



**Regional, Qualifying, and Provincial
Skills Canada Competition
Regulations and Policies**

Revised January 2020

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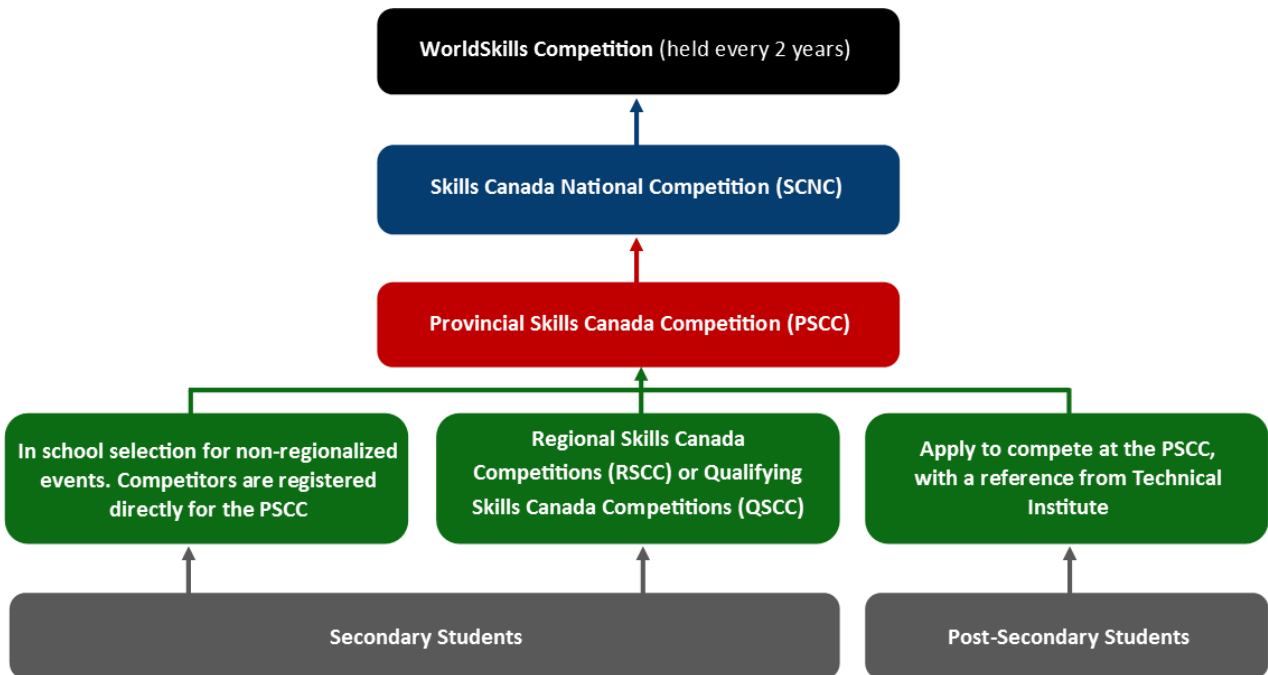
SKILLS CANADA ALBERTA

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. Together we are shifting perceptions and redefining what success looks like for the 21st century student.

Skills Canada Alberta continues to be a leader in inspiring Alberta's youth to pursue motivating and rewarding career opportunities in the trades and technologies. We are committed to providing students with innovative, hands on learning experiences that elevate their perceptions of the skilled trades and technologies, and help them develop their inherent skills and interests.

SCA is part of the national association, Skills/Compétences Canada (SCC) which has offices in each territory and province in Canada. The Skills Movement begins at the local level and provides a path for students to national and international training opportunities. SCC is a member organization to WorldSkills International, connecting Canada to the global movement to enhance the skilled trades.

Skills Canada Competition Progression



1. Contest Design

1.1 Regional, Qualifying and Provincial Skills Canada Competition (RSCC/QSCC/PSCC):

The Regional, Qualifying and Provincial Skills Canada Competitions are a collection of contests in areas of skilled trades and technologies. The RSCCs are regionally hosted events that serve as the selection process for secondary students for the PSCC in some events. The QSCC are online submission competitions that are open to competitors across Alberta where the top-ranking competitors advance onto the PSCC.

Included as part of the PSCC are Skill City exhibitor booths, Try-A-Trade® demonstrations, the Girls Exploring Trades and Technologies (GETT) Conference, Launch Pad, Centre Stage, School Field Trips, and public viewing.

1.2 Regional and Provincial Technical Committees (RTC/PTC)

RTCs and PTCs are responsible for the creation of projects, exams, set up, tear down, logistics, and the overall management of their event. Technical committees are comprised of members from education, labour, industry and government. Each committee has a chairperson who acts as lead for their event.

Technical Committee Members, Judges, Try-A-Trade® hosts, Mentors and support volunteers all serve a critical role in the execution of our programs. Skills Canada Alberta (SCA) values the dedication of time and energy of their volunteers. SCA's primary goal is to ensure every participant has a safe and rewarding experience. All individuals representing SCA are expected to uphold the values of safety, excellence, transparency, fairness and integrity.

Skills Canada Alberta does not discriminate against any person because of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

This policy applies to employees, volunteers, and program participants. All volunteers are expected to adhere to the following conduct:

1. At all times, behave in a way that sets a positive example for our youth participants.
2. Follow a high standard of safety practices.
3. Act with honesty, integrity and openness as a representative of SCA.
4. Perform duties without bias or prejudice.
5. Be accountable for the assigned duties and responsibilities of the role.
6. Communicate with SCA staff and fellow volunteers in a timely and respectful manner.
7. Treat all disagreements with the utmost respect. Issues should be discussed confidentially, not in the presence of competitors or the public. Any serious matters must involve SCA staff.
8. Notify SCA staff of the procurement of all funds, equipment and materials donated for use at SCA related activities.
9. The use of alcohol, marijuana and illegal drugs during events is prohibited.

***It is required that all RTC/PTC members give full participation in planning tasks and responsibilities leading up to and including the RSCC/QSCC/PSCC. If these expectations are not being met, it may result in being removed from the committee.**

Breach of Code of Conduct

Incidents that breach the outlined expectations will be addressed by SCA staff and may result in an individual's removal from all volunteer opportunities connected to SCA, including regional, provincial, national and international events.

1.3 Contest Description

The Contest Description document is a detailed description of the contest with information that will be used by competitors to prepare for the competitions. The Contest Description includes a general outline of the challenge, project description, 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 committees, the contest description may include detailed or partial project information. The contest descriptions are updated regularly leading up to the competition event dates and are posted at www.skillsalberta.com.

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 committee will decide if their event will include a written/theory exam.

1.5 Instruction and Supervision:

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

1.7. Contest Regulations:

Each contest area has a maximum competitor registration limit for each of the Secondary and Post-Secondary contest areas set by SCA. If a contest area consistently does not reach the maximum registration limit with competitor registration, SCA will work with the committees to re-evaluate the current registration limit or arrange an alternate selection processes.

1.8 Contest Area Selection and Additions:

Annually, SCA will review the contests offered at the RSCC, QSCC and PSCC to determine the competitions that will be hosted that year. Given limited space and resources, contest areas that have declining support of resources, volunteers and/or participation will be phased out of the RSCC, QSCC and PSCC. New contest areas will be added to the RSCC, QSCC and PSCC, to meet demand, when a high level of support is acquired, including the hosting of a Try-A-Trade® at the PSCC.

2. Judging

2.1 Selection:

Judges are recruited by the committees based on their knowledge in the area they are judging. A committee member may also act as a judge, though judges from outside the committees are encouraged. A judge must 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 committee.
- 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 committee Chair (i.e. grievances, disqualifications).

2.3 Scoring:

- a. The committee will validate the judge's rating sheets and compile overall scores. The Official Attendance and Results Form must be fully completed by the committee, 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 committee (PSCC only).
- b. If a competitor is inadequately prepared to complete a task or a section of a project and assistance can be provided without affecting other competitors, with the prior approval of the judges and/or PTC members, assistance can be provided to the competitor by the judges and/or PTC to complete the task or section of a project. No marks will be awarded for that task or section of the project. A majority of the PTC for that contest must be aware of and support this course of action before assistance can be provided.
- c. All results will be kept confidential until the announcement of winners is made at the Awards Ceremony. Under no circumstances may the judges or committee 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. Grievances can only be filed by a competitor between the competition official start time and until the competition official end time. Competitors continue to compete through the grievance process until instructed otherwise by the PTC or SCA. If the process affects the competitors' timelines or duration, the PTC may recommend to SCA to make appropriate allowances for time lost.

A grievance may be filed when a competitor believes that one of the following occurred within his/her contest area.

- A competition rule was violated.
- A competitor was given an unfair advantage/disadvantage compared to other competitors in the same contest.

- A PTC code of conduct was violated.

A grievance process chart and the grievance form are available in appendix 1.

3.1 Phase 1-Verbal-PTC

- a. A Verbal Grievance can be made by the competitor (griever) only to a technical committee member within 15 minutes following the alleged infraction and must be filed between the competition official start time and the competition official end time. The PTC will discuss all possible solutions and deliver a decision within 15 minutes of the verbal grievance to the griever for resolution.

3.2 Phase 2-Verbal-PTC Chairperson

- a. If the PTC's initial decision was not accepted by the griever, the PTC Chairperson will be notified of the grievance to make a final resolution to the competitor within 15 minutes of the prior decision attempt. Competitors continue to compete through the grievance process until instructed otherwise by the PTC or SCA.

3.3 Phase 3- Appeal - Grievance Committee

- a. The griever may appeal the decision of the PTC Chairperson to the Grievance Committee. A written grievance must be submitted by the griever and the PTC Chairperson within 15 minutes to SCA using the grievance forms provided. At this point the Grievance Committee will be convened and make a final decision. Competitors continue to compete through the grievance process until instructed otherwise by the PTC or SCA.
- b. All decisions made by the Grievance Committee are binding and final.

4. Registration, Selection, and Qualification

QSCC, RSCC and PSCC Event Registration

Please visit <http://www.skillsalberta.com> for important Qualifying, Regional and Provincial registration dates.

4.1 Non-regionalized and non-qualifying event secondary registration:

- a. Secondary students meeting the eligibility criteria may be registered by a teacher in a non-regionalized and non-qualifying event on a first come, first serve basis until all the available spots are full. A list of where schools compete at is included at <http://www.skillsalberta.com>
- b. Most event areas allow only one competitor/team per school.
- c. In high demand events (ex. robotics, fashion technology, etc.) schools will only be allowed one competitor per school at the PSCC. If the top-ranking student in a non-regionalized RSCC event currently attends a school that already holds a spot in a high demand competition, the provincial spot will be offered to the next highest-ranking competitor whose school is not registered in that event. Exceptions may be made at the discretion of SCA.
- d. The additional spots and waiting list requests will be awarded at the discretion of SCA. Priority will be given to schools that are not already registered in the event.
- e. All registered competitor spots must be dropped or cancelled prior to the specified date found on the website registration. If spots are not dropped or cancelled prior to the specified date, SCA reserves the right to invoice a "no show" fee.

4.2 Regionalized and Qualifying Competitions:

- a. A Regionalized Competition is an event in which secondary competitors must qualify for the PSCC through their Regional Skills Canada Competition (RSCC). Currently there are RSCCs 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. Automobile Technology
 - II. Baking
 - III. Cabinet Making
 - IV. Carpentry
 - V. Culinary Arts
 - VI. Hairstyling -Junior
 - VII. Hairstyling - Intermediate
 - VIII. Video Production
 - IX. Welding
- b. Qualifying Competitions are facilitated through online submissions. Students will not attend a physical event but will produce the requested material at school and submit it electronically. Only one competitor per school may be registered, until the event has reached capacity. Then 15-20 top candidates will be selected to compete at the PSCC. The qualifying events are:
 - I. Graphic Design
 - II. Photography
- c. Secondary students in all other events that do not have a regional or qualifying competition 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.
- d. Regionalized events are subject to annual review and additions may be made.
- e. The number of competitors that a region may qualify per regionalized event is governed by the Regionalized Event Allocation Policy.
- f. 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. RSCCs 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
- g. Any spots that are not filled through the Regionalized Event Allocation Policy will be allocated by SCA to other regions.

4.3 Post-Secondary Selection (PSCC Only):

Post-Secondary students are selected to compete at the PSCC by SCA and training institutes within the province.

- a. Post-secondary training institutes can secure positions at the PSCC by contacting KatherineK@SkillsAlberta.com.
- b. Post-secondary students/apprentices may apply to be considered for selection by submitting a request to compete form: <http://skillsalberta.com>.

4.4 Standby Competitor Policy (PSCC only):

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

In the event that competitors on the attendance sheet are not present at the beginning of the competition orientation, 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. Priority will be given to students from schools with the fewest number of students already competing in that event.

4.4.2 Regionalized & Qualifying Secondary Events:

In the event of a no-show in regionalized events (Automobile Technology, Baking, Cabinet Making, Carpentry, Culinary, Hairstyling- Junior, Hairstyling- Intermediate, Video Production, and Welding) or qualifying events (Graphic Design, Photography), standby competitors will be admitted to fill vacancies. Priority will be given to individuals who have just competed in the same event at a Regional or Qualifying Skills Canada Competition during the same year. The standby competitor with the highest ranking at a Regional or Qualifying 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.

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 committee Chair. Should a competitor not attend the **mandatory competitor orientation** (as stated on their event contest description), their spot will be awarded to the next available standby competitor.

4.5 Competitors with Special Needs:

The committee 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 RSCC/QSCC/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 not be older than 19 years of age on September 1 in the school year of competition.
- c. Must be an Alberta resident.
- d. Must be a Canadian citizen or a permanent resident of Canada.

*Registered Apprentice Program (RAP), 3400 Level, and high schools students enrolled in the first period of technical training are eligible to compete at the secondary level. Entrance into post-secondary level competitions for advanced level high school students is at the discretion of SCA.

5.2 Post-Secondary Level Competition (PSCC only):

It is the responsibility of the institute/competitor to make sure that all competitors participating in the PSCC meet the following eligibility requirements for Team Canada Qualifying and Non-Qualifying Competitions:

- a) Non-Apprenticeable Skills: Attend or be a registered student with a training institution in a related program in the contest area they wish to compete between July 1st and the start date of the PSCC.

Apprenticeable Skills: Attend or be enrolled in a post-secondary training institution in a program related to the skill in which they wish to compete at any time between July 1st in the year of the last PSCC and the start date of this year's PSCC for which the competitor is registered or be a registered apprentice.

AND

- b) Competitors must not be a certified journeyperson (if applicable) in the contest area in which they wish to compete.
- c) Must be 21 or under to compete (ex. to compete in the 2020 PSCC competitors must be born on or after January 1, 1999.) Except for competitors in Aerospace Technology, Mechatronics or event areas that do not move forward on Team Alberta or on Team Canada to WorldSkills must be 24 or under (ex. to compete in the 2020 PSCC competitors must born on or after January 1, 1996). Please review the following list of events to confirm competition area progression and age limit.
- d) Must be an Alberta resident.
- e) Must be a Canadian citizen or a permanent resident of Canada.

The below list is the complete listing of PS competitions and their progression.

EVENT	Age Requirement*	PSCC 2020	SCNC 2020	Team Canada Qualifying Competition
Aerospace Technology	24	Yes	Yes	Yes
Aesthetics	21	Yes	Yes	Yes
Architectural Technology & Design	24	Yes	Yes	No
Autobody Repair	21	Yes	Yes	Yes
Automobile Technology	21	Yes	Yes	Yes
Baking	21	Yes	Yes	Yes
Bricklaying	21	Yes	Yes	Yes
Cabinet Making	21	Yes	Yes	Yes
Car Painting	21	Yes	Yes	Yes
Carpentry	24	Yes	Yes	No
Cloud Computing	24	Yes	Yes	Yes
CNC Machining	21	Yes	Yes	Yes
Culinary Arts	21	Yes	Yes	Yes
Electrical Installations	21	Yes	Yes	Yes
Graphic Design	21	Yes	Yes	Yes
Hairstyling	21	Yes	Yes	Yes
Heavy Vehicle Technology	21	Yes	Yes	Yes
Industrial Control	21	Yes	Yes	Yes

Industrial Mechanic / Millwright	21	Yes	Yes	Yes
IT Office Software Applications	24	Yes	Yes	No
IT-Network Systems Administration	21	Yes	Yes	Yes
Landscape Gardening	21	Yes	Yes	Yes
Mechanical Insulation	24	Yes	No	No
Mechatronics	24	Yes	Yes	Yes
Mobile Crane	24	Yes	No	No
Photography	24	Yes	Yes	No
Plumbing	21	Yes	Yes	Yes
Precision Machining	24	Yes	Yes	No
Refrigeration and Air Conditioning	21	Yes	Yes	Yes
Sheet Metal Work	24	Yes	Yes	No
Sprinkler and Fire Protection Installation	24	Yes	Yes	No
Steamfitter/Pipefitter	24	Yes	Yes	No
Welding	21	Yes	Yes	Yes

* Subject to change

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 competitions described in the Safety Policy Manual. All competitors must abide by the safety rules outlined in the manual. Each competition must complete the required Safety Checklists and forms prior to the start of each competition. A list of the rules from the Safety Policy Manual may be found in appendix 4.

7. Competitor Regulations

- a. Competitors may not speak to spectators during their contest. This includes teachers and advisors.
- b. Only committee 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. 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 committee.
- 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), committee member(s), sponsor(s), trainer(s), or observer(s).

- g. Competitors are expected to act in a respectful and professional manner throughout the competition. Unacceptable behavior will not be tolerated and under the direction of the committee and/or SCA, disqualification may result.
- h. Competitors that are participating in team events (2 members) may choose to enroll and participate as a solo competitor at their own discretion; however, no modifications will be made to the contest description or project. Once a competition has started there are no changes allowed to be made to the registered team members.

8. 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.
- c. Competitors must be present at the provincial awards ceremony to claim their position on Team Alberta OR have notification in writing to the SCA Provincial Competition Coordinator prior to the opening ceremonies confirming their commitment to Team Alberta.

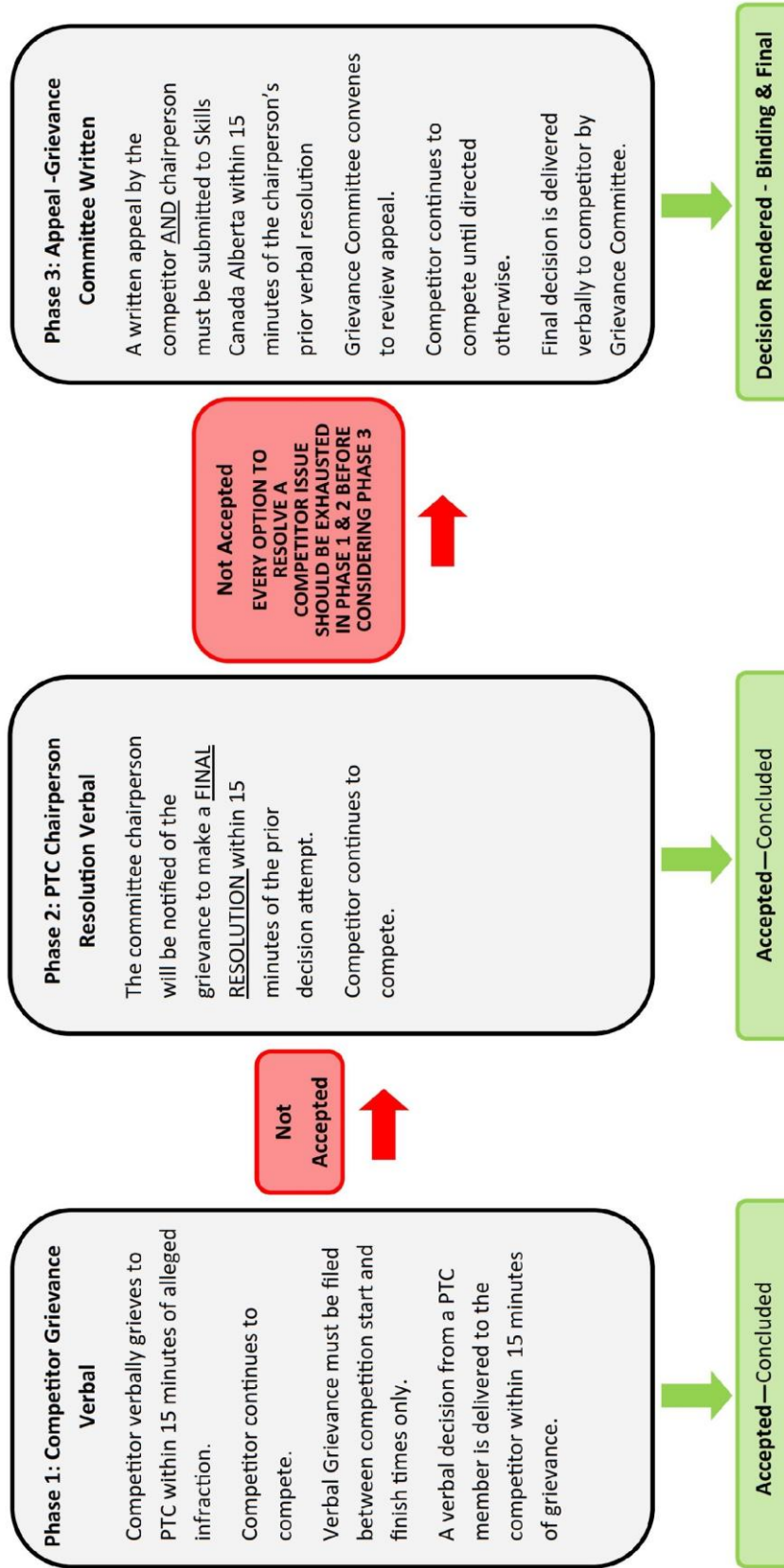
9. WorldSkills International Competition Qualification

Skills Canada (SCC) has the responsibility of selecting Team Canada for participation in the WorldSkills International Competitions. Selection for Team Canada begins at the Skills Canada National Competition every two years, therefore, to qualify for Team Canada, Alberta students must be part of Team Alberta.

In qualifying years (2016, 2018, 2020), the single highest-ranking age eligible medalist in each applicable contest area is selected to compete in the WorldSkills Canadian Trials (WSCT). This competitor or team for each competition will train for approximately six months prior to competing in the trials and must achieve the minimum Canadian Standard. If the competitor achieves it, he or she will officially be part of Team Canada. If the minimum is not achieved, the competitor will not be on WSTC and SCC will not send a competitor in this contest.

Appendix 1: Grievance Process

SKILLS CANADA ALBERTA GRIEVANCE PROCESS



Appendix 2: COMPETITOR Grievance Process Form (Phase 3-Appeal)

Competitor Number of Person making an Appeal: _____

Date: _____

Time: _____

Contest Area: _____

Appeal - can be made only by a competitor of the indicated contest area.

Please complete each of the following:

1. **FACTS** - Clearly describe the facts about why you are making this Appeal?

2. **VIOLATION** - Indicate the specific instruction, procedure, contest description, regulation or rule that you believe has been breached. If possible, attach a written copy of that instruction, procedures, contest description, regulation or rule.

3. **SOLUTION** - State the specific corrective action you are requesting with respect to this matter.

Competitor Signature: _____

Appendix 3: PTC CHAIRPERSON Grievance Process Form (Phase 3-Appeal)

PTC Chairperson Name: _____

Competitor Number of Person making an Appeal: _____

Date: _____

Time: _____

Contest Area: _____

Appeal - can be made only by a competitor of the indicated contest area.

Please complete each of the following:

1. **FACTS**- Clearly describe the incident(s) that has resulted in this appeal.

2. **VIOLATION** - Indicate the specific instruction, procedure, contest description, regulation or rule that the competitor feels has been breached. If possible, attach a written copy of that instruction, procedures, contest description, regulation or rule.

3. **SOLUTION**-Indicate what solutions were provided to the competitor to assist in resolving the grievance.

PTC Chair Signature: _____

Appendix 4: 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 (closed toe shoes) 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 committee members, judges and competitors.
- The use of alcohol, marijuana and illegal drugs during events is prohibited (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.

Failure by a Competitor to comply with safety directions or instructions will incur a loss of marks in respect of inadequate safety. Continuous unsafe practice may result in Competitors being temporarily or permanently removed from the Competition.