



Provincial Skills Canada Competition

Regulations and Policies

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SKILLS CANADA ALBERTA

Established in September of 1992, Skills Canada Alberta (SCA) is a not-for-profit provincial association, which serves as a critical link between employers, educators, labour groups and the government to reposition trade and technical careers as a first choice career option for youth in Alberta.

To meet current demands and in anticipation of future trends, Skill Canada Alberta works to equip young minds with the skills that will help Canada compete successfully in a drastically changing world market. This is accomplished through programming targeted at junior high, senior high and post-secondary students. We are a part of the national association, Skills/Compétences Canada, which has offices in each territory and province in Canada.

SCA's flagship event each year is the Provincial Skills Canada Competition (PSCC). The event features over 42 contests involving more than 600 secondary and post-secondary students. Each competition is unique and designed by technical experts from government, education, labour and industry.

The PSCC competitions include events representing the construction trades, manufacturing, communications, services, transportation, and leadership. High School students begin their journey with Skills Canada at either a Regional Skills Canada Competition or through in-school selection for those events not offered in their region. Post-secondary students are selected by Alberta Apprenticeship and Industry Training or their training provider.

Alberta students will earn a spot on Team Alberta at the annual Provincial Skills Canada Competition, and represent the province at the Skills Canada National Competition (SCNC) held at a different location in Canada each year. The SCNC is the main step in selecting the members of Team Canada for the WorldSkills Competition that is held every two years.

Questions or comments related to the Provincial Skills Canada Competition Regulations and Policy can be sent to:

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1. Contest Design

1.1 Provincial Skills Canada Competition (PSCC):

The Provincial Skills Canada Competition is a collection of contests in areas of skilled trades and technologies. Included as part of the PSCC are Skill City exhibitor booths, Try-A-Trade® demonstrations, the Girls Exploring Trades and Technologies (GETT) Conference, school tours, and public viewing.

1.2 Provincial Technical Committees:

Volunteer Provincial Technical Committees (PTC) are responsible for the creation of projects, exams, set up, tear down, logistics, and the overall management of their event. PTCs include members from education, labour, industry and government. Each PTC has a chairperson who acts as lead for their event.

1.3 Contest Scope Documents:

The scope document is a detailed description of the contest with information that will be used by competitors to prepare for the PSCC. The scope includes the purpose of the challenge, knowledge and skills to be tested, materials and equipment (including books, notes, tools and manuals) which will be provided by the committee, materials and equipment that the competitors must or may provide, judging criteria, related career and technology studies courses and committee members. At the discretion of the PTC, the scope may include detailed or partial project information. Scopes are updated regularly leading up to the PSCC and are posted at

<http://www.skillsalberta.com/provincials/ProvincialsScopes.aspx>.

1.4 Theory and Practical Tests:

Competitors will demonstrate their ability to perform jobs and skills of 'entry-level' positions. In some cases, the contest will include both a written test (up to 20%) and a practical 'hands-on' project (at least 80%). The PTC will decide if their event will include a written/theory exam.

1.5 Instruction and Supervision:

At the PSCC site, the PTC is responsible for:

- a. Supervising competitors and the contest area during the contest day.
- b. Responding to competitor questions, comments, and suggestions.
- c. Conducting orientation meetings for competitors, including a mandatory safety meeting.
- d. Overseeing the judging and final results.

1.6 Equipment and Materials:

The PTC will determine what equipment and material will be used for their event. This includes the determination of what will be supplied to competitors, what competitors must, may or are not allowed to supply for themselves.

2. Judging

2.1 Selection:

Judges are recruited based on their knowledge in the area they are judging. A PTC member may also act as a judge, though judges from outside the PTC are encouraged. A judge should have education and/or experience in the field of the event they are judging.

2.2 Judging Guidelines:

- a. Judges must judge each competitor in the same manner and under the same conditions. Each competitor should be judged independently.
- b. Judges must judge following the judging criteria and instructions outlined by the PTC.
- c. Judges must identify competitors by number, not by name or school.
- d. Judges may never change the competition rules.
- e. Judges may not assist competitors.
- f. Judges will refer all contest concerns that arise to the PTC (i.e. grievances, disqualifications).

2.3 Scoring:

- a. The PTC will validate the judge's rating sheets and compile overall scores. The Official Results Form must be fully completed by the PTC, assigning each competitor a rank and percentage score. No ties are permitted between 1st, 2nd, and 3rd place. A Safety Award winner will also be identified by the PTC.
- b. All results will be kept confidential until the announcement of winners is made at the Awards Ceremony. Under no circumstances may the judges or PTC members discuss contest results with anyone prior to the announcement of the winners.

3. Grievance Process

Skills Canada Alberta maintains a grievance procedure to deal with issues of fairness and contest disputes. A grievance process chart and the grievance form is available in appendix 1. Grievance process:

- a. Grievances must be made verbally or in writing by the competitor (griever) to the judges between the competition start and 10 minutes after the competition end.
- b. If the judges decision is not accepted, a written grievance must be submitted by the griever within 30 minutes to the operations center using the grievance form (the PTC will have grievance forms available). At this point the PTC chairperson will make a decision.
- c. The griever may appeal the decision of the PTC to the Grievance Committee within 30 minutes of the PTC's decision. In this case, the Grievance Committee will be convened and make a final decision.
- d. All decisions made by the Grievance Committee are final.

4. Registration, Selection, and Qualification

4.1 Non-regionalized event secondary registration:

- a. Secondary students meeting the eligibility criteria may be registered by a teacher in a non-regionalized event on a first come, first serve basis until all the available spots are full.
- b. Each school may only register one competitor (or team) per event, but may request additional spots through a waiting list system.
- c. The additional spots and waiting list spots will be awarded at the discretion of Skills Canada Alberta. Priority will be given to schools that are not already

registered in the event and based on the chronological order of when the school made their waiting list request.

4.2 Regionalized secondary qualification:

- a. A regionalized event is an event in which secondary competitors must qualify for the PSCC through their Regional Skills Canada Competition (RSCC). Currently there are RSCC hosted in the following nine locations: Calgary, Edmonton, Fairview, Fort McMurray, Lac La Biche, Lethbridge, Medicine Hat, Red Deer and Vermilion. The regionalized events are:
 - I. Auto Service
 - II. Cabinet Making
 - III. Carpentry
 - IV. Culinary Arts
 - V. Welding
 - VI. Hairstyling -Junior
 - VII. Hairstyling - Intermediate
 - VIII. TV/Video Production
- b. Secondary students in all other events are encouraged to participate at their RSCC when the event is hosted locally. Students may enter directly into the PSCC for events not hosted at their RSCC.
- c. Regionalized events are subject to annual review and additions may be made.
- d. The number of competitors that a region may qualify per regionalized event is governed by the Regionalized Event Allocation Policy.
- e. Regionalized Event Allocation Policy: Regions serving over 1,000,000 people (Metro Regions) will receive a maximum of four provincial spots. Regions serving over 150,000 people (Minor Metro Regions) will receive a maximum of three provincial spots. All other regions (Community Regions) will receive a maximum of two provincial spots. In order to receive these maximums, regions are expected achieve a minimum number of participants. RSCC that do not meet these minimums will be subject to review. The minimums are as follows:
 - I. Metro Regions must have 18+ participants to guarantee the maximum four spots at the PSCC.
 - II. Minor Metro Regions must have 13+ participants to guarantee the maximum three spots at the PSCC.
 - III. Community Regions must have 8+ participants to guarantee the maximum two spots at the PSCC

4.3 Post-Secondary Selection:

Alberta Apprenticeship and Industry Training selects students for the designated trade competitions. Competitors in other events are selected by technical training institutes.

- a. Post-secondary students may apply to be considered for selection by submitting a request to compete form at <http://www.skillsalberta.com/provincials/ParticipantRequest.aspx>
- b. Employers or technical institutes may recommend a competitor to be considered for selection by completing a recommendation form <http://www.skillsalberta.com/provincials/ParticipantForward.aspx>.

4.4 Standby Competitor Policy:

4.4.1 Non-Regionalized Secondary Events and Post-Secondary Events:

- a. In the event that competitors on the attendance sheet are not present at the beginning of the competition, standby competitors may be admitted. If there are more standby competitors than there are vacant spots, a lottery procedure will determine which competitor is admitted. Names will be drawn by a committee member until the vacant spots are filled.
- b. The determination of when a competitor is late, and at what time the late competitor's spot will be awarded to a standby competitor is at the discretion of the PTC Chair.

4.4.2 Regionalized Secondary Events:

- a. In the event of a no-show in regionalized events (Auto Service, Cabinet Making, Carpentry, Culinary, Baking, Hairstyling- Junior, Hairstyling- Intermediate, TV/Video Production and Welding), standby competitors will be admitted to vacancies. Priority will be given to individuals who have just competed in the same event at a Regional Skills Canada Competition during the same year. The standby competitor with the highest ranking at a Regional Skills Canada Competition will be given the available spot. If two or more standby competitors had the same rank at their respective regional, the lottery process will be used to determine who will compete.
- b. The determination of when a competitor is late, and at what time the late competitor's spot will be awarded to a standby competitor is at the discretion of the PTC Chair.

4.5 Competitors with Special Needs:

The PTC and SCA will ensure allowances and support are available for competitors with special needs.

5. Competitor Eligibility

5.1 Secondary Level Competition:

It is the schools' responsibility to make sure that all competitors sent to the 2012 PSCC meet the following eligibility requirements:

- a. Have been enrolled in a public, separate, or private secondary school in the same school year in which the provincial competition will be held.
- b. Must be born on or after January 1st, 1991.
- c. Must be an Alberta resident
- d. Must be a Canadian citizen or a permanent resident of Canada.

5.2 Post-Secondary Level Competition:

It is the responsibility of the institute/competitor to make sure that all competitors participating in the 2012 PSCC meet the following eligibility requirements:

- a. Attend or be enrolled in a post secondary program or institution, from May 28, 2011 to May 28, 2012.
OR
Be a registered apprentice within AIT without a journeyman ticket in the trade area in which they wish to compete and may have one (but not both) of the following completed: hours of training or classroom training.
- b. Must be born on or after January 1st, 1991.

- c. Must be an Alberta resident
- d. Must be a Canadian citizen or a permanent resident of Canada.

5.3 Proof of Eligibility:

Proof of apprenticeship status, student status, and of age must be provided upon request to the grievance committee. As proof of apprenticeship status or student status, original or photocopy of an apprenticeship card or student ID card should be available. As a proof of age, an original or photocopy of identification pieces showing age and photograph should be available.

6. Safety

To address safety, Skills Canada Alberta maintains a safety policy for the PSCC described in the Safety Policy Manual. All competitors must abide by the safety rules outlined in the manual. Each competition must complete a "Safety Checklist: A" form, a "Safety Orientation Checklist: B1" form, a "Safety Orientation Signature List: B2" form, and an "Event Control Coordinator Competition Skill Area Pre-Start Check List" form. A list of the rules from the Safety Policy Manual may be found in appendix 2.

7. Skills Canada National Competition Qualification

Skills Canada Alberta has the responsibility of selecting Team Alberta for participation in the Skills Canada National Competition (SCNC). Provincial Skills Canada Competition events that are also held at the SCNC serve as qualification events for the SCNC.

Qualification is as follows:

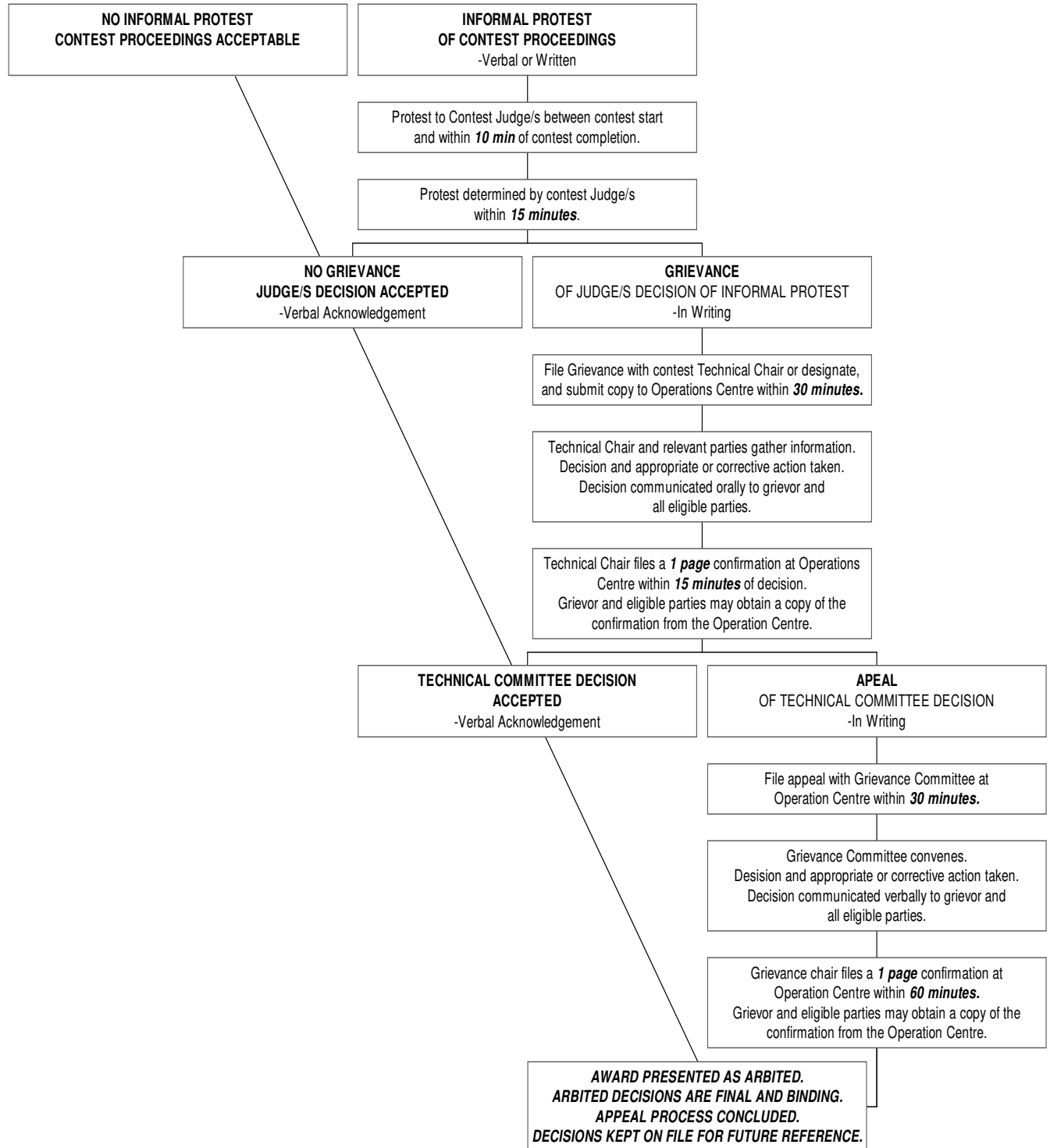
- a. The 1st place finisher will be invited to SCNC.
- b. In the case of the invitee declining, the next highest ranked competitor will be invited to compete at the SCNC.

8. Competitor Regulations

- a. Competitors may not speak to spectators during their contest. This includes teachers and advisors.
- b. Only PTC members, judges, competitors, and authorized individuals may access the competition area.
- c. Competitors must wear competition ID badges at all times, except where this poses a safety risk.
- d. Translators or other necessary assistants are permitted in the contest site after prior approval.
- e. Competitors must abide by all competition rules and regulations as outlined by the PTC.
- f. Cheating will not be tolerated and may result in disqualification. Cheating includes:
 - I. The use of prohibited tools, equipment, materials, documentation, or resources.
 - II. Tampering with the tools, equipment, materials, resources, or project of another competitor(s).
 - III. A competitor receiving aid from a judge(s), PTC member(s), sponsor(s), trainer(s), or observer(s).

Appendix 1: Grievance Process

Skills Canda Alberta Grievance Process Timeline



Grievance Process Form

Competitor Number of Person making Informal Protest, Grievance or Appeal:

Date: _____

Time: _____

Contest Area: _____

Please check one of the following:

Informal Protest - can be made only by a person who can legitimately enter the area of the indicated contest.

Grievance - can be made only by a person who can legitimately enter the area of the indicated contest and who is directly affected by the determination of an Informal Protest.

Appeal - can be made only by a person who can legitimately enter the area of the indicated contest and who is directly affected by the decision made after consideration of a Grievance.

Please complete each of the following:

1. **Facts** - clearly describe the facts about which you are making this Informal Protest, Grievance, or Appeal.
2. **Breach** - indicate the specific instruction, procedure, scope, regulation or rule that you believe has been breached. If possible, attach a written copy of that instruction, procedures, scope, regulation or rule.
3. **Request** - state the specific corrective action you are requesting with respect to this matter.

Initials of person making Informal Protest, Grievance or Appeal: _____

Appendix 2: Safety Policy Rules

From the Skills Canada Alberta Safety Policy Manual:

3. Safety Rules

The following safety rules have been developed to reduce the risk of an incident occurring. All persons engaged in the Provincial Skills Canada Competition will be expected to know and follow the safety rules:

General Safety Rules

- Appropriate footwear will be worn in the competition areas.
- PPE provided as a control for a particular hazard will be worn as specified.
- No fighting, horseplay, practical jokes or interfering with other PTC, judges and competitors.
- No alcohol or illegal drugs (possession or under the influence of).
- Perform all activities in accordance with the Event Safety Manual and industry best practices.
- All incidents will be immediately reported to Skills Canada Alberta (including injuries, damage to equipment, damage to the environment, and near-miss incidents).
- Unsafe acts and unsafe conditions will be immediately corrected. Any unresolved items may result in:
 - Immediately stopping event activity.
 - Immediately reporting the unsafe act or unsafe condition to Skills Canada Alberta
 - Skills Canada Alberta resolving and providing direction on control and implementation of control prior to resuming event activity.
- Equipment and tools will be used in the manner they are intended to be used.
- Every competitor will keep their work area neat, clean, and orderly.