



Standards for Selection and Assessment

Section 2: Group - Specific Standards

Table of Provisions

1. [Conditions applicable to specific standards](#)
2. [Scientific and professional category](#)
 - [Actuarial science group \(AC\)](#)
 - [Agriculture group \(AG\)](#)
 - [Architecture and town planning group \(AR\)](#)
 - [Auditing group \(AU\)](#)
 - [Biological sciences group \(BI\)](#)
 - [Chemistry group \(CH\)](#)
 - [Dentistry group \(DE\)](#)
 - [Defence scientific service group \(DS\)](#)
 - [Education group \(ED\)](#)
 - [Engineering and land survey group \(EN\)](#)
 - [Economics, sociology and statistics group \(ES\)](#)
 - [Forestry group \(FO\)](#)
 - [Historical research group \(HR\)](#)
 - [Law group \(LA\)](#)
 - [Library science group \(LS\)](#)
 - [Mathematics group \(MA\)](#)
 - [Medicine group \(MD\)](#)
 - [Meteorology group \(MT\)](#)
 - [Nursing group \(NU\)](#)
 - [Nutrition and dietetics group \(ND\)](#)
 - [Occupational and physical therapy group \(OP\)](#)
 - [Physical sciences group \(PC\)](#)
 - [Pharmacy group \(PH\)](#)
 - [Psychology group \(PS\)](#)
 - [Scientific research group \(SE\)](#)
 - [Scientific regulation group \(SG\)](#)
 - [Social service group \(SW\)](#)
 - [University teaching group \(UT\)](#)
 - [Veterinary medicine group \(VM\)](#)
3. [Administrative and foreign service category](#)
 - [Administrative services group \(AS\)](#)
 - [Commerce group \(CO\)](#)
 - [Computer systems administration group \(CS\)](#)
 - [Financial Management group \(FI\)](#)
 - [Foreign service group \(FS\)](#)
 - [Information services group \(IS\)](#)
 - [Organization and method group \(OM\)](#)
 - [Personnel administration group \(PE\) \(mod. 01.10.99\)](#)

- [Purchasing and supply group \(PG\)](#)
 - [Programme administration group \(PM\)](#)
 - [Translation group \(TR\)](#)
 - [Welfare programmes group \(WP\)](#)
4. [Technical category](#)
- [Air traffic control group \(AI\)](#)
 - [Aircraft operations group \(AO\)](#)
 - [Drafting and illustration group \(DD\)](#)
 - [Engineering and scientific support group \(EG\)](#)
 - [Electronics group \(EL\)](#)
 - [Educational support group \(EU\)](#)
 - [General technical group \(GT\)](#)
 - [Primary products inspection group \(PI\)](#)
 - [Photography group \(PY\)](#)
 - [Radio operations group \(RO\)](#)
 - [Social science support group \(SI\)](#)
 - [Ships' officers group \(SO\)](#)
 - [Technical inspection group \(TI\)](#)
5. [Administrative support category](#)
- [Clerical and regulatory group \(CR\)](#)
 - [Communications group \(CM\)](#)
 - [Data processing group \(DA\)](#)
 - [Office equipment group \(OE\)](#)
 - [Secretarial, stenographic, typing, group \(ST\)](#)
6. [Operational category](#)
- [Correctional services group \(CX\)](#)


[Top of Page](#)

1. Conditions Applicable to Specific Standards

Education

1. The term "acceptable" refers to acceptability for a position as determined by the manager unless otherwise regulated by the Public Service Commission.
2. The term "approved" refers to acceptability as determined by the Public Service Commission.
3. Unless otherwise regulated by the Public Service Commission, a "recognized" university is a Canadian university that has provincial or territorial degree-granting status, or a university outside Canada, the programs/degrees of which are accepted by a recognized Canadian university. Unless it is otherwise specified (e.g., Master's degree), the term "degree" refers to a baccalaureate as established by educational authorities.
4. Levels of education mentioned in this document refer to the education levels established by Canadian provincial and territorial authorities. Equivalencies granted by provincial and territorial authorities, (e.g., General Education Development (GED)), must always be accepted as equivalent to the respective education level.

In provinces or territories where secondary school completion comprises 12 years of schooling, two years of secondary school correspond (for the purposes of these Standards for Selection and Assessment) to ten years of schooling (normally grade 10). In provinces or territories where secondary school completion comprises 11 years of schooling, two years of secondary school correspond (for the purposes of these Standards for Selection and Assessment) to nine years of schooling (normally grade 9 or "secondaire III").

5. For the purposes of these standards, the term "specialization" refers to an acceptable number of courses in a particular field of study.

- a. For all groups of the Scientific and Professional Category, the courses for a specialization must have been taken in university but not necessarily within a degree program in the required specialization. For the AU, ED and ES Groups, the specialization may also be obtained through an acceptable combination of education, training and/or experience.
- b. For groups in categories other than the Scientific and Professional Category, the courses for a specialization may have been taken in university but not necessarily within a degree program in the required specialization. The specialization may also be obtained through an acceptable combination of education, training and/or experience. (For the particulars on the acceptable combination of education, training and experience consult note 4 of the Financial Administration Group).

Alternatives to education

Alternatives to education may be used at the manager's discretion except for certain occupational groups as prescribed below.

When used, the alternative(s) must be specified on the Statement of Qualifications.

PSC approved alternatives to two years of secondary school

1. a satisfactory score on the PSC test approved as an alternative to two years of secondary school; or
2. an acceptable combination of education, training and/or experience.

Application specific only to the Administrative Support Category:

- a. Whenever a position in the Administrative Support Category calls for two years of secondary school, the candidates who have already met this requirement by one of the following methods must always be accepted as having met the prescribed two years of secondary school requirement:
 - candidates who have achieved a satisfactory score on the PSC test (MAT) approved as an alternative for two years of secondary school; and,
 - candidates who are appointed or deployed for an indeterminate period to a position in the Administrative Support Category.
- b. The opportunity to be assessed by at least one of the two PSC approved alternatives (1 and/or 2) listed above must be offered to candidates who have not previously met the two years of secondary school requirement.

PSC approved alternatives to a secondary school diploma

1. a satisfactory score on the PSC test approved as an alternative to a secondary school diploma; or

2. an acceptable combination of education, training and/or experience.

Application specific to the Administrative and Foreign Service Category and to the Technical Category

- a. Whenever a position in the Administrative and Foreign Service Category or in the Technical Category requires a secondary school diploma (except for Canadian Coast Guard Officer Cadet positions in the SO Group), candidates who meet the following criteria must always be accepted as meeting the prescribed secondary school diploma requirement:
 - a satisfactory score on the PSC test approved as an alternative to a secondary school diploma; and,
 - those who were appointed or deployed on an indeterminate basis to a position in the same occupational group as the position being staffed.
- b. The opportunity to be assessed by at least one of the two PSC approved alternatives to a secondary school diploma (1 and/or 2) listed above must be offered to candidates who have not previously met the secondary school diploma requirement.
- c. Candidates who have entered a group of the Administrative and Foreign Service Category or of the Technical Category via an acceptable combination of education and/or experience meet the secondary school requirement for that occupational group only. They must be reassessed for entry to other occupational groups on the basis of this alternative.

Alternative to post-secondary training

The PSC approved alternative to post-secondary training (i.e., community college, CEGEP, or university education) is:

- an acceptable combination of education, training and/or experience. (Not applicable to FI-I positions.)

When a post-secondary education qualification has been met through a combination of education, training and/or experience, it is met for the specific position only (except as provided for tourism officers in the FS Group) and must be re-assessed for other positions for which this alternative has been specified by the manager.

Alternatives to university graduation

PSC approved alternatives to university graduation are:

1. a satisfactory score on the PSC test approved as an alternative to university graduation (not applicable to the IS and TR groups); or
2. an acceptable combination of education, training and/or experience

Alternatives do not apply to positions in the Scientific and Professional Category (except as prescribed for postgraduate degrees in the DS, SE and UT Groups). Further requirements are applicable to the university graduation alternative for the FI Group (see group specific standard).

When a university graduation qualification has been met through a combination of education, training and/or experience, it is met for the specific position only (except as provided for tourism

officers in the FS Group and for the IS Group) and must be re-assessed for other positions for which this alternative has been specified by the manager.

When a university graduation qualification has been met through achievement of a satisfactory score on the PSC test, it is met for any position for which this alternative has been specified by the manager.

Acquired rights (scientific and professional category)

For staffing purposes, incumbents of positions in the groups listed below who did not, on the dates listed below, possess the minimum formal education prescribed for their particular group or subgroup, meet the university graduation requirement prescribed for their particular group or subgroup. However, the type and degree of competence they acquired may be assessed to determine whether or not they meet the specialization requirements established for other positions in their respective groups.

June 30, 1967

Actuarial Science,
Architecture and Town Planning,
Auditing,
Biology,
Chemistry,
Dentistry,
Economics, Sociology and Statistics,
Education,
Engineering and Land Survey,
Forestry,
Historical Research,
Home Economics,
Library Science,
Meteorology,
Nursing,
Pharmacy,
Physical Sciences,
Psychology,
Scientific Regulation,
University Teaching,
Veterinary Medicine,

July 28, 1975

Defence Scientific Services,

June 30, 1977

Scientific Research Group, and

December 14, 1990

for employees of the National Research Council Space Division transferred to the EN-ENG subgroup upon the transfer of positions to the Canadian Space Agency.

Acquired rights for other groups and categories can be found under the standards specific to each of those groups.

Occupational certification

1. The term "eligibility" for certification or membership in a professional association means that a candidate has met all academic and occupational requirements with respect to degrees, examinations, experience, etc. without having to have obtained or maintained actual registration, certification or membership.
2. For some positions, a licence, or eligibility for a licence, to practice a profession in the province or territory of Canada where the duties are to be performed may be required.
3. For some positions, a licence, or eligibility for a licence, to practice a profession in any province or territory of Canada may be required.


[Top of Page](#)

2. Scientific and Professional Category

ACTUARIAL SCIENCE GROUP (AC)

Education

Education is prescribed only for positions classified at level 1. The minimum standard is:

- Graduation with a degree from a recognized university with acceptable specialization in mathematics; or
- Sixty (60) course credits from the Society of Actuaries.

Occupational Certification

Occupational Certification is prescribed for positions in this group classified at levels 2 and 3.

The minimum standard is:

- Eligibility for fellowship in the Canadian Institute of Actuaries


[Top of Page](#)

AGRICULTURE GROUP (AG)

Education

The minimum standard is:

- graduation with a degree from a recognized university with acceptable specialization in agriculture or in a related science normally accepted for membership in a recognized society of agrologists.

ARCHITECTURE AND TOWN PLANNING GROUP (AR)

Architects

When staffing architect positions, the use of one of the following options is mandatory:

1. Education
2. Occupational Certification
3. Education and Occupational Certification
4. Education or Occupational Certification

Education

Where education is required, the minimum standard is:

- graduation with a degree in architecture from a recognized university.

Where occupational certification is required, the minimum standard is:

- eligibility for certification as a professional architect in Canada.

Landscape Architects and Town Planners

Education

The minimum standard is:

- graduation with a degree from a recognized university with acceptable specialization in landscape architecture, or in urban planning, rural planning, community planning or some other specialty relevant to landscape architect and town planner positions.

AUDITING GROUP (AU)

When staffing positions in this group, the use of one of the following options is mandatory:

1. Education
2. Occupational Certification
3. Education and Occupational Certification
4. Education or Occupational Certification

Education

Where education is required, the minimum standard is:

- graduation with a degree from a recognized university with acceptable specialization in accounting, business administration, commerce, finance or some other specialty relevant to the position.

NOTE:

When education is required, candidates must always have a university degree. The courses for the specialization do not necessarily have to be part of a degree program in the required specialization. The specialization may also be obtained through an acceptable combination of education, training and/or experience.

Occupational Certification

Where occupational certification is required, the minimum standard is:

- eligibility for a recognized professional accounting designation.

NOTE:

The recognized professional accounting designations at the time this standard came into effect were the CA, RIA/CMA and CGA.


[Top of Page](#)

BIOLOGICAL SCIENCES GROUP (BI)

Education

The minimum standard is:

- graduation with a degree from a recognized university with specialization in a biological science; or

for multidisciplinary positions allocated to the Biological Sciences Group

- graduation with a degree from a recognized university in a natural, physical or applied science with specialization in a field relevant to the duties of the position.


[Top of Page](#)

CHEMISTRY GROUP (CH)

Education

The minimum standard is:

- graduation with a degree from a recognized university with specialization in chemistry; or
for multidisciplinary positions allocated to the Chemistry Group
- graduation with a degree from a recognized university in a natural, physical or applied science with specialization in a field relevant to the duties of the position.


[Top of Page](#)

DENTISTRY GROUP (DE)

Education

The minimum standard is:

- graduation with a degree from a recognized school of dentistry.

In addition, for positions in this group where the duties and responsibilities require it

- a diploma in dental public health.

Occupational Certification

The minimum standard is

- eligibility for a license recognized by the Canadian Dental Association to practice dentistry in a province or territory of Canada.


[Top of Page](#)

DEFENCE SCIENTIFIC SERVICE GROUP (DS)

Education

The minimum standard is:

for the Group

- graduation with an acceptable degree from a recognized university with specialization in engineering, chemistry, physics, biology, economics, sociology or some other specialty relevant to the position.

for positions at classification level 1

- graduation with a bachelor's degree from a recognized university with specialization in engineering, chemistry, physics, biology, economics, sociology or some other specialty relevant to the position.

for positions at classification level 2

- graduation with a master's degree from a recognized university with specialization in engineering, chemistry, physics, biology, economics, sociology or some other specialty relevant to the position; or graduation with a bachelor's degree from a recognized university with specialization in a field relevant to the position, coupled with acceptable experience.

for positions at classification level 3

- graduation with a doctoral degree from a recognized university with specialization in engineering, chemistry, physics, biology, economics, sociology or some other specialty relevant to the position; or graduation with a master's or bachelor's degree with specialization in a field relevant to the position, coupled with acceptable experience.


[Top of Page](#)

EDUCATION GROUP (ED)

Education

Education is prescribed for all positions in the Language Teaching (ED-LAT) and Education Services (ED-EDS) Sub-Groups.

The minimum standard is:

- graduation with a degree from a recognized university with acceptable specialization in education, linguistics, sociology, psychology, mathematics, physics, home economics or some other specialty relevant to the positions in the group.

NOTE:

Candidates must always have a university degree. The courses for the specialization do not necessarily have to be part of a degree program in the required specialization. The specialization may also be obtained through an acceptable combination of education, training and/or experience.

This standard is also applicable to positions in the Elementary and Secondary Teaching Sub-Group (ED-EST) for which the manager considers an education qualification necessary.

Occupational Certification

Occupational certification is prescribed for positions in the Elementary and Secondary Teaching Sub-Group (ED-EST) for which the manager does not require an education qualification.

The minimum standard is

- possession of an acceptable teaching certificate from a province or territory of Canada.


[Top of Page](#)

ENGINEERING AND LAND SURVEY GROUP (EN)

When staffing positions in this group, subject to the minimum occupational certification standard for certain supervisory positions in the Land Survey Sub-Group (EN-SUR), the use of one of the following options is mandatory:

- Education
- Occupational Certification
- Education and Occupational Certification
- Education or Occupational Certification

Education

When education is required, the minimum standard is:

for positions in the Engineering Sub-Group (EN-ENG):

- graduation with a degree from a recognized university in mechanical engineering, civil engineering, electrical engineering, aeronautical engineering, geological engineering, naval architecture or some other engineering specialty relevant to the duties of the position.

for positions in the Land Survey Sub-Group (EN-SUR):

- graduation with a degree from a recognized university with acceptable specialization in land survey theory and practice or other related field such as geomatics, geodetic sciences or remote sensing.

Note: Education cannot be used alone when staffing certain supervisory positions in the Land Survey Sub-Group (EN-SUR). For these positions, occupational certification is mandatory.

Occupational Certification

Where occupational certification is required, the minimum standard is:

for positions in the Engineering Sub-Group (EN-ENG):

- eligibility for certification as a professional engineer in Canada with specialization in an engineering specialty relevant to the position (some positions may require eligibility for certification as a professional engineer in Canada without regard for the field of specialization).

for positions in the Land Survey Sub-Group (EN-SUR):

- eligibility for a Land Surveyor Commission in Canada.

for positions in the Land Survey Sub-Group (EN-SUR) which supervise surveying on Canada Lands or on private lands in a territory, as defined in the *Canada Lands Surveyors Act*:

- a licence with the Association of Canada Lands Surveyors as a Canada Lands Surveyor.

Note: In accordance with section 48 of the *Canada Lands Surveyors Act*, every person, who, as of June 11, 1998, held a commission granted under the *Canada Lands Surveys Act* is deemed to be a Canada Lands Surveyor who holds a commission granted under section 49 of the *Canada Lands Surveyors Act*.



[Top of Page](#)

ECONOMICS, SOCIOLOGY AND STATISTICS GROUP (ES)

Education

The minimum standard is

- graduation with a degree from a recognized university with acceptable specialization in economics, sociology or statistics.

NOTE:

Candidates must always have a university degree. The courses for the specialization do not necessarily have to be part of a degree program in the required specialization. The specialization may also be obtained through an acceptable combination of education, training and/or experience.



[Top of Page](#)

FORESTRY GROUP (FO)

Education

The minimum standard is:

- graduation with a degree in forestry or wood science from a recognized university; or
- graduation from a recognized university with a degree in a related science combined with acceptable experience.



[Top of Page](#)

HISTORICAL RESEARCH GROUP (HR)

Education

The minimum standard is:

- graduation with a degree from a recognized university with acceptable specialization in history, history of art, anthropology or some other specialty relevant to the position.


[Top of Page](#)

LAW GROUP (LA)

Education

For Articling Students (not yet eligible for membership in the Bar of one of the provinces or territories of Canada or in the Order of Notaries in the Province of Quebec), the minimum standard is:

- A Bachelor of Law Degree

Occupational Certification

For all other positions in the LA group, the minimum standard is:

- Eligibility for membership in the Bar of one of the provinces or territories of Canada or in the Order of Notaries in the Province of Quebec.


[Top of Page](#)

LIBRARY SCIENCE GROUP (LS)

Education

The minimum standard is:

- graduation from a recognized university with a master's degree in library science or in library and information science; or
- graduation from a recognized university with a bachelor's degree in library science or in library and information science for which another bachelor's degree was a prerequisite.


[Top of Page](#)

MATHEMATICS GROUP (MA)

Education

The minimum standard is:

- graduation from a recognized university with specialization in mathematics, statistics or operational research or with specialization in one of the physical, life or social sciences combined with an acceptable number of courses (normally 10 full courses/approximately 60 credits) in mathematics, statistics or operational research at the university level.



[Top of Page](#)

MEDICINE GROUP (MD)

Education

The minimum standard is:

- graduation with a degree from a recognized school of medicine.

Occupational Certification

The minimum standard is:

- eligibility for a license to practice medicine in a province or territory of Canada.

For the Medical Specialist Sub-Group (MD-MSP), the minimum standard is:

- certification in a medical specialty recognized by a statutory licensing body in Canada.



[Top of Page](#)

METEOROLOGY GROUP (MT)

Education

The minimum standard is:

- graduation with a degree from a recognized university with acceptable specialization in mathematics and physics or in meteorology.



[Top of Page](#)

NURSING GROUP (NU)

Education

For positions in the Hospital Nursing (NU-HOS), Community Health Nursing (NU-CHN) and Nursing Consultant (NU-CON) Sub-Groups, where the duties and responsibilities require it, the minimum standard is:

- graduation with a degree from a recognized university with acceptable specialization in nursing, nursing service administration, nursing education or some other specialty relevant to the position.

In addition, for positions in the Community Health Nursing Sub-Group (NU-CHN) the duties and responsibilities may require

- successful completion of approved training in public health nursing or successful completion of approved training in obstetrics, mental health or some other specialty relevant to the position.

Occupational Certification

For all positions except those in the Hospital Nursing Sub-Group (NU-HOS) which require psychiatric nurse certification, the minimum standard is:

- eligibility for registration as a registered nurse in a province or territory of Canada.

For those positions in the Hospital Nursing Sub-Group (NU-HOS) which require psychiatric nurse certification, the minimum standard is:

- eligibility for registration as a registered psychiatric nurse in a province or territory of Canada.


[Top of Page](#)

NUTRITION and DIETETICS GROUP (ND)

Education

The minimum standard is:

- graduation with a degree from a recognized university with acceptable specialization in nutrition, dietetics or home economics.


[Top of Page](#)

OCCUPATIONAL AND PHYSICAL THERAPY GROUP (OP)

Occupational Certification

The minimum standard is:

- eligibility for acceptable registration or for a license to practice as a professional occupational therapist or physiotherapist in a province or territory of Canada.


[Top of Page](#)

PHYSICAL SCIENCES GROUP (PC)

Education

The minimum standard is:

- graduation with a degree from a recognized university, with acceptable specialization in physics, geology, chemistry or some other science relevant to the position.


[Top of Page](#)

PHARMACY GROUP (PH)

When staffing positions in this group, the use of one of the following options is mandatory:

1. Education
2. Occupational Certification
3. Education and Occupational Certification
4. Education or Occupational Certification

Where education is required, the minimum standard is:

- graduation with a degree from a recognized school of pharmacy.

Where occupational certification is required, the minimum standard is:

- eligibility for registration as a pharmacist in a province or territory of Canada.


[Top of Page](#)

PSYCHOLOGY GROUP (PS)

Education

The minimum standard is:

- graduation with a master's degree from a recognized university with specialization in personnel psychology, psychometrics, industrial psychology, clinical psychology or some other specialty relevant to the position.


[Top of Page](#)

SCIENTIFIC RESEARCH GROUP (SE)

Education

The minimum standard is:

- graduation with an acceptable doctoral degree from a recognized university in a field of the natural sciences related to the duties of the position, or the PSC approved alternative.

NOTE:

The PSC approved alternative is an acceptable master's or bachelor's degree coupled with acceptable research, training and experience. The degree must be from a recognized university and in scientific fields and specialties related to the duties of the position. The training and experience must clearly demonstrate the ability to do personal research of doctoral degree calibre.

Abilities/Skills

Productivity or Recognition (see section 1, item 3, definitions) is required for all positions in the Research Scientist Sub-Group (SE-RES) (mod. 01.10.99).


[Top of Page](#)

SCIENTIFIC REGULATION GROUP (SG)

Education

The minimum standard is:

- graduation with a degree from a recognized university with acceptable specialization in microbiology, chemistry, mechanical engineering, pharmacy, food science, or some other specialty related to the position.

Occupational Certification

Occupational certification is prescribed for Patent Agent positions. The minimum standard is:

- registration with the Canadian Patent Office as a Patent Agent; or,
- successful completion of examinations for registration with the Canadian Patent Office as a Patent Agent.


[Top of Page](#)

SOCIAL SERVICE GROUP (SW)

Education

The minimum standard is:

for positions in the Chaplain Sub-Group (SW-CHA):

- possession of recognized theological qualifications to perform the duties of a Chaplain;

NOTE:

These qualifications must be coupled with acceptable experience in pastoral work as an ordained minister, or priest, etc., as required for the position.

for positions in the Social Welfare Sub-Group (SW-SCW):

- graduation with a degree from a recognized university with acceptable specialization in social work.

NOTE:

Social workers who were eligible for membership in the Canadian Association of Social Workers prior to May 1, 1975 are recognized as having met the minimum education standard prescribed above.


[Top of Page](#)

UNIVERSITY TEACHING GROUP (UT)

Education

The minimum standard is:

- graduation with a degree from a recognized university with acceptable specialization in a field related to the duties of the position AND competence in teaching and/or research.

NOTE:

For positions requiring a master's or doctoral degree, the following alternatives may be accepted when combined with an acceptable bachelor's degree from a recognized university:

- research or scholarly studies constituting a significant contribution to the discipline; or,
- professional practice recognized for its high quality.

When the educational qualifications are met through one of the alternatives described above, they are met for the position in question only.


[Top of Page](#)

VETERINARY MEDICINE GROUP (VM)

Education

The minimum standard is:

- graduation from a recognized school of veterinary medicine.

Occupational Certification

The minimum standard is:

- eligibility for membership in a Canadian veterinary association.



3. Administrative and Foreign Service Category

ADMINISTRATIVE SERVICES GROUP (AS)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).

NOTE:

Acceptable experience and/or training in a field relevant to positions in the group is required when the education qualification specified for the position being staffed is a secondary school diploma or approved PSC alternatives.

COMMERCE GROUP (CO)

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).

NOTE:

Acceptable experience and/or training in a field relevant to positions in the group is required when the education qualification specified for the position being staffed is a secondary school diploma or approved PSC alternatives.

COMPUTER SYSTEMS ADMINISTRATION GROUP (CS)

Education

The minimum standard is:

- successful completion of two years of an acceptable post-secondary educational program in computer science, information technology, information management or another specialty relevant to the position to be staffed

NOTE:

1. Indeterminate period incumbents of positions in the CS group on May 10, 1999, who do not possess the education prescribed above are deemed to meet the minimum education standards based on their education, training and/or experience. They must be accepted as having met the minimum education standard whenever this standard is called for when staffing positions in the CS group.
2. It is a recognized educational institution (e.g., community college, CÉGEP or university) that determines if the courses taken by a candidate correspond to two years of a post-secondary program at that institution.
3. At the manager's discretion, an acceptable combination of education, training and/or experience may serve as an alternative to the minimum post-secondary education stated above. Whenever the minimum education is met via this alternative, it is met for the specific position only and must be re-assessed for other positions for which this alternative has been specified by the manager.

FINANCIAL MANAGEMENT GROUP (FI)

Level: FI-1

Education

The minimum standard for positions classified at the FI-1 level is:

- successful completion of two years of a post-secondary program with specialization in accounting, finance, business administration, commerce or economics; or
- possession of the Government of Canada Financial Management Certificate.

Level: FI-2 and above

The minimum standard for positions classified at the FI-2 level and above is always met through either education or occupational certification.

Education

Graduation with a degree from a recognized university with specialization in accounting, finance, business administration, commerce or economics AND experience related to positions in the Financial Management Group.

Occupational Certification

Eligibility for a recognized professional accounting designation (i.e., CA, RIA/CMA or CGA).

NOTES:

- 1) It is the recognized educational institution that determines if the courses taken by a candidate correspond to two years of a post-secondary program at that institution.
- 2) The term "specialization" refers to a significant number of courses in a particular field of study as determined by the manager. These courses must have been taken in a recognized educational institution (for the FI-1 level) or university (for FI-2 and above) but not necessarily within a post-secondary or degree program in the required specialization.
- 3) Indeterminate incumbents of FI positions and of positions at Indian Oil and Gas Canada and the Office of the Superintendent of Financial Institutions that are equivalent to FI group positions on August 1st, 2004 who do not possess the education level prescribed above are entitled to the following grand-parenting provisions:
 - a. Incumbents of FI-1 positions are deemed to meet the minimum education standard for the FI-1 level based on their education, training and/or experience. They must possess the formal education for appointment to higher levels.
 - b. Incumbents of FI-2 or higher positions are deemed to meet the minimum education standard for those levels based on their education, training and/or experience.

This note also applies to persons appointed or deployed, for an indeterminate period, to positions in the FI group after that date as the result of staffing transactions started before August 1st, 2004.

The positions at Indian Oil and Gas Canada and at the Office of the Superintendent of Financial Institutions that are equivalent to FI group positions are those that meet the Public Service Human Resources Management Agency of Canada group and level definitions for the FI occupational group.

4) Employees who were grand-parented as a result of the FI conversion effective June 23, 1987 are also entitled to the above grand-parenting provisions provided they have remained continuously employed, since that date, under the *Public Service Employment Act*. Their entitlement is based on their last classification level in the FI group.


[Top of Page](#)

FOREIGN SERVICE GROUP (FS)

Education

The minimum standard is:

- graduation with a degree from a recognized university with acceptable specialization in a field relevant to positions in the group; or
- a secondary school diploma AND an acceptable combination of education, training and experience allowing for competent performance, at the appropriate level, of duties assigned to foreign services officers.

NOTES:

1. Typically, the following fields are considered relevant to positions in the Foreign Service Group: political, economic and commercial affairs; social affairs; development assistance; information and cultural affairs; consular affairs; tourism; and related administrative fields.
2. Based on their education, training and experience, tourism officers who were converted into the FS group effective April 1, 1982 at the same time as the conversion of tourism program positions from the Commerce Group (CO) to the Foreign Service Group (FS), meet the requirement for university graduation for future staffing actions at any level in the Foreign Service Group.

Knowledge, Abilities/Skills

The minimum standard for entry-level positions is:

- satisfactory performance on a test approved by the PSC.


[Top of Page](#)

INFORMATION SERVICES GROUP (IS)

Education

The minimum standard is:

- a degree from a recognized university.

NOTES:

1. Incumbents of positions in the IS Group who do not possess the formal education prescribed are deemed to meet the university graduation standard based on their education, training and/or experience. They must be accepted as having met the minimum education standard whenever a bachelor's degree without any specialization is called for in the IS Group.
2. For entry to the group, an acceptable combination of education, training and/or experience may serve as an alternative to university graduation at the manager's discretion.



[Top of Page](#)

ORGANIZATION AND METHODS GROUP (OM)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).

NOTE:

Acceptable experience and/or training in a field relevant to positions in the group is required when the education qualification specified for the position being staffed is a secondary school diploma or PSC approved alternatives.



[Top of Page](#)

PERSONNEL ADMINISTRATION GROUP (PE) (mod. 01.10.99)

Education

The minimum standard is:

- Graduation with a degree from a recognized university with acceptable specialization in human resources management, labour or industrial relations, psychology, public or business administration, organizational development, education sciences, social sciences, sociology, or in any other field relevant to the work to be performed.

NOTES:

1. Indeterminate period incumbents of positions in the PE group and of positions in the Office of the Superintendent of Financial Institutions and in Indian Oil and Gas Canada that are equivalent to PE group positions on October 1, 1999, who do not possess the education level prescribed above, are deemed to meet the minimum education standard based on their education, training and/or experience. They must be accepted as having met the minimum education standard whenever this standard is called for when staffing positions in the PE group and positions in the Office of the Superintendent of Financial Institutions and Indian Oil and Gas Canada that are equivalent to the PE group. This note also applies to persons appointed or deployed, for an indeterminate period, to positions in the PE group after that date as the result of staffing transactions started before October 1, 1999.

The positions in the Office of the Superintendent of Financial Institutions and in Indian Oil and Gas Canada that are equivalent to PE group positions are those that meet the Treasury Board Secretariat group definition for the PE group.

2. The term "degree" refers to a baccalaureate or a higher level degree, as established by educational authorities.
3. The term "specialization" refers to an acceptable number of courses in a particular field of study. These courses must have been taken in university, but not necessarily within a degree program in the required specialization.
4. The term "acceptable" refers to acceptability for a position as determined by the manager.
5. An acceptable combination of education, training and/or experience, that is comparable with a university degree with specialization relevant to the work to be performed, may serve as an alternative to meet the minimum education standard stated above. Whenever the minimum education standard is met through this alternative, it is met only for the position being staffed, and candidates must be re-assessed for future appointments where the manager has decided to allow the use of this alternative.


[Top of Page](#)

PURCHASING AND SUPPLY GROUP (PG)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).

NOTE:

Acceptable experience and/or training in a field relevant to positions in the group is required when the education qualification specified for the position being staffed is a secondary school diploma or PSC approved alternatives.


[Top of Page](#)

PROGRAMME ADMINISTRATION GROUP (PM)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).


[Top of Page](#)

TRANSLATION GROUP (TR)

Education

The minimum standard is:

- a degree from a recognized university.

NOTES:

1. Based on their education, training and/or experience incumbents of positions in the TR Group will be deemed to meet the above minimum standard.
2. For entry to the group, an acceptable combination of post-secondary education, training and/or experience may serve as an alternative to a university degree at the manager's discretion.


[Top of Page](#)

WELFARE PROGRAMMES GROUP (WP)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).

NOTE:

Acceptable experience and/or training in a field relevant to positions in the group is required when the education qualification specified for the position being staffed is a secondary school diploma or PSC approved alternatives.



4. Technical Category

AIR TRAFFIC CONTROL GROUP (AI)

Education

Trainees

The minimum standards are:

for selection to the Transport Canada Training Program,

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education); or

for appointment to AI positions for the on-the-job training phase,

- successful completion of a Transport Canada approved Air Traffic Controller classroom and laboratory training program.

Controllers

The minimum standards for Airport, Area and Terminal Controller positions are:

- successful completion of an air traffic control airport training program recognized by Transport Canada; or
- successful completion of an air traffic control area/terminal training program recognized by Transport Canada.

Other Positions

The minimum standard for other positions is:

- successful completion of air traffic services training recognized by Transport Canada.

Occupational Certification

The minimum standard for positions in the Air Traffic Control Group is:

- possession of an Air Traffic Controller License.

NOTES:

1. For selection purposes, the "license" referred to above does not include medical or unit endorsements.
2. For the purpose of the initial appointment to an AI position, Transport Canada determines what constitutes the license referred to above.

Aptitudes

The minimum standard for positions in the Air Traffic Control Group (AI) used for ab initio trainees is:

- successful performance on a PSC approved aptitude test for selecting Air Traffic Control trainees.



[Top of Page](#)

AIRCRAFT OPERATIONS GROUP (AO)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).

and for positions in the Engineering Test Pilots Sub-Group (AO-ETP):

- graduation with a degree in engineering from a recognized university or eligibility for certification as a professional engineer in Canada; and
- successful completion of an Engineering Test Pilot course recognized by Transport Canada.

Occupational Certification

The minimum standard for positions in the Engineering Test Pilots Sub-Group (AO-ETP) and the Civil Aviation Inspection Sub-Group (AO-CAI) is:

- possession of a valid Canadian Airline Transport Pilot License - Aeroplane Category with valid Group 1 Instrument Rating AND possession of a valid Restricted Radio-Telephone Operator Certificate (endorsed Aeronautical); or
- possession of a valid Canadian Commercial Pilot License - Helicopter Category with a valid Group IV Instrument Rating AND possession of a valid Restricted Radio-Telephone Operator Certificate (endorsed Aeronautical).

The minimum standards for positions in the Helicopter Pilots and Supervisors Sub-Group (AO-HPS) is:

- possession of a valid Canadian Commercial Pilot License - Helicopter Category AND possession of a valid Restricted Radio-Telephone Operator Certificate (endorsed Aeronautical)



[Top of Page](#)

DRAFTING AND ILLUSTRATION GROUP (DD)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).


[Top of Page](#)

ENGINEERING AND SCIENTIFIC SUPPORT GROUP (EG)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education); and,

for Meteorological Technician entry-level positions:

- successful completion of an Environment Canada approved Meteorological Technician training program.

NOTE:

See also the Selection Plan for Meteorological Technician trainees.

Aptitudes

The minimum standard for Meteorological Technician trainees is:

- successful performance on a PSC approved test for selecting candidates for Meteorological Technician training.

NOTE:

See also the Selection Plan.

Selection Plan for Meteorological Technician Trainees

The process of selection is as follows:

STEP 1

Selection for classroom training at the Transport Canada Training Institute (TCTI):

- a. initial screening on education;
- b. successful performance on a PSC approved test to select candidates for training as Meteorological Technicians;
- c. such other assessment methods as considered necessary to select candidates for training as Meteorological Technicians.

NOTE:

This first step in the process is for selection to training only. Successful candidates recruited from outside the federal Public Service will be given a training allowance, but trainees will not be appointed to classified Meteorological Technicians positions during this training period.

STEP 2

As a result of this selection and the successful completion of the training program, trainees will be considered qualified for entry-level positions and will be appointed as positions become available.


[Top of Page](#)

ELECTRONICS GROUP (EL)

Education

The minimum standard is:

- a secondary school diploma; AND
- completion of an acceptable training program in electronics technology or the PSC approved alternative.

The PSC approved alternative is as follows:

- an acceptable combination of education, training and/or experience.

NOTE:

Normally an acceptable training program in electronics technology involves the completion of two to three years of post-secondary study in this subject.


[Top of Page](#)

EDUCATIONAL SUPPORT GROUP (EU)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).


[Top of Page](#)

GENERAL TECHNICAL GROUP (GT)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).


[Top of Page](#)

PRIMARY PRODUCTS INSPECTION GROUP (PI)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).


[Top of Page](#)

PHOTOGRAPHY GROUP (PY)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).


[Top of Page](#)

RADIO OPERATIONS GROUP (RO)

Education

Trainees

The minimum standards are:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).

For appointment to the Marine Communications and Traffic Services on-the-job training program:

- successful completion of the Marine Communications and Traffic Services classroom training program.

For the appointment to other positions for on-the-job training programs in the Radio Operations Group:

- successful completion of a Transport Canada approved basic or basic short version classroom Radio Operations training program.

Non-operators

The minimum standard for the non-operating¹ positions in the Marine Communications and Traffic Services is:

- possession of a Marine Communications and Traffic Services Certificate or a Coast Guard Radio Operator Certificate or a Vessel Traffic Services Certificate or an acceptable combination of education, training and/or experience.

Non-operating positions have no requirements to work at a communications/traffic console.

Operators

The minimum standard for operator positions in the Radio Operations Group other than those of the Marine Communications and Traffic Services is:

- successful completion of a Transport Canada approved Radio Operations training program.

Occupational Certification

The minimum standard for operating positions in the Marine Communications and Traffic Services is:

- possession of a Marine Communications and Traffic Services Certificate or of a Coast Guard Radio Operator Certificate or a Vessel Traffic Services Certificate.

Aptitudes

The minimum standard for positions used for ab initio trainees is:

- successful performance on a PSC approved aptitude test.


[Top of Page](#)

SOCIAL SCIENCE SUPPORT GROUP (SI)

Education

The minimum standard is:

- successful completion of two years of post-secondary school training with acceptable specialization in statistics, accounting, economics, business administration, history, sociology, law-related field or some other specialty relevant to the position.

NOTE:

The manager may offer the following alternative: an acceptable combination of education, training and/or experience. When the education qualification is met through such a combination, it is met for the specific position only.


[Top of Page](#)

SHIPS' OFFICERS GROUP (SO)

Education

The minimum standards for positions for which there are no prescribed occupational certification requirements are:

for Canadian Coast Guard Officer Cadet positions,

- a secondary school diploma, including courses specified by the Department;

for Supply and Logistic Officer (SO-MAO) positions,

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education);

for officer positions such as Electronics/Electrical Officers (SO-MAO), Electrical Officers (SO-MAO), Electronics Officers (SO-MAO), and Instructors (SO-INS),

- successful completion of acceptable specialized training related to the position.

The minimum standard for officer positions for which occupational certification is required is:

- the education necessary to obtain the Occupational Certification required for the position.

NOTE:

When education qualifications are different from those which are assured by the Occupational certification are required by the position, these qualifications shall be reflected under Education on the Statement of Qualifications.

Occupational Certification

The minimum standards for most positions in the Ships' Officers Group (SO) are those prescribed by the Canada Shipping Act.

The following are examples of minimum occupational certification standards to be used as required by the position being staffed:

- possession of a Certificate of Competency, Master Mariner;
- possession of a Certificate of Competency, ON-11;
- possession of a Certificate of Competency, Engineer Third Class, Motor;
- possession of a Certificate of Competency, Engineer First Class, Motor.

The minimum occupational certification standards for Canadian Coast Guard positions are those prescribed by the Coast Guard Fleet Orders (CGFO).

The following are examples of Canadian Coast Guard minimum occupational certification standards:

- possession of a Coast Guard Command Certificate or a Certificate of Competency, ON 1;
- possession of a Certificate of Competency, First Mate Home Trade, or a Coast Guard Watchkeeping Certificate;
- possession of a Certificate of Competency, Engineer First Class, Motor;
- possession of a Coast Guard Second Class Certificate of Competency, Logistics.

The minimum occupational certification standard for Radio Officer positions (SO-RAD) is:

- a Radio Operator Certificate.

The following is an example of a Radio Operator Occupational Certification standard:

- possession of a Second Class Radio Operation Certificate.


[Top of Page](#)

TECHNICAL INSPECTION GROUP (TI)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).


[Top of Page](#)

5. Administrative Support Category

- CLERICAL AND REGULATORY GROUP (CR)
- COMMUNICATIONS GROUP (CM)
- DATA PROCESSING GROUP (DA)
- OFFICE EQUIPMENT GROUP (OE)
- SECRETARIAL, STENOGRAPHIC, TYPING GROUP (ST)

Education

The minimum standard is:

- successful completion of two years of secondary school or PSC approved alternatives (see section 2, item 1, education).

Abilities/Skills

Managers will establish what constitutes an acceptable level of proficiency for keyboard operation, dictation and proofreading based on the duties and responsibilities of the position to be staffed.

Keyboard Operation

For positions where there is a requirement to operate keyboard office equipment (typewriter, word processing equipment, data conversion and processing equipment, teleprinter, etc.) the standard is:

- an acceptable level of proficiency in operating the required equipment.

Dictation

For positions where there is a requirement to take dictation by manual or machine shorthand, the standard is:

- an acceptable level of proficiency in shorthand in English or French (or English and French)

Proofreading

For positions that require the correction of errors in spelling and punctuation the standard is:

- an acceptable level of proficiency in the use of grammar, spelling and punctuation in English or French, or English and French

NOTES:

1. Merely proofreading one's own typing work to ensure accurate copy is not sufficient to warrant the use of a grammar spelling and punctuation qualification.
2. The PSC tests GSPAT/EOGEP or a review of the candidates' experience must be used to assess proficiency in the correction of errors in grammar, spelling and punctuation for groups in the Administrative Support Category.


[Top of Page](#)

6. Operational Category

CORRECTIONAL SERVICES GROUP (CX)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see section 2, item 1, education).

- FIREFIGHTERS GROUP (FR)
- GENERAL LABOUR AND TRADES GROUP (GL)
- GENERAL SERVICES (GS)
- HEATING, POWER & STATIONARY PLANT (HP)
- OPERATION GROUP (HP)
- HOSPITAL SERVICES GROUP (HS)
- LIGHTKEEPERS GROUP (LI)
- PRINTING OPERATIONS GROUP (PR)
- SHIPS CREWS GROUP (SC)
- SHIP REPAIR GROUP (SR)

No specific standards are prescribed for positions in these groups, but any type of qualifications described in Section 1 may be applicable to positions for which it is considered necessary by the manager.

The Ellis Chart may assist the manager to establish education and/or occupational certification qualifications for positions for which he/she considers trades training necessary. The chart is issued by the Interprovincial Standards Program Coordinating Committee in cooperation with the provincial, territorial and federal governments and is distributed by the Occupational and Career Information Branch of Employment and Immigration Canada.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for groups in the Operational Category.

[Standards for selection and assessment - Index page](#)

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http://www.psc-cfp.gc.ca/staf_dot/stand_selec/group_e.htm

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