

Frequently Asked Questions

Industrial Construction Crew Supervisor

..... designed **by** industry – **for** industry

..... a **designated occupation** certified by the **Government of Alberta**



- Obtaining ICCS certification requires a combination of training & specific, prescribed experience
- Knowledge and capabilities are verified through documentation and written examination

ICCS certification equips the industrial construction front line leader to:

- Provide safety leadership and to take on responsibility and accountability for a safe workplace
- Act as the employer's representative on the job and to lead the crew they have been assigned
- Follow project plans and schedules and to supervise the crew's daily and weekly activities
- Ensure that the work done meets industry standards for quality and crew productivity
- Prepare reports and documentation as required by the employer

Frequently Asked Questions

About the ICCS Tri-Partite Alliance

What is the ICCS Tri-Partite Alliance?

- Initially came into existence through the Construction Owners Association of Alberta (COAA)'s Supervisory & Training Qualifications (STQ) subcommittee¹, which was created to address foreman training and qualifications
- The ICCS Tri-Partite Alliance is an industry-wide alliance of stakeholders who came together to:
 - Develop and implement a strategy for the adoption of the Industrial Construction Crew Supervisor (ICCS) certification as the norm across the industrial construction industry
 - Develop support within industry for frontline leaders to obtain the knowledge, skills and experience to be a successful professional who drives excellence, safety and productivity

Who is on the ICCS Tri-Partite Alliance team?

- **Owner Companies**
 - Imperial Oil Ltd.; Shell Canada; Suncor Energy
- **Labour Organizations**
 - Building Trades of Alberta; Christian Labour Association of Canada
- **Contractor Associations and Companies**
 - Alberta Construction Safety Association; Construction Labour Relations Association; Merit Contractors Association; Progressive Contractors Association of Canada (PCA), PCL Industrial Constructors Inc., North American Construction Group, Chemco Electrical Contractors Ltd., Ledcor Group of Companies
- **Government**
 - Alberta Apprenticeship and Industry Training (AIT)

¹ The Construction Owners Association of Alberta (COAA) develops best practices for use by Alberta's industrial construction industry and the ICCS designation is one of those best practices. These best practices are intended to promote excellence in all areas of industrial construction

How will the ICCS Tri-Partite Alliance achieve its goals?

- **Promote** - adoption of ICCS certification for construction front line leaders within their respective organizations and throughout the industry whenever the opportunity occurs
- **Develop** - the information and communication materials needed to inform all stakeholders in the industrial construction community about the designation, including how to apply and obtain the certification and the benefits of obtaining the certification
- **Advocate** - the importance of the ICCS certification to elected officials, government departments to ensure that resources are available to certify individuals who wish to achieve the certification
- **Mitigate** - identify and work to remove any roadblocks or bottlenecks that could prevent an individual from obtaining their ICCS certification
- **Sustain** - implement a sustainability governance team and continuously measure the results of its efforts

What is the timeline for the Tri-Partite Alliance's work?

- The desired end state for the Tri-Partite Alliance is 2014 – 2016. However, a sustainability model will be created in the form of an ICCS steering committee which will continue to monitor, promote and measure the success of the efforts put forward

What is the Government's role in the ICCS Tri-Partite Alliance?

- Alberta Apprenticeship and Industry Training (AIT) is a resource to the ICCS Tri-Partite Alliance
- AIT participates in meetings, provides information and details about the ICCS designated Occupation to the group and keeps the government informed about the work being done by the alliance
- AIT certifies applicants for ICCS by verifying training credentials and work experience, and tests competencies against an industry approved standard
- AIT approves training programs for ICCS

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About the ICCS certification

Why is the ICCS certification important?

- The Tri-Partite Alliance strongly believes that skilled and trained frontline leadership is a critical element in achieving safe and productive workplaces
- Today, there are not enough well trained, experienced front line leaders and industry expects to see a significant increase in the labour shortage over the next four years due to growth and retirement
- The ICCS certification is a government credential that requires front line leaders who receive the certification to obtain the training and experience that is deemed appropriate for this occupation
- The ICCS certification is endorsed as a best practice by the Construction Owners Association of Alberta (COAA)
- Alberta's construction industry workforce is a mobile pool of labour and the ICCS designation is an industry recognized standard for frontline leader and this credential is a way for the industry to know which leaders have gone through training and have obtained the experience necessary to effectively lead an industrial construction crew

As a contractor company, what could or should I do to get my supervisors certified?

- As a contractor company, the best thing you can do is work with your supervisors to create a development plan. A development plan will help you target your time and resources strategically by:
 - Providing foremen with the training and development resources to be successful
 - Communicating expectation in an open manner
 - Supporting the transition of technical skills to supervisory skill sets
 - Recognize key development milestones along the way
 - Providing on-the-job coaching and mentoring of front line leadership skills

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About obtaining the ICCS certification

How do I get my ICCS certification?

1. Complete an approved supervisor/leadership program – one of :
 - ‘Better Supervision’ – Construction Labour Relations Association and the Building Trades of Alberta, or
 - ‘Supervisor Training Program’ – Christian Labour Association of Canada, or
 - ‘Supervisor Training’ – Merit Contractors Association, or
 - ‘First Level Supervisor Training’ – BuildForce Canada (formerly Construction Sector Council), or
 - ‘Foreman Certification Training Program’ - National Association of Union Schools and Colleges (NAUSC)

In lieu of the above supervisor/leadership program training, an applicant may submit a completed [ICCS Occupation Employer Assessment of Competency Form](#) to an [Alberta Apprenticeship and Industry Training Office](#).

(http://tradesecrets.alberta.ca/SOURCES/PDFS/forms/Employer_Assess_Competency.pdf)

2. Complete the approved safety training program:
 - ‘Alberta Construction Safety Association Leadership for Safety Excellence’ (LSE) training program
3. Complete the required work experience:
 - The applicant must provide documented proof of 1000 hours worked as an industrial construction crew supervisor within a 24-month period. This 24-month period must be within five years of the date the application is accepted at an Apprenticeship and Industry Training office
4. When prerequisites are met by taking the courses, complete the [Occupational Certificate - Credentials Application](#) and submit it to an [Alberta Apprenticeship and Industry Training Office](#) with the non-refundable application fee of \$150
(http://tradesecrets.alberta.ca/SOURCES/PDFS/forms/appl_occ_cert.pdf)

When prerequisites are met with the Employer Assessment of Competency, complete the [Occupational Certificate - Credentials Application](#) (same as above) and submit it to an [Alberta Apprenticeship and Industry Training Office](#) with the non-refundable application fee of \$450

5. Prepare for the exam
6. Achieve 70% on 3 hour, 115 question, multiple choice exam

Points 1, 2 and 3 may be done in any order.

What is obtaining my ICCS certification going to cost me?

- The application processing fee by work experience and training credentials is \$150
- The application processing fee by work experience, employer declaration of competencies and without training credentials is \$450
- The costs of pre-requisite courses depend on the training provider as well as the person's membership with the applicable organization:
 - LSE through the Alberta Construction Safety Association www.acsa-safety.org *
 - Better Supervision through CLR and Building Trades of Alberta www.bettersupervision.org *
 - Supervisor Training Program through CLAC www.clac.ca *
 - Supervisor Training Program through Merit www.meritalberta.com *
 - First Level Supervisor Training (on-line) – BuildForce (formerly Construction Sector Council); contact BuildForce for a current distributor list <http://www.buildforce.ca> *
 - Foreman Certification Training Program – National Association of Union Schools and Colleges www.nausc.ca *

*Contact the appropriate organization for details on cost

How long are these courses?

- Leadership for Safety Excellence (LSE) is 16 hours
- Better Supervision and Supervisor Training Programs and Foreman Certification are 40 hours
- On-line BuildForce course is 16 hours

Where do I get the training needed to qualify to take the ICCS certification exam?

- Information on training is available at:
 - www.fuelyourcareer.ca
 - www.bettersupervision.org
 - www.tradesecrets.org
- or
 - Alberta Building Trades
www.buildingtradesalberta.ca (or through your local union)
 - Christian Labour Association of Canada
www.clac.ca
 - Merit Contractors Association
www.meritalberta.com
 - Alberta Construction Safety Association
www.acsa-safety.org
 - BuildForce Canada (formerly Construction Sector Council)
www.buildforce.ca

Will I be able to write the exam at my jobsite?

- This option is not available at this time, but it is under review
- The scheduling of exam writing is determined by AIT Client Services Offices, which are located in:

▪ Bonnyville	▪ Calgary	▪ Edmonton
▪ Fort McMurray	▪ Grande Prairie	▪ Hinton
▪ Lethbridge	▪ Medicine Hat	▪ Peace River
▪ Red Deer	▪ Slave Lake	▪ Vermillion
- Further information regarding office location and contact information can be found at <http://tradesecrets.alberta.ca/contact-us/?Query=1>

I already have supervisor training and a strong safety program – why do I need to adopt this?

- ICCS is a government credential that improves worker mobility, meets a standard set of front line leader competencies and is a part of a supervisor's career path

What happens in someone fails the ICCS exam? Do they get to rewrite it? When and who should pay for it?

- Yes, one may rewrite the exam; the cost to rewrite the exam is \$100

What documentation does an individual need to apply to write the ICCS exam?

- Occupational Certificate – Credentials Application, proof of training and proof of hours of supervisory experience

Do I qualify for the ICCS designation?

The Industrial Construction Crew Supervisor is the immediate supervisor of a crew of construction or plant maintenance workers on heavy industrial sites.

Front Line Leaders	In Scope	Out of Scope
Fabricating & assembling components or modules	✓	
Working in fixed operations		✓
Supervising crews moving earth for product production		✓
Constructing, maintaining or upgrading petrochemical processing plants	✓	
Constructing, maintaining or upgrading pulp and paper plants	✓	
Constructing, maintaining or upgrading pipelines	✓	
Constructing, maintaining or upgrading refineries, power and mining plants	✓	
Process operators on an operating site		✓
Performing shut-downs or on-going contracted maintenance or upgrading to any existing site	✓	
Earth moving crews for construction	✓	
Crane operators and material handling	✓	
In fabrication shops	✓	
In modular fabrication (mod yard) shops or sites	✓	