

January 9, 2018

Canadian Council for Aviation & Aerospace Request for Bids
for the Development of Knowledge and Practical Examinations
for 7 Aviation and Aerospace Occupations

Dear Partner;

On behalf of the Canadian Council for Aviation & Aerospace, (CCAA), I invite you to submit an estimate for Development of Knowledge and Practical Examinations for one, several, or all, of the aviation and aerospace occupations listed below:

- Aircraft Interiors Technician
- Aircraft Maintenance Technician
- Aircraft Structures Technician
- Aviation Machinist
- Avionics Technician
- Composites Fabricator
- Gas Turbine Engine Technician

Please find attached the bid outline with specifications for our request, and background information about the project.

In the event you bid, CCAA would appreciate receiving your bid by January 31, 2018 along with a guarantee that you can finish the development of the exams no later than March 26, 2018.

I hope that you will consider being part of this project; thank you for your help.

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Canadian Council for Aviation & Aerospace
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Canadian Council for Aviation & Aerospace

Request for Bid

Development of Knowledge and Practical Examinations for the
Aviation and Aerospace Occupations of:

Aircraft Interiors Technician

Aircraft Maintenance Technician

Aircraft Structures Technician

Aviation Machinist

Avionics Technician

Composites Fabricator

Gas Turbine Engine Technician

For the CCAA Accelerated Certification Project

IMPORTANT: Bidders are welcome to bid for the exam development
for one, several, or all, of the above-mentioned occupations.

January 9, 2018

Canadian Council for **Aviation & Aerospace**



For a skilled workforce

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Bid Submission Details

Work: Development of Knowledge and Practical Examinations for one, several, or all, of the following occupations:

- Aircraft Interiors Technician
- Aircraft Maintenance Technician
- Aircraft Structures Technician
- Aviation Machinist
- Avionics Technician
- Composites Fabricator
- Gas Turbine Engine Technician

As part of the CCAA Accelerated Certification Project

Bid Response Closing Date: January 31, 2018 at 15:00 hours (Eastern)

Electronic Submission: lhogan@avaerocouncil.ca.

CCAA Contact:

Leslie Hogan

Project Manager

Canadian Council for Aviation & Aerospace

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Email: lhogan@avaerocouncil.ca

Overview of the CCAA Accelerated Assessment Project

Canadian Council for Aviation & Aerospace (CCAA) has issued this Request for Bids to solicit proposals from interested and qualified persons and organizations to provide the development of a knowledge exam and the examination materials for an accompanying practical exam for the occupations of:

- Aircraft Interiors Technician
- Aircraft Maintenance Technician
- Aircraft Structures Technician
- Aviation Machinist
- Avionics Technician
- Composites Fabricator
- Gas Turbine Engine Technician

These exams are part of the CCAA Accelerated Assessment project. The overall objective of the project is to create a process for skilled foreign workers, and underemployed or unemployed Canadians, to fill the shortages in the Canadian aviation and aerospace industry. This project will provide tools and a process to help individuals obtain employment which is aligned with their skills, to reduce “skills-mismatch”. CCAA will use a number of its existing tools to create the program to do this. This project will create a process for assessing foreign, and Canadian, workers against industry occupational standards. It will also provide an accelerated certification process for those not yet qualified for certain occupations, and a job matching process. This will be an industry-based recognition program, for non-regulated aviation and aerospace occupations only.

From the CCAA Accelerated Assessment site, candidates will be able to self-assess their skills against 17 of the CCAA national occupational standards. Candidates will be able to read job profiles for the 17 occupations and ascertain which most closely match their skills set.

The assessment site will also provide career path information and referrals to occupations which are related to aviation occupations, but would be used as an alternative to build experience while a candidate acquires the necessary training, additional skills, or licensing to enter an aviation occupation. The site will also house the knowledge and materials for practical exams for 7 occupations. Candidates who pass the knowledge and practical exams become eligible for certification according to Canadian National Occupational Standards.

The Canadian Council for Aviation & Aerospace

CCAA is a not-for-profit, national organization that brings together business, industry associations, educators, labour and governments. CCAA is focused on implementing solutions to the specific skills and demographic needs of the industry, to help ensure industry has sufficient workers with the necessary skills to meet the projected growth of the industry.

Please see our website at www.avaerocouncil.ca/ for more information about CCAA.

Questions about the Request for Bid

Bidders may submit questions to CCAA to clarify various technical requirements of this request. All requests for information and questions related to this request should be sent to Leslie Hogan at lhogan@avaerocouncil.ca or call 1 800 448 9715 Ext. 225.

Inclusions in the Bid

- Clear indication of which occupations will be the subject of the bidder's examination development.
- A brief introduction of the bidder: contact information: the person's title, mailing address, e-mail, telephone, and facsimile number.
- The bid should include the competencies of the consultant as they relate to the project requirements and describe how they will guide each step.
- The bid should include a budget (in Canadian dollars) for all phases of the project, including travel cost but excluding applicable taxes.
- The bidder will include in the bid a plan for the work including how many work days will be required to complete the examination materials, start date and end date.
- All options, where requested, are to be costed and shown separately.
- The bid should be signed by a person who is authorized to sign on behalf of the bidder.

General Requirements for Exam Development

Working with the CCAA exam coordinator, the consultant will develop exams according to the CCAA examination development guidelines. This includes both the online knowledge exam and the practical exam.

Requirements for Online Knowledge Exam

- The knowledge exam is to be based on the CCAA Occupational Standards and logbooks for one, several, or all, of the following occupations:
 - Aircraft Interiors Technician
 - Aircraft Maintenance Technician
 - Aircraft Structures Technician
 - Aviation Machinist
 - Avionics Technician
 - Composites Fabricator
 - Gas Turbine Engine Technician
- Composition of examination materials must be in plain language as it is intended to be accessible anywhere around the world.
- Development of a question bank, composed of questions and corresponding multiple-choice answers in a number sufficient to populate 3 different versions of the examination for each occupation.
- In addition to the question bank items, the scope of the knowledge exam includes models of instructions to the user, application forms, and of a results summary. It is important that users be able to perform knowledge gap analysis easily with the results of the exam.
- The materials must be submitted in Excel format to be converted online as part the CCAA Assessment Website.
- The consultant will perform any revisions to the knowledge exam, in accordance with feedback from educators, and employers.

- All final materials are to be delivered in English.

Requirements for the Practical Exam

The consultant will develop practical examination materials based on the CCAA Occupational Standards and logbooks, to accompany the online knowledge exam for one, several, or all, of the following occupations:

- Aircraft Interiors Technician
- Aircraft Maintenance Technician
- Aircraft Structures Technician
- Aviation Machinist
- Avionics Technician
- Composites Fabricator
- Gas Turbine Engine Technician

The practical exam is the final stage of a comprehensive skill testing process which includes a person's qualifications, self-assessment results, work history, and knowledge exam. The exam will be delivered in post-secondary institutions, or professional workplaces by authorized examiners.

- Working with the CCAA coordinator, the consultant will develop practical testing examination materials for an applicant, and guidelines for an examiner. These will include occupation specific challenges with expected outcomes (the practical exam itself), correction and scoring criteria, and evaluation forms. The number of challenges must be sufficient to populate 3 versions of the practical exam.
- The consultant will develop materials that support the examination, such as tool lists, material lists, lists of reference materials, evaluation checklists, are required.
- The consultant will develop a model of the results summary. It is important that users be able to perform skill gap analysis easily with the results of the exam.
- The consultant will assist in the process of revision.
- The materials must be submitted in Excel format to be converted online as part the CCAA Assessment Website.

Evaluation Criteria

The following table shows the weighted criteria used to assess bids.

Criteria	Weighting
Vendor capability to provide services	40%
Vendor experience	20%
Workplan	15%
Price	25%

Summary

The aviation and aerospace occupational exams are part of the CCAA Accelerated Assessment Process materials.

Knowledge exams, materials for practical exams, job profiles, candidate job matching assessments and career information for 17 aviation and aerospace occupations, will all be made available through the CCAA Accelerated Assessment site. All materials will be based on CCAA's National Occupational Standards and Logbooks.

To connect with Canadian employers, users of the assessment site will be directed to CCAA's Magnet job-matching database for students, job seekers and employers, and to the Canada job bank.

These tools are being developed as part of a two-year project funded by ESDC. During the project, there will be no charge for users to use them; however, this may change once the funding ends. There may be some cost recovery from users of the system, but this cost/recovery cannot be prohibitive on a per user basis.