

# SPECIALIST IN TRANSPORTATION & LOGISTICS

LCA.DS RAC

## Is RAC for me?

The RAC service in Transportation & Logistics is for people who have significant experience and competencies in the field of transportation and logistics and who wish to improve their chances of obtaining better employment, an increase in salary, or a promotion.

It is for people who have been working in the industry for several years, but never had an official diploma or attestation, who want to see their competencies recognized, and/or to upgrade their skills and knowledge.

It is also for newcomers to Canada who need to convert their transportation and logistics experience to a North American context, so they can start their career here.

### 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 acquired on the job or through real-life experience. Receive an official AEC (Attestation d’Études Collégiales) recognized by the ministère de l’Éducation upon successful completion.

### Advantages of RAC

- obtain formal recognition • less time in school • improve employability • higher salary • register at any time • flexibility

## When does it take place?

In the **Individuals** pathway, seminars, classroom activities, and evaluations take place on Tuesday evenings and Saturday during the day, online. Candidates can also self-study using the resources on the website.

## How long does it take?

In the **Individuals** pathway, RAC candidates can complete all the evaluations in approximately one year.

## How much does it cost?



# Competencies of the Transportation & Logistics AEC

## Group 1: Foundational Knowledge

- AP31/32** Jobs & geography in transportation & logistics
- AP75** Business communication for transportation & logistics
- AP37** Process information and data using spreadsheet software (Excel)
- AP79 Competency Elements 1-3** Math for transportation & logistics
- AP72** Vendre des produits / services dans un établissement commercial\*
- AP73** Superviser le personnel\*

## Group 2: Specific Knowledge

- AP79 Competency Elements 4-6** Accounting for Transportation & Logistics
- AP69** Transporting, storing, and handling dangerous goods & specialized transports
- AP70/71** Import and export processes
- AP33/36** North American transportation: Select means of transportation / conceive routes for road transportation
- AP38/68** International transportation: Identify relevant legal information in the organization of national and international freight transportation / organize the international transportation of goods
- AP78** Environmental issues and innovations in transportation and logistics
- AP67** Procurement and inventory control: Establish a supply and inventory control strategy

## Group 3: Managerial Knowledge

- AP35** Manage road transportation operations
- AP39/40/76** Warehouse management: Ensure the receipt and expedition of goods / ensure the storage of goods
- 00NE** Supply chain management: Organize the national transportation of merchandise
- AP74** Internship: Integration into the job market in the field of logistics  
*\*(Resources and evaluations in French)*

## Non-competency seminars (Intensive Pathway)

- Integration seminars** Séminaires sur la culture et le monde du travail québécois
- French/English skills** Weekly transportation and logistics-related language skills
- Job Search** Extensive industry links, mock interviews, CV development

## The Application Process

The RAC process is probably different from your experiences of training and evaluation in the past. The admissions process reflects these differences, as the goal of this process is to ensure that candidates are ready to be evaluated in the competencies.

The process is described below and is discussed during the information session.

You can contact us at any point during the admissions process with any questions you may have.

### Step 1: Submit CV

Submit your CV (in English or French) if not already done via the [www.champlainrac.com](http://www.champlainrac.com) RAC website, so that we can analyze your experiences to see if they match with the competencies and have adequately prepared you for the RAC process.

### Step 2: Attend an information session

The pedagogical counsellor responsible for this program will meet with you for approximately one hour, on Zoom, to explain the RAC process and admission process more in depth, and help determine if RAC is right for you, and look at the two pathways available. The information session also helps determine if you have enough experience in the program competencies to potentially be admissible to the RAC service. Email [msanches@crcmail.net](mailto:msanches@crcmail.net) to set a time to meet.

### Step 3: Submit your online application and upload required documents

After the information session you will be given the link to the online application website. During your application, you will need to upload the required documents (see page 6). You will be charged a 75\$ fee (30\$ application fee and 45\$ document analysis fee), payable by credit card online.

### Step 4: Complete the written and oral admission tests

There are admissions tests in English, French, and Math. The admissions tests take about 1.5 hours to complete. The oral tests in English and French are done via Zoom and the written tests in English, French, and Math are done on an online testing platform. You will be sent a link to schedule your testing session once your application and documents are received.

Examples of the admissions exam can be found on our website:

<http://www.champlainrac.com/programs/aec/transportation-and-logistics/sample-entrance-exams/>

### Step 5: Complete the self-assessment form

After you have passed the admissions tests, you will receive the self-assessment Excel form. In the self-assessment, you will evaluate your level of skill and knowledge on each of the program's competencies.

This step is explained and demonstrated during the information session.

### Step 6: Participate in the Validation Interview

You will participate in an interview with a Content Specialist from our RAC service. The interview is 1.5 to 2 hours long, online via Zoom.

The goal of this step is to establish what competencies (knowledge and skills) you already have. The Content Specialist will ask you questions about each of the competencies and will ask you for examples from your work, academic, or personal life.

At the end of the interview, the Content Specialist will make a recommendation for admission, based on your readiness for evaluation in the competencies.

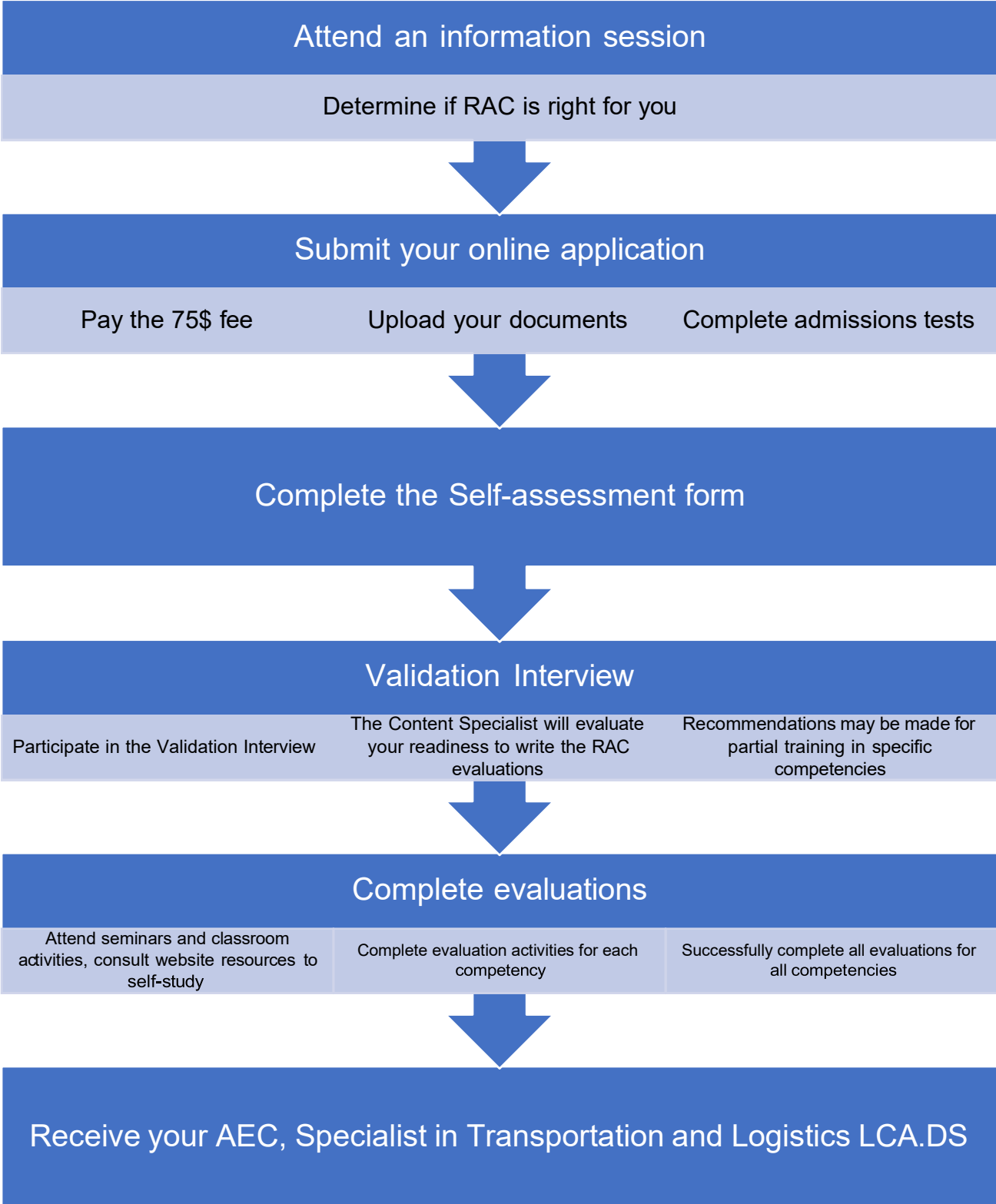
If the Content Specialist determines that you are **ready to be evaluated in all of the competencies** of the AEC in Transportation and Logistics, you will be **admitted** and receive access to the website resources for self-study with your acceptance email and will receive the schedule of all seminar and classroom activities.

If the Content Specialist determines that you are **ready to be evaluated in most but not all of the competencies, you may still be admitted, but will need to do some additional steps to become ready for evaluation in the remaining competencies**. These steps will be determined in a meeting with the pedagogical counsellor. You would be able to attend the activities and write the evaluations for the competencies you are ready for **but would need to re-do the self-assessment and validation interview on the remaining competencies**, before doing those seminars and evaluations.

If you are deemed to have **insufficient experience or to be not ready for evaluation in most of the competencies**, the pedagogical counsellor will meet with you to determine ways you can become ready for RAC so that you can reapply successfully in the future.

This process may seem lengthy, but it aims to ensure that you are ready for RAC to support your success in the service.

Thank you very much for your interest in our RAC services in Transportation and Logistics AEC.



**RECOGNITION OF ACQUIRED COMPETENCIES (RAC)**  
**T&L - Specialist in Transportation and Logistics AEC**

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**REQUIRED DOCUMENTS**

EACH APPLICANT MUST SEND A COPY OF THE FOLLOWING DOCUMENTS TO OPEN THEIR FILE.

- \_\_\_\_\_ Transcripts of grades from high school or equivalent (DES, DEP or other)
- \_\_\_\_\_ Transcripts of grades from college and/or university (if applicable)
- \_\_\_\_\_ Évaluation comparative des études effectuées hors du Québec (if available)
- \_\_\_\_\_ Curriculum Vitae (CV) in English or French (should include details, such as task descriptions)

*Any foreign documentation must be officially translated into English or French to be accepted.*

AND A COPY OF ONE OF THE FOLLOWING DOCUMENT OPTIONS:

- \_\_\_\_\_ Official Québec Birth Certificate

**OR**

- \_\_\_\_\_ Canadian Birth Certificate **and** Valid Québec Medicare Card

**OR**

- \_\_\_\_\_ Canadian Citizenship Card/Certificate (front & back) **and** Valid Québec Medicare Card

**OR**

- \_\_\_\_\_ Permanent Resident Card (front & back) **and** Valid Québec Medicare Card **and** Certificate of Selection of Québec (CSQ) if you have one.

**APPLICATION FORM**

To complete the application process, you will be asked to fill out an online application form and pay a **non-refundable** \$75 fee, paid by VISA or MasterCard to open your file. A **link** will be sent to you by the pedagogical counsellor. If you are unable to register online, contact Continuing Education.

***\*Once the Québec Medicare Card has been verified, you may have to provide additional information and/or documents.***

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## Contact Information

The Continuing Education department is in office F-151 and is open Monday to Friday, from 8:30 a.m. to 4:30 p.m. The department can be reached at [continuingeducation@crcmail.net](mailto:continuingeducation@crcmail.net) or 450-672-7364

Elizabeth Gonzalez is the Administrative Support Agent for Transportation & Logistics RAC services. She can be reached at [egonzalez@crcmail.net](mailto:egonzalez@crcmail.net)

Marlon Sanches is the Pedagogical Counsellor responsible for Transportation & Logistics. She can be reached at [msanches@crcmail.net](mailto:msanches@crcmail.net) and 450-672-7364 extension 3419.