

Skills Passport

PLAR Based Competencies
as a Tool for Workforce Renewal



Introduction of Panel & Passport

CAW Local 3003

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NEW FLYER INDUSTRIES



◆ **Company Overview**

- ↪ Workforce demographics
- ↪ Commitment to Training and Development

◆ **Employee Development perspective on Skills Passport**

- ↪ Optimize use of employee skills
- ↪ Provides employee recognition
- ↪ Employees monitor own learning



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◆ What lead to the Skills Passport

- ↪ Workforce reduction
- ↪ Opportunity for re-classification
- ↪ Production worker classification – 31%
- ↪ Training for most senior employees outside of production worker classification
- ↪ Re-classification test



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◆ Development of Skills Passport

- ↪ Application of previous research to skills passport
- ↪ Brought together key players



ROLE OF THE FUNDING SUPPORT



◆ Government interest

- ↪ Overall labour force attachment
- ↪ Worker skills clearly stated and include essential skills
- ↪ Partnership model
- ↪ Manufacturing sector
- ↪ Laid off worker aspect and transition models



ROLE OF THE FUNDING SUPPORT



◆ Use of PLAR in Industry

- ↳ Mandate of WPLAR committee
- ↳ Funding unique replicable models
- ↳ Creating portability – recognition of worker knowledge and skills



PRODUCTION POINT OF VIEW



- ◆ **Production Information**
 - ↳ how the bus is built
- ◆ **Skill Demographic**
 - ↳ types of skills
- ◆ **Production Challenges**
 - ↳ speed of production
 - ↳ inventory of worker skills
 - ↳ ISO standards
 - ↳ safety



PRODUCTION POINT OF VIEW



- ◆ **Vehicle for Change**
 - ↪ joint training committee

- ◆ **Commitment of the Company**
 - ↪ foundation skills
 - ↪ remedial training
 - ↪ rotation of workers



PRODUCTION POINT OF VIEW



- ◆ **High cost of workforce development**
 - ↳ downtime
 - ↳ learning time
- ◆ **Applicable to other Canadian industries**



LABOUR'S ROLE

- ◆ History to present
- ◆ Concerns of labour
- ◆ Skills Passport
- ◆ Broader application



THE PROCESS



THE PROCESS

- 1 Occupational Analysis
- 2 Assessment Issues
- 3 Skills Passport
- 4 Implementation Process



THE PROCESS



Occupational Analysis

- ◆ To determine production worker skills
- ◆ Worker (subject matter experts) defined & validated
- ◆ Stemmed from production worker training
- ◆ Key point is developing the criteria



THE PROCESS



Assessment Issues

- ◆ Balance of rigour and practicality
- ◆ Guidelines for good practice
- ◆ Use existing processes



THE PROCESS

Practicality of the passport



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Part I: Competency Validation		
Competency	Can Do	
	Employee	Assessor
Install rivets into steel, stainless steel, and aluminum. Use drills and rivet guns.	Sign	Sign
	Date	
Install bolts and/or nuts into steel. Use wrenches, impact guns, torque wrenches, drills, air ratchets, and impact wrenches.		
Install screws, such as countersink screws, into steel, wood, aluminum, and stainless steel. Use drills, screw guns, and countersinks.		
Assemble fittings		
Install Fittings		
Solder using propane and/or oxy-acetylene torches		

*Core competencies
As they relate
to Corrosion*



THE PROCESS

Practicality of the passport



Corrosion ®

Competency

Install bolts and/or nuts into steel. Use wrenches, impact guns, torque wrenches, drills, air ratchets, and impact wrenches.

Assessment Criteria

- Select correct fasteners.
- Select the correct drill bit and drill holes to the specified size.
- Drill holes at the correct angle, without ovaling.
- Drill holes and install fasteners in the correct locations.
- Ensure the head of the fastener is flat, i.e. parallel to the surface of the material.
- Select the right tool for the job.
- Use thread sealant correctly.
- Use lock washers, if required.
- Ensure you do not strip hardware.
- Torque bolts and nuts to specifications, if required.



THE PROCESS

Practicality of the passport



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Essential Skills

Competency	Can Do	
	Employee	Assessor
ES: Numeracy		
Measure lengths, volumes, and angles using the Imperial and metric systems.	Sign	Sign
	Date	
Perform calculations, i.e., calculate the placement of holes based on the number of holes to be placed in a given distance.		
Convert Imperial measurements to metric measurements and vice versa.		
Use decimals and fractions.		
ES: Oral Communication		
Ask for information, discuss problems and solutions with lead hands, supervisors, and co-workers.		
Clarify work instructions with lead hands, supervisors, and co-workers.		



THE PROCESS

Practicality of the passport



Production Worker Assessment

Use drawing #002127 to answer the following questions.

1. What is the diameter of the screw holes? Give your answer in decimal inches.
2. What is the distance from the left screw hole on the left side of the part shown? Give you answer in decimal inches.
3. What is the diameter of the hole for the grommet? Give your answer in both millimeters and centimeters.
4. How far is this hole from the bottom edge of the part shown? Give your answer in millimeters.



THE PROCESS

Practicality of the passport



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Part II: Training and Certification				
Certificate	Achieved	Expires	Employee	Assessor
Crane				
Forklift				
Oracle				
Welding				
Respirator				
WHMIS				
Anti-harassment				
Altro Flooring				
Copper Soldering				
CNG				

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Training and Certification



THE PROCESS

Practicality of the passport



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Part III: Installations			
Installation	Assess Date	Employee	Assessor
Air line sub-assembly			
Driver's platform sub-assembly			
Plywood flooring			
Power steering box			
HVAC system			
Line dolly			
Air line			
Power steering line			

Installations



THE PROCESS

Practicality of the passport



Implementation Process

- ◆ Skills Coordinator
- ◆ Essential skills assessment by department
- ◆ Counseling and remedial training
- ◆ Core technical skill assessment and recognition
- ◆ Department installations – assignment and recognition
- ◆ Verification of Certification





Questions & Answers

