

## APPENDIX K

### STC SKILLS TRAINING CERTIFICATE

#### Guidelines for the Certification of Studies

##### Introduction

- The Skills Training Certificate is an official certification document issued for vocational programs of study developed and implemented exclusively by school boards to meet labour training needs.
- The Basic vocational training regulation for vocational training does not apply to the STC.
- The Administration Guide for School Boards for the development and implementation of these programs outlines all the administrative conditions and pedagogical rules agreed upon for the STC.
- To ensure the quality and transferability of competencies acquired through these programs, school boards, with the support of the Fédération des commissions scolaires du Québec, have agreed to develop specific document specimens and guidelines for the certification of studies.
- The Fédération des commissions scolaires du Québec has produced specimens of attestations of studies and statements of competencies on special watermarked paper, with a view to preventing the illegal reproduction of these documents, as well as computerized templates allowing school boards to enter their contact information, logo and the information required for the certification of graduates.

##### Certification Documents (Skills Training Certificate and Statement of Competencies)

- Appendix J of the STC Administrative Guide contains a specimen of a *Skills Training Certificate* and of a *Statement of Competencies* developed by the adult undergoing training.
- It is mandatory to use the *Skills Training Certificate* to certify that the adult student has mastered all the competencies of a program leading to an STC.

School boards are required to provide the following items of information:

- the name, contact information and logo of the issuing school board
- the first name and family name of the person receiving the certificate
- the title of the program of study
- the duration (in hours) of the program
- the program code
- the permanent code of the person receiving the certificate
- the school board's code
- the name of the city in which the certificate is issued
- the date on which the certificate was issued

- authorized signatures: the director general of the school board and the school board chairperson

Information on the program is available on an STC Web page, at the following address:  
[www.inforoutefpt.org/aep](http://www.inforoutefpt.org/aep)

- It is mandatory to use the *Statement of Competencies* to certify that the student has developed each of the competencies of a program leading to an STC, regardless of whether or not the student has successfully completed the program.

School boards are required to provide the following items of information:

- the name, contact information and logo of the issuing school board
- the first name and family name of the person whose competencies are being certified
- the permanent code of the person whose competencies are being certified
- the school board's code
- the date on which the Statement of Competencies was issued
- the title of the program of study
- the code of the program of study
- for each competency developed by the student, the formulation of the competency, its code, the number of hours normally required to develop it, and the year it was created or updated. If a competency in the program is deemed equivalent to one in a program leading to the Diploma of Vocational Studies (DVS), that competency will be marked with an asterisk
- the signature of the person at the school board who is in charge of the certification of vocational studies
- if necessary, the codes for DVS competencies deemed equivalent to competencies in the STC program. These codes must be paired with the competencies marked with an asterisk

### **Guidelines for Data Entry**

- On February 17, 2005, the Fédération des commissions scolaires du Québec e-mailed the computerized templates for recording the required information on certification documents to all those responsible for certification of vocational training in the school boards. This information includes the school board's name, logo and contact information, information specific to the certification of the program and to each of its competencies.
- To obtain additional copies of these templates, contact the person responsible for certification of vocational training in your school board. He or she can obtain these templates by contacting:

Marie-Josée Lepinay  
 Tel.: (418) 651-2574  
 E-mail: [mjlepinay@fcsq.qc.ca](mailto:mjlepinay@fcsq.qc.ca)

## Request for Certification Documents

- The Fédération des commissions scolaires du Québec has produced a request form for ordering required certification documents. This request form is also designed to gather certain information concerning the type of training that school boards intend to offer. It is therefore important to use this form when requesting any certification document.
- The request form is found in Appendix L of the STC Administration Guide. The person responsible for certification of vocational training must send the completed form to:

Marie-Josée Lepinay  
Tel.: (418) 651-2574  
E-mail: [mjlepinay@fcsq.qc.ca](mailto:mjlepinay@fcsq.qc.ca)

- This form is designed to gather the following information:
  - the school board's contact information (including the name of the person responsible for the certification of vocational training)
  - the list of programs offered (program title and code, anticipated start and end dates)
  - the number of attestations required for each program offered. The number of documents should correspond to the number of people enrolled or the number of people who have achieved the objectives of the training program. Indicate the total number of documents required
  - the number of Statements of Competencies required for each program offered. The number of documents should correspond to the number of people enrolled or the number of people who have successfully acquired the competencies in the program. Indicate the total number of documents required.

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