RAC Web Application System Overview

Maxwell Haley

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The *Recognition of Acquired Competencies* (RAC) *Web Application* is an application used by Heritage College to migrate the RAC process entirely online. The RAC process allows individuals to receive academic credits towards a *Diploma of Collegial Studies* (DEC) or an *Attestation of Collegial Studies* (AEC). These credits can be accredited by using examples of knowledge from previous studies, training, life experience, and employment experience to prove they can meet the competencies required by a program to earn said credits. Those who are deemed eligible for accrediting can then enrol in the program of choice and are not required to take the courses to prove their competencies that have been earned through other aspects of life. The RAC Web Application allows those interested in pursing the RAC process (referred to as *Candidates*) to go through the process entirely online, making it less disruptive to day-to-day life and requiring less hands-on assistance from the College.

The main functionality of the system is to allow for Candidates to complete and submit a self-evaluation. The self-evaluation is split into competencies, with each containing some amount of elements. A Candidate rates how well they believe they meet each of the elements, as well as providing an example of experience that they believe proves they have met the competencies requirements. Candidates must also upload documentation that can prove the examples of experience given. These documents can be in the form of: certificates, job descriptions, employer letters, student transcripts, etc. Once completed, the self-evaluation is submitted to the RAC Advisor who will work with content specialists to assess the answers given by the Candidate. This process occurs outside of the system. Once an official decision has been reached it is delivered to the Candidate within the system itself.

Candidates are users looking to complete the RAC process. They are not inherently students at the Heritage College, nor do they have to become students to go through the RAC process. Candidates have acquired competency in a field through training, employment, previous education, or other events in their lives. Candidates are interested in receiving a DEC or AEC related to their experience. Candidates are interesting in demonstrating their learned skills and knowledge to reduce the amount of courses needed to gain their DEC/AEC.

The *RAC Advisor* is an employee of Heritage College who’s job is to help a Candidate towards completing the RAC process. The RAC Advisor manages the programs available to register for on the RAC Web Application. The RAC Advisor also hands the Candidates self-evaluation (including examples of experience in the form of documents provided by the Candidate) to specialist who determines if the information given is sufficient to complete a given competency. The RAC Advisor contacts the Candidate for meetings that may occur in person and delivers the final judgment given by the College.