

# COMPETITOR INFORMATION GUIDE

## Post-Secondary

**Skills/Compétences Canada is happy to welcome you to our first ever Skills Canada Virtual National Competition being held across Canada from May 25 to May 30 with all competition highlights including video footage, and images to be showcased online June 15 at [scvnc.vfairs.ca](http://scvnc.vfairs.ca).**

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

**Enjoy yourself and GOOD LUCK!**

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 national competition.

### 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 the Zoom chat. If you encounter problems connecting with the NTC members, please communicate with the SCC directly.

#### 1.2 SKILLS/COMPÉTENCES CANADA STAFF

The Competition team at SCC will assist you during your participation at the Skills Canada Virtual National Competition (SCVNC) 2021. For any questions during the competition, you may connect with them in the Zoom chat or by emailing [scvncsupport](mailto:scvncsupport).

##### The Competition Team

Karine Dupuis

Sophie Courchene

Luc Morin

Nathalie Maisonneuve

The Competition Team is bilingual and may be reached anytime at [scvncsupport@skillscanada.com](mailto:scvncsupport@skillscanada.com)

### 2. VIRTUAL PLATFORM

The SCVNC for the post-secondary level will be hosted on the Ineventors/Zoom platform. The competition will be hosted live and competitors/proctors will be required to stay connected to Zoom at all times during the competition.

You may access your virtual platform link in the Quick Guide to Competition links (refer to

section 5). Once in the competition space on the Ineventors platform, you will need to click on your skill to access the virtual competition site which will be held on Zoom.

During the virtual competition, each skill in Zoom will have their own production company technician to assist for any IT issues. You may request their assistance live or communicate with them in the Zoom chat.

## 2.1 Zoom etiquette and instructions

- Mute your microphone unless speaking to others
- Your webcam must be turned on at all times
- Be mindful of background noise
- Position your camera properly (make sure we can see your complete competition area)
- Rename yourself if necessary. Your name should appear as follows in the Zoom window:
  - First Name Last Name Province/Territory
- We recommend you download the Zoom application to the laptop that you will be using during the competition.

## 3. IT REQUIREMENTS

The post-secondary level competitions will be held live on the Zoom platform. We suggest the following IT equipment to be installed in or near the competitor space.

- In most cases, the competitor and proctor may use the same laptop. Should a proctor need his/her own laptop during the competition, this will be discussed during the proctor orientation.
- Laptop with internal webcam
- Recommend an external webcam attached to the laptop
- Strongly recommend using a wired internet connection versus a wireless connection
- It is possible that the Proctor will need to move around with the webcam to show parts/project to the NTC for assessment. In most cases, the Proctor will only be asked to bring the part/project to the webcam but for big pieces, it is possible the webcam will need to be moved. The NTC will instruct as necessary
- The webcam of the laptop must always be turned on
- Unless required or requested by the NTC, we ask the Proctor and Competitor to turn off their microphone
- Access to a printer in case documents need to be printed
- The webcam should always be pointing at the competitor
- Except for IT skills, we strongly recommend closing all other computer applications and only open Zoom

#### **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 main Virtual Competition Information and Documents page. On this page you have access to the following documents:

- Competition Rules
- Safety Manual
- Virtual Grievance Process
- Proctor Orientation Agenda
- Competitor Orientation Agenda

And by clicking on your respective skill on the website, you have access to the following documents:

- Competition Documents
- Competition Schedule
- Proctor Description
- Proctor Orientation agenda
- Competitor Orientation agenda

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

#### **5. QUICK GUIDE TO COMPETITION LINKS**

For the ease of accessing the multiple links provided in this document and in emails, SCC has developed a one page quick guide to all the links you might need during the competition. This quick guide has been shared with you in your welcome email.

#### **6. SCHEDULE**

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

#### **7. PROCTOR**

Identification of a proctor is required to compete at the SCVNC. Your Provincial/Territorial skills office will assist you in this selection. For additional details on Proctor requirements, please refer to the competition rules which is included on our website. You may also visit your skill page on our website to access your Proctor description which includes the roles and responsibilities and qualifications of a Proctor in your skill area.

#### **8. 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 conduct assessment. If that is the case for your skill area, this information will be shared in advance with the Proctor.

## **9. DOCUMENT SHARING**

During the competition, competition documents will be shared on the Microsoft One Drive. Your One Drive link was shared with you in your welcome email. If any photos, videos, or documents need to be shared with NTC, they MUST be uploaded to your One Drive folder. 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.

## **10. MATERIAL AND EQUIPMENT**

The material and equipment necessary to participate in the SCVNC is included in your contest description or in a separate document which is posted on our website.

## **11. 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.

When choosing the location for your competition, please refer to the competition rules which can be found on our website. Due to safety, only a few skills may compete at home versus at the competitor school/learning institution.

## **12. HEALTH AND SAFETY**

### **12.1 SAFETY PROGRAM**

The health and safety of our competitors, proctors and any SCVNC participants is the utmost importance to SCC. You can find our health and safety manual on our website 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.

### **12.2 COVID-19 PROTOCOL**

Please refer to the contest description on guidelines to the SCC COVID protocol. If the host facility within the participants jurisdiction have implemented COVID protocols that are more stringent than the SCC COVID protocol, the host facility COVID protocol would take precedence. Please refer to your host facility protocols during the competition.

Prior to the start of the competition, competitors and proctors will be required to complete and sign the COVID-19 self-screening form. This form will need to be filled out for each competition day on JotForm.

## **13. INTERPRETATION**

In most cases, the NTC and/or 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.

## **14. COMPETITOR ORIENTATION**

The competitor orientation will be held live on Zoom and is mandatory for all Competitors and Proctors. The Orientation is an excellent way for you to meet the NTC members and confirm you have the material and equipment needed for your first competition day. Please see your schedule for the date and time. The orientation agenda can be found on our website and every competitor must sign-off to attest that they have participated in the orientation held by the NTC. The JotForm link for sign-off will be shared in section 15 of this document.

## **15. SCVNC ONLINE VIRTUAL EVENT, JUNE 15**

The Skills Canada Virtual National Competition (SCVNC) is a great way for students and visitors to engage in career exploration in the skilled trade and technology sectors while having fun! The highlights videos and images captured during the competitions held on May 25 to May 30 will be showcased in the Competition Hall within their respective skilled trade or technology competition booths.

During this event:

- Learn about the career opportunities within the skilled trades and technologies
- View highlight videos of competitors from across Canada as they strive for medal placement
- Engage with industry and education representatives
- Attend interactive sessions and demonstrations
- Meet Skills Canada's 13 provincial and territorial Member Organizations
- Learn about the importance of the 9 Essential Skills
- Main stage will contain tips and demonstrations, various live sessions, and the closing ceremony featuring the Winners Circle
- Various prize packs for schools and attendees!

### **15.1 BROADCAST AND MARKETING**

In your One Drive, you will have a "Broadcast/Marketing" folder available for general photos and videos of the competitors in action that we would like to showcase during the SCVNC online virtual event on June 15 virtual event. We encourage the proctors to contribute to this folder during the competition. The Proctor will be provided with a promotion's photos/videos check list prior to the competition.

### **15.2 INTRODUCTION VIDEO**

To promote each post-secondary competitor for our SCVNC online virtual event on June 15 , with the help of their proctor, we invite each competitor to record a short introduction video that will be showcased in the skill event booth at the virtual event. Please review the Competitor Introduction Video document attached to the welcome email which includes all the information needed in order to submit this video.

### **15.3 CLOSING CEREMONY**

- Watch the Closing Ceremony on June 15, at 6:00 p.m. EDT, on SCVNC.VFAIRS.CA, where the gold, silver and bronze medals will be awarded to the winners in their respective trade or technology.

- During the Closing Ceremony go on the SCC social media and celebrate by joining SCC in the Winner's Circle, on their social media wall. Push #SCVNC2021 on Facebook, Twitter, Flickr, Instagram and LinkedIn.
- You may access the event by clicking on this LINK to register.
- More information will be posted on SCC's Website at [www.skillscompetencescanada.com](http://www.skillscompetencescanada.com).

## **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 on our website. This process will be explained during orientation.

## **17. RESULTS**

The Results for the SCVNC competitions will be shared during our virtual online closing ceremony on June 15.

## **18. DAILY ALLOWANCE**

During the SCVNC 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 government regulations.

## **19. SCVNC 2021 SOUVENIR SHIRT ORDER PROCESS**

Each Competitor will be sent a souvenir t-shirt following the competition. Please click [here](#) to order your t-shirt. You will be asked to provide the following information on the electronic ordering form:

- 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
- Select your size. (Refer to the sizing charts on the order form to ensure you order your correct size. We will not be able to replace your t-shirt if you order the wrong size.)

The deadline for ordering your souvenir t-shirt is **May 30, 2021**. No late orders will be accepted.

## **20. JOTFORM**

JotForm will be used for any documents that needs to be signed or documented during the competition. Refer to the quick guide to competition link document for the list of links.

## 21. COMMUNICATIONS

### 21.1 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 to contact is Michèle Rogerson from SCC at 613-266-4771 or [micheler@skillscanada.com](mailto: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 documents that Skills/Compétences Canada will post soon on the [media resources](#) page of their website. This will include backgrounders on the Skills Canada Virtual National Competition (SCNVC) 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.

### 21.2 SOCIAL MEDIA

Check out Skills/Compétences Canada's social media platforms: SCC will be sharing information about SCVNC on their social media channels including Facebook, Twitter, Flickr, Instagram and LinkedIn using the official event hashtag **#SCVNC2021**.