

Workshop 1 | Ottawa | 31 January, 1 February

Learning, Discovery, Collaboration

- Open to TASC members, government partners, and other individuals managing projects and looking for the opportunity to gain further information on good practices, explore issues, and network with colleagues.
- Limited seating: reserve your spot early.

DAY 1 | Building a Case: Needs Analysis and Feasibility

SETTING STANDARDS/OCCUPATIONAL ANALYSIS

- 1.1 Overview of purpose and applied use of job analysis information
- 1.2 Review of types and format of job analyses: e.g., occupational standards, essential skills, NOCs & more
- 1.3 Review of samples from various sector councils
- 1.4 Defining objectives
- 1.5 Defining markets
- 1.6 Assessing need, demand, scope
- 1.7 Identifying conditions & limitations
- 1.8 Cost/sustainability analysis

CARRYING OUT CERTIFICATION

- 1.9 Overview of certificate and certification programs
- 1.10 Defining program objectives
- 1.11 Defining markets
- 1.12 Assessing need, demand
- 1.13 Identifying conditions & limitations
- 1.14 Cost/sustainability analysis
- 1.15 Determining purpose and needs
- 1.16 Define program scope

DAY 2 | Planning and Development

SETTING STANDARDS/OCCUPATIONAL ANALYSIS

- 2.1 Developing a work plan, budget, and project timeline
- 2.2 Identifying human resources
- 2.3 Developing a communications plan and examples of good practice
- 2.4 Review of development methodologies and considerations:
 - Overview of key methods
 - Linking program objectives to 'best fit' method
- 2.5 Role of stakeholder groups
- 2.6 Monitoring and measuring success; quality considerations
 - Looking at quality standards

CARRYING OUT CERTIFICATION

- 2.7 Define work plan
- 2.8 Establish a certification board or equivalent
- 2.9 Develop a communications plan
- 2.10 Review of development methodologies and considerations
- 2.11 Role of stakeholder groups
- 2.12 Policy & procedural considerations
- 2.13 Monitoring and measuring success; quality considerations

This workshop is one of three that build on *Setting the Standard: Accepted Principles and Recommended Practices for National Occupational Standards, Certification Programs, and Accreditation Programs* (2008), a publication of The Alliance of Sector Councils prepared in partnership with the Canadian Standards Association. The series follows four key phases of exploration:

- (1) Needs Analysis, Program Feasibility;
- (2) Planning and Development;
- (3) Implementation and Maintenance; and
- (4) Administration and Governance.

Register Today

Register by contacting The Alliance of Sector Councils:

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The Alliance of Sector Councils (TASC) is a coordinating body for some 33 sector councils and sector-like organizations that bring together representatives from business, labour, education, and other professional groups in a neutral forum to comprehensively and cooperatively analyze and address sector-wide human resource issues on a national scale.



Funded by the Government of Canada's Sector Council Program

For more information and to get involved:
The Alliance of Sector Councils
www.councils.org