

SKILLS CANADA ALBERTA

Provincial Technical Committee

Info Guide



[SKILLSALBERTA.COM](https://www.skillsalberta.com)

Skills Canada Alberta

Skills Canada Alberta (SCA) is a not-for-profit organization that was established in 1992, which works in partnership with employers, educators, labour groups and government to position skilled trade and technology careers as first choice career options for Alberta's youth. Inspiring youth to pursue motivating and rewarding career opportunities in the trades and technologies is a driving force behind SCA's programs.

The innovative programs offered by SCA are made possible through unique collaborations with our partners. With their support, SCA is leading the Skills Movement, inspiring, developing and elevating Alberta's skilled youth.

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.

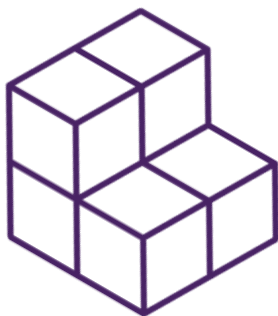
Regional Skills Canada Competition

The Regional Skills Canada Competitions (RSCC) are events delivered in partnership by SCA and an RSCC Host, typically a technical institute or youth career development agency that has strong connections to the communities they serve. There are 9 regions in Alberta: Calgary, Central, Edmonton, Lakeland, North East, North West, South East, South West and Wood Buffalo. There are 9 secondary regionalized contest areas at that place at the RSCC: Automobile Technology, Baking, Cabinet Making, Carpentry, Culinary Arts, Hairstyling Junior, Hairstyling Intermediate, Video Production and Welding.

Provincial Skills Canada Competition

The Provincial Skills Canada Competition (PSCC) brings trade and technology careers to life by inviting high school and post-secondary students to discover, build, and refine their skills. The philosophy of the PSCC is to reward students for excellence, to directly involve industry in evaluating student performance, and to keep training relevant to employers' needs.

During the competition, students specialize in one of 45 different event areas to work on a project that has been designed by experts in each field. Gold medalists at the PSCC are further rewarded with a spot on Team Alberta and an opportunity to showcase their talents at the Skills Canada National Competition, with the opportunity to then advance to the WorldSkills International Competition.



Competition Design and Planning

Provincial Technical Committee (PTC) Members

Each competition area is comprised of PTC members from across the province that work together to plan and execute their specific competition area. PTC Members are comprised of members from education (secondary and post-secondary teachers), labor, industry and government. Members must have formal education and training to be part of a PTC for their specific competition area I.E. tradesperson, certificate, diploma, etc. PTC's are responsible for the creation of projects, exams, set up, tear down, logistics, and the overall management of their competition. Each committee has a chairperson who acts as lead for their competition area.

PTC's, judges, Try-A-Trade® hosts, mentors and support volunteers all serve a critical role in the execution of SCA programs. SCA values the dedication of time and energy of all volunteers. SCA's primary goal is to ensure every participant has a safe and rewarding experience.

Time Commitment of a PTC Member: (approx. 60-70 hrs annually)

- Attend two general PTC planning sessions or alternate planning meetings (approx. 8 hrs x 2)
- Fall PTC planning meeting – Friday, October 11, 2024 – Red Deer, Alberta
- Spring PTC planning meeting – Friday, February 21, 2025 – Red Deer, Alberta
- Planning tasks leading up to the PSCC (approx. 9 hrs)
- Attend the Provincial Skills Canada Competition in May (approx. 4 or 5 days-approx. 45 hrs)
 - ◇ Set-up - Monday May 5 & Tuesday May 6, 2025
 - ◇ Competition Day 1 - Wednesday May 7, 2025
 - ◇ Competition Day 2 and tear down - Thursday May 8, 2025
 - ◇ Competition tear down continued – Friday May 9, 2025



*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 removal from the committee.

Travel Expenses

PTC members are responsible for all travel costs related to attending the PSCC.

SCA Code of Conduct

SCA does not discriminate against any person because of race, religious beliefs, color, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. All volunteers are expected to adhere to the following conduct:

- At all times, behave in a way that sets a positive example for our youth participants.
- Follow a high standard of safety practices.
- Act with honesty, integrity and openness as a representative of SCA.
- Perform duties without bias or prejudice.
- Be accountable for the assigned duties and responsibilities of the role.
- Communicate with SCA staff and fellow volunteers in a timely and respectful manner. 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.
- Notify SCA staff of the procurement of all funds, equipment and materials donated for use at SCA related activities.
- The use of alcohol, marijuana and illegal drugs during events is prohibited.

Contest Description

Each competition area requires a Contest Description document that is updated annually by each PTC. The document is a detailed description of each competition area. The Contest Description document includes a general outline of the challenge, project description, knowledge and skills to be tested, materials and equipment 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 <https://skillsalberta.com/competition/events/> Competitors and trainers will use the document to train and prepare prior to the PSCC.

Theory and Practical Tests

Competitors will demonstrate their ability to perform jobs and skills of 'entry-level' positions. In some cases, the competition 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.

Instruction and Supervision

At the PSCC, PTC's are responsible for:

- Supervising competitors and their competition area during competition days
- Responding to competitor questions, comments, and suggestions
- Conducting orientation meetings for competitors, including a mandatory safety meeting
- Overseeing the judging and final results

Equipment and Materials

The committees will determine what equipment and material will be used for their competition. This includes the determination of what will be supplied to competitors, and what competitors may or may not be allowed to supply for themselves. This information will then be included on the Contest Description document.

Try-A-Trade® Activity

Each PTC is responsible for planning a Try-A-Trade® for their specific trade or skill. A Try-A-Trade® is a way of safely engaging students in experiences that are practiced in day-to-day, on the job activities. Successful Try-A-Trades® open minds, break barriers and demonstrate enthusiasm and professionalism that leave a lasting impression—fueling students' desire to branch out and explore the endless career opportunities available to them.



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.

Contest Area Selection and Additions

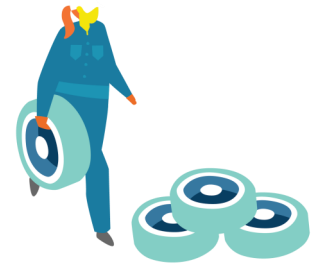
Annually, SCA will review the contests offered at the PSCC to determine the competitions that will be hosted that year. Given limited space and resources, contest areas that have declining support of resources, volunteers and/or participation will be phased out at the PSCC. New contest areas will be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

Judging

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.

Judging Guidelines

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

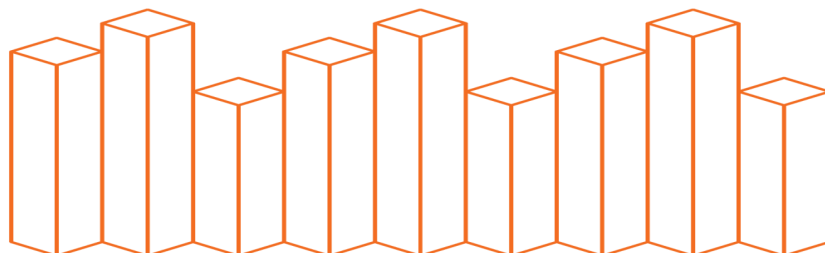


Grievance Process

SCA maintains a grievance procedure to deal with issues of fairness and contest disputes. Grievances can only be filed by a competitor (griever) between the competition official start time and until the competition official end time, and must be filed within 15 mins following the alleged infraction. 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 their 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.



PTC Specific Roles and Responsibilities

At the beginning of each PSCC planning season, every committee must discuss , as a committee, the various PTC roles and responsibilities, and committees must then elect PTC members to fill each specific role. Individual PTC members should hold each role separately (one PTC member should not be responsible for all roles). As there is currently no term limits for each role, it is strongly encouraged that PTC's rotate roles amongst the entire PTC for future succession planning and committee retention.

Chair

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

The PTC Chair responsibilities are:

- Must have leadership qualities
- Attend the PTC planning meetings scheduled by SCA and/or the committee
- Attend the PSCC
- Chair onsite PTC meetings
- 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, infrastructure requirements, and volunteer needs. These Include:
 - ◇ Contest Descriptions
 - ◇ Project documents
 - ◇ Judging criteria
 - ◇ Responsible for the submission and official sign off on competitor results to SCA
 - ◇ Infrastructure requirements
 - ◇ Determining tools, equipment, and materials
 - ◇ Create a Try-A-Trade® activity
 - ◇ Ensure required judges, Try-A-Trade®, and general volunteers are secured
 - ◇ Determine committee PSCC schedule I.E. set-up, competition days, tear down
- Responsible for the submission and official sign off on competitor results to SCA at the end of the PSCC
- Reviewing & approving new PTC member applications on the committee portal
- Creating a positive and safe atmosphere at the competition for competitors, volunteers, and the public

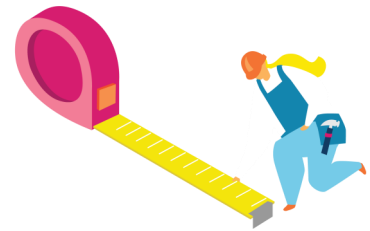


Co-Chair

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

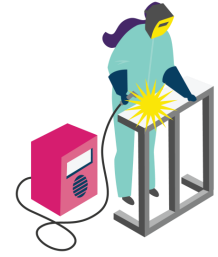
The Committee Co-Chair responsibilities are:

- Must have leadership qualities
- 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, and communicating, with the committee
- 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
 - ◇ Determining tools, equipment, and materials
 - ◇ Create a Try-A-Trade® activity
 - ◇ Ensure required judges, Try-A-Trade®, and general volunteers are secured
- Determine committee PSCC schedule I.E. set-up, competition days, tear town
- Responsible for the submission and official sign off on competitor results to SCA (if Chair is unavailable)
- Creating a positive and safe atmosphere at the competition for competitors, volunteers, and the public



Safety Lead

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



The Safety Lead responsibilities are:

- 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
- Knowledge of where the safety table is located within the competition area, and that it is stocked with the required personal protective equipment, I.E. first aid kit, fire extinguisher (if required), safety glasses, eyewash bottle, and safety manual
- Liaison between onsite Safety Committee and SCA for all safety related items
- Main point of contact for SCA regarding safety
- Attending the on-site SCA safety meeting with SCA and Safety Committee prior to the PSCC
- Facilitating the competition safety orientation for competitors, PTC, judges, and volunteers
- Filling out any incident reports and informing the Safety Committee or SCA of the incident
- Keeping the Chair and Co-Chair informed of all safety related elements

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 responsibilities are:

- 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
- With the assistance of the Volunteer & Committee Portal Lead, determine the required volunteers and schedule to support the Try-A-Trade®
- Keeping the Chair and Co-Chair informed of all Try-A-Trade® related elements

Regional Skills Canada Competition Lead

The RSCC Lead is responsible for planning and organizing, with the committee, information required for all regionals to successfully host an RSCC in their specific trade or skill area.

The RSCC Responsibilities are:

- Engaging with the committee on the completion of the required competition documents . These Include:
 - ◇ Contest Description templates
 - ◇ Project documents (blueprints)
 - ◇ Judging criteria
 - ◇ Marking rubrics
 - ◇ Exams
 - ◇ Determining tools, equipment, and materials required for regions to host the competition
- Sending all RSCC documents to the SCA Regional Coordinator Becky Peterson (beckyp@skillsalberta.com) by the indicated deadline.

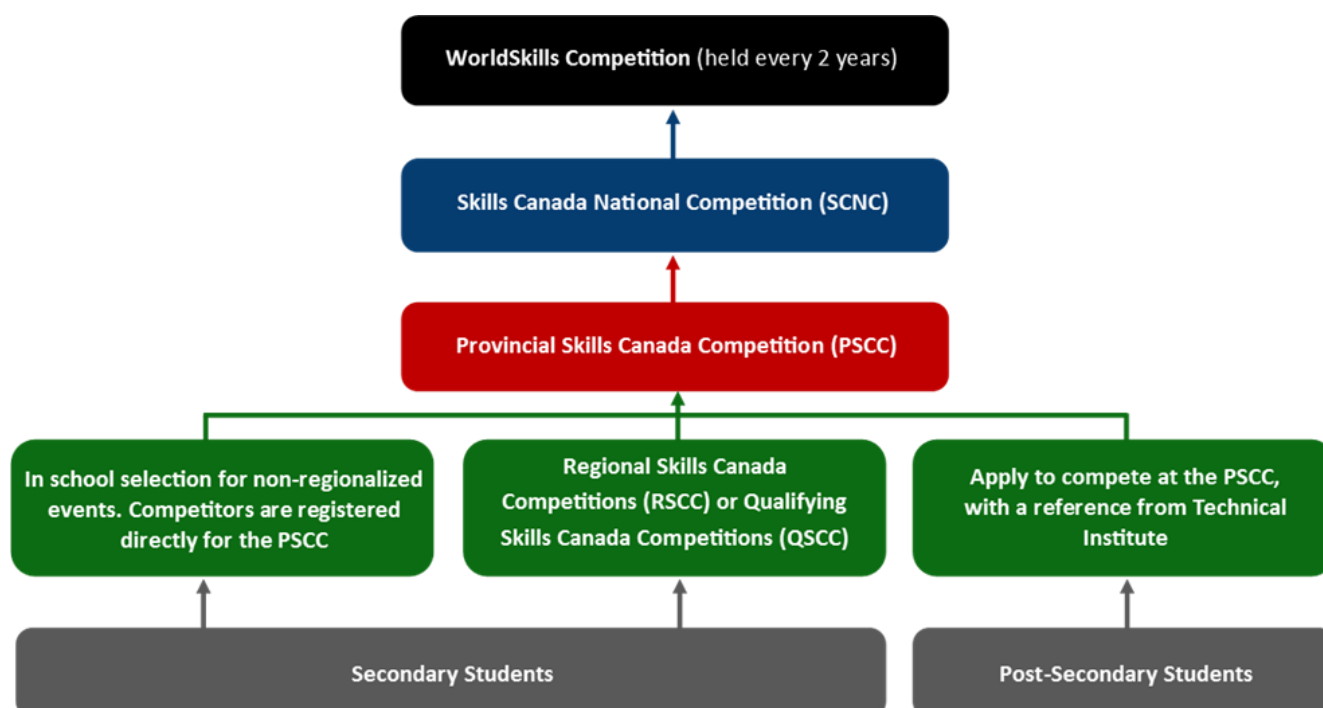
Volunteer & Committee Portal Lead

The Volunteer & Committee Portal Lead, in partnership with the PTC Chair & Co-Chair, will coordinate all committee and competition volunteers. Volunteers are needed in many areas of the competition, not only PTC members but also judges, Try-A-Trade® volunteers, and general volunteers. As each competition has unique volunteer needs, Skills Canada Alberta (SCA) wants to work alongside and support each committee to ensure that all volunteer needs are met.

The Volunteer & Committee Portal Lead responsibilities are:

- Ensuring all names on the PTC portal page are up to date by the deadline prior to the PSCC
- Ensuring all PTC members, judges, Try-A-Trade® and (general) volunteers are all listed on portal
- Ensuring all PTC members' status and information is up to date, I.E. members indicated as active or inactive
- Work alongside the PTC Chair, Co-Chair, and the Try-a-Trade® lead to recruit, communicate with, and orientate volunteers
- Responsible for reaching out to NEW judges, Try-A-Trade®, and general volunteers after they are approved through the portal.
- Reaching out to all PTC members, judges, Try-A-Trade® volunteers, and general volunteers prior to PSCC with all the information they need to know prior to the competition.
- The committee Chair and Co-Chair will be responsible for managing PTC members, and the Volunteer & Committee Portal Lead will be responsible for managing judges, Try-a-Trade®, and general volunteers

Skills Canada Alberta Competition Progression



National and International Volunteer Opportunities

National Technical Committee (NTC)

Every two years, SCA selects NTC members to represent Alberta in their trade or technology skill area at the Skills Canada National Competition (SCNC). NTC members will work with other technical committee members from across Canada to plan and execute the Skills Canada National Competition. The NTC term is a two-year term (two SCNC competitions), and the current rotation is 2024-2025. Prior to the 2025 SCNC, information will be released to all PTC members to encourage members who are interested and qualified to apply for a NTC position for the 2026-27 term.

Guidelines to be considered:

- Member needs to be a member in good standing on the PTC
- 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
- Create projects
- 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

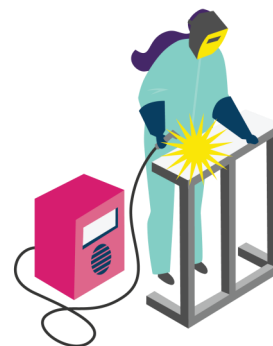
Every two years, Skills Competence Canada (SCC) selects WorldSkills Experts to represent Canada in their trade or technology skill area at the WorldSkills competition. Experts collaborate with other Experts from across the world to plan and execute the WorldSkills competition (WSC). The duration of tenure will be one WorldSkills competition. After each WorldSkills competition, expert positions will be open for application at a date specified by SCC.

Guidelines:

- To be considered, PTC members need 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:

- Create the environment that gives the competitors the chance to have their best performance at the WorldSkills competition
- Develop the training program to permit the competitors to overcome performance weaknesses with the target of achieving the Canadian standard.
- Oversees the delivery of the training program by the trainer, including mental preparation, physical preparedness, and monitoring progress.
- Personally train the competitor for a minimum of three weeks (does not have to be consecutive).
- Complete any required WorldSkills expert training programs, and provide the training program to Skills Canada for validation and approval
- Participate in the WorldSkills pre-competition preparation
- Provide a report immediately following the competition on the competitor's performance at the WSC
- Work with the international experts during the WSC on many items such as updating/amending the technical description and performing other tasks as necessary
- Inform SCC, the trainer and the competitor of any significant changes to documentation or competition format
- Work with the trainers and competitors to ensure that they understand the training program and the expected results
- Monitor progress and provides feedback on assigned projects or other elements of the training program
- Where problems arise, the Expert immediately seeks assistance from the trainer or competitor as required
- Determine the best training program and associated costs for the competitors within the prescribed budget
- Where applicable, work with the SCC Business Development staff to source potential sponsorship to cover additional costs



MAKE AN IMPACT

BECOME PART OF THE SKILLS MOVEMENT

SKILLS CANADA ALBERTA

Mike Sury, Provincial Committee & Fund Development Lead
780.446.6953
MikeS@SkillsAlberta.com

