System Overview

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RAC system

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# Summary

The purpose of this document is to inform of everything you should know about the RAC system. It will cover what the overall purpose of the system is; what role it fulfills for the college, who the different users of the system are, both inside and outside the college, and what some of the different workflows in the system are.

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# Purpose of RAC

The purpose of the RAC (Recognition of Acquired Competencies) system is to help people who have unrecognized education or experience gain their credits to work towards a diploma. The system allows people to acquire credits for several DEC (diploma of college studies) and AEC (attestation of college studies) programs that are offered by the CEGEP to either get an advanced placement within the program, or to gain their diploma completely.

# Roles in the System

## Candidate

The candidates in the system are those who wish to try to gain their diplomas in either type of program. They sign up for RAC outside the rest of the college’s systems and evaluate themselves based on all the competencies required to complete a certain program. They are then evaluated by the RAC advisor.

## RAC Advisor

The RAC Advisor is a member or group of members of the CEGEP administration who are in charge of overseeing the RAC process. They view the candidate’s self-assessment and determine their level of competence based on job contracts, resumes, etc.

# Workflows

There are many different workflows in this system that all tie together into one longer process. The RAC Advisor has their own role to fulfil, as do the candidates with very little overlap between the two of them.

## Candidate

### Register

This is used for creating a new account for a candidate. It can be found by clicking on the “Register” button in the top right-hand corner when you’re not signed into an account. It can also be found on the home page under “Getting Started”. When you click either of these buttons, you will be brought to a form where you enter some personal information and contact information and sign up. You will be send an email to confirm the email address you signed up with and once you’ve access your email and confirmed it, you will be able to log in.

### Account Management

The account management workflow allows you to view your account information, edit that information, change programs that you’re signed up for or delete your account. This workflow can be accessed by clicking on the “Account” link on the right of the banner. You will be brought to a page containing the information that you’ve provided to the system. You can then click the edit button and all of these fields will become editable except the email field which cannot be changed. When you click save, all of the changes will take effect. You can also click on the “Change programs” link which will bring you to a page with a dropdown for the program you’d like to change into. If you select to change, your previous RAC request will get deleted permanently. From the edit, you also have the option to delete your account, which will ask you to confirm the deletion and then sign you out.

### Self-Assessment

This is the primary workflow used by the candidates. It can be accessed from the candidate’s home page under the “View Self Evaluation” button. On this page you will be asked to rate your level of ability on each of the competency elements. If you select something other than “I can’t do this”, you will be asked to expand upon this by providing examples of your knowledge through education or work experience. To prove your education and work experience, you can upload documents to this form as well. At the bottom, you can drag and drop files into the page. These will be used by the RAC advisor to determine the validity of your assessment.

### Password Recovery

This workflow is used by the candidate in the event that they lose their password. As such, it is accessed without being logged into the system. When you navigate to the log in page, there’s a link at the bottom called “Forgot your password?”. If you click this, you will be asked to enter your email address. You will then receive an email with a link to reset your password. You will be asked to enter a new password and confirm it, and you will then be able to log in using the new password.

## RAC Advisor

### Creating a new Program

The RAC system is only used for a handful of programs at the CEGEP, and these programs can change. This workflow is used to add a new program to the system. If you log in as a RAC advisor and click on the “Programs” from the menu bar, you will be brought to a page listing all of the active and inactive programs in the system. If you click “Import Program” at the top of the page, you will be brought to a new form where you enter the program code and select if you want gen-eds or not. You can then select the profile you want by choosing from among all the different versions of the program that exist in Clara. Once you’ve selected what you want, you will be shown all of the competencies and courses and you can map the competencies to each course. On the far right in the competencies, you can view which competency elements are associated with the competency and add new ones. When you finish the process and click “Save”, the new program will be added, and your changes will take effect.

### Viewing Candidates

This workflow can be accessed by clicking on the “Candidates” link in the menu bar. This page will be a list of all of the candidates in the system with various filtering facets. You can search for candidates by first and last names or by the status of their RAC progress. On this page the RAC advisor also has the ability to view the details of a specific candidate, archive their profile, or view their self-assessments. Candidates can also be sorted by last name, or by date that their RAC request was started or submitted.

### Reviewing Self-Assessments

This workflow can be accessed from several places when logged in as a RAC advisor, either the home page, the candidate list, or when viewing a specific candidate. When you click on any of these buttons, you will be brought to a static page showing the candidates assessment of themselves for each competency element. You can print off this page by selecting the “Print This Page” button and a PDF will be generated. The RAC advisor is also able to upload files for the candidate to view at the bottom of the page. This is primarily for the RAC advisor to upload the final contracts to the candidates.