

INDUSTRIAL CONSTRUCTION CREW SUPERVISOR OCCUPATION

EMPLOYER ASSESSMENT OF COMPETENCY

For the purpose of obtaining the Industrial Construction Crew Supervisor (ICCS) Occupational Certificate, the Alberta Apprenticeship and Industry Training Board (the Board) recognizes that some individuals may have gained practical experience and perhaps completed some training that is equivalent to the Board approved supervisor/leadership training for certification. In order to provide the opportunity for these people to obtain an ICCS Occupational Certificate, the Board has recognized the attached *Employer Assessment of Competency* to be used by an employer to verify that an industrial construction work crew supervisor working in industrial facilities has demonstrated the competencies outlined for the ICCS certificate.

In completing this assessment it is important to keep in mind that the certificate is available to people who work in the industrial construction industry and supervise a work crew of skilled construction workers (normally each crew has about 8-12 people) engaged in the construction or maintenance of industrial plant facilities. Thus the competencies described are to be taken in the context of the scope of work for which the supervisor has responsibility. For example, the scope of quality control and inspection duties for a Labourer Foreman may vary from that of an Electrical Foreman but each would qualify for the certificate if they were performing their supervisory duties competently for the trade they have responsibility for supervising.

The *Employer Assessment of Competency* is to be completed by both the candidate's immediate supervisor and a senior company official with signing authority from a current or previous **Canadian** employer who should complete the form only if they are satisfied the candidate has demonstrated all the competencies identified. If submitting an assessment from a previous employer, the candidate must have been employed with that employer within five years of the candidate's application for certification.

In circumstances where the employer feels the candidate has not yet demonstrated all the required competencies, it is recommended that the candidate and the employer develop a strategy outlining how the candidate can achieve competency and then have the form completed when this has been accomplished.

Though the completion of this assessment fulfils one certification requirement, it is important to note that all other criteria required to obtain the certificate must be met including the successful completion of the multiple choice written exam administered by Alberta Apprenticeship and Industry Training. **For a complete description of the scope of the occupation, competency profile, and the complete application procedure please see the Alberta Apprenticeship and Industry Training website (www.tradesecrets.gov.ab.ca)** Click on the "Trades and Occupations" tab and scroll to the **Industrial Construction Crew Supervisor section**.

INSTRUCTIONS

Part 1 of the *Employer Assessment of Competency* is to be completed by the candidate's **immediate supervisor**. By checking *yes* or *no*, indicate in the *Response* column whether the applicant demonstrated the competencies listed during the period of assessment with your organization. The immediate supervisor must agree that the candidate has demonstrated all the competencies listed to meet the certification requirement. The candidate can be considered to be competent when s/he is able to perform the tasks involved without supervision.

Part 2 must be completed by a **senior company official with signing authority**. This official declares that s/he has made enquiries of the candidate's immediate supervisor to determine if the candidate is functioning at the skill level and carrying out the tasks that would be expected of a certified person in the occupation.

The Industrial Construction Crew Supervisor Competency Profile posted on the AIT website should be reviewed prior to completing the assessment. The competency profile details the tasks and activities involved with each competency listed in the *Employer Assessment of Competency*.

The completed *Employer Assessment of Competency* will be attached to the candidate's application to Alberta Apprenticeship and Industry Training.

Industrial Construction Crew Supervisor Employer Assessment of Competency

As approved by the Industrial Construction Crew Supervisor Provincial Occupational Committee

Candidate's Name: _____ Date of Birth: _____

PART 1 – TO BE COMPLETED BY THE CANDIDATE'S IMMEDIATE SUPERVISOR	Response
By checking "yes" or "no", indicate in the <i>Response</i> column whether the applicant demonstrated the following competencies during the period of assessment with your organization. References to the ICCS Competency Profile available on the AIT website (www.tradesecrets.gov.ab.ca) are in parentheses.	
Documentation and Record Keeping (section 1A) Able to read, interpret and create reports and records related to crew supervision and construction project management.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verbal Communication (section 1B) Be an effective communicator with crew members, supervisors, clients, other trades/crews etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Formal Communication (section 1C) Be able to evaluate and select the appropriate form of communication for dealing with crew members, supervisors, suppliers, customers, and other personnel associated with a work site.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Leadership Skills (section 1D) Be able to create and lead an effective, cohesive team of skilled workers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Managing Compliance (section 2A) The supervisor will have a high knowledge and understanding of the legal responsibilities of the employer and the employee in regard to safety, the use of materials hazardous to health or the environment, and site or employer specific rules and policies governing the crew and crew activities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Managing Material and Resources (section 3A) The crew supervisor will ensure that the resources required to keep the job on track and the crew working efficiently are available with minimal waste.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Managing Job Quality (section 4A) The crew supervisor will ensure that jobs are done to all the standards that apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Manage Performance (section 5A) Supervisor will motivate crew members to work efficiently without waste.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervision (section 5B) The crew supervisor will communicate all applicable rules, regulations, policies to crew members as required, and ensure that crew members are properly trained to perform the tasks they are assigned.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Candidate's Supervisor (printed): _____ Signature _____	

PART 2: EMPLOYER DECLARATION (must be completed by a senior company official with signing authority):

I hereby declare I have made enquiries with the candidate's supervisor and am satisfied the candidate has demonstrated competence in performing tasks at the skill level of a certified person in the occupation.

Employer Signature: _____	Date: YYYY/MM/DD
----------------------------------	-------------------------

Employer Contact Information:

Print name: _____ Title/Position _____ Company/Organization _____

Address: _____ Postal code _____

Phone number: _____ Email: _____

All information provided may be verified by Alberta Apprenticeship and Industry Training.