

ECE II Assessment: Competency Based Assessment (CBA)

Information Session

Tuesday, November 28, 2023

-TRANSCRIPT-

:05

Manitoba ELCC

Good evening. My name is Jason Booth, with the Manitoba Early Learning and Child Care Division. Thank you for joining us this evening, for tonight's webinar on Competency Based Assessment (CBA).

This evening's Webinar will be presented by Lindsay Ortlieb, who is acting policy analyst for certification and qualifications, and Marcia Desmedt child care coordinator in the great city of Selkirk, Manitoba.

During the webinar if you have any questions you're welcome to type your questions into the chat. We will try to answer as many questions as we can. Following the formal presentation, ELCC will be documenting all of the questions that are sent to ensure that even questions that we can't get to live will be reviewed and considered.

And without further ado, I will pass things over to Lindsay and pull up tonight's presentation.

2:55

Lindsay Ortlieb

Welcome to the CBA Information session. The CBA or competency based assessment is one of the four streams of the ECE II assessment program offered by early learning at childcare.

The ECE II assessment program is a recognition of prior learning program. That means the skills, knowledge, and judgment that you have gained through work and life experience, as well as formal and informal education are assessed and used to upgrade your qualifications in Manitoba to an ECE II Certification. A little background: the other three streams of the ECE II Assessment are prior learning assessment, modified prior learning assessment, and internationally educated qualifications.

So each stream has slightly different eligibility, requirements, and processes for completion. But this information session is about the competency based assessment.

An important feature of the ECE II Assessment is that there are no tuition costs for participants who are enrolled. So it is free.

4:13

Lindsay Ortlieb

In this session we'll discuss the requirements to apply for the CBA stream, some details about the program and the application process. And if you have any questions, please feel free to use the chat. But many of the questions will be answered in the presentation, and then, at the end of our presentation, we'll have some time to answer those questions.

4:44

Lindsay Ortlieb

Eligibility requirements for CBA: staff must work in a rural or Northern licensed child care center. Because this program is funded in part by the Federal Government, there is an emphasis on training and ECE classification for staff in rural and Northern facilities.

The other three streams are available, province wide, but CBA is specific for rural and Northern only

ECE assessment includes a very large component of written work. You must be able to develop a portfolio of your own original work, and research will be required throughout the process to complete assignments.

5:32

Lindsay Ortlieb

All assignments and portfolio work must be typed and emailed to your advisor. No handwritten work will be accepted, including your application. If work is handwritten, it will be returned. Because a large component of this process is based on written work, strong skills in English reading, writing and understanding are important. An English language benchmark test is not required, but a benchmark of 7 in all areas is recommended for success in the program.

6:06

Lindsay Ortlieb

This program can also be offered in French if required. So please let us know after the session, if you have any concerns about computer usage, English language skills, or if you would like to complete this process in French. The employment requirements ensure that you have had consistent experience working or in working with Manitoba licensing regulations, the minimum amount of time that is, that's equivalent to five years. Full time work experience can be from different license centers and nursery schools across the province.

To be accepted into the program, you must currently have regular hours at the center, not substitute or casual hours. And you can be in the role of inclusion specialists or work in any age group.

Support from the center means that your director knows and is willing to support you in a variety of ways for the duration of the program. In addition, one staff who works with you and is currently an ECE II or III must be willing to be your peer assessor, and we'll discuss more about what that means later on in the presentation.

7:34

Lindsay Ortlieb

For CBA, you must have completed a minimum of 125 hours of professional development experiences related to early learning and childcare within the previous five years.

You'll need to supply proof of participation in PD with certificates, or a letter signed by your director confirming that you completed PD. Attendance at staff meetings or board meetings does not qualify. However, if your staff meeting included a more formal presentation, those hours can be included. For

example, if your staff meeting included a demonstration by a nurse or a mini workshop, that can be counted towards the total.

You must meet all the eligibility requirements before you apply for the program work in a rural northern area. Five years of work, experience, and 125 hours of PD.

If you do not meet the requirements, make a note of areas to work on. Because of the funding we can't guarantee that this stream will be offered again, but we are planning for it to continue. To be successful in CBA, child development theory and the ability to research child development is a key to your success. One of the first assignments asks you to outline the main points of 11 child development theories and answer some questions based on your knowledge.

9:09

Lindsay Ortlieb

The program is self directed, and that means that you are responsible for completing your assignments and portfolio in a timely manner. You need to find a way to keep yourself motivated throughout the whole process, and you can expect to spend roughly 5 to 10 hours per week, possibly more. To keep up with the workload. Your advisor will typically expect new or revised work to be sent at least every other week, so that you stay on track. We want you to finish strong and as quickly as possible.

Because of the amount of time and effort that you'll need to put towards the CBA program in order to be successful, having support of your family, friends and loved ones is very helpful. You may have to prioritize this work over other areas of your life, which requires support and understanding from your people. You are the center of your CBA team and it's your responsibility to ensure that you're in regular consistent contact with your advisor and peer. So everyone can be aware of how you're doing whether you're experiencing any challenges and how they might be able to help your CBA team is in place to support you throughout the process.

10:36

Lindsay Ortlieb

So we're just gonna look at the team members for your CBA team. So the participant, this is you. You're the team leader and you ensure that the process moves forward and you keep the team informed throughout the process. The advisor: this is the mentor that ELCC provides. They are a content area specialist who will provide guidance and support and assess the portfolio and process.

They'll perform a minimum of three observations in your workplace to assess your demonstration of skills with young children your peer assessor. So this is the person in your center who works closely with you in the same room and is either an ECE II or III, we recommend that the peer assessor is a staff that works directly with children and not a director or management.

11:31

Lindsay Ortlieb

The peer assessor will provide moral support verification and authentication of your work, and they'll also observe your demonstration of skills. The peer assessor should be a person that you have a

constructive and positive working relationship with, because you'll be taking direction from them throughout the process.

ELCC representative: this person oversees all of the ECE II assessment program. The ELCC representative is available to support, guide, and monitor all team members and assist with any challenges that occur. So that's me and your child care center. In the application process, your director or manager must complete a referral form for you to submit to ELCC. In addition, you need the support for an appointed peer assessor to join your team. This is where observations by your advisor and peer assessor will be completed, and where you'll get inspiration for your portfolio.

Colleagues may be involved by providing feedback resources and ideas and accommodating your observations and work. Your support network is your family, your friends, and other individuals in your life that help with moral support, or perhaps other tasks such as listening or proofreading your work.

13:00

Lindsay Ortlieb

Our program structure: every stream of ECE Assessment follows the same structure. Both the written portfolio and the demonstration of skills are used to assess your skills, knowledge, and judgment, and obtain the ECE II Certification. Your portfolio is made up of two parts. The first is called a self-assessment narrative, and here you will address the learning outcomes for all 13 focus areas that make up the ECE II competencies. You'll be expected to include some knowledge of child development theory and refer to your past experiences. For example, you can think of the self assessment narrative as the story of your learning and knowledge. The second part of the portfolio is evidence to back up your written self-assessment narrative.

Each focus area requires five pieces of evidence for 65 pieces in total, and this will be explained in much more detail during the orientation sessions, once participants are enrolled. You'll also add a number of assignments to your portfolio which ensure you have current knowledge about best practice, observation skills, planning based on children's interests, abilities and needs and research skills. Your demonstration of skills will be determined through a series of observations by both your peer, assessor and advisor. They follow a detailed sheet that records the skills, abilities, and judgment that you display while working with children.

Competency-based assessment means that you already have the skills, abilities, judgment, and knowledge to receive a higher classification. And your role in this program is to show us assessment programs are different than educational programs. Because we do not teach you. You show us what you can do, and we determine how it be the higher standard necessary to become an ECE II.

15:16

Lindsay Ortlieb

And these are our framework for focus areas. These are the same focus areas that all ECE diploma programs need to meet, and your portfolio and demonstration of skills will be assessed together as your proof that you have the skills, knowledge, abilities, and judgment of an ECE IIs, and that you deserve the ECE II certification. I'm gonna pass it over to Marcia.

The program, timeline. So right now we're doing the information session.

16:35

Marcia Desmedt

Today is the information session. The next thing will be two Orientation sessions to further outline the program details and hand out the manual framework and other necessary documentations. Your first assignment on child development theory will be due at the second orientation to start the process, both your assigned advisor and your peer assessor will complete initial observations of your work with children throughout the process. You will be invited to attend networking sessions that focus on portfolio development networking with other participants, answering questions and other topics. It's strongly recommended that you attend these sessions as a way to continue your professional development and assist in the process.

Once your portfolio is about halfway completed, your advisor will schedule a midpoint observation to assess your skills and to make note of any gaps that may be apparent if a gap is noticed. So if you're one of those focus areas. Maybe you're struggling a little bit through observation or through your written work. Something is noticed partway through. Your advisor will work with you and the ELCC representative to provide gap training.

17:47

Marcia Desmedt

Some examples of gap training might be an additional assignment, some extra reading, maybe a workshop, or course. Maybe even doing a practicum or a visit to another facility or or some other methods. The team will work together to come up with something to support you through that process. Once your portfolio is complete, your advisor will review it in its entirety and schedule a final observation of your skills.

At this point. You're nearing the end of the process, and your advisor can expect to see that you meet all of the focus areas at the competent level at that point at the end, you'll have a final assessment meeting with you, your peer assessor and your advisor, and you will be meeting to discuss the competencies for your classification and based on your portfolio and observations. You will decide as a team whether you meet each one. Once all of the competencies are met, you're done, and you can apply for your ECE certification.

18:51

Marcia Desmedt

So, the application process; the next thing you'll be doing here is making sure that you're eligible and then you will need to decide if this program is right for you. Many people have been successful doing these types of self-directed assessment programs, but they are not for everyone. If you decide that you want to apply, please contact us via email for an application at CDCCertificate@gov.mb.ca. You will fill out the application and return it to us via email by the due date of January 5, 2024.

In the application, I think some of you have submitted already, but for those of you that haven't had a look at this yet, the first part will be providing your personal information. You may wish to include a resume with your application, but it's not required.

So under education, you'll be listing any post-secondary education from within Canada or outside of Canada. Please scan and email copies of any transcripts or diplomas if you have them—and ***don't send us the originals***. Photocopies are fine.

Employment history. You're going to be listing your places of employment within and out and outside of Canada, related to childcare letters from employers, or a record of employment should be attached. To verify this, add your current hours where you're currently working. You will also have a spot to indicate the age group that you're working with most often.

20:33

Marcia Desmedt

Under professional development, you'll be listing your professional development experiences in a chart that's provided in the application and each example of professional development would include the title. So if it was a workshop, and it had a title, a brief description of the workshop or the professional development, as well, you need to include something that you learned from the experience. The chart also includes a place for you to document the number of hours, and then you'll be totalling them at the bottom.

For each example of professional development you must provide a corresponding certificate or a letter from your employer stating that you completed this professional development. All examples must have been completed within the previous five years. So if you participated in a certificate, you should have a certificate that has your name and date on it.

If as Lindsay mentioned, maybe at a staff meeting you had a speaker or with a formal presentation or a nurse came and did a training on epipens and inhalers that kind of thing. Your director can verify that you attended that meeting and the length of time that it was so. If it was a two hour staff meeting, they need to sign and verify that you attended that. If you don't have a formal certificate as an ECE, you should be familiar with current regulations best practices and policies. So make sure that you have read and understand your Center's policy manuals, your safety plan, and also all the documents on the publications page of the ELCC website.

22:13

Marcia Desmedt

A list of required reading will be included with the application package. All of these documents are very, very helpful for you to reference when you're writing your portfolio. These are all things that you can be using for supporting documentation when you're writing, so get familiar with them and you'll be working with them and regulations. You'll be working with them a lot. So the director referral is part of the application package.

this will be in your package, and your supervisor or director will complete. This ensures that management is aware that you're applying for this program, and also that they are able to support you

and they are referring you as putting you forward as someone that a candidate that they feel is a good choice for this program. We ask that the directors or supervisors, complete this form and email it to ELCC separate from your portion of the application, so they'll send that to us directly to the CDCCertificate@gov.mb.ca email.

23:52

Marcia Desmedt

Reflective practice: there's a self reflection assessment in the application package and it's a very helpful process for you to complete because it helps you get a very clear idea of your skill level in each of the 13 focus areas. You'll know where your strengths and your weaknesses are which will help you to prepare for the program. It will help you to know which areas require more research, reading, practice and work to be successful. This will give you an idea of whether you feel you're ready to start the program as well. To be successful in the program, you will be expected to be at the competent level in every aspect by the end of the program.

Once you've completed your self-assessment, you'll gain a better understanding of whether you are ready to apply for the CBA program

as you complete the self-assessment. Think about your everyday experiences caring for children, and tell us about some of the skills, knowledge and judgment you demonstrate, daily

use the program outcome questions provided with each competency area to help you come up with statements you want to make about your level of level level level of performance. This is also an opportunity to set personal goals for areas. You wanna work on

this self reflection, assessment does not need to be submitted to ELCC. It's for your own use, but it'll it's a very worthwhile activity for you to complete.

25:03

Marcia Desmedt

Also, as part of the application you will be including a writing sample you'll be giving and a choice of four possible topics for a research paper, and what we expect here is that the paper would include some current research with citations and a bibliography. This paper should be two to three typed, double-spaced pages, and this will give you an idea of what is expected in your assignments and prepare you for the work that's involved in this process. This is explained in the application. The deadline for applications for the submission is January 5, 2024, and we'll be getting that. We will be beginning the next intake for the CBA stream in January. Submit your applications and all supporting documents via email to CDCCertificate@gov.mb.ca.

26:10

Marcia Desmedt

If you are accepted into the program, you'll be notified through email. Orientation sessions will be scheduled in January 2024, and attendance is mandatory. You'll be notified via email if you are successful and as an applicant, and we will at that time let you know the dates of the orientations and

any other program information. If you're not accepted into the program at this time, you will also be notified via email.

So we have Lindsay's contact information here. Lindsay is the lead on this program.

Her phone number and her email, and then the CDCCertificate@gov.mb.ca email is there for submitting your applications.

26:59

Marcia Desmedt

But at this time, we are happy to take questions. We had some that were submitted along when people registered, but I think we've answered all of them in the presentation, or most of them, anyway. So if anyone has any questions, Lindsay or Jason, how do we want? Do we want them in the chat?

27:24

Manitoba ELCC

I think questions in the chat would be best. If someone would like to type something into the chat. Now we're we are standing by and listening. While you're going through the application process. If you have questions, you can also email Lindsey or CDCCertificate@gov.mb.ca.

28:07

Marcia Desmedt

There were questions about the timeframe, about how long this takes. Actually, that might be one that we didn't address. This is self directed. It's a self directed program. So you're working at your own pace. But, as Lindsay indicated, or she mentioned that you should be looking at handing work, either new work or revised work in at least every second week, if not every week, and putting in a good five to ten hours per week. We are looking at this program, taking, you know, approximately a year and a half. But things happen, and sometimes people slow down at certain points because of things that are going on, or health, or whatever.

And some people work through this very quickly, that you have a period of time where you've got some time to really work. People can be done in in a shorter timeframe, but it's up to you to keep motivated and keep at it, and to ask for help if you're struggling, or if you're stuck, talk to your peer, talk to your advisor, and you can certainly contact Lindsey.

29:13

Manitoba ELCC

Great! Marcia, Lindsay, we have some questions coming in. Yes, our first question is from Catherine. If I took my 40 h course 9 years ago. Do those hours still count?

29:28

Marcia Desmedt

No, it has to be within the last five years. So your PD, But the 40 hour courses do count if they're within the last five years.

29:42

Manitoba ELCC

And the next question is from Roseanne. You said tuition is free. Are there any other costs?

29:53

Marcia Desmedt

There aren't. Everything is being sent in via email. So I mean, if you needed to purchase anything to do specific activities at your center. But I don't know that I think the Center would likely pay for those kinds of things. I think you don't have to travel anywhere. I'm trying to think if there's any other costs. yeah, I don't think there's any cost. This is all. This is all free. No, there are no other costs.

30:37

Robyn McEvoy

You're able to do it for completely free if you wish. If you want to buy textbook, or you know the resources, you're more than welcome to spend your money. But honestly, you can do it for completely free, if that's what you want to do.

31:09

Manitoba ELCC

We have a question from Corrine asking if this particular zoom is being delivered just in English. The answer is, yes. At this time the presentation is available only in English. However, we will provide a transcript as well as the Powerpoint presentation on our website later this week, and we will provide a French version of the Transcript and the Powerpoint presentation. Manitoba ELCC: and we should also reiterate that the program itself. And please correct me if I'm if I'm wrong, Marcia, Lindsay, Robin. The program itself can be delivered in French.

31:57

Lindsay Ortlieb

That's correct. Yeah.

31:59

Marcia Desmedt

Yeah, I see a lot of questions about French.

32:06

Lindsay Ortlieb

Another question about is the program. Does it run for the whole two years, or are there any breaks in between, for example, summer?

32:22

Robyn McEvoy

So, as Marcia mentioned, it's self-directed and so it does run continuously. If you need to take a break, for some reason you can contact us that you'll see. And once you have your advisor, you can contact that person as well, and you're able to take a break if you need to. For you know summer vacation, or if you have an illness, or if you need to travel, or for any reason you can go on hold and your pro. Your space will still be kept free in the program, and then you can return when you're ready to return.

32:52

Marcia Desmedt

Yeah, I was thinking, I was thinking to some people working in a nursery school that maybe closes for the summer. You could still do written work like you can still be working on. A summer might be a great time, if you're not working, to actually get some work done. You wouldn't have an observation then. And you want to be in good close contact with your advisor. So they know that you maybe aren't working, or that you're taking a a break, and that they would make they would schedule observations around that.

33:23

Manitoba ELCC

We have a question from Roberta. She wants to double check, is this program for rural Northern Manitobans or Rural *and* Northern Manitobans?

33:39

Lindsay Ortlieb

I can field that one. This CBA program is for child care assistants who work in rural and Northern child care facilities. So in centers or nursery schools that are in rural or Northern areas.

34:02

Manitoba ELCC

A question from Alona. Some of my certificates don't show the hours on there. Are you still accepting those towards the 125 professional development hours?

34:22

Robyn McEvoy

If you have a director, or perhaps you can contact the workshop facilitator just to confirm the number of hours that that those certificates or those workshops are. That would be the best thing. So my recommendation would be is to make sure that you do have as many as many degrees as possible that do have the hours. If they don't show the hours, ask for verification from your director or person who attends the workshop with you or the workshop facilitator, and they can confirm that and we would accept verification for that. If you don't recall or there's no way to do that, then you can contact us after this workshop tonight, and we'll figure something out to help you. Also a question from Roxanne just to reiterate it's a 125 professional development hours that are required to apply for the program

35:25.65

Marcia Desmedt

In the last five years. Yeah.

35:28

Robyn McEvoy

Yes.

35:29

Manitoba ELCC

Thank you both. Another question from Holly. Can you just repeat what a peer assessor and advisor are?

35:39

Marcia Desmedt

Yup, I can do that one. So a peer assessor is someone between you and maybe your director. You've discussed someone who works with you that spends enough time with you to be able to give a good support to you, and to be able to conduct formal observations of you, and then give you ongoing support. So what we've said before is someone who you work well with, but maybe not your best friend. So someone who can be a bit objective, but give you good support. Your advisor would be someone that we will assign who is a content area specialist who you'll be handing your work into them, and they will be responding to you with maybe more questions or some revisions that they want, or they're the person that'll be kinda helping work with you and assessing your work as you go through.

36:45

Robyn McEvoy

So there'll be observations beginning, middle and end. And those people, your advisors, will do all three of those and help you through the program as Marcia.

36:55

Manitoba ELCC

Question from Ilona. Do you also accept webinar certificates?

37:00

Lindsay Ortlieb

Yes, we do. Yeah.

37:05

Manitoba ELCC

Right? Corrine is asking again about can I receive an email to let me know when you deliver this program in French. Corrine, I'm not sure if you're referring to this particular webinar, or you mean the competency based assessment program. If you mean this webinar, again, we will have a transcript as well as the Powerpoints, translated and posted in French on our website later this week. I would give

you an exact date if I could. It will be within an likely within the next three to five business days. If you're talking about the CBA program, Robin.

37:46

Robyn McEvoy

Sorry, I was just gonna say this, the CBA program in French will run at the same time as the program in English. And again it will be self directed. So the amount of time that it will take you is really dependent on you when the amount of time you're able to give the program. But it will be all at the same time. You'll have all of the information will be in French. and your advisor will be a French speaker and able to do all of the things that you need, all the support that you need will be available to you in French. At the same time as the English program.

38:17

Manitoba ELCC

Thanks, Robin. A question from Madison. After we finish all the assignments in the program. we will receive a formal ECE II certificate. Is that correct?

38:33

Marcia Desmedt

Yes, that's correct.

38:40

Manitoba ELCC

A question from Amanda. If I'm logging in for sessions via my center's computer, how will you know I'm attending a session when I'm using my personal email to respond for attending? If they're mandatory.

38:59

Marcia Desmedt

I don't think I understand the question. So the mandatory sessions maybe that you're referring to are the orientations, the two orientations at the beginning. So we'll be taking attendance at those orientations. So you are going to be at your center's computer. I think that's what you're talking about. I think you're talking about the orientations because this program you're working on on your own. You're not coming to a class on computer or anything. It's just these two orientations that will be mandatory at the beginning.

39:45

Manitoba ELCC

That's okay. Just to reiterate to everyone listening in today, all of the questions in the chat today, we are going to make a note of these, you are welcome to contact us. Again, you can contact Lindsay directly via the email provided we can reiterate that at the end of today's presentation? Or Lindsay, can they email CDCCertificate@gov.mb.ca and we'll just hold if we have any more questions that we can answer tonight. Otherwise we will let you return to your to your evening. And as mentioned, we will be providing a copy of this webinar on our website in English as well as a French transcript.

40:54

Manitoba ELCC

That's all the questions we have for tonight, then. So I'd like to thank everyone for joining us. Thank you, Marcia. Thank you, Lindsay, and thank you, Robyn, for joining in, or we have one last question, we'll try and squeak in here. Fitore has a question. If you have one year done in ECE II, would that give you credits for the program?

41:18

Marcia Desmedt

If that one year, if some of those courses were done in the last five years, that would give you PD credit but this program with the CBA you will have to be writing about. You will have to do all of the assignments, and you will have to be writing about all 13 of the focus areas, but it will give you lots of knowledge and lots of information to draw from to do your writing so it will. It will definitely be a benefit.

41:49

Manitoba ELCC

Terrific. Thanks, Marcia. You've been listening to the competency based assessment program webinar, on November 28, 2023, with Marcia, Lindsay and Robyn, have a fine evening, and your again your questions can be forwarded to Lindsay.ortlieb@gov.mb.ca, or to CDCCertificate@gov.mb.ca.

Thanks so much and have a great evening.