

Working Title Qualification Assessor	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Advanced Education
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Present Class	Requested Class
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

The Qualification Assessor works as part of a team responsible for the assessment and verification of credentials of applicants who have applied to the Qualification Certificate Program. The Qualification Assessor reviews applications for completeness, undertakes an assessment of work experience, verifies credentials, documents the assessment process and makes a decision as to whether the applicants meet the program requirements before presenting the assessment to a qualification consultant for approval. This involves researching and contacting companies and determining if the experience complies with requirements outlined in legislation. The Assessor also assists with preparing communications for applicants regarding work experience information as required.

This position also provides preliminary research on practices and standards used in other jurisdictions, and assess their applicability to Alberta. This work, when completed, can be passed on to AIT’s Industry Program and Standards division to determine if it fits within a framework of program policies and standards to determine if the applicant has the level and amount of training and hands-on work experience required to be considered for an expedited qualification process or Foreign Qualification Recognition.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

- Through the assessment and evaluation process, an individual is provided the opportunity to demonstrate industry established competencies or the training and experience required to meet Alberta standards and be granted Alberta certification.**
- Review applications for completeness, following up with applicant to provide additional information
 - Inform Qualification Consultants of the recommendations and enter the recommendations onto AIT information system.
 - Research organizations to confirm a match with supplied information (i.e., the correct company is contacted)
 - Speak with employer representatives who can confirm the identification of the person, the type of work completed, and the duration of employment.
 - Address information that cannot be confirmed with to the individual or to the Qualification Consultant
 - Assess applications, document assessment and make recommendations for approval or cancellation using established assessment processes and procedures.
 - Assist in processing letters/communications related to the assessment process for review by the qualification consultants (e.g., cancellation or reinstatement letters)
 - Prepare related reports used by the Director and other senior staff for decision-making and planning
 - Monitor applications through until certification or cancellation.

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- Consult with other Canadian apprenticeship offices regarding international matters relating to training and certification (e.g., standards for equivalency).
- Research standards and practices in other jurisdictions and identify opportunities to improve work experience verification processes in line with program standards
- Maintain contacts with institutes and regulatory groups.
- Maintain contacts with unions, government agencies, associations, organizations, industry and employers.
- Work with the Program Compliance & Investigations unit in the review and/or investigation of any suspected fraudulent activity in an application process.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

Internal areas impacted include:

- Provide support to Client Services and ACES qualification consultants with advising applicants of the results of their application assessment.
- Provide feedback to program development area on impact of program initiatives and changes;

External areas impacted include;

- Employers;
- Recruiters;
- Special interest groups;
- Associations;
- Unions;
- Trade workers seeking certification.

This position focuses on the work experience assessment for all qualification applicants including temporary foreign workers (whose applications must be approved prior to coming to work in Alberta). Applicants and their work experience can come from Alberta, Canada and North America or other international countries within similar time zones. At any one time the Assessor will be working with multiple files that are in various stages of completion - the current status of each file must be tracked to prevent unnecessary delays in confirming information and processing applications. The work spans any designated trade in Alberta. Timeliness of work is essential since unnecessary delays in verifying work experience to the standards required in Alberta could delay a worker from being able to work in Alberta.

Judgement is applied to determine whether experience fits within the standards outlined by the program. Assessment includes contacting employers and evaluating information to determine if the applicant has the level and amount of hands-on work experience and/or previous training required for the trade. Decisions regarding acceptable work experience are made by this position.

Work volumes can fluctuate based on the number of applications submitted for review and the variety of work experience that is identified by each applicant. Caseloads are assigned to the Assessor with the expectation to assist other team members when workload is less than usual.

This position requires sound interpersonal skills to communicate effectively with a wide range of clients on employment issues, which may be sensitive. Interpreters may be required, in which case the Assessor must be sure that appropriate terminology is used, and that cultural references are considered (e.g., a term in one country might have a different meaning in another country).

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of diplomas, degrees and the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others. Specific training if it is an occupational certification/registration required for the job.

Knowledge:

- Thorough understanding of the Apprenticeship and Industry Training system in Alberta, including associated legislation (i.e. *Apprenticeship and Industry Training Act*), regulations, policies, programs, services, practices, and precedents
- Broad-based knowledge of all designated trades and occupations in Alberta and AIT rules, regulations, and requirements relating to trades and occupations
- Knowledge of the stakeholder and partner community impacted by ACES projects, including industry organizations, professional associations, and educational institutions.
- Ministry and Division mandates, business, plans, structures, and reporting relationships and Government priorities associated with the provincial learning system, particularly as they relate to the designated trades and occupations.
- Relevant Government and Ministry policies, systems, guidelines, and practices.
- Experience in human resources completing reference checks and validating work experience is an asset

Skills and Abilities:

- Clear written and verbal communication skills;
- Consulting skills;
- Evaluation and assessment ability;
- Relationship building skills;
- Ability to work independently but also as part of a team;
- Negotiation and conflict resolution skills;
- Organizational and planning ability;
- Computer literate (Microsoft Office applications and database software; ATOMS).

CONTACTS: The main contacts of this position and the purpose of those contacts.

Internal Contacts

- Manager, ACES – Receive direction and guidance, provide program updates and reports, provide input into business planning process and program implementation.
- Qualification Consultants – Provide information verified about work experience; collaborate on the implementation of programs and share information; consult on more complex issues.
- Technical Training and Certification Branch staff – Identify and resolve concerns with specific applications.
- Program Compliance & Investigations – Refer specific applications for review/investigation and provide assistance as required.
- Client Services staff-Provide information verified about work experience.

External Contacts

- Employers, industry and union representatives – Verify work experience provided by applicants; Establish relationships, exchange information, provide information on ACES programs.
- Training centres and instructors – provide assistance regarding trades refresher courses.
- Applicants - follow up regarding the need for additional information; notify applicant of results

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

None

CHANGES SINCE LAST CLASSIFICATION REVIEW: List the significant changes that have occurred in your job since the last review.

This is a new position based on realignment of the branch.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

_____	_____	_____
Name	Signature	Date

Manager

_____	_____	_____
Name	Signature	Date

Division Director/ADM

_____	_____	_____
Name	Signature	Date