

## FOR MORE INFORMATION

If you are interested in becoming certified in a community government occupation, please contact the School of Community Government and request an information package.



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[www.maca.gov.nt.ca](http://www.maca.gov.nt.ca)

### What other training is available?

- Community Governance
- Community Management
- Community Finances & Administration
- Fire Protection
- Emergency Preparedness
- Land Administration
- Political Development & Leadership
- Public Safety
- Search & Rescue
- Works & Works Management
- Water and Waste

### Current Community Government Occupations Available for Certification

The following community government occupations are available for certification:

- Senior Administrative Officer
- Finance Officer
- Housing Manager
- First Nations Administrator
- Assistant Housing Manager
- Tenant Relations Officer
- Recreation Coordinator
- Community Works Foreman
- Recreation Facility Operator (Spring 2007)

COMMUNITY GOVERNMENT

# OCCUPATIONAL Certification

*Building Community Capacity Through Standards And Certification*



## School of Community Government, Municipal and Community Affairs (MACA)

The School of Community Government, MACA, assists with building community capacity in the areas of governance, staff development and organizational support to community governments. The goal of occupational certification is to document the knowledge, skills and attitudes needed by an individual to be deemed competent in a specific occupation and to provide a system of industry – recognized certification. Through standards, training and certification we are building northern capacity.

Cecile Desjardins is the Assistant Senior Administrative Officer with the Community Government of Behchokò, and served as Acting Senior Administrative Officer last year. After working in the area of finance for years and taking numerous courses, Cecile decided that it was time to challenge the Finance Officer Certification exam. In the future she plans to complete the Certified Aboriginal Financial Manager designation with the Aboriginal Finance Officer Association of Canada, and complete her Community Management Certificate with the School of Community Government, Department of Municipal and Community Affairs.



## The Benefits

### Community Governments

- know what skills employees have when they hire them;
- receive a more competent and higher quality workforce; and
- can provide appropriate training focused on the employee.

### Staff

- can receive recognized certification, providing opportunities for career development, mobility, and opportunities for advancement.

### Communities

- are serviced by a skilled, competent and industry-certified local workforce.

## The Process

### 1. Creating the Standards

Community governments, employers, industry, territorial organizations, ECE and MACA have developed occupational standards and a certification process for community government positions.

### 2. Certification

Individuals who successfully meet performance standards receive a “Certificate of Competency” awarded under the *NWT Apprenticeship, Trade and Occupations Certification Act*.

### 3. Training

Training is not an essential component of certification. However, training opportunities are provided by MACA’s School of Community Government to assist employees in meeting the occupational competencies for their community staff position.

## Certification Requirements

### 1. Work Experience

A candidate must have completed the required work experience. (1- 2 years, depending on the occupation)

### 2. Skills Assessment Checklist

Completed by the employee’s direct supervisor to identify areas that may require additional training, prior to challenging the certification.

### 3. Multiple Choice Exam

Developed to identify skill areas that may require additional training.

### 4. Practical Evaluations

Practical exercises designed to reflect actual workplace practices.

### 5. Assessment of Professionalism

Completed by a supervisor and is a declaration that the employee possesses the skills, knowledge and attitudes required to be competent in the occupation.

## Our Partners

This program is offered in partnership with the Department of Education, Culture and Employment, the NWT Apprenticeship, Trade and Occupations Certification Board, the Community Government Human Resources Sector Council, and community governments.