

DID YOU KNOW...

TESTING ON STANDARD SOFTWARE (E.G.: WORD, EXCEL)

The list of standard software currently in use should be agreed upon by the College and the Union

When the College requires knowledge of **standard software** on a job posting, they must specify the level of knowledge required for the posted job.

The College is required to offer employees the opportunity to take tests to determine their level of knowledge of standard software, not only when a job is posted but also when deemed appropriate.

Based on this evaluation, the **College issues** the employee a certificate of competency which is valid for a period of two years. After this, the employee **does not have to undergo testing** regarding his or her knowledge of the standard software for which he or she holds a certificate of competency corresponding to the level of knowledge required on a job posting.

(Clause 5-2.04)

LIMITED ACCESS SOFTWARE (E.G.: COBA, DREAMWEAVER)

When the College requires knowledge of **software with limited access** on a job posting, **it cannot make** employees applying for the position undergo tests related to knowledge of this software. The College **must offer** the employee who obtains such a position training which will enable the person to acquire the necessary skills. The employee must acquire these skills within 20 working days, failing which he will be reinstated in his former position. (Clause 5-2.05)

Remember that the College **cannot make you undergo testing** related to any skills required **unless this testing was mentioned in the job posting.**

You can **request the results** of your test and ask to know what difficulties you encountered.

You can get more information by consulting your union representative.

Other Information Capsules or Application Guides can be found on the FPSES website under the tab "**Guides d'interprétation**". This will answer many of your questions.

Feel free to contact your local union for further information or to suggest new topics.