



# **ACP Bulletin 09/08**

## **Subject:**

CASI briefing

## **Purpose:**

To clarify the intent of the initial meeting between the CASI and the ACP candidate.

## **Background**

The intent of the Initial ACP briefing with the inspector was to brief the candidate on his ministerial delegation, on procedures specific to certain operations and to ensure that the individual had the requisite knowledge and skill to accomplish his ACP duties. Over time the ACP manual tried to convey this information but an editorial change confused the issue by stating that the “briefing will assess the knowledge of the candidate...”

## **Intended Staff Guidance**

ACP candidates attend an ACP initial course where they receive all the necessary preparatory information to carry out the duties of an ACP. It is important to note that Transport Canada does not expect the candidates to learn this volume of information exclusively by attending this course. Subsequent to having attended the ACP course, before proceeding to the next phase of the nomination process which is the interview with TC. It is incumbent upon the candidates to adequately prepare themselves with continued study of the ACP course material.

The course provider will provide to the candidate an evaluation form listing, where in the course provider’s opinion, the candidate should focus further study. The form is not a reflection of the candidates’ performance but is a learning tool to enhance the candidate’s knowledge of the subject matter in their post ACP course individual studies. TC will request a copy of the form, from the candidates at the interview and utilize it as a Quality Assurance tool for the ACP program.

The candidate may anticipate questions on any area of ACP study listed at 1.6.2 of the ACP Manual 9<sup>th</sup> edition. The CASI will assess the knowledge of the ACP and determine if the candidate has assimilated sufficient knowledge and skill to conduct PPCs on behalf of the Minister. If in the opinion of the Minister the candidate does not meet minimum threshold knowledge, the CASI will terminate the interview, request the candidate book another appointment, and debrief the candidate on the areas that require further study. If after three attempts the candidate does not meet the minimum threshold knowledge, the CASI will suggest the candidate contact an ACP course provider for remedial training before returning for another assessment.

Following the assessment of knowledge, the CASI will brief the candidate on his ministerial duties and TC procedures applicable to the candidate's reporting region.

**Immediate Effect**

This instruction formalizes what is already best practice at TC and takes effect immediately.

**HQ Contact**

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