

COMPETITOR INFORMATION GUIDE

Secondary

Skills/Compétences Canada is happy to welcome you to the Skills Canada National Competition being held across Canada.

Below is all the information you will need in preparation for your virtual secondary competition. We encourage competitors to review this information prior to your Competitor orientation.

This package is intended for competitors but will also be shared with proctors and host facilities as it relates to the general progress of our virtual secondary national competition.

This document is subject to changes or additions until the competition, please review as needed. Changes and additions will be clearly marked.

1. NATIONAL TECHNICAL COMMITTEE AND SKILLS/COMPÉTENCES CANADA

1.1 NATIONAL TECHNICAL COMMITTEE (NTC) MEMBERS

The NTC serves as operational and advisory committee to Skills/Compétences Canada (SCC). There is one committee per skill area. The purpose of the committees is to formalize the development process, which will ensure a positive experience for participants. The committees provide each Member Organization (MO) with a voice in the development of the competition. This allows for the standardization of contest descriptions, projects and judging criteria.

The names of your NTC members for your skill area are included in your contest description. For any questions during the contest, you may connect with them in Google classroom. For any problems connecting with the NTC members, please communicate with the SCC competition team.

1.2 SKILLS/COMPÉTENCES CANADA STAFF

The Competition team at SCC will assist you during your participation at the Skills Canada National Competition. For any questions during the competition, you may connect with them in Google classroom or by email.

The Competition Team

Karine Dupuis

Hector Colombo

Pam Gosewich



The Competition Team may be reached anytime at scvnksupport@skillscanada.com

2. VIRTUAL PLATFORM

The SCNC for the secondary level will be hosted in Google Classroom. The secondary competitions will not be live and competitors will participate in their own time zone as per the schedule provided on our website.

There are some exceptions where skills are hosted live in Google Meets. If this applies to you, details on these live Google Meets competitions will be shared during the proctor orientation.

Once you are registered, you will receive your welcome email. In this email, competitors and proctors will receive their Google Classroom access information which will be used during the competition.

For any IT problems with Google Classroom during the competition, please communicate directly with Hector Colombo, our Google specialist and competition team member at: hectorc@virtuallskillscanada.com.

3. IT REQUIREMENTS

In order to access Google Classroom during the competition, we suggest the following IT equipment is accessible to competitors and proctors.

- Laptop or desktop computer with internet access
- Strongly recommend using a wired internet connection versus a wireless connection.
- The proctor should have access to a cell phone or camera if they need to submit photos or videos to NTC for assessment.
- Except for IT skills, we strongly recommend closing all other computer applications and only open Google Classroom
- Access to a printer in case documents need to be printed

4. SKILL COMPETITION INFORMATION ON THE SCC WEBSITE*

You may access your competition information on our website. By clicking this [link](#) you will be directed to our SCNC 2022 page. By clicking on the Event Documents section from the left menu, you have access to the following documents:

- Competition Rules



And by clicking on the Competition Documents section in the left menu, then choosing your respective skill, you have access to the following documents:

- Competition Documents
- Competition Schedule
- Proctor Description

*Whenever 'website' is mentioned in this document, please refer to this section to access the link.

5. SCHEDULE

Your competition schedule has been posted on our website. Any changes to this schedule will be shared with competitors and proctors on orientation day in Google classroom.

6. PROCTOR

Identification of a proctor is required to compete at SCNC in the virtual secondary category. Your Provincial/Territorial skills office will assist you in this selection. For additional details on Proctor requirements, please refer to your skill page on our website to access your Proctor description.

7. ASSESSMENT

Assessment will be conducted by the NTC with the help of the Proctors. Pictures and videos might be necessary for the NTC to be able to finalize assessment. If that is the case for your skill area, this information will be shared during the proctor orientation and on Google Classroom.

8. DOCUMENT SHARING

If any photos, videos, or documents need to be submitted to the NTC, they MUST be uploaded in Google Classroom. This will be the only approved way of sharing with the NTC. Videos, photos, and documents received by email or other transfer method, will not be accepted. Again, the Google Classroom access information will be in your welcome email.

9. MATERIAL AND EQUIPMENT

The material and equipment necessary to participate at SCNC is included in your contest description or in a separate document which is posted on your skill page on our website.



10. COMPETITOR SPACE

We strongly recommend that your competitor space be set-up prior to orientation. Safety is our main concern, competitors and proctors must keep this in mind when doing set-up. If there are any specific set-up requirements, they will be included on our website on your skill page.

11. HEALTH AND SAFETY

11.1 SAFETY PROGRAM

The health and safety of our competitors, proctors and any SCNC participants is the utmost importance to SCC. You can find our health and safety manual in Google Classroom which includes mandatory forms that will need to be completed and signed off prior to competition commencement. All forms will be signed using JotForm which is an electronic signature platform.

11.2 COVID-19 PROTOCOL

The COVID guidelines already in place within the participants' jurisdiction would need to be followed during the SCNC. It is the responsibility of the participants (Competitor, Proctors, NTC members, and anyone onsite during the competition) to ensure that the COVID guidelines are respected.

12. INTERPRETATION

In most cases, the proctor will act as interpreter during the competition. As per the contest description, competitors should advise SCC as soon as possible if interpretation is required.

13. COMPETITOR ORIENTATION

The competitor orientation will not be live but be shared with competitors and proctors in a pre-recorded video. This video will be accessible on Google Classroom. Viewing the competitor orientation video is mandatory for all competitors and proctors. The Orientation is an excellent way for you to receive skill specific information and to confirm you have the material and equipment needed for your competition. We recommend you view the orientation video prior to 2pm PST on the competitor orientation day. For any questions, you can reach the NTC by posting a message on Google Classroom. Competitors must sign-off to attest that they have viewed the orientation video. The JotForm link for sign-off will be in your Google Classroom.



14. FEATURING COMPETITORS ON SITE AND VIRTUALLY

Competitors must provide a headshot of themselves which will be featured on screen at the Opening Ceremony and on the competition floor at SCNC. This photo should be taken against a white wall if possible, and preferably with their team shirt or a black shirt with no logo. This photo must be provided by May 20th and uploaded [here](#). Please read below the naming convention which indicates how to name the photo file. This will ensure we have all the correct information to include the photo in the right place.

Competitors can also provide a shout out video for the Opening Ceremony. This video should be between 30 and 60 seconds. The video must be provided by May 20th and uploaded [here](#). This video is to wish good luck to the competitors from their region.

Examples of messages are:

I'm (Name) from (region) competing in (trade) at SCNC 2022. Now let's go to the (region) competitors. Good luck to all of you, you are all winners! OR Go Team (region)! We are rooting for you!

14.1 UPLOADING OF VIDEOS AND PHOTOS

Please save the files using the following naming convention:

SCNC22_Skill#_Province_First Name_Last Name (SCNC22_32_NB_John_Doe).

Proctors may submit general photos and videos of the competitors in action during the competition with the Dropbox link that will be provided to you. These photos and videos will be showcased on the live stream which can be seen on SCC's YouTube Channel and at the venue. Please send the videos and photos within an hour of being taken so that they can be featured the same day on the livestream. Due to the privacy of under aged competitors, we recommend that these photos and videos do not share the identity of these competitors.

15. OPENING AND CLOSING CEREMONY

Our ceremonies will be live streamed for you to watch on SCC's YouTube Channel.

Opening Ceremony on May 25th from 4:15pm to 5:30pm PDT.

Closing Ceremony on May 28 from 12:00 – 2:30pm PDT.

16. GRIEVANCE PROCESS

SCC has developed a virtual grievance process to support our virtual competitions and ensure integrity and fairness. You can find this process in the competition rules.



17. DAILY ALLOWANCE

During the SCNC participants will be provided with a daily allowance. This allowance will be provided by SCC via your Provincial/Territorial skill office. The amount of this allowance is based on your required time commitment and the allowable amount as per the government regulations. Your refund will be provided to you from your Provincial/Territorial skill office.

18. SCNC 2021 SOUVENIR SHIRT ORDER PROCESS

Each Competitor will be sent a souvenir t-shirt and swag bag. Your respective Member Organization is responsible for ordering. Please make sure you have given them the information below:

- First Name
- Last Name
- Email address
- Phone number
- Mailing address (Please do not use a PO box as t-shirts cannot be shipped to PO boxes)
- Select men's or a ladies t-shirt
- Your t-shirt size. (We will not be able to replace your t-shirt if the wrong size is ordered.)

19. JOTFORM

JotForm will be used for any documents that needs to be signed or documented during the competition. All links to JotForm will be included in your Google Classroom.

20. COMMUNICATIONS

20.1 MEDIA REQUESTS

- If you receive a request from media for an interview, please contact the Skills/Compétences Canada (SCC) National Office and they will coordinate this interview directly with media. The media contact is Michèle Rogerson from SCC at 613-266-4771 or micheler@skillscanada.com. This will ensure we track all media requests and that they receive the necessary information.
- If you receive a media request, please respond promptly as media works on a tight timeline.



- If you are asked to do an interview, please refer to the messaging in the media kit that Skills/Compétences Canada will post on their website. This will include backgrounders on the Skills Canada National Competition (SCNC) and Skills/Compétences Canada. SCC can also provide you with speaking-points for interviews. If you have any questions regarding messaging, please contact Michèle Rogerson.

20.2 SOCIAL MEDIA AND LIVE STREAMING

Check out Skills/Compétences Canada's social media platforms! SCC will be sharing information about SCNC 2022 on their social media channels including Facebook, Twitter, Flickr, Instagram and LinkedIn using the official event hashtag **#SCNC2022**.

New this year, SCC will be live streaming the competition on May 26th and 27th on SCC's YouTube Channel.



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