

Champlain

COLLEGE SAINT-LAMBERT

CONTINUING EDUCATION - FORMATION CONTINUE

Recognition of Acquired Competencies (RAC)

for

Specialist in Transportation and Logistics (T&L)

Contact for T&L RAC Services:

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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 and now wish 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. Candidates are provided with additional partial training to familiarize them with North American procedures, laws, regulations, etc.

5) *How long does it take?*

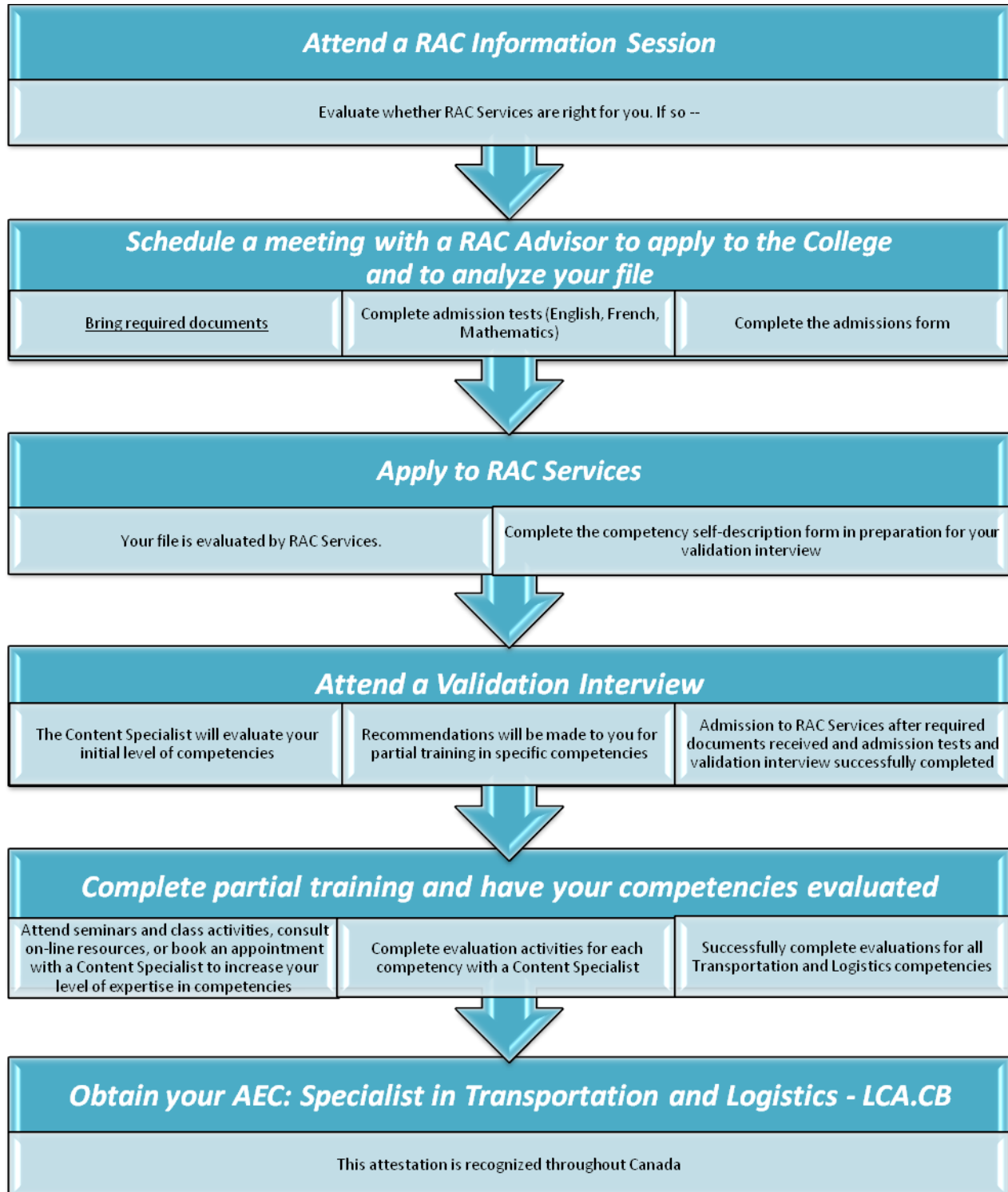
- Immigrant Services duration is 17 weeks (09.00-16.00) and a 120-hour internship.
- Individual Services (seminars/classroom activities Tuesdays/Saturdays) could be completed in 6 months – 1 year.

6) *How much does it cost? = \$575 (\$75 non-refundable)*

Up to a maximum
of \$500



Steps to Become a Specialist in Transportation and Logistics



The 23 Competencies of the Transportation and Logistics AEC

Group 1: Foundational Knowledge - 7 Competencies

- BJ6E** Introduction to transportation, logistics and global geography
- BJ66** Resolve basic mathematical problems for T&L
- BJ67** Optimize transportation networks using mathematics
- BJ64** Write, respond to, store and access business documents
- BJ65** Write and present analytical business reports
- BJ61** Identify and apply effective techniques of customer service (*resources and evaluations in French*)
- BJ5E** Sell products and services in a commercial establishment (*resources and evaluations in French*)

Group 2: Specific Knowledge - 7 Competencies

- BJ7E** Identify the operating costs of logistics services
- BJ9E** Calculate the costs of sending merchandise from origin to destination
- BJ82** Transport, store and handle dangerous goods
- BJ78** Recognize the effect of international economic agreements on prices: *Import/Export of goods*
- BJ79** Prepare merchandise so that it can clear customs: *customs documentation*
- BJ0F** Describe common T&L software and tools: *Dispatching, Warehouse Management, SAP*
- BJ71** Communicate in a second language in a technical area: *French*

Group 3: Managerial Knowledge - 9 Competencies

- BJ8E** Participate in procurement management: *purchasing*
- BJ73** Participate in the operations management for transportation by road
- BJ74** Participate in inventory control management
- BJ76** Participate in managing the flow of goods in the supply chain: *managing a warehouse*
- BJ68** Propose routes: *Awarded when BJ75 North American and 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** Identify and apply the principles of supply chain management in an enterprise
- 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 (*Immigrant services*)
- French/English Skills** Weekly transportation and logistics-related language skills (*Immigrant services*)
- Job Search** Aid with the process of finding a job in the field of T&L (*Immigrant/Individual services*)

Information from Andy Brown to Facilitate the Admissions/Validation Process

I am very glad 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 *Immigrant 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 made 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 the RAC 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:	08.30-18.00
Tuesdays:	08.30- 20.00
Wednesdays:	08.30-18.00
Thursdays:	08.30- 20.00
Fridays:	08.30-16.00

The RAC Administrative Team

April Caverly Administrative expert for T&L
Thérèse Gatien
Carla Carpio
Sylvie Desrochers
Sonia Gosselin

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

Andy Brown

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RAC - Recognition of Acquired Competencies



DOCUMENTS YOU MUST PROVIDE TO REGISTER FOR

RECOGNITION OF ACQUIRED COMPETENCIES (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)
- 2 Permanent Code Form:** *Completed during Admissions Interview with Advisor*
(This form gives you a *Quebec student number* if needed)

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 (ideal for people who work full-time)	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: Mon-Thurs (08:30-20:00) or Friday (08:30-16:00) 	Yes (A present job in T&L can replace the internship)	\$575 ((\$75 Non-Refundable))
	Immigrant (Intensive) (ideal for people who are available during the day)	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"> • 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) • Starts in February 	<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"> • \$145 per semester (\$435) • Approx. \$1000 for books

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