



STANDARDS FOR

SELECTION AND ASSESSMENT

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FOREWORD

These *Standards for Selection and Assessment* are applicable to all occupational groups except the Executive Group. They are established by the Public Service Commission (PSC) pursuant to Section 12 of the *Public Service Employment Act* (PSEA). These Standards for Selection and Assessment supersede all previously issued selection standards, and related Staffing Manual updates for all occupational groups.

These Standards are to be applied within the context of the *Public Service Employment Regulations* (PSER) and other statutory instruments adopted under the *Public Service Employment Act*. Also applicable to personnel selection in the Public Service are the *Canadian Charter of Rights and Freedoms*, the *Canadian Human Rights Act*, the *Privacy Act*, the *Official Languages Act*, and the *Access to Information Act*.

The goal of personnel selection is to obtain sufficient information in order to judge a candidate's competence to perform the duties and responsibilities of a position, group of positions or level within an occupational group. *Standards for Selection and Assessment* comprise two sections. The first section prescribes the adherence to generic standards which safeguard the merit principle in personnel selection and assessment. These generic standards ensure that the necessary and relevant qualifications are identified and that the pertinent information is collected and integrated in such a way as to provide a sound basis for staffing decisions. The second section prescribes group-specific standards, cut-off scores with respect to particular qualifications and related assessment techniques.

SECTION 1: GENERIC STANDARDS FOR SELECTION AND ASSESSMENT

1. Understand the position(s)

Standard: The foundation on which assessment is based is an understanding of the position, group of positions or level within an occupational group, as applicable.

An analysis of the position, group of positions or level within an occupational group, as applicable, provides the information used to specify required qualifications. This analysis must consider the duties to be performed in the job, their scope and level, and the context in which these are to be performed.

Along with the immediate requirements of the work to be performed, under certain circumstances it is appropriate to consider future work activities and responsibilities (see page XXX) and organizational needs.

The documents required for the classification of positions are a key source of information about the position, group of positions or level within an occupational group as applicable. All information that can assist in understanding the nature of the position or group of positions may be used in establishing qualifications. It must be borne in mind, however, that the purpose of classification documents is to establish the relative worth of positions within an organization and not to establish the competence required of candidates. Descriptions of work do not always provide all the required information on how the work is to be performed or on the situational and organizational aspects of a position, group of positions or level within an occupational group, as applicable. Both factors may influence the type, depth and breadth of qualifications. The responsible manager is normally the best source of information in this regard.

2. Specify qualifications

Standard: Qualifications must be based on the work to be performed in the position, group of positions or level within an occupational group, as applicable.

Qualifications refer to any attributes or accomplishments that equip a person for a position, group of positions or level within an occupational group, as applicable. Qualifications may be expressed in terms of type, depth and breadth. The qualifications specified must be related to the work to be performed in the position, group of positions or level within an occupational group, as applicable. These qualifications, collectively, must cover the work to be performed.

Qualifications for future needs may also be considered. Such qualifications may reflect emerging technologies or changing responsibilities affecting a position, group of positions or level within an occupational group, as applicable. Where it can be demonstrated that an occupational level is a direct feeder to a higher occupational level, the qualifications may also encompass the requirements of that higher level. It is also appropriate to take into consideration the qualification requirements for structured long-range development programs.

In addition to the work activities and responsibilities and future organizational needs, the context in which the job is to be performed, the strengths and weaknesses of the work team, and the level of job performance required must be taken into account, as appropriate, in determining relevant qualifications. The resulting list of the qualifications constitutes the Statement of Qualifications (for more details see page XXX) against which the candidate(s) will be evaluated.

QUALIFICATIONS

The following types of qualifications are recognized:

- Knowledge,
- Abilities/Skills,
- Aptitudes,
- Personal Suitability,
- Experience,
- Education,
- Occupational Certification,
- Official Language Proficiency.

Each type of qualification is defined below. Section 2 of this document prescribes specific standards that apply to certain qualifications and for certain groups.

Knowledge refers to the awareness and understanding of facts, theories, systems, practices, regulations and other information.

Abilities/Skills refer to what a person can do. For the purpose of these Standards, these two terms may be used interchangeably. This type of qualification encompasses a wide variety of different abilities/skills, including psychomotor or physical abilities such as typing, operating machinery, and various strength requirements.

In addition, abilities/skills may be either "specific" or "generic".

- a) Specific abilities/skills are defined, and assessed, on the basis that their content is specific to a position. Because of this, specific abilities/skills cannot be assumed to be transferable from one position to another.
- b) Generic abilities/skills are defined, and assessed, in terms that are not specific to a position. The content of the assessment instrument(s) used to assess generic abilities/skills need not be similar to the content of the position. Generic abilities/skills are, by definition, generalizable to all positions for which the ability/skill is relevant.

Specific standards with respect to Abilities/Skills exist for certain groups. These are prescribed in Section 2.

Aptitudes refers to what a person can learn to do given training or exposure to the appropriate environment. In other words, Aptitudes refers to the potential or capacity to acquire new abilities/ skills. Specific standards with respect to Aptitudes exist for certain groups. These are prescribed in Section 2.

Personal Suitability refers to the personal traits, characteristics, or attributes that affect the performance of one's duties. Personal Suitability includes a wide range of motivations and attitudes relevant to effective work behaviour such as stress tolerance, resourcefulness, and flexibility.

Experience refers to the past practice of activities that provided an opportunity for the acquisition of knowledge and the development of skills/abilities relevant to the work to be performed in a job. Experience may be expressed in terms of its relevance, depth and breadth or other aspects as they relate to the duties and responsibilities involved.

Education refers to academic, vocational, or technical studies and training acknowledged through a credential or other official documentation from, or accepted by, a recognized Canadian educational institution. Formal training from federal government departments, agencies, or other institutions considered appropriate by the manager of the position being staffed is also acceptable. Specific standards with respect to Education exist for certain groups and levels. Alternatives to Education may also be applicable for certain groups. Applicable education standards and alternatives are outlined in Section 2.

Occupational Certification. Unless otherwise provided for by the Public Service Commission in these standards or in amendments to these standards, Occupational Certification refers to the possession of, or eligibility for, credentials such as a license, certificate, registration, letter, paper(s) or other documents that constitute acceptable evidence of occupational competence and that are granted by an organization legally established by federal, provincial or territorial law as a certifying or licensing body in Canada having the authority to regulate the practice of a profession, trade or act. Certain standards with respect to Occupational Certification exist for specific groups and levels. These are prescribed in Section 2.

Official Language Proficiency. In accordance with Treasury Board policy, all positions are to be identified as being either bilingual or unilingual. Unilingual positions must be specified as either English essential, French essential, or English or French essential.

For bilingual positions, three general second language skills are recognized: reading, writing, and oral interaction. There are three levels of proficiency for each of these general skills, referred to as levels A, B, and C from lowest to highest. For bilingual positions, the second language skills required and the level of each skill must be identified. In addition, the code "P" may be required when specific language proficiency is specified. The use of code P is discussed below. The linguistic profile summarizes the language proficiency requirements (none, A, B, C or P) in each skill for both official languages.

For the criteria used in the determination of levels of official language proficiency for bilingual positions, consult *Determining the Linguistic Profile for Bilingual Positions* published by the Public Service Commission.

Bilingual positions may be staffed on an imperative or non-imperative basis. Imperative staffing means that the position must be filled by someone who meets the language requirements at the time of the appointment. Non-imperative staffing means that the position may be filled by a candidate who does not meet the language requirements but who is eligible for language training or is otherwise excluded.

For bilingual positions, the level of general second language proficiency (A, B, C) in each of the skills shall be evaluated using tests or other procedures prescribed by the Public Service Commission. These tests do not apply to unilingual positions and must not be used to assess language skills for unilingual positions. For some positions, certain duties and/or responsibilities that are to be performed in either French, or English, or both require specific language skills or proficiency, including:

- (a) language-related skills normally acquired through specialized training (e.g., shorthand, text editing); or
- (b) specialized or expert proficiency in one or both official languages (e.g., teaching English or French).

When such positions are identified as bilingual, a code P is required in the linguistic profile to denote the language or languages in which these skills or proficiency is to be assessed. The P code may or may not refer to a second language requirement. This will depend on the language of the candidate and the language in which the duties and/or responsibilities need to be performed. Code P requirements must be met prior to appointment in either imperative or non-imperative staffing, regardless of any exclusions from other language requirements.

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications will most often consist of a combination of different types of qualifications; there is no requirement, however, that every type of qualification mentioned in the list above be represented.

Qualifications should not be established for knowledge, abilities/skills, or other attributes which can only be acquired after appointment, either through a formal departmental training program or through the performance of a particular set of duties. In such cases, the capacity to acquire such knowledge, abilities/skills, or other attributes should be reflected either through relevant aptitudes or other qualifications.

In some cases, specifying a certain qualification implies possession of another qualification. For example, the ability/skill to apply knowledge may in some circumstances presuppose the possession of that knowledge. In such cases, specifying in the Statement of Qualifications both the possession of the knowledge and the ability/skill to apply this knowledge may be redundant.

CONDITIONS OF EMPLOYMENT

Medical suitability, security and reliability are conditions of employment which must be administered according to Treasury Board policy. They must be met before appointment.

3. Choose or develop assessment methods

Standard: Assessment methods must provide information relevant to the qualification(s) being assessed.

When the qualifications have been specified, assessment methods shall be chosen or developed in order to collect the information needed to evaluate the candidate(s) against the specified qualifications. In section 2 of these *Standards for Selection and Assessment*, the use of specific assessment methods is prescribed for certain qualifications and for certain groups and levels.

The kind and amount of information sufficient to evaluate a given qualification is a matter of judgement. The type, depth, breadth and importance of the qualification will influence this judgement. In assessing some qualifications, considering information from different methods or sources enhances evaluations. Multiple assessment methods or sources of information regarding the same qualification permit an evaluation of the consistency of performance (e.g., consistency over time, consistency across situations). Conversely, a single method/source can be used to assess many qualifications.

Departments and agencies may develop assessment methods and choose sources of information according to their needs. All test development procedures must adhere to the guidelines set forth in the document entitled *Testing in the Public Service of Canada* published by the Personnel Psychology Centre (PPC) of the Public Service Commission. The application and use of tests of personality, interest, intelligence, or aptitude, or tests of like nature, including those commercially available, must be approved by the PPC. The authority to determine the nature of any test and to approve the application and use of all of its own tests rests with the Personnel Psychology Centre of the Public Service Commission.

Assessment methods must treat all candidates in an equitable and non-discriminatory manner. Nonetheless, equitable assessment does not necessarily require the use of the same assessment methods or sources of information for all candidates. For example, in some circumstances, such as sometimes occur in the assessment of candidates with disabilities, equitable assessment will require the modification of usual procedures. For more information on the assessment of persons with disabilities consult the brochure, *The Assessment of Persons with Disabilities*, published by the PSC. In all cases, the use of different assessment methods or sources of information for different candidates must be justified on the basis that such differential usage provides for a more accurate assessment and that the information gathered from these different methods or sources is comparable.

The selection board should be constituted in such a way that a fair, transparent and equitable assessment takes place.

In determining fair and objective methods for assessing candidates' qualifications, departments and agencies may develop or purchase instruments known as "standardized tests".

A standardized test is a systemic procedure for sampling an individual's behaviour in order to evaluate job-relevant competencies. The procedure is systematic in five areas: development, content, administration, scoring and communication of results. The development of the test is in accordance with the guidelines set forth in Chapter 3 - Test Development and Revision of the document entitled Testing in the Public Service of Canada published by the Personnel Psychology Centre (PPC) of the Public Service Commission. The content of the test is equivalent for all test-takers. The test is administered according to standard instructions and procedures. The test is scored according to a set protocol and the test results are communicated in an appropriate manner.

A number of standardized tests ranging from tests designed to assess basic skills (e.g., written communication tests) to tests designed to assess leadership and managerial abilities for middle and senior manager positions (e.g., simulations and in-basket exercises) are available from the Personnel Psychology Centre (PPC) of the Public Service Commission.

ASSESSMENT METHODS

Assessments will normally belong to use one or more of the following types:

- Interview;
- Samples of Previous Work;
- Simulation/Situational Exercise;
- Written Tests;
- Assessment Centre;
- Review of Past Accomplishments and Experience.

Interview. The term "interview" refers to direct communication between the assessor(s) and the candidate. Interviews range from unstructured conversations to sophisticated structured interview techniques.

Samples of Previous Work. An example of the work produced by the candidate in a current or previous job; for instance, to evaluate writing ability, a candidate may be asked to submit a report, a letter or an article that had been written in a current or previous job.

Simulation/Situational Exercise. This assessment method places the candidate in a situation that simulates the actual work environment and requires the candidate to perform important aspects of the actual job. Simulations can include individual exercises where the candidate is required to complete a task independently (e.g., a typing test, an "in-basket" test), or group exercises where the candidate is required to interact with others (e.g., a group discussion with peers, a presentation and discussion before selection board members). The in-basket and simulation exercises developed by the Personnel Psychology Centre of the Public Service Commission are examples of this approach.

Written Tests. May be used to assess various types of qualifications. Different formats are possible (e.g., multiple-choice, short answer, essay). The Personnel Psychology Centre of the Public Service Commission has developed a number of written tests for a variety of qualifications.

Assessment Centre. In this assessment method, multiple qualifications are assessed simultaneously, using multiple assessment methods, including one or more simulations. The candidate's performance is evaluated by a number of assessors. Assessment centre methodology is readily applicable to many kinds of positions and levels within an organization.

Review of Past Accomplishments and Experience. Many methods are available to collect information about a candidate's past accomplishments and experience: application forms, self-reports, résumés, performance appraisals, reference checks, supervisory checks, transcripts, samples of previous work, interview questions about the candidate's past, and personal knowledge of the candidate on the part of the selection board members. A combination of these methods is often used.

DEFINITIONS:

- **Job Performance** refers to the achievement of goals or attainment of results over a period of time, including the manner in which and degree to which they were achieved and their effect(s) on the work environment.
- **Productivity/Recognition** refers to recognized achievement in the form of authorship and editorship of published or unpublished reports, books, papers, or other communications resulting from:
 - (a) research, experimental development, or tasking associated with operational equipment and problems;
 - (b) operational research and scientific analysis;
 - (c) planning, analysis and evaluation of Canadian and foreign programs in research and development.

Productivity/Recognition also includes developmental work leading to the issue of patents, copyrights, or the creation of improved varieties, functions, or designs, and/or recognition by the professional community of the research environment.

A number of brochures that provide guidance on the use of various assessment methods have been published by the Public Service Commission. These *Assessing for Competence* brochures are available from the PSC on request.

4. Collect and integrate information

Standard: Assessment information must be collected and integrated in a way that will identify the best qualified candidate(s) or where applicable, qualified candidates.

After the set of qualifications required to perform the work has been determined, and the various assessment methods have been chosen or developed, assessment information must be collected and integrated so that a judgement can be made on the competence of candidates.

These *Standards for Selection and Assessment* apply in the determination of merit pursuant to both subsection 10(1) and subsection 10(2) of the PSEA. In applications subject to subsection 10(1), it is referred to as *relative merit*. In applications subject to subsection 10(2), it is referred to as *individual merit*. The manner in which the information is collected and integrated is the same but the manner in which it is used will differ as follows:

- a) for selection according to relative merit, the assessment information must be collected and integrated so as to determine which candidates are qualified and their order of merit. Assessing and ranking candidates as to their competence to perform the work of a position, group of positions or level within an occupational group, as applicable, requires combining all the relevant information into a final judgement. In the case of a competition, this final ranking is used to establish one or more eligibility lists.
- b) for selection according to individual merit, the assessment information needs only to be collected and integrated so as to determine whether a person meets the standard of competence established by the Commission and is therefore qualified to perform the work. A standard of competence is comprised of:
 - the statement of qualification(s);
 - assessment methods that provide the information required so that a judgement can be made on the competence of a person; and,
 - the cut-off score(s), on the numeric or narrative scale(s), that must be established so as to ensure that the successful candidate possesses the required degree of competency for a qualification(s) or combination of qualifications.

Any qualification, or combination of qualifications, can be used as a screening requirement at one stage or another of the selection process. With the exception of general second language skills described on page XXX, which must be assessed on a "meets/does-not-meet" basis only, any qualification used for screening at an earlier stage of the selection process can also be used in ranking candidates. Specific language-related skills and specialized or expert proficiency which involve the use of the "P" code in the linguistic profile of bilingual positions (described on page XXX) can be used for ranking purposes as abilities/skills even when they are to be evaluated in the candidate's second language.

Candidates may be eliminated from further consideration at any point in the selection process where they do not meet a required degree of competence on a qualification or combination of qualifications. Different assessment methods may be administered in an order that contributes to an effective selection process.

Setting cut-off scores for any qualification or combination of qualifications always involves judgement. Cut-off scores can be expressed in either a numeric or a narrative form. Many factors, including the anticipated or actual size of the applicant pool and prevailing labour market conditions, can be taken into account. Absolute cut-off scores, applicable to all situations, do not exist. Cut-off scores are set on the basis of the particulars of the situation at hand. Qualifications used for screening must be consistent with the objective of identifying the best qualified candidate(s), or where applicable, qualified candidate(s). Cut-off scores on qualifications must not fall below any established in Section 2 of these Standards. When judged appropriate, higher cut-off scores may be specified. The manner in which assessment information is combined must reflect the importance of the qualification assessed and the nature of the information yielded by the assessment method and/or source of information.

SECTION 2: GROUP-SPECIFIC STANDARDS

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 the Applied Science and Engineering Group, Research Group, Health Group, Law Group, University Teaching Group, and for **portions** of the Education and Library Services Group, Audit, Commerce and Purchasing Group and Economics and Social Science Services Group, (see group specific standards to determine which portions), the courses for a **specialization** must have been taken in university but not necessarily within a degree program in the required specialization.

- b) For all other groups, 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 for the Financial Management Group, consult note 4 on page 39).

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 Program and Administrative Services Group:

- a) Whenever a position in the Program and Administrative Services Group 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 have been appointed or deployed for an indeterminate period to a position in the Program and Administrative Services Group.
- 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 following groups:

Human Resources Group
Computer Systems Group
Financial Management Group
Foreign Services Group
Translation Group
Technical Services Group
Air Traffic Control Group
Aircraft Operations Group
Electronics Group
Radio Operations Group
Ships' Officers Group

and **portions** of the following groups (see group-specific standards to determine which portions):

Program and Administrative Services Group
Audit, Commerce and Purchasing Group
Education and Library Services Group

- a) Whenever a position in one of the groups listed above requires a secondary school diploma (except for Canadian Coast Guard Officer Cadet positions in the Ships' Officers 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 were appointed or deployed on an indeterminate basis to one of the groups listed above 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 the Financial Management Group Level 1* 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 Foreign Services 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.

This alternative is **not** applicable to the following groups:

Translation Group

Portions of the **Program and Administrative Services Group** (see group-specific standards)

or

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

Alternatives do not apply to positions in the Applied Science and Engineering Group, Research Group, Health Group, Law Group, University Teaching Group, and for **portions** of the Education and Library Services Group, Audit, Commerce and Purchasing Group and Economics and Social Science Services Group, (see group-specific standards for details). Exceptions are prescribed for postgraduate degrees in the Research Group and the University Teaching Group. Further requirements are applicable to the university graduation alternatives for the Financial Management 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 and must be re-assessed for other positions for which this alternative has been specified by the manager. Exceptions occur for tourism officers in the Foreign Service Group and for **portions** of the Program and Administrative Service Group (see group-specific standards).

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.

*Level 1 standards may be affected by the introduction of the UCS level Structure which was not finalized when this draft of the Standards was completed.

ACQUIRED RIGHTS

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 meet the university graduation requirement prescribed for their particular group. 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.

July 28, 1975

Portions of the **Research Group** as indicated below:

An incumbent of the **Defence Scientific Service Group** as of the above date meets the educational standards for performing the following work:

- 1. the planning, conduct and evaluation of research and development and directly related programs designed to advance defence science and technology.*
- 2. the development of new and improved military equipment, systems and operational capabilities.*
- 3. the provision of analysis, advice and information related to national, international, strategic and military matters affecting the security of Canada.*

June 30, 1977

Portions of the **Research Group** as indicated below:

An incumbent of the **Scientific Research Group** as of the above date meets the educational standards for performing the following work:

- 6. the planning, conduct and evaluation of research and development and innovation in the natural sciences within or outside the federal government, sometimes in collaboration with other agencies, designed to advance scientific knowledge and technology through significant and original additions to current understanding, concepts and theories.*
- 7. the management or co-ordination of organizations in the federal government conducting programs of research and development in the natural sciences, knowledge enhancement, technology development and innovation in the natural sciences and the provision of scientific advice on the direction, conduct and management of these programs.*

December 14, 1990

Portions of the **Applied Science and Engineering Group** as indicated below:

For employees of the National Research Council Space Division transferred to the EN-ENG subgroup of the **Engineering and Land Survey Group** upon the transfer of positions to the Canadian Space Agency as of the above date meet the educational standards for performing the following work:

6. the planning, design, construction or maintenance of physical or chemical processes, systems, structures or equipment; and the development or application of engineering standards or procedures including:

- (a) the planning, design, construction or maintenance of buildings, equipment, structures or systems such as transportation, telecommunications, utilities or water use projects.*
- (b) the planning or conducting of environmental engineering services such as heating and air conditioning or lighting.*
- (c) the planning or conducting of engineering works or studies concerned with the control of such matters as radio wave frequency usage, product quality, industrial safety or electrical utilities.*
- (d) the planning or conducting of engineering works or studies concerned with environmental problems related to air, water or land resources, where a comprehensive knowledge of engineering is the prime requirement.*
- (e) the planning or conducting of site exploration, development or engineering works control surveys.*
- (f) the conduct of cost-benefit or feasibility studies; and*
- (g) the development or modification of physical systems or equipment for use in special purpose computer systems applications where a comprehensive knowledge of engineering is the prime requirement.*

Acquired rights for other groups 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.



OCCUPATIONAL GROUPS

WITH

GROUP-SPECIFIC STANDARDS



NOTE: For some occupational groups the standards vary according to the work that is performed. For ease of reference, the work has been described using inclusion statements derived from the group definitions gazetted by Treasury Board on March 27, 1999. The inclusion statements are in italics and are numbered, to assist you in identifying them.

AIRCRAFT OPERATIONS GROUP (AO)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see page 15).
- and for positions where the following work is performed:

(AO-ETP)

3. the conduct and management of test flights of fixed and rotary wing aircraft for the purpose of determining compliance with airworthiness standards.

- 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

(AO-CAI, AO-ETP)

For positions in the group where the following work is performed:

1. the performance of the following activities for which recent experience in piloting an aircraft is required:

- (a) the determination of requirements and the development of operation procedures, navigational and instrument approach facilities and landing systems.*
- (b) the determination of aviation operational requirements for airports, support facilities, weather services, air traffic control services, air navigation and communication operations.*
- (c) the investigation of aviation occurrences, the conduct of safety studies, and the identification of and the communication of information relating to safety deficiencies.*
- (d) the enforcement of aviation legislation to ensure an adequate level of safety for the national civil air transportation system.*
- (e) the validation and dissemination of aeronautical information and the planning and management of civil air transportation systems during contingency periods; and*
- (f) the advancement of aviation safety as provided for in Canadian Transportation Accident Investigation and safety Board Act and Regulations.*

2. the delivery of staff training to ensure the maintenance of operational standards.

3. the conduct and management of test flights of fixed and rotary wing aircraft for the purpose of determining compliance with airworthiness standards.

The minimum standard is:

- possession of a valid Canadian Airline Transport Pilot License - Aeroplane Category with valid Group I 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).

(AO-HPS)

For positions in the group where the following work is performed:

- 4. the piloting of helicopters for shipboard or land-based helicopter operations for all Canadian Coast Guard requirements.*
- 5. the planning, evaluation and management of helicopter operations, systems and activities.*

The minimum standard is:

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

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 page 15); 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.

APPLIED SCIENCE AND ENGINEERING GROUP (AP)

(AC)

For positions in the group where the following work is performed:

1. *the evaluation of actuarial liabilities and the determination of premiums and contributions in respect of insurance, annuity and pension plans.*

Education

Education is prescribed only for positions classified at level 1². 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.

(AG)

For positions in the group where the following work is performed:

2. the promotion, development, and regulation of the agricultural industry and trade including the planning or conduct of quality control, regulatory and production programs, the analysis of agricultural markets and production trends, the regulation of market practices or the administration of financial incentives or subsidies.

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.

² Level 1 standards may be affected by the introduction of the UCS level structure which was not finalized when this draft of the *Standards* was completed.

(AR)

For positions in the group where the following work is performed:

3. the conceptual and detailed planning of buildings and related works, the planning and design of outdoor environment for human use, the development of codes and standards, and the management and monitoring of construction projects.

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.

Occupational Certification

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.

(BI)

For positions in the group where the following work is performed:

4. the analysis, identification, interpretation, classification, measurement, survey and management of biological resources, organisms or systems; and the analysis and interpretation of biological data.

Education

The minimum standard is:

- graduation with a degree from a recognized university with specialization in a biological science; or
- for multidisciplinary positions:
 - 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.

(CH)

For positions in the group where the following work is performed:

5. the analysis, interpretation, classification, measurement and survey of the chemical composition, properties and behaviour of matter; the development of analytical or survey methods, instruments or standards; the planning, conduct and evaluation of studies or projects; the integration of scientific information from different specialized areas; and the writing, reviewing or evaluation of papers, reports, contracts or agreements.

Education

The minimum standard is:

- graduation with a degree from a recognized university with specialization in chemistry; or
- for multidisciplinary positions:
 - 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.

(EN-ENG)

For positions in the group where the following work is performed:

6. the planning, design, construction or maintenance of physical or chemical processes, systems, structures or equipment; and the development or application of engineering standards or procedures including:

- (a) the planning, design, construction or maintenance of buildings, equipment, structures or systems such as transportation, telecommunications, utilities or water use projects.*
- (b) the planning or conducting of environmental engineering services such as heating and air conditioning or lighting.*
- (c) the planning or conducting of engineering works or studies concerned with the control of*

such matters as radio wave frequency usage, product quality, industrial safety or electrical utilities.

(d) the planning or conducting of engineering works or studies concerned with environmental problems related to air, water or land resources, where a comprehensive knowledge of engineering is the prime requirement.

(e) the planning or conducting of site exploration, development or engineering works control surveys.

(f) the conduct of cost-benefit or feasibility studies; and

(g) the development or modification of physical systems or equipment for use in special purpose computer systems applications where a comprehensive knowledge of engineering is the prime requirement.

When staffing such 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

When education is required, the minimum standard is:

- 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.

Occupational Certification

Where occupational certification is required, the minimum standard is:

- 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).

(EN-SUR)

For positions in the group where the following work is performed:

7. the analysis or development of land survey, mapping or charting systems, the theory and development of remote sensing technologies, satellite and space-based technology data acquisition systems and the acquisition, management, transformation, dissemination and application of geospatial data in post processing and real-time; the planning, conduct or evaluation of control, digital mapping or charting surveys; and the planning or conduct of legal surveys of real property.

When staffing such 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

When education is required, the minimum standard is:

- 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.

Occupational Certification

Where occupational certification is required, the minimum standard is:

- eligibility for a Land Surveyor Commission in Canada.

(FO)

For positions in the group where the following work is performed:

8. the promotion and development of forest resources; the planning, design, development and maintenance of forest surveys, inventories and databases; the management of forests; the administration of co-operative arrangements with other government and non-governmental organizations providing assistance in the various fields of forestry; the provision of advice and liaison with the various communities of interest in the forest industry; and the coordination and transfer of technology on a regional, national and international level.

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.

(MT)

For positions in the group where the following work is performed:

9. the analysis and forecasting of weather and climatic phenomena; the development of instruments, methods and standards for observing and recording atmospheric phenomena; and the development, application and provision of data, information and advice in the application of meteorology to the economic and environmental problems of the country.

Education

The minimum standard is:

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

(PC)

For positions in the group where the following work is performed:

10. the analysis, identification, interpretation, classification, measurement, survey and management of earth resources and the behaviour of earth and space and related systems; and the provision of data, information and advice in the application of geosciences and physical sciences to economic and environmental issues.

11. the study of the physical properties of medical devices or radiation emitting devices for the purpose of evaluating their safety or efficacy; the development of analytical or survey methods, instruments or standards; the planning, conduct and evaluation of studies or projects; and the integration of scientific information from different specialized areas.

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.

(SG-PAT, SG-SRE)

For positions in the group where the following work is performed:

12. the regulation and control of Canadian patents; the preparation, processing classification and examination of applications for patents; the allowance, refusal or rejection of applications for patents; the promotion of the commercial and technological aspects of the patent system; and

the dissemination and interpretation of technological information contained in patent systems.

13. the inspection or evaluation of techniques and technical processes and products to ascertain conformity with prescribed standards; the regulation of the distribution and control of drugs liable to abuse; the appraisal of submissions with respect to drugs; the inspection of the manufacture, storage, disposal, transportation and handling of dangerous commodities; and the regulation of environmental hazards.

14. the inspection of the manufacture, processing distribution, labelling or advertising of foods, drugs, cosmetics or medical devices for the purpose of protecting the public from health hazards or fraudulent or misleading advertising or labelling; and the provision of regulatory advice for the determination of the status of a particular product as to its identity as a drug, food, cosmetic or medical device.

15. the inspection of the manufacture, storage, disposal, transportation and handling of dangerous commodities such as flammable, explosive, poisonous, corrosive and radioactive materials.

16. the inspection for the assurance of the quality of goods and services purchased under contract by the Government of Canada.

17. the development of regulations and policies dealing with regulated products, foods, cosmetics, explosives and other consumer products and the evaluation of proposed regulatory actions resulting from inspection.

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.

AUDIT, COMMERCE AND PURCHASING GROUP (AV)

(AU)

For positions in the group where the following work is performed:

1. audit - the application of a comprehensive knowledge of the generally accepted accounting principles and auditing standards to the auditing of the accounts and financial records of individuals, businesses, non-profit organizations, or provincial or municipal governments to determine their accuracy and reasonableness, to establish or verify costs, or to confirm the compliance of transactions with the provisions of statutes, regulations, agreements or contracts.

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.

(CO)

For positions in the group where the following work is performed:

2. commerce - the planning, development, delivery and management of economic development policies, programs, services and other activities designed to promote the establishment, growth and improvement of industry, commerce and export trade; and the regulation of trade and commerce including.

(a) the promotion of the more efficient use of resources in particular geographic areas through the conduct of studies and investigations and the implementation of programs and projects for this purpose.

(b) the promotion of the development and use of modern industrial technologies.

(c) the promotion of economic development directed towards groups, regions, industries or the Canadian economy as a whole.

(d) the promotion of the export of Canadian goods and services, including the tourist industry; the expansion of Canada's share of global trade by providing advice to Canadian companies, trade associations or other agencies of government, by safeguarding and promoting Canadian trading relationships, or by bringing the export aspects to bear in Canada's aid and financing programs.

(e) the study and assessment of developments in international trade and trading arrangements, and their implications for the Canadian economy.

(f) the administration and enforcement of competition legislation and legislation relating to restraints of trade; and

(g) the examination of records and reports of registered insurance, trust and loan companies, money lenders and small loan companies, fraternal benefit societies and co-operative credit associations to ensure their solvency and compliance with legislation and regulations controlling their operations.

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see page 15).

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.

(PG)

For positions in the group where the following work is performed:

3. purchasing - the planning, development, delivery and management of purchasing and supply policies, programs, services and other activities to meet the needs of Public Service departments and agencies including one or more subsidiary activities, such as in the areas of asset management and disposal, contracting, procurement of goods or services, inventory management, cataloguing, warehousing or traffic management.

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see page 15).

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.

ALTERNATIVES TO A SECONDARY SCHOOL DIPLOMA

- a) Whenever a position in the group requires a secondary school diploma as the minimum standard, 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 (see page 15) to a secondary school diploma (1 and/or 2) **must be offered** to candidates who have not previously met the secondary school diploma requirement.
- c) Candidates who were appointed or deployed on an indeterminate basis to the group via an acceptable combination of education and /or experience meet the secondary school requirement for this occupational group only. They must be reassessed to entry to other occupational groups on the basis of this alternative.

COMPUTER SYSTEMS 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.

Notes:

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. For entry to the group, 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.

CORRECTIONAL SERVICES GROUP (CX)

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see page 15).

ECONOMICS AND SOCIAL SCIENCE SERVICES GROUP (EC)

(SI)

For positions in the group where the following work is performed:

1. *the conduct of surveys, studies, projects and tests requiring a practical knowledge of a specialized field such as economics, history, law or psychology and requiring the development of specialized techniques and procedures, or the development and use of related processing applications, or the interpretation of findings.*
2. *the identification, description, classification, organization and location of archival, gallery, library or museum materials; or the creation, manipulation, verification, analysis and transmission of descriptive records pertaining to such materials, both of which require a practical knowledge of the subject matter.*

3. *the editing of legislation or the conduct of studies in matters such as land conveyancing, expropriation, litigation and labour relations requiring a practical knowledge of the specific legal area to interpret findings or prepare submissions.*

4. *the application of a practical knowledge of a specialized field such as economics, history, law or psychology to the use and modification or adaptation of computer systems, utilities or software.*

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.

(ES)

For positions in the group where the following work is performed:

5. *the application of a comprehensive knowledge of economics, sociology or statistics to the economic, socio-economic or sociological studies, forecasts and surveys in a variety of subject areas in domestic and/or international settings.*

6. *the application of a comprehensive knowledge of economics, sociology or statistics to the development, application and evaluation of statistical and survey methods and indicators for use in natural or social science research projects, or in the planning of surveys and censuses or in the determination of statistical measures and techniques for data analysis and reporting.*

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.

EDUCATION AND LIBRARY SERVICES GROUP (EB)

(EU)

For positions in the group where the following work is performed:

1. the instruction of students of all ages in the following, where the application of a comprehensive knowledge of educational techniques is not required: cultural matters and academic subjects as part of an elementary or secondary school curriculum; a second language; or an organized program of physical education.

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see page 15).

ALTERNATIVES TO A SECONDARY SCHOOL DIPLOMA:

- a) 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 (see page 15) to a secondary school diploma (1 and/or 2) **must be offered** to candidates who have not previously met the secondary school diploma requirement.
- c) Candidates who were appointed or deployed on an indeterminate basis to the group via an acceptable combination of education and /or experience meet the secondary school requirement for this occupational group only. They must be reassessed for entry to other occupational groups on the basis of this alternative.

(ED)

For positions in the group where the following work is performed:

2. the application of a comprehensive knowledge of educational techniques to teach, train or counsel students in school or in out-of-school programs.

3. the application of a comprehensive knowledge of educational techniques to plan, develop, conduct or evaluate specialized educational programs such as language training, vocational training, adult education, literacy education and health education.

Education

Education is prescribed for all positions involving language teaching or educational services:

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 where the work involves elementary and secondary teaching for which the manager considers an education qualification necessary.

Occupational Certification

Occupational certification is prescribed for positions involving elementary and secondary teaching 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.

(LS)

For positions in the group where the following work is performed:

4. the application of a comprehensive knowledge of library and information science to:

(a) select, acquire, organize, preserve and dispose of library materials.

(b) catalogue, classify, index and analyze information and library materials.

(c) provide reference, referral, bibliographic, advisory, information retrieval, and document delivery services, and perform other functions to assist users in accessing library materials.

(d) evaluate, develop, select, implement and use manual and automated systems and networks to record, organize, store, search, retrieve and make accessible information in library or information management operations.

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.

Note: Candidates must always have a university degree.

ELECTRONICS SERVICES 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.

FINANCIAL MANAGEMENT GROUP (FI)

Education

(1) The minimum standard for positions classified at the FI-1 level³ is:

- successful completion of two years of an acceptable post-secondary educational program in accounting, finance, business administration, commerce, or some other specialty relevant to the position being staffed; or
- successful completion of Level II of the training program offered by a recognized Canadian professional accounting association.

(2) The minimum standard for positions classified at the FI-2 level and above³ is:

- graduation with a bachelor's degree from a recognized university and acceptable specialization in accounting, finance, business administration, commerce or some other specialty relevant to the position being staffed AND experience related to positions in the Financial Management Group; or
- eligibility for a recognized professional accounting designation.

- Notes:**
- 1) It is the recognized educational institution or the training organization that determines if the courses taken by a candidate correspond to two years of a post-secondary program at that institution.
 - 2) Eligibility for a recognized professional accounting designation must be accepted whenever a bachelor's degree is the minimum requirement for a position in this group.
 - 3) Achievement of a satisfactory score on the PSC test approved as an alternative to university graduation (PSC-310), coupled with an acceptable combination of education, training and/or experience may serve as a means of meeting the requirement for university graduation where the manager considers such an alternative acceptable for the position being staffed. This combination of education, training and/or experience must include at least the minimal education standard prescribed for positions classified at the FI-1 level.
 - 4) With regards to university graduation, "specialization" refers to an acceptable concentration in a particular field of study. It may be acquired either within the degree program or through an acceptable number of courses taken over and above the degree program and it may also be obtained through an acceptable combination of education, training and/or experience. (Normally, an acceptable specialization in accounting includes one full intermediate level financial accounting course plus at least one full or

³ Level standards may be affected by the introduction of the UCS level structure which was not finalized when this draft of the Standards was completed.

two half-courses in related financial accounting subjects such as advanced accounting, cost accounting or management accounting.)

- 5) Based on their education training and experience, incumbents of positions in the Financial Administration Group who do not possess the minimum formal education prescribed for the level of their substantive position but who were certified in their jobs as a result of the conversion effective June 23, 1987, meet the minimum education standards prescribed for the level of their substantive position. This means the following:
 - a) incumbents whose positions were converted to the FI-1 level meet the minimum education standard for that level. They must possess the formal education (or the alternative prescribed in these selection standards) for appointment to higher levels;
 - b) incumbents whose positions were converted to the FI-2 and higher levels meet the minimum education standard for their substantive position. They also meet the minimum education standard prescribed for subsequent appointment to other positions at their respective level and to all other positions at the FI-2, FI-3 and FI-4 levels.

Occupational Certification

For positions requiring a professional accounting designation, 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 CA, RIA/CMA and CGA.

Knowledge

The minimum standard for initial appointment to the FI-1 level is:

- successful completion of the PSC Financial Administration Test of Technical Knowledge (PSC-360) or possession of a PSC approved alternative.

PSC approved alternatives are:

- eligibility for a recognized professional accounting designation;
- possession of the Government of Canada Financial Management Certificate; or
- graduation with a bachelor's degree from a recognized university and acceptable specialization in a specialty relevant to financial administration (effective December 28, 1994).

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.

HEALTH SERVICES GROUP (SH)

(DE)

For positions in the group where the following work is performed:

1. *the prevention, diagnosis and treatment of dental disease and abnormal dental conditions, and the management of dental health programs.*

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.

(MD)

For positions in the group where the following work is performed:

2. the conduct and management of programs to promote public and individual health and the reduction of disease.

3. the prevention, diagnosis and treatment of disease, disability and abnormal physical and mental conditions.

4. the assessment of the incidence and prevalence of diseases; the assessment of the fitness for work of Public Service employees; the medical assessment of applicants for immigration into Canada; and the assessment of the medical fitness of aviation personnel.

5. the assessment of medical fitness for the determination of disability and other federal government benefits, special equipment and services to eligible applicants.

6. the appraisal of drugs and medical devices for safety and efficiency under the conditions of their intended use.

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 medical specialists, the minimum standard is:

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

(NU)

For positions in the group where the following work is performed:

7. the care of patients and the treatment and management of illness in co-operation with medical doctors, and the provision of specialized nursing services.

8. the evaluation of nursing policies, procedures, standards and practices and the conduct of related research and education.

Education

For hospital nursing, community health nursing and nursing consultants, 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 community health nursing, 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 hospital nursing positions which require psychiatric nurse certification, the minimum standard is:

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

For hospital nursing positions which require psychiatric nurse certification, the minimum standard is:

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

(HE/ND)

For positions in the group where the following work is performed:

9. the development of standards and guides in the field of nutrition and dietetics; the assessment of nutritional requirements and provision of nutrition and dietetic services; the provision of nutritional education and information; the management of nutritional programs; and the management of food services.

Education

The minimum standard is:

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

(OP)

For positions in the group where the following work is performed:

10. the of assessment and treatment of clients for whom occupational or physical therapy services are required for the improvement or maintenance of their well being.

11. the planning and management of client treatment or health education programs delivered by other health care providers.

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.

(PH)

For positions in the group where the following work is performed:

12. the compounding and dispensing of drugs; and the maintenance and control or the audit of drug stocks.

When staffing 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 from a recognized school of pharmacy.

Occupational Certification

Where occupational certification is required, the minimum standard is:

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

(PS)

For positions in the group where the following work is performed:

13. the conduct of research in human behaviour, the assessment of human motives, abilities, skills, decisions and acts, and the treatment of human behaviour.

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.

(SW)

For positions in the group where the following work is performed:

14. the promotion of individual, group and community well-being through the identification and assessment of social needs; and the planning, development and delivery and management of social programs and social work services with the objective of lessening, removing or preventing the physical, emotional and material problems of individuals, families or groups.

Education

The minimum standard is:

- for chaplain positions:

S 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 social worker positions:

S 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.

(VM)

For positions in the group where the following work is performed:

15. the prevention, diagnosis and treatment of animal diseases; the examination of animals, organs and tissues to determine whether they are diseased or potentially harmful to people or animals; and the evaluation of veterinary drugs to determine their human safety.

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.

HUMAN RESOURCES MANAGEMENT GROUP (HM)

(OM)

For positions in the group where the following work is performed:

2. the provision of strategic advice and assistance in improved structures and use of resources through the analysis and study of the organization and operations of the Public Service.

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see page 15).

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.

(PE)

For positions in the group where the following work is performed:

1. the provision of strategic advice on or the planning, analysis, development, delivery or management of human resources policies, programs, services and other activities.

3. the provision of specialized services such as investigations, appeals and dispute resolution processes involving the application of human resources policies and programs.

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see page 15).

Aptitudes

The minimum standard for initial appointment to level 1¹ or level 2 positions is:

- satisfactory performance on an approved PSC test.

¹Level standards may be affected by the introduction of the UCS level structure which was not finalized when this draft of the Standards was completed.

Note: The approved PSC test is not mandatory for candidates who are currently appointed to a position in the group performing the work described under inclusion statements 1 and 3 or were occupying a position in the PE group on April 15, 1983. This is so regardless of whether or not they are currently employed in the Public Service. Based on a combination of education, training and experience, these candidates are recognized as having met the minimum performance level required on this test for entry to the HM group to perform work described in inclusion statements 1 and 3.

LAW GROUP (LA)

Occupational Certification

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.

NON-SUPERVISORY PRINTING OPERATIONS GROUP (Non-S PR) OPERATIONAL SERVICES GROUP (SV)

(FR, GL, GS, HP, HS, LI, PR, SC)

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 Human Resources Development Canada.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for these groups.

PROGRAM AND ADMINISTRATIVE SERVICES GROUP (PA)

(CM, CR, DA, OE, ST)

For positions in the group where the following work is performed:

1. the provision of administrative services, including adapting, modifying or devising methods and procedures, in support of Public Service policies, programs, services or other activities, such as those dealing with administrative, financial, human resources, purchasing, scientific or technical fields, including:

- (a) the operation, scheduling or controlling of the operations of electronic equipment used in the processing of data for the purpose of reporting, storing, extracting and comparing information or for solving formulated problems according to prescribed plans.*
- (b) the operation, routine servicing and minor repair of a variety of cryptographic, facsimile, electronic mail and associated communications equipment in preparing, receiving, transmitting, and relaying messages; and the performance of related activities including recording receipt and dispatch times of traffic, priority allocation and distribution of message copies that require special knowledge of communication procedures, format, schedules, message traffic routes and equipment operation.*
- (c) the operation of bookkeeping, calculating, duplicating and mailing service or microphotography equipment to post data, calculate, produce copy, white-prints, blueprints, and other printed materials, prepare mail or produce and process microfilm.*
- (d) the collecting, recording, arranging, transmitting and processing of information, the filing and distribution of information holdings, and the direct application of rules and regulations.*
- (e) the provision of secretarial, word-processing, stenographic and verbatim-recording services and the operation of related electronic equipment; and*
- (f) the operation of micro-processor controlled telephone switching systems and peripheral equipment.*

Education

The minimum standard is:

- successful completion of two years of secondary school or PSC approved alternatives (see page 15).

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 “Grammar, Spelling and Punctuation Achievement Test” (GSPAT) and/or “Examen d’orthographe, de grammaire et de ponctuation” (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 positions requiring proofreading.

(AS, WP, OM)

For positions in the group where the following work is performed:

- 2. the planning, development, delivery or management of government policies, programs, services or other activities directed to the Public Service.*
- 3. the planning, development, delivery or management of policies, programs, services or other activities in two or more administrative fields, such as finance, human resources or purchasing, directed to the Public Service.*
- 6. the planning, development, delivery or management of the internal comprehensive audit of the operations of Public Service departments and agencies.*
- 7. the planning, development, delivery or management of policies, programs, services or other activities dealing with the privacy of and access to information.*
- 8. the research, analysis and provision of advice on employee compensation issues to managers, employees and their families or representatives.*
- 9. the provision of advice, support, and training to users of electronic office equipment, both hardware and software.*

10. the planning, development, delivery or management of policies, programs, services or other activities dealing with the management of property assets and facilities, information holdings or security services in support of the Public Service.

12. the planning, development, delivery or management of policies, programs, services or other activities dealing with the social development, settlement, adjustment and rehabilitation of groups, communities or individuals including the planning, development and delivery of welfare services.

13. the provision of advice on and the analysis, development and design of forms and forms systems.

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see page 15).

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.

(PM, PM-MCO)

For positions in the group where the following work is performed:

2. the planning, development, delivery or management of government policies, programs, services or other activities directed to the public.

4. the planning, development, delivery or management of government policies, programs, services or other activities dealing with the collection of taxes and other revenues from the public.

5. the planning, development and delivery of consumer produce inspection programs.

14. the delivery of mediation or conciliation services dealing with disputes in collective bargaining and industrial relations within the jurisdiction of Part I of the Canada Labour Code.

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see page 15).

(IS)

For positions in the group where the following work is performed:

11. the research into public attitudes and perceptions and the analysis, development, recommendation and delivery of strategic communications plans and activities dealing with the explanation, promotion and publication of federal government programs, policies and services.

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 above mentioned positions.
 - 2) For entry to these positions in the PA group, an acceptable combination of education training and/or experience may serve as an alternative to university graduation at the manager's discretion.
 - 3) A satisfactory score on the PSC test generally approved as an alternative to university graduation cannot be used as an alternative for these positions.

ALTERNATIVES WHEN A SECONDARY SCHOOL DIPLOMA IS THE MINIMUM STANDARD:

- a) Whenever a position in the group requires a secondary school diploma as the minimum standard, 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 (see page 15) to a secondary school diploma (1 and/or 2) **must be offered** to candidates who have not previously met the secondary school diploma requirement.
- c) Candidates who were appointed or deployed on an indeterminate basis to the group via an acceptable combination of education and /or experience meet the secondary school

requirement for this occupational group only. They must be reassessed for entry to other occupational groups on the basis of this alternative.

RADIO OPERATIONS (RO)

Education

Trainees

The minimum standards are:

- a secondary school diploma or PSC approved alternatives (see page 15).

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-operating² 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.

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

² Non-operating positions have no requirements to work at a communications/traffic console.

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.

RESEARCH GROUP (RE)

(DS)

For positions in the group where the following work is performed:

- 1. the planning, conduct and evaluation of research and development and directly related programs designed to advance defence science and technology.*
- 2. the development of new and improved military equipment, systems and operational capabilities.*
- 3. the provision of analysis, advice and information related to national, international, strategic and military matters affecting the security of Canada.*

Education

The minimum standard is:

- for all positions
 - 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 1¹
 - 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.

¹Level standards may be affected by the introduction of the UCS level structure which was not finalized when this draft of the *Standards* was completed.

- for positions at classification level 2¹
 - 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 3¹
 - 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 from a recognized university with specialization in a field relevant to the position, coupled with acceptable experience.

(HR)

For positions in the group where the following work is performed:

4. the conduct of research and related programs in history, history of art, archival science, anthropology or archaeology designed to promote and disseminate knowledge of the history and culture of civilization, including the location, selection, analysis, classification and exhibition of relevant material.

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.

(MA)

For positions in the group where the following work is performed:

5. the development or application of mathematical and analytical methods, models and programs including those of mathematical statistics; the solution of problems in the natural, physical or social sciences that require the application of mathematical and statistical techniques and analysis; and the conduct of fundamental or applied research in one of the following or related fields: mathematics, statistics, survey methods, operational research or generalized systems.

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.

(SE)

For positions in the group where the following work is performed:

6. the planning, conduct and evaluation of research and development and innovation in the natural sciences within or outside the federal government, sometimes in collaboration with other agencies, designed to advance scientific knowledge and technology through significant and original additions to current understanding, concepts and theories.

7. the management or co-ordination of organizations in the federal government conducting programs of research, knowledge enhancement, technology development and innovation in the natural sciences, and the provision of scientific advice on the direction, conduct and management of these programs.

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 training and experience in research. 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 page 11) is required for all research scientist positions.

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 positions,
 - a secondary school diploma or PSC approved alternatives (see page 15);
- for officer positions such as Electronics/Electrical Officers, Electrical Officers, Electronics Officers, and Instructors,
 - successful completion of acceptable specialized training related to the position.

The minimum standards for **officer positions for which occupational certification is required are:**

- 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-II
- 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 I
- 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 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.

**SHIP REPAIR CHARGEHANDS AND PRODUCTION
SUPERVISORS -EAST GROUP (SR(C))
SHIP REPAIR-EAST GROUP (SR(E))
SHIP REPAIR-WEST GROUP (SR(W))**

(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 Human Resources Development Canada.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for positions in these groups.

TECHNICAL SERVICES GROUP (TC)

(DD, GT, PI, PY, TI)

For positions in the group where the following work is performed:

- 1. the planning, design and making of maps, charts, drawings, illustrations and art work.*
- 2. the design of three-dimensional exhibits or displays within a predetermined budget and pre-selected theme.*
- 3. the application of technical drawing principles to the design and development of mechanical parts and assemblies.*
- 4. the application of statutes, regulations and standards affecting agricultural, fishery and forestry products.*
- 5. the capture and development of images involving the operation and use of cameras, accessories and photographic processing and reproduction equipment.*

- 6. *the operation of television cameras and video recording systems and equipment.*
- 7. *the inspection and evaluation of quality assurance systems, processes, equipment, products, materials and associated components including electronic equipment used in trade measurement; the development, recommendation or enforcement of statutes, regulations, standards, specifications or quality assurance policies, procedures and techniques; and the investigation of accidents, defects and/or disputes.*
- 8. *the construction and repair of prostheses and orthoses.*
- 10. *the performance of other technical functions not included above.*

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see page 15).

(EG)

For positions in the group where the following work is performed:

- 3. *the conduct of analytical, experimental or investigative activities in the natural, physical and applied sciences; the preparation, inspection, measurement and analysis of biological, chemical and physical substances and materials; the design, construction, modification and assessment of technical systems and equipment or the calibration, maintenance and operation of instruments and apparatus used for these purposes; and the observation, calculation, recording and the interpretation, presentation and reporting of results of tests or analyses, including:*
 - (a) *the performance of activities involving the application of the principles, methods, and techniques of engineering technology and a practical knowledge of the construction, application, properties, operation and limitations of engineering or surveying systems, processes, structures, buildings or materials, and machines or devices.*
 - (b) *the planning of approaches, the development or selection and application of methods and techniques, including computer software, to conduct analytical, experimental or investigative activities; the evaluation and interpretation of results; and the preparation of technical reports.*
 - (c) *the observation and recording of events and the analysis of information relating to such fields as meteorology, hydrography, or oceanography and the presentation of the results of such studies; and the provision of data and information relating to meteorology.*
 - (d) *the monitoring and investigating of environmental hazards or the provision of advice on those issues impacting upon compliance with public health legislation; and*
 - (e) *the design, development or application of tests, procedures and techniques in support of the diagnosis, treatment and prevention of human and animal diseases and physical conditions.*

Education

The minimum standard is:

- a secondary school diploma or PSC approved alternatives (see page 15); and,
- for Meteorological Technician entry-level positions:
 - S** 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.

TRANSLATION SERVICES 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.

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.