



Provincial Technical Committee Information Guide

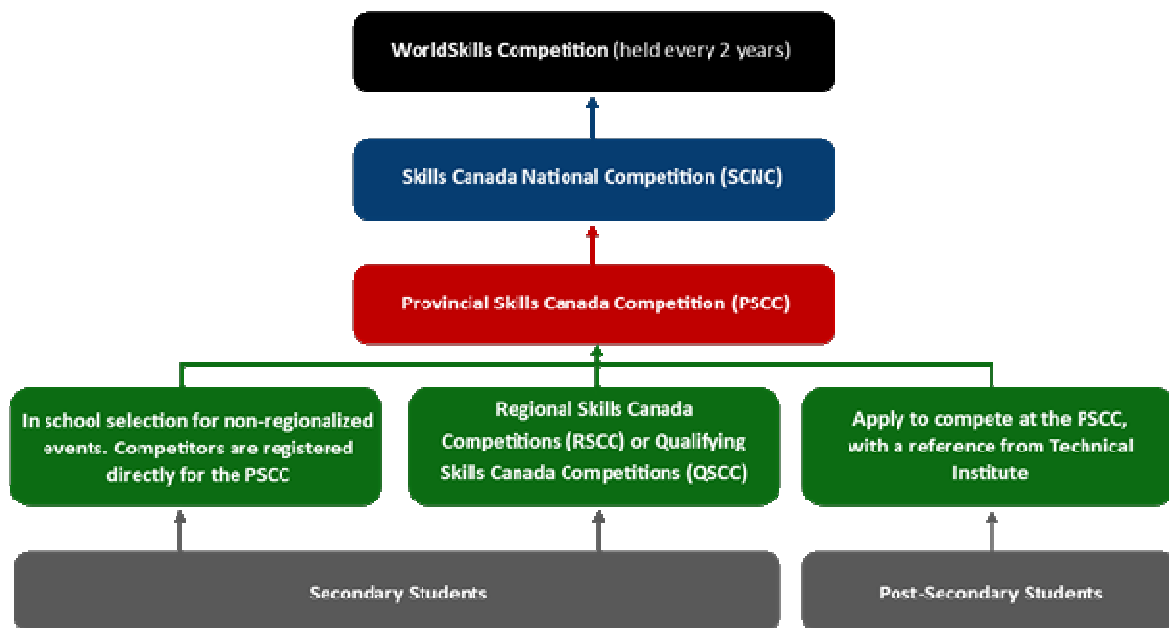
Skills Canada Alberta

Established in September of 1992, Skills Canada Alberta (SCA) is a not-for-profit provincial association, which serves as a critical link between educators, employers, labour groups and the government. Together we are shifting perceptions and redefining what success looks like for the 21st century student.

Alberta continues to be a leader in recognizing and providing opportunities for skilled talent. When aspiring journey people develop and showcase their skills, it not only advances their career, it sends a clear signal to other students, parents and teachers that those skills are valued.

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 and technologies.

Skills Canada Competition Progression



Provincial Skills Canada Competition (PSCC):

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

Provincial Technical Committees (PTC)

PTC Members serve as a critical role in the execution of our programs. They are responsible for the creation of projects, exams, logistics including set-up and tear down, and the overall management of their event. Committees are comprised of members from education, labour, industry, and government. PTC members must be an expert within their trade or technology area and have certified Post-Secondary education that consists of having a Certificate, Diploma, Journeyman, etc. Each committee has a chairperson who acts as lead for their event.

General Duties:

1. Work as a member of a PTC and Skills Canada Alberta staff to:
 - Create Contest Description Documents
 - Create projects
 - Create Judging Criteria
 - Determine competitor registration limits
 - Recruit and orient judges
 - Determine equipment and material needs
 - Facilitate the competition during event days
 - Set-up and tear-down of the competition
2. Attend the Provincial Skills Canada Competition to manage and facilitate the day(s) for competitors. This includes set-up, tear down, orientations, and judging.

Time Commitment: (approx. 62 hours yearly)

1. Two General PTC planning sessions or alternate planning meetings
 - a. Fall PTC Planning Meeting – Friday, October 6, 2023 – Red Deer, Alberta.
 - b. Spring PTC Planning Meeting – Friday, February 23, 2024 – Red Deer, Alberta.
 - c. (8 hours x 2)
2. Planning tasks leading up to the PSCC. (approx. 9 hours)
3. *Attend the Provincial Skills Canada Competition in May. (approx. 4 or 5 days)*
 - a. *Set Up - Monday May 6 and Tuesday May 7, 2024*
 - b. *Competition Day 1 - Wednesday May 8, 2024*
 - c. *Competition Day 2 and Tear Down - Thursday May 9, 2024*
 - d. *Competition Tear Down Continued – Friday May 10, 2024*

All volunteers are expected to adhere to the following expectations:

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 PTC members give **full** participation in planning tasks and responsibilities **leading up to and including the PSCC**. If these expectations are not being met, it may result in being removed from the committee.

PTC members are responsible for the booking and the cost of accommodations and travel associated with the PSCC. To inquire about financial support, please contact Skills <https://skillsalberta.com/about/team/>

Competition Design

Competition Description:

The Competition Description document is a detailed description of the contest with information that will be used by competitors to prepare for the competitions.

The competition 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
- Committee members

The committee will decide if their event will include a written/theory exam (up to 20%) and a practical 'hands-on' project (at least 80%).

At the discretion of the PTC, the competition description may include detailed or partial project information. Contest descriptions are updated regularly leading up to the competition dates and are posted at <http://skillsalberta.com/eventlist>.

Instruction and Supervision:

At the Provincial Competition, 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.

Contest Regulations:

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

Judging

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

apply through the Skills Alberta website (<https://skillsalberta.com/volunteer/>). Judging applications will be reviewed and approved by the PTC Chair and Co-Chair.

Committees are responsible for validating the judges' rating sheets and compiling overall scores, eliminating ties, and selecting the Safety Award winner at the PSCC.

Specific Roles and Responsibilities

At the beginning of each Provincial Skills Canada Competition (PSCC) planning season, every committee must discuss the various PTC roles and responsibilities and elect PTC members for each role. There does NOT need to be a change in roles every year, but we recommend reviewing the time commitment and capacity required from each role. *An individual person should hold each role separately. (One individual should not be responsible for all roles).* Please submit your list to SCA during the Fall planning meeting.

PTC Chair

The Committee Chair is responsible for being the lead of the committee, ensuring that all planning and preparations leading up to the competition are completed.

The Committee Chair responsibilities are:

- Attend the PTC Planning meetings scheduled by SCA and/or the committee
- Attend the PSCC
- Lead, manage, communicate, and delegate roles with the committee
- Be the main point of contact to SCA leading up to, and at the PSCC
- Coordinate with the committee the completion of the required competition documents and infrastructure requirements. These include:
 - Contest Descriptions
 - Project documents
 - Judging Criteria
 - Infrastructure requirements
 - Determining tools, equipment, and materials
 - Create a Try-A-Trade® activity
 - Secure judges from industry and education sectors
 - Determine committee PSCC schedule I.E. Set-Up, Competition Days, Tear Down
 - Creating a positive and safe atmosphere at the competition for competitors, volunteers, and the public

*These documents ought to reflect the national competition as well as be suited to our provincial competition needs.

Co-Chair

The Committee Co-Chair is responsible for supporting the PTC Chair and committee. This role helps ensure future succession planning for each committee as well as provides an alternate back-up in case the chair may not be able to fulfill their responsibilities.

The Committee Co-Chair responsibilities are:

- Attend the PTC Planning meetings scheduled by SCA and/or the committee
- Attend the PSCC
- Be an additional main point of contact to SCA leading up to, and at the PSCC
- Assisting the chair by leading, managing, communicating, with the committee as often as possible

- Working with the chair and committee on the completion of the required competition documents and infrastructure requirements. These include:
 - Contest Descriptions
 - Project documents
 - Judging Criteria
 - Infrastructure requirements
 - Sourcing tools, equipment, and materials
 - Creating a Try-A-Trade® activity
 - Secure judges from industry and education sectors
 - Determine committee PSCC schedule I.E. Set-Up, Competition Days, Tear Down
 - Creating a positive and safe atmosphere at the competition for competitors, volunteers, and the public

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Safety Lead

The Safety Lead is responsible for ensuring a safe environment for all competitors, PTC members, and public in each contest area.

The Safety Lead is responsible for:

- Reviewing and updating all contest descriptions and projects to ensure all safety requirements are in place for a safe execution of the competition
- Monitoring and ensuring safety (mental and physical wellbeing) for all participants at the competition
- Liaison between onsite Safety Committee and SCA for all safety related items
- Main point of contact for SCA regarding safety at the PSCC
- Attend the on-site SCA safety meeting with SCA and Safety Committee prior to the PSCC
- Facilitates the competition safety orientation for competitors, PTC, Judges, and volunteers
- Fills out any incident reports and informs the Safety Committee or SCA of the incident

Try-A-Trade® Lead

The Try-A-Trade® Lead is responsible for planning and organizing with the committee, an innovative and safe hands-on activity for a diverse audience.

The Try-A-Trade® Lead is responsible for:

- Planning an engaging and safe activity for touring students and public
- Main point of contact for SCA regarding the Try-A-Trade®
- Determining and sourcing tools, equipment, and materials required
- Recruit volunteers to support the Try-A-Trade®

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 are available in appendix 1.

Grievance process:

Phase 1 – Competitor Grievance Verbal

Competitor verbally grieves to PTC within 15 minutes of alleged infraction.

Competitor continues to compete.

Verbal Grievance must be filed between competition start and finish times only.

A verbal decision from a PTC member is delivered to the competitor within 15 minutes of grievance.

If not accepted, then proceed to phase 2.

Phase 2 - PTC Chairperson Resolution Verbal

The committee chairperson will be notified of the grievance to make a FINAL RESOLUTION within 15 minutes of the prior decision attempt.

Competitor continues to compete.

If not Accepted. Every option to resolve a competitor issue should be exhausted in phase 1 & 2 before considering phase 3.

Phase 3 - Appeal -Grievance Committee Written

A written appeal by the competitor AND chairperson must be submitted to Skills Canada Alberta within 15 minutes of the chairperson's prior verbal resolution.

Grievance Committee convenes to review appeal.

Competitor continues to compete until directed otherwise.

Final decision is delivered verbally to competitor by Grievance Committee.

All decisions made by the Grievance Committee are final.

National and International Volunteer Opportunities

National Technical Committee

Every two years, the SCA selects National Technical Committee (NTC) members to represent Alberta in their trade area at the Skills Canada National Competition (SCNC). NTC members will work with other technical experts from across Canada to build the projects and competition guidelines. NTC members commit to two years of service; the current rotation is (2024-2025). Following the 2023 SCNC, applications will be distributed to PTC Members to apply for the NTC for the next two-year term.

Guidelines:

- To be considered, the member needs to be a member in good standing on the PTC.
- To be a NTC member for a contest area, the province/territory must also send a competitor to compete at the SCNC within that trade/technology area.
- If the provincial/territorial competitor that is expected to compete at the SCNC cancels prior to the competition, the NTC member *may* not be required to attend the competition.

Roles and Responsibilities of an NTC Member:

- Identify a set of skills and techniques that should be tested and evaluated in a contest area
- Creates projects for the contest area
- Create Contest Description documents
- Determine infrastructure requirements including tools, equipment and materials needed for the competition
- Create judging criteria
- Assist with the set-up and tear-down of contest site

- Assist with judging if necessary
- Assist in solving any problems encountered at the contest site
- Assist with the tabulation scores and collation of rankings
- Implement the Skills/Compétences Canada Competition Quality Assurance Management process

WorldSkills Expert

Every two years, Skills Canada selects WorldSkills Experts to represent Canada in their trade area at the WorldSkills competition. Experts will work with other experts from across the world to build the projects and competition guidelines. Experts commit to two years of service; the next rotation is (2024-2025). Following the 2023 SCNC, applications will be distributed to PTC and NTC members to apply for the next two-year term.

Guidelines:

- To be considered, the member needs to be in good standing on the PTC.
- Members need to be qualified in their contest area and have extensive expertise with Skills Canada provincially, nationally, and internationally.
- Experts are selected by Skills Canada through recommendations from each province/territory only in contest areas where Skills Canada participates internationally.

Roles and Responsibilities of an Expert:

- Develops the training program to permit the Prospects(s) to overcome performance weaknesses with the target of achieving the Canadian standard.
- Oversees the delivery of the training program, including mental preparation, physical preparedness, and monitors progress.
- Oversees the delivery of the WorldSkills Team Canada Selection event in conjunction with the SCNC.
- Personally trains the Prospects/Competitor for a minimum of 5 days (does not have to be consecutive) in addition to the WSCT.
- Works with the international experts during the WSC to update and amend the technical description and perform other tasks as necessary and informs SCC of any significant changes to documentation or competition format.
- Maintains and enhances SCC policies, procedures and performance as related to the WorldSkills Competition. Performs other duties as requested by the Technical Delegate, Technical Delegate Assistant or Designate(s).
- Works with the Trainer and Prospects(s) to ensure that they understand the training program and the expected results.