

Human Resources Support Specialist

AEC- LCA.DT



HUMAN RESOURCES SUPPORT SPECIALIST (AEC)

What is RAC?

The “Recognition of Acquired Competencies” (RAC) is a process that allows adults to be evaluated and to obtain official recognition for competencies (skills and knowledge) acquired on the job or through real-life experience.

What are the advantages of RAC?

- Helps you get evaluated for skills you already know
- Provides official recognition of your competencies
- Improves your employability and career outlook
- Is flexible to suit your schedule and your lifestyle.

Which diploma do I get?

Upon successful completion of the RAC Human Resources Support Specialist process, you will be awarded an AEC in Human Resources (Attestation of Collegial Studies) recognized by the Minister of Higher Education. This is a technical administration certification.

Is an AEC in Human Resources for me?

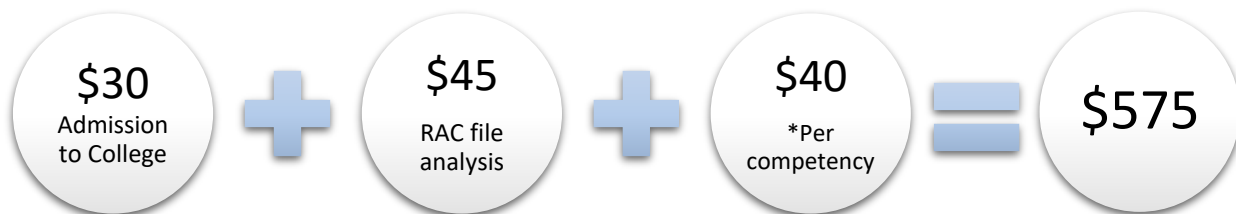
- This is for human resources assistants, recruitment assistants, human resources administrative support, and staffing clerks who have been working in the field for several years.
- This is for administrative assistants, executive assistants, receptionists, office coordinators, and office clerks who have been providing services in a human resources department for several years.
- This is for people who are already working in an office environment in the human resources field and wish to get a certification for their competencies and for their knowledge.

How long does it take?

The duration is approximately 6-9 months depending if the individual is currently working or not, to complete the *program specific* competencies.

*If you have already taken college courses or have a higher education degree, an in-depth file analysis will be done to grant substitutions and/or equivalencies where needed.

How much does it cost?



*Up to a maximum of \$500

- All applicants must pay the \$30 application fee and \$45 file analysis fee before moving forward to the next step; the Validation Interview. This \$75 is non-refundable and must be paid online with a credit card.
- Applicants who have previously attended Champlain College, will not be charged the \$30 application fee.

What are the admission requirements?

- Candidates must be 20 years of age or older and have been absent from full-time CEGEP studies for at least one year prior to admission to the program.
- Candidates must have a High School Degree or experience and training deemed sufficient by the College Administration.
- Potential candidates must have a good written and spoken level of French to be admitted.

What are the competencies?

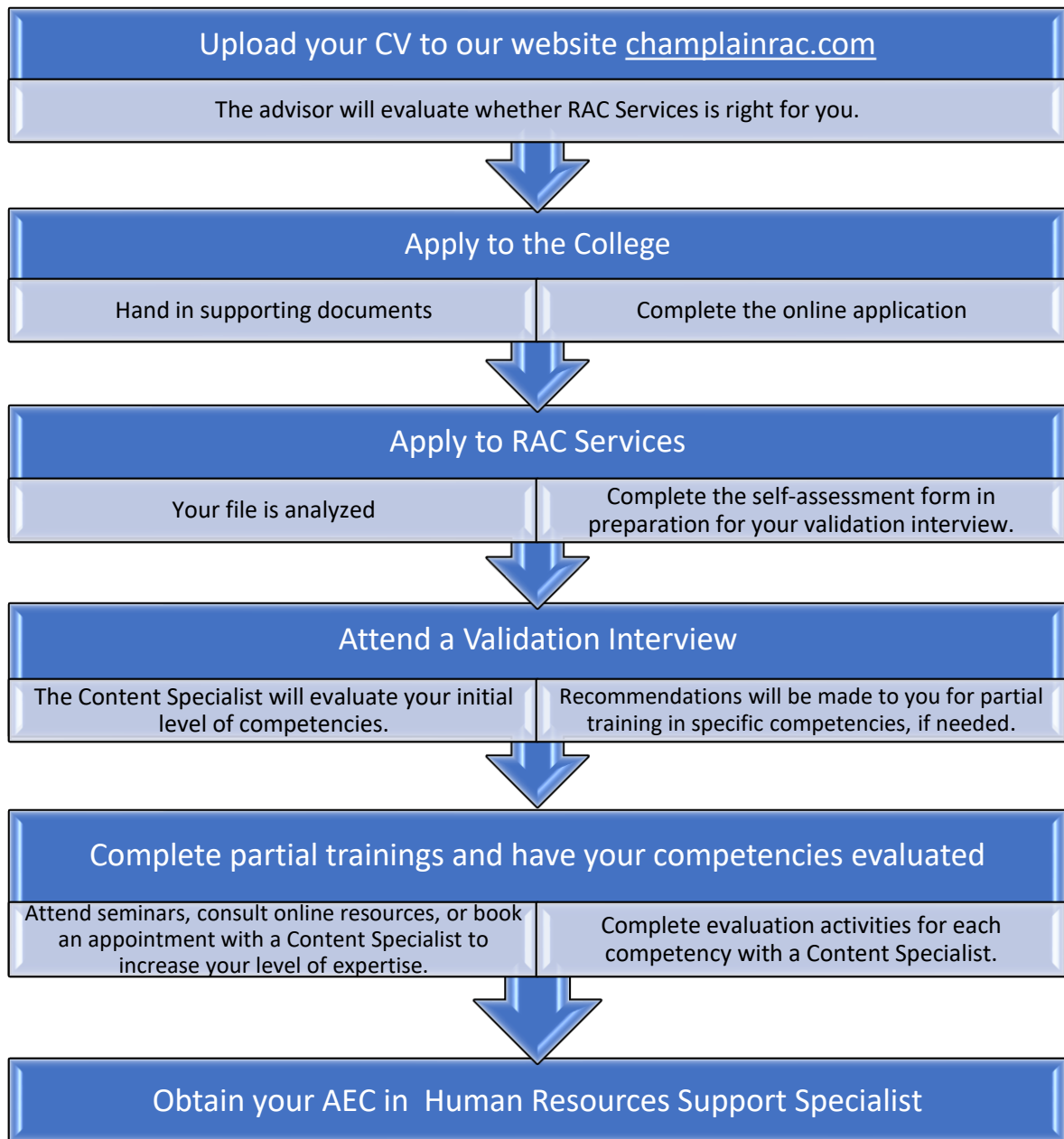
- The Human Resources Support Specialist program consists of 13 competencies.
- The competencies have been grouped into clusters to create an efficient evaluation process where candidates can demonstrate more than one competency at a time. There are 4 clusters and 3 independent competencies. Candidates will need to demonstrate that they are knowledgeable in the following areas.

| Competency | Competency Title |
|------------|---|
| | Cluster A: Law and regulations |
| BT04 | To assist in applying laws and regulations for human resource management. |
| BT10 | To assist in the management of labour relations. |
| BT11 | To assist in developing and applying health and safety policies. |
| | Cluster B: Interpersonal relationships |
| BT03 | To communicate with diverse individuals in the workplace. |
| BT09 | To interact in a support role for human resources management. |
| | Cluster C: Compensation |
| BT06 | To apply the company's remuneration policy. |
| BT07 | To perform payroll transactions. |
| | Cluster D: Human Resources Management |
| BT05 | To assist the manager in the staffing process. |
| BT02 | To use common software applications for human resource. |
| BT08 | To ensure support of employee training. |
| | Independent |
| BS4Y | To correct French business texts. |
| BT01 | To analyze the profession. |
| BT12 | To integrate into the labour market. |

N.B. Champlain College Saint-Lambert is an English-speaking college; seminars are in English.

How to apply?

Attend an Info session and the program counsellor will guide you through the steps in applying to RAC services.



Thank you very much for your interest in our RAC services at Champlain College.

Advisor Contact Information:

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