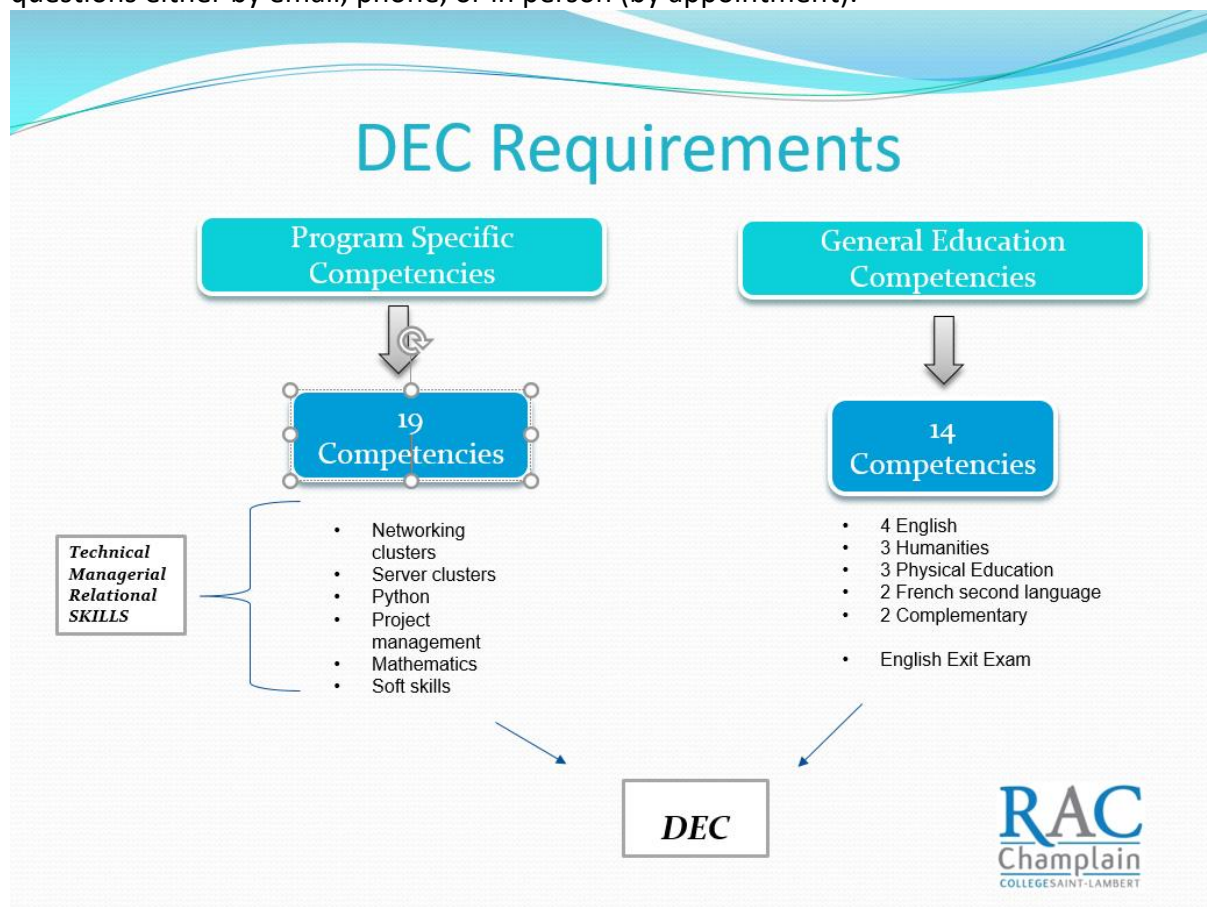
Once you have successfully completed all of the evaluations, you receive your DEC: **Network Management – DEC – 420.B0**.

EVALUATION PROCESS AND PARTIAL TRAINING

1. **Seminars:** During the seminars, the content specialist reviews a specific competency or a competency grouping and presents the evaluation methods that will be used to assess the candidates.
2. **Work sessions:** With each competency there will be work sessions created for you to develop a deeper understanding of the material.
3. **Online resources:** Candidates have access to the College's RAC website for IT Network Management, containing a wealth of resources to help you prepare for your evaluations and gain partial training.
4. **Evaluations:** Candidates must be evaluated for each competency. All competencies are grouped into clusters to reduce the number of evaluations, but 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 either by email, phone, or in person (by appointment).



DEC PROGRAM-SPECIFIC COMPETENCIES

0000 Analyze information about working in the field of computer science technology
00Q1 Install and manage computers
00Q2 Use programming languages
00Q3 Solve computer-related problems using mathematics
00Q4 Use office productivity software
00Q5 Deploy a local computer network
00Q6 Use an object-oriented development approach
00Q7 Use a database management system
00Q8 Carry out prevention operations with regard to information security
00SE Interact in a professional setting
00SF Evaluate software and hardware components
00SG Provide users with technical support
00SH Adapt to information technologies
00SJ Deploy intranet servers
00SK Deploy Internet servers
00SM Deploy computer internetworking devices
00SN Automate computer network management tasks
00SP Monitor computer networks
00SQ Collaborate on the design of a computer network

RAC FEES

The maximum cost for the RAC process that covers program-specific competencies 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, once they begin the application process, even if they are not admitted to RAC.
- Applicants who have previously attended Champlain College, will not be charged the \$30 application fee.
- Should a candidate withdraw from RAC after being admitted, the \$30 application fee and \$45 file review fee will not be reimbursed.

REQUIRED DOCUMENTS

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

- _____ Transcripts and diplomas from High School or equivalent (DES, DEP or other)
- _____ College and/or university transcripts and diplomas, if applicable
- _____ “Évaluation Comparative” from Immigration Quebec, if applicable
- _____ Curriculum Vitae (CV) in English or French
- _____ Letters from employers (or any other proof of employment record)
- _____ Certificates and proof of any training sessions or workshops you have attended that pertain to network management

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

AND ONE OF THE FOLLOWING DOCUMENT OPTIONS:

- _____ Official Québec Birth Certificate (and any ID card)
- OR
- _____ Canadian Birth Certificate **and** Valid Québec Medicare Card*
- OR
- _____ Canadian Citizenship Card/Certificate **and** Valid Québec Medicare Card*
- OR
- _____ Permanent Resident Card **and** Certificate of Selection of Québec (CSQ) document
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 the 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.*