

Tidal Angling Guide

Challenger Information Kit



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Canada

For more information on B.C.'s labour market, please visit www.workbc.ca

Introduction

In 2009, the Industry Training Authority (ITA) in BC began providing skilled workers in selected trades with a new way to obtain a Certificate of Qualification via the challenge process.

In the past, workers needed the combination of either a formal apprenticeship or a number of years in industry plus a pass in a multiple-choice examination to earn a trade credential. There was no option for a practical evaluation for challenge applicants, and no way for those who have the skills and knowledge but do not fare well in multiple-choice exams to demonstrate their competence. This new approach, called the Multiple Assessment Pathways (MAP) Trade Challenge assessment, offers workers the opportunity to show that they have the skills and knowledge to meet the occupational performance standards set by industry. This kit will help you to understand the assessment process and will guide you in submitting an application and evidence of your knowledge and skills that matches the industry occupational performance standards.

As part of the assessment process you will need to submit your portfolio of evidence, which will be evaluated and validated by qualified assessors. You will also need to undertake a practical assessment. If you achieve competency, you will receive a Certificate of Qualification. If you do not achieve competency, you will be provided with information about training programs and/or additional ways to fill gaps in skills and knowledge that have been identified during the assessment process. Once you have addressed any skills gaps, you may be reassessed in those specific areas not yet achieved, and if you successfully challenge all these units, you will receive a Certificate of Qualification.

Industry Training Authority

The ITA aims to increase its capacity to recognize and credential individuals whose knowledge and skills have been acquired outside the formal apprenticeship system, either domestically or abroad.

The ITA, a provincial crown agency, was established in 2004. It is responsible for managing BC's industry training system to develop a skilled workforce needed to ensure the competitiveness and economic prosperity of businesses and the province.

The ITA works collaboratively with industry, training providers, labour unions, government and other stakeholders to meet industry's training needs while at the same time providing career development opportunities for individual British Columbians.

Industry Training Organizations

ITOs are not-for-profit legal entities (incorporated under the provincial Societies Act), which take lead responsibility for industry training within a particular sector. ITOs are established and operated by industry, and approved and financially co-supported by industry and the ITA.

ITOs define and propose program standards, and are in turn accountable to the ITA for adherence to those standards. They also lead new program development activities, such as developing examinations, practical assessments, and occupational performance standards. ITO mandates are province-wide.

Terms you may need to know

Assessment	The process of collecting evidence and making judgments on whether competency has been achieved to confirm that a challenger can perform the standard expected in the workplace as expressed in the relevant occupational performance standards.
Certificate of Qualification	The provincial credential awarded to a challenger who is deemed competent through the ITA challenge assessment process.
Challenger	Any person applying for assessment.
Competence	Ability to perform tasks and duties to the standards expected in the workplace.
Credential	A certificate or award that verifies a challenger's skill level that is awarded on successful completion of units of occupational performance.
Evidence	Information that is used to demonstrate competence against agreed-upon standards.
Gap assessment	A supplementary assessment that evaluates the challenger in the units of competency that were not achieved in a previous assessment.
ITA	Industry Training Authority.
ITO	Industry Training Organization.
MAP	Multiple Assessment Pathways. An assessment process that uses a variety of methods to determine a candidate's competence.
Occupational performance standard	Statements accepted by industry that describe effective performance in the workplace. These are expressed as units of competency.
Portfolio of evidence	Collection of all evidence submitted to demonstrate competence.
Red Seal Program	A standardized national endorsement for a specific trade that enables interprovincial and inter-territorial mobility. Upon successful assessment, a nationally recognized Red Seal endorsement is affixed to the provincial certificate of qualification.
Replacement document	A replacement of ITA documents that have been provided to you.
Request for review and Appeal	ITA policy to ensure quality control in the assessment process. A challenger may file a request for review with the ITA CEO if he or she is not satisfied with the assessment decision. This involves a review of the assessment file by a panel of industry experts. A subsequent appeal may be filed by the challenger if he or she disagrees with the outcome of the panel review.
Unit of competency	Describes an aspect of work in a particular occupation or industry and is used as a benchmark for assessment of competence.

About the assessment

A MAP Trade Challenge assessment is an assessment of your competence against industry performance standards. You are required to send in any documentary evidence you have of your ability to meet these standards. You must also take part in an assessment process that involves a review of your evidence, and may also include an oral interview, a short written assessment and/or a practical assessment.

What is assessment?

Assessment means collecting evidence about your skills and knowledge, comparing it to a set of occupational performance standards and judging if you are competent. Trained assessors will carry out your assessment and judge if you are “competent” or “not yet competent.”

If you are assessed as having “not yet achieved” a unit of competency, you may need to undertake additional assessment tasks, do some more training or gain more experience before you are assessed again. The key point is that *you* decide when you are ready to be assessed, and if you are not successful, you can try again.

What does it mean to be competent?

Being competent means:

- knowing how to do a job
- understanding why it should be done a certain way
- being able to do different tasks at the same time
- dealing with everyday problems that may occur
- understanding workplace policies and procedures
- working well with others in the workplace

Your assessor will want to be convinced that you can do these things — not just once but all the time, and even when things are not going smoothly.

Who can apply for a Trade Challenge assessment?

People who are working (or have recently worked) in industry and who do not have a Certificate of Qualification can apply for a Trade Challenge assessment. Please review the application prerequisites detailed on the trade profile for Tidal Angling Guide (see www.itabc.ca for more information).

How does the process work?

The process involves an assessment of your skills obtained through formal and non-formal learning and work experience against the selected standards. You must submit evidence of your skills and you must also demonstrate them in a practical assessment.

What are the steps in the process?

Self Evaluation

- **Review** the *Occupational Performance Standards* (OPS) for Tidal Angling Guide
- **Decide if you have the skills** needed to undertake an assessment:
 - Complete the *Self-Assessment Checklist*
- **Ensure you have the mandatory prerequisites** for Tidal Angling Guide certification. A copy of your certificates as well as the following information is required for verification:
 - Marine Basic First Aid
 - Small Vessel Operator Proficiency (SVOP)
 - Marine Emergency Duties (MED) A3
 - Restricted Operator's Certificate – Maritime (ROC-M)

Application Process

- **Complete** the challenge application form
 - Complete all sections of the form and sign.
- **Gather all portfolio evidence**, including:
 - Portfolio of Evidence Checklist
 - Self-Assessment Checklist
 - Copies of all mandatory prerequisite certificates
 - Work Experience Information, which **must include at least one of the following** for each employer listed:
 - Third Party Report
 - Original employer letter stating dates of employment, total hours worked and job duties
 - Statutory Declarations
 - Record of Employment
 - Payroll records
 - Any additional documentary evidence that supports your application
- **Submit a hard copy** of your application and evidence to go2:

go2 – Industry Training
Suite 450, One Bentall Centre
505 Burrard Street, PO Box 59
Vancouver, BC V7X 1M3

Assessment Process

- Wait for go2 to acknowledge receipt of your application and to notify you of your assessment time(s).
- Take part in the assessment process, which may include some or all of the following:
 - an oral interview, referred to as the “**competency conversation.**” This will be conducted either in person or over the phone (approximately one to two hours).
 - a **written assessment** of your knowledge
 - a **practical assessment** (either in a simulated environment or at your workplace)
- If you achieve all units of competency required for certification you will receive:
 - a Certificate of Qualification from ITA
 - a transcript detailing your achievements
- If you do not achieve all units of competency required for certification, you will receive:
 - a transcript detailing your achievements to date
 - recommendations for gap training options

How do I know if I am ready to be assessed?

Prior to applying for a challenge assessment, review the occupational performance standards (OPS) for Tidal Angling Guide. The OPS outline what skills and knowledge you will need to demonstrate to the assessor to achieve a unit.

Once you have reviewed the OPS for your program you can complete the Self-Assessment. This is a checklist of duties that relate to your work and completing it will help you to decide whether you are ready to be assessed.

How much work experience is required before I can undertake the Tidal Angling Guide Challenge assessment?

You will need to demonstrate that you have completed a minimum of 750 hours working in your industry as a guide. You can provide evidence for this using original employment letters, records of employment, payroll records, or other evidence. Challenge prerequisites (including hour requirements) are detailed in the trade profile for Tidal Angling Guide available at www.itabc.ca.

Your employer(s) must verify your total hours of work experience before you are eligible to undertake an assessment. There is space provided on the application form to list your employment history and you must provide evidence to confirm your work experience.

How can I prepare?

Before you apply for assessment, make sure that you know the requirements for your occupation (see the self-assessment tool on the application form). You should also begin the process of collecting your documentary evidence, as this can take some time.

What if there are some things I don't know or can't do?

Sometimes a self assessment can highlight particular areas that you do not know, or cannot do as well as you thought. For example, you may be able to show that you can use sustainable angling techniques but are not sure about current maritime regulations.

This is called a "skill gap." It simply means that you need to learn how to do that part of the job before your assessment.

If skills gaps are identified through the assessment process, you can ask to be reassessed in the areas you were unsuccessful in. You will not be required to undertake the whole assessment again.

Submitting your evidence

All assessment decisions are based on evidence that you send to us or show us during the assessment process. Every stage of the process is designed to collect evidence and assist your assessor to make a judgment about your competence.

To start the assessment process, you must send us copies of your evidence with your application form.

What do I send with my application?

When you apply for a Tidal Angling Guide Trade Challenge assessment, you must provide:

- a completed application form for Tidal Angling Guide Trade Challenge assessment
- a portfolio of evidence to support your application

Application form

You are required to complete all parts of the application form, including a statement on the total hours of your work experience in your industry. The application forms can be found in Appendix A.

What type of evidence should I submit?

The evidence that you submit should be related to your trade and show your work experience and training. There is no set list of what evidence should be submitted, as each type of evidence has its own strengths.

The evidence you submit should be:

- relevant to the credential you are applying for
- enough to show you can do all aspects of the units of occupational performance for your credential
- your own evidence — about you and your work

The following table lists different types of evidence that may be collected during this assessment process. You should provide evidence such as training and work experience documents with your application. The competency conversation, practical tasks and written tests are other forms of evidence that will be used by your assessor.

Evidence for Trade Challenge assessment

Types of evidence	Examples
Training documents	<p>Training you have undertaken can be used as evidence.</p> <p>Types of training documents include:</p> <ul style="list-style-type: none"> • previous credentials or certificates • course syllabus/program outline • training books • school reports and marks • short course or professional development program certificates
Work experience documents	<p>Work experience documents are a very useful form of evidence. These records include any information that shows what you did and when you did it.</p> <p>Types of work experience documents include:</p> <ul style="list-style-type: none"> • a current resume • a reference from your company or supervisor • job description/job role • work journals/log books • records of employment • payroll records <p>If you cannot obtain a work reference from a previous or current employer, or if you are self-employed, you can submit a declaration that details the type of work you have undertaken.</p>
Other documents	<p>Other documents that can be used as evidence include:</p> <ul style="list-style-type: none"> • photos or samples of your work • licence and registration documents • industry membership documents • business materials • invoices and receipts • testimonials from current or former customers

If you choose to provide photos of samples of your work, you will need to prove that the work is yours. You can do this by:

- using date-stamped photos where possible
- having a co-worker or your supervisor write a reference that includes a statement that you were seen producing this work
- having someone take photos of you producing the work

It is also helpful if you explain, in writing, what you did at each stage of the work shown in the photos, and how you solved any problems.

You should think carefully about your evidence and include only those documents that clearly support your application.

Remember that you can improve your application by:

- providing background information
- adding references

Do I have to provide original documents with my application?

Original documents are accepted but they will not be returned. You may provide a copy of your documents at the time of application; however you must be able to provide the original documentation for your assessor to review and verify as a form of evidence. If you are unable to provide the original copies to the assessor, you may submit **certified copies** of any documents instead.

What is a certified copy?

Any copy of an original document that you submit as evidence must be certified as a “true copy.” (Original documents do not need to be certified.) You will need both the original documents and copies to have them certified. You can get your copies certified by anyone who is authorized to certify documents in BC (commissioner of oaths, notary public or lawyer). You can also take your documents to Service BC or the ITA Customer Service office to have them certified free of charge. You can find the Service BC location nearest to you by going to www.servicebc.gov.bc.ca/locations.

Each copy of the document must be certified separately and must show clearly:

- the words “certified true copy of the original”
- the original signature of the certifying officer
- the name and address or provider/registration number (where appropriate) of the certifying officer legibly printed below the signature; it must be possible, from the details provided, for ITA to contact the certifying officer if necessary

How can I gather evidence?

The assessment process is designed to determine whether or not you meet the required standards. You can assist this process by collecting a portfolio of evidence that shows you meet the standards. Submitting evidence such as samples of your work, work references or a work diary can help speed up your progress towards earning your credential.

It is important that any evidence you gather should be verifiable by someone who has witnessed your work. For example, if you submit a personal statement about your work experience, your assessor should be able to contact employers to verify your claims. It is important that the evidence submitted meet the standards.

Assessment process

If you supply sufficient documentary evidence you will be required to participate in the skills assessment activities that will include at least two of the following:

- Written assessment
- Interview — competency conversation
- Practical skills assessment

What does the written assessment involve?

The written test involves a series of short-answer or multiple-choice questions to test your knowledge of the units you are being assessed against.

The written assessment may be conducted at any stage during the assessment process. Your test result is viewed as an item of evidence to be considered in the assessment process.

What does the competency conversation involve?

The competency conversation involves a meeting with a qualified assessor. Your assessor will speak to you about the documents you have submitted and ask you questions about your experience. These questions will relate to the occupational performance standards. For example, you might be asked how you would deal with a common situation that occurs in your workplace. The competency conversation is not an oral “test”, but an opportunity to let the assessor know what you can do in the workplace. When answering questions, try and give as much detail as you can in your answers, such as:

- explaining why you did the job in a particular way
- outlining different ways of doing the job or task

The competency conversation usually occurs after the written assessment and, depending on where you live and where the assessor is located, may be conducted face to face in a location such as a meeting room or office or at your workplace.

What does the practical skills assessment involve?

The assessor may ask you to demonstrate some practical tasks, either in a simulated environment or in your workplace. The practical skills assessment helps the assessor judge your competence. The assessment will cover the skills needed to meet the requirements of the OPS. You will be told what to expect for the assessment and you may be able to plan for some of the activities before the assessment day. The competency conversation and the written test may be conducted in a different location and on a different date from the practical skills assessment.

Who will assess me?

You will be assessed by trained assessors who have many years of experience in your trade area and who are familiar with the requirements of the standards you are to be assessed against.

Where will I be assessed?

Your skills assessment will take place in a variety of settings. The written test and competency conversation may take place in a classroom setting, while practical tasks must take place in an actual or simulated work environment, such as a designated training institution or your workplace. The competency conversation and the written test may be conducted in a different location and on a different date from the practical skills assessment.

How will I be notified of my assessment date?

When you have submitted both your application form and documentary evidence, and they have been reviewed by an assessor, go2 will notify you of the assessment date, time and venue. The preferred method of contact is email, so please ensure that you provide a valid email address with your application.

Information about the rules and regulations of the assessment, and what is required of you will be sent to you when you are notified of your assessment date.

Do I need proof of identity on the assessment day?

You will be required to show valid government-issued photo identification (e.g. a driver's licence or a passport) on the day of your assessment. If you do not present your identification documents, you may not be able to undertake the assessment.

What else do I bring with me to the assessment?

When you are notified of your assessment date and venue, you will be provided with a detailed list of what you will need to bring with you.

What if I have special assessment requirements?

If you have a visual, hearing, physical or other disability that may affect your ability to undertake the assessment, or you need assistance from an interpreter, you should send written notice and supporting evidence to go2 with your application or identify those needs to your assessor at the competency conversation.

What are the fees for application and assessment?

Application Fees

There is a fee of \$120.00 payable to Industry Training Authority for assessing documentation of required work experience (time in the trade).

Assessment Fees

Fees are currently being waived for the assessment. You must complete the enclosed Labour Market Agreement (LMA) program entrance form included with the application. This is subject to change without notice.

Outcomes

Successful challengers

If you are successful in your assessment you will receive:

- a Certificate of Qualification from the ITA in BC
- a transcript of results, which will list the units of competency in which you were deemed to be competent

Unsuccessful challengers

If you do not achieve some of the units during your assessment, you will receive feedback on the areas in which you did not succeed. You will also be given information on further training or other options that may assist you to meet the standards in the future.

You will also receive an official transcript of your assessment results.

How will I get my Trade Challenge assessment outcome?

In most cases, the outcome of your Trade Challenge assessment will be sent to the address you have provided approximately 15 to 20 days after you complete your practical skills assessment. It is your responsibility to ensure that ITA has your correct mailing address and contact details.

Gap assessments

If you are unsuccessful on the first attempt, you can undertake training or do more practice and then apply for a reassessment.

- A reassessment is another assessment. You will need to demonstrate competence only in the areas you did not achieve in the first assessment.

Requests for reconsideration and appeals

- If you believe that the process was not followed correctly or that you were unfairly treated you may request a reconsideration on your assessment decision. A request must be made in writing to the ITA. The reconsideration will be reviewed by a panel of independent assessors in your trade.

Further information

Please contact go2 if you have any questions about filling out the application or building your portfolio of evidence.

Contact us

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505 Burrard Street, PO Box 59
Vancouver, BC V7X 1M3

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