



# **Occupational Profile / Examination Specification**

**For**

*Electrical Contractor Project Manager*

## **Scope of Work**

### **Electrical Contractors Project Manager**

The project manager is accountable, as the company representative, for time, cost and general overall project performance, and is responsible for promoting close and harmonious relations with the owner/client and design consultants. The Project Manager provides leadership in connection with overall project matters and strategy. He/she may be responsible for managing one or more projects.

**ELECTRICAL CONTRACTOR  
Project Manager**

**EXAMINATION SPECIFICATION**

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This examination will be developed based on the following format:

<b><u>SECTION I</u></b>		<b><u>VALUE</u></b>
<b>(1)</b>	<b>90 Multiple Choice Items</b>	<b>90%</b>
	<b>(A) Items - Related Management Skills</b>	<b>26%</b>
	<b>(B) Items - Pre-Construction/Post-Award Functions</b>	<b>23%</b>
	<b>(C) Items - Project Coordination</b>	<b>35%</b>
	<b>(D) Items - Post Construction</b>	<b>6%</b>
 <b><u>SECTION II</u></b>		
<b>(1)</b>	<b>Communication</b>	<b>10%</b>
 <b>TOTAL VALUE</b>		<b>100%</b>

# ELECTRICAL CONTRACTORS PROJECT MANAGER OCCUPATIONAL PROFILE / EXAMINATION SPECIFICATION

## SECTION: RELATED MANAGEMENT SKILLS

**26 ITEMS**

**VALUE: 26%**

TASK NO. & VALUE	TASK DESCRIPTION	SUPPORTING SUBTASKS
#1  8 items	Communicate clearly with own forces, client, consultant, regulatory agencies and other contractors (30)	<ul style="list-style-type: none"> <li>a) Communicate the various types of contracts to field staff.</li> <li>b) Produce written correspondence and reports.</li> <li>c) Make oral presentations.</li> <li>d) Electronically communicate by telephone, Internet, etc.</li> <li>e) Free-hand draw.</li> <li>f) Maintain good relations with owner, client and consultants.</li> <li>g) Understand the architect's/consulting engineer's role.</li> <li>h) Know the contractual responsibilities of the owner, client and consultant.</li> <li>i) Know the authority and legal responsibilities of government inspectors.</li> <li>j) Understand the code requirements for specialty trades.</li> <li>k) Know the contract documents and progress information usually required by owner/ client/ consultants.</li> <li>l) Use computer software packages.</li> <li>m) Identify and communicate cost implications of legislation to management.</li> <li>n) Respect the company's policies and procedures and understand the levels of authority.</li> <li>o) Resolve complaints and grievances between own forces and other parties, (i.e., subcontractors, consultants).</li> </ul>
#2  3 items	Oversee work of superintendent. (32)	<ul style="list-style-type: none"> <li>a) Organize staff.</li> <li>b) Coordinate staff.</li> <li>c) Manage staff.</li> <li>d) Motivate staff.</li> <li>e) Maintain team morale.</li> <li>f) Lead staff.</li> </ul>
#3  2 items	Reviewing and recommending the hiring or dismissal of operations staff. (34)	<ul style="list-style-type: none"> <li>a) Assess technical qualifications, education, work attitudes, and personality of applicants.</li> <li>b) Review performance of staff.</li> <li>c) Know legal responsibilities of employer to employee.</li> </ul>

# ELECTRICAL CONTRACTORS PROJECT MANAGER OCCUPATIONAL PROFILE / EXAMINATION SPECIFICATION

TASK NO. & VALUE	TASK DESCRIPTION	SUPPORTING SUBTASKS
#4  2 items	Prepare budgets. (38)	<ul style="list-style-type: none"> <li>a) Understand financial forecasting.</li> <li>b) Understand budget components.</li> <li>c) Know the importance of having a sound budget and realizing the impact of budgeting on the construction operations.</li> <li>d) Know how to use spreadsheets.</li> <li>e) Assist financial management to develop/revise implement cost coding system.</li> </ul>
#5  1 item	Assist in the planning and initiating of a training program for operations personnel. (35)	<ul style="list-style-type: none"> <li>a) Ensure orientation program for new employees is in-place.</li> <li>b) Ensure operation staffs are current by offering training opportunities.</li> <li>c) Spot shortcomings of staff and taking remedial action.</li> </ul>
#6  2 items	Understand (where applicable) labour agreements. (37)	<ul style="list-style-type: none"> <li>a) Know the local labour agreements of construction trades and suppliers.</li> <li>b) Know the role of provincial labour relations board.</li> <li>c) Understand mediation and arbitration procedures.</li> <li>d) Know employment standards.</li> <li>e) Knowledge of contract negotiations.</li> <li>f) Identify and resolve potential labour conflicts involving own forces, and offer advice and assistance to subcontractors having labour difficulties.</li> </ul>
#7  1 item	Assist in the development and implementation of company programs. (new)	<ul style="list-style-type: none"> <li>a) Know Health, Safety and Environmental policies.</li> <li>b) Know Quality control measures.</li> <li>c) Understand Human resource issues.</li> <li>d) Being attentive of personnel training requirements.</li> </ul>
#8  1 item	Maintain project work records. (40)	<ul style="list-style-type: none"> <li>a) Know the legal implications of properly kept records.</li> <li>b) Prepare a daily project(s) work record.</li> <li>c) (c) Know the key entries for a daily diary.</li> </ul>

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TASK NO. & VALUE	TASK DESCRIPTION	SUPPORTING SUBTASKS
#9  0 items	Assist general management in drafting long-range plan for target market, services to be added, deleted or strengthened, and in developing a bidding strategy. (156)	a) Analyse the marketplace. b) Generate business on behalf of the company.
#10  2 items	Ensure a list of acceptable suppliers, carriers and rental companies is maintained. (43)	a) Assess the reliability of service. b) Evaluate the cost in comparison to reliability.
#11  1 item	Ensure an inventory of materials is maintained. (42)	a) Know the components of an inventory system. b) Know of importance in keeping accurate inventory records and costs.
#12  1 item	Keep abreast with technological changes in the industry. (46)	a) Maintain a current library of codes and regulations. b) Keep current with estimating practices. c) Maintain current catalogues.
#13  2 items	Keep abreast with construction technology (new)	a) Know the design methods of construction. b) Know alternative methods of construction. c) Know alternative products and materials.

# ELECTRICAL CONTRACTORS PROJECT MANAGER OCCUPATIONAL PROFILE / EXAMINATION SPECIFICATION

## SECTION: RELATED MANAGEMENT SKILLS

**23 ITEMS**

**VALUE:**

**23%**

TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
#14  1 item	Review and finalize bid submissions in consultation with management team. (23)	<ul style="list-style-type: none"> <li>a) Assess overhead and profit requirements.</li> <li>b) Cost and plan construction operations.</li> <li>c) Know how to keep abreast of new methods of construction.</li> <li>d) Know the principles of law of contract between owners (or their agents), general contractors, subcontractors and suppliers.</li> <li>e) Know how to prepare a bid strategy.</li> </ul>
#15  1 item	Review contract documents. (60)	<ul style="list-style-type: none"> <li>a) Know the standard forms of construction contracts.</li> <li>b) Know the principles of law of contract between owners (or their agents), general contractors, subcontractors and suppliers.</li> <li>c) Know the different types of construction contracts (unit price, lump sum, turnkey, design build, alliance, value, etc.).</li> </ul>
#16  4 items	Review project details. (160)	<ul style="list-style-type: none"> <li>a) Review drawings and specs.</li> <li>b) Detect early determination of any discrepancies, ambiguities, omissions, etc. in contract documents.</li> <li>c) Be aware of any environmental conditions of the contract.</li> <li>d) Understand the liability of errors or omissions in drawings and noting such to management and owner/consultant.</li> <li>e) Analyze out-of-town conditions.</li> <li>f) Assess local labour situations, accessibility to site, travel requirements, lodging, local bylaws, availability of material and equipment, climate, etc.</li> <li>g) Analyse local labour availability and productivity.</li> <li>h) Perform on-site analysis of work and methods.</li> <li>i) Conduct a risk analysis of taking the project.</li> <li>j) Assess construction methods and systems to be used in project.</li> <li>k) Identify potential risk.</li> <li>l) Review the labour allocation for the project.</li> </ul>
#17  1 item	Conduct a pre-construction site inspection in conjunction with management team. (51)	<ul style="list-style-type: none"> <li>a) Assess existing structures, utilities, storage space, obstructions, site access, etc.</li> <li>b) Conduct a job site analysis (notes, pictures, reports).</li> </ul>

# ELECTRICAL CONTRACTORS PROJECT MANAGER OCCUPATIONAL PROFILE / EXAMINATION SPECIFICATION

TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
#18  3 items	Assist in negotiating, modifying, awarding subcontracts, and supplier contracts (purchase orders). (61)	<ul style="list-style-type: none"> <li>a) Know how to assess the reliability, quality, etc. of subcontractors.</li> <li>b) Know how to determine scope of work.</li> <li>c) Understand the requirements of the contract.</li> <li>d) Know how to issue and confirm purchase orders for materials, equipment and miscellaneous supplies.</li> <li>e) Know how to evaluate supplier/manufacturer quotations for conformity with material specifications/standards.</li> <li>f) Know the considerations in negotiating terms of payment and delivery.</li> <li>g) Understand the on-site and off-site handling techniques.</li> <li>h) Understand sales tax, customs duties, brokerage fees, typical discounts, etc.</li> <li>i) Understand insurance coverage (loss, theft, damage) for special orders.</li> <li>j) Understand the cost and delivery effects of alternative modes of transportation.</li> <li>k) Understand the cost implications of lease vs. purchase of equipment.</li> <li>l) Provide the supplier/manufacturer with clear written instructions on delivery dates, packaging, and identification of materials, etc.</li> <li>m) Know the types of purchase orders (spot, blanket, project, contract).</li> <li>n) Assess the reliability, quality, and financial capability of subcontractors and suppliers.</li> <li>o) Procure equipment for project.</li> <li>p) Procure materials for project.</li> <li>q) Know contracts for subcontractors.</li> <li>r) Implement Company cost control system to project.</li> </ul>

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<p>#19 2 items</p>	<p>Analysing project in detail to realize cost savings through redesign. (48)</p>	<ul style="list-style-type: none"> <li>a) Know construction standards.</li> <li>b) Know the procedures for preparing and expediting approvals.</li> <li>c) Prepare and expedite alternative material and equipment approvals from consultant/owner.</li> </ul>
<p>#20 4 items</p>	<p>Oversee preparation of construction operations plan. (62)</p>	<ul style="list-style-type: none"> <li>a) Know the project's estimate and intent.</li> <li>b) Know the project schedule.</li> <li>c) Know the project's equipment requirements.</li> <li>d) Know the project's labour requirements.</li> <li>e) Know the project's material requirements.</li> <li>f) Know the project's speciality requirements.</li> <li>g) Plan site layout and temporary services in conjunction with general contractor.</li> <li>h) Plan effective location of job site office, material storage, access routes, hoarding, security, etc.</li> <li>i) Guard against damage to existing property.</li> <li>j) Prepare job equipment list in conjunction with superintendent and equipment management.</li> <li>k) Know the applications, cost effectiveness and capacities of various types of equipment.</li> <li>l) Co-ordinate plans and specifications with field work of all construction forces on project.</li> <li>m) Know the construction decisions requiring approval/review of owner' representative.</li> <li>n) Advise project co-ordination on cost of material, availability of materials, inspection requirements, delivery problems, etc., and their potential impact on schedule.</li> <li>o) Keep abreast of long-range cost and availability of material through trade publications, information from suppliers, etc.</li> </ul>
<p>#21 1 item</p>	<p>Provide input in the preparation of construction schedule. (new) (64)</p>	<ul style="list-style-type: none"> <li>a) Know how to interpret bar charts, network diagrams (CPM, PERT) and other diagrammatic methods of scheduling.</li> <li>b) Know how to resource level throughout project.</li> <li>c) Know how to maximize cash flow through life of project.</li> <li>d) Know when to determine latest possible date for switching to another supplier.</li> <li>e) Use scheduling software.</li> </ul>

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<p>#22</p> <p>1 item</p>	<p>Consult with cash flow schedule in conjunction with financial management. (65)</p>	<ul style="list-style-type: none"> <li>a) Understand payment schedules.</li> <li>b) Know the contractual and legal hold back provisions.</li> <li>c) Know project accounting procedures.</li> <li>d) Understand of the importance of progress billing.</li> <li>e) Understand cash flow requirements.</li> </ul>
<p>#23</p> <p>2 items</p>	<p>Conduct an internal job start-up meeting. (56)</p>	<ul style="list-style-type: none"> <li>a) Evaluate staff requirements in relation to: size, duration and complexity of job, and type of client.</li> <li>b) Select key personnel.</li> <li>c) Assist in establishing contract milestones and project strategy for construction.</li> <li>d) Understand the technical and cost aspects of methods and sequences.</li> <li>e) Understand the technical and cost aspects of materials and equipment selection.</li> <li>f) Know material handling techniques.</li> <li>g) Know the factors which limit or foster productivity.</li> <li>h) Understand of union regulations on crew composition if applicable.</li> <li>i) Know the schedule requirements.</li> <li>j) Know contract requirements.</li> <li>k) Know the contract objectives.</li> <li>l) Evaluate staff capabilities in relation to the project.</li> <li>m) Know alternative methods of construction.               <ul style="list-style-type: none"> <li>a. Knowledge of sequence of construction.</li> <li>b. Ability to conduct a meeting.</li> <li>c. Knowledge of minute taking.</li> <li>d. Ability to schedule a meeting.</li> </ul> </li> <li>n) Ability to identify critical operations on the project requiring extra cooperation or special attention.</li> </ul>
<p>#24</p> <p>1 item</p>	<p>Arrange for insurance and bonding. (57)</p>	<ul style="list-style-type: none"> <li>a) Know the purpose of performance bonds, labour and material bonds, post-construction insurance and other forms of insurance available to contractors.</li> <li>b) Know the typical contract requirements for insurance and bonding.</li> <li>c) Assess risk exposure.</li> <li>d) Know the forms of construction.</li> <li>e) Know contract insurance and bonding.</li> </ul>
<p>#25</p> <p>1 item</p>	<p>Arrange for permits. (66)</p>	<ul style="list-style-type: none"> <li>a) Know the types of permits and information required by regulatory agencies.</li> <li>b) Know the federal, provincial and municipal by-laws affecting construction.</li> </ul>
<p>#26</p> <p>1 item</p>	<p>Arrange for required inspection/testing. (67)</p>	<ul style="list-style-type: none"> <li>a) Understand the testing requirements contained in the contract documents.</li> <li>b) Know of procedures for inspections/testing.</li> <li>c) Keep a list private testing agencies.</li> </ul>

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#27  1 item	Conduct an external job start-up meeting. (58)	a) Know how to conduct a meeting. b) Know how to take minutes of a meeting. c) Know how to schedule meetings. d) Establish contract milestones and contract strategy for construction. e) Communicate contract documents to all parties. f) Review contract schedule. g) Establish contract objectives. h) Identify critical operations of the project requiring extra cooperation or special attention.
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# ELECTRICAL CONTRACTORS PROJECT MANAGER OCCUPATIONAL PROFILE / EXAMINATION SPECIFICATION

## SECTION: PROJECT COORDINATION

**35 ITEMS**

**VALUE:**

**35%**

TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
#28 3 items	Prepare progress reports. (86)	<ul style="list-style-type: none"> <li>a) Identify cost overruns and taking corrective action.</li> <li>b) Prepare periodic labour and equipment forecasts to completion.</li> <li>c) Understand the methods for assessing labour and equipment required.</li> <li>d) Review labour variance, equipment variance, material variance and progress reports in conjunction with supervision, and take corrective action.</li> <li>e) Determine cause for excessive variance.</li> <li>f) Assess budget and schedule constraints.</li> <li>g) Understand the shortcomings of overtime and shift work.</li> </ul>
#29 1 item	Processing progress billings submitted by subcontractors and/or suppliers. (77)	<ul style="list-style-type: none"> <li>a) Know basic accounting procedures.</li> <li>b) Be aware of all work completed to cut-off date.</li> <li>c) Understand of contract conditions for payment.</li> </ul>
#30 4 items	Process contemplated change notices and change orders. (82)	<ul style="list-style-type: none"> <li>a) Identify work that is not specified in contract documents.</li> <li>b) Consult with supervision, project co-ordination and trade contractors on impact to change on cost and schedule.</li> <li>c) Negotiate and obtaining approval of changes.</li> <li>d) Keep accurate change orders log and approvals.</li> <li>e) Keep project site supervision informed.</li> <li>f) Price change orders.</li> <li>g) Record all changes in plans and cost of changes.</li> </ul>
#31 2 items	Expedite preparation, delivery and approval of required shop drawings. (80)	<ul style="list-style-type: none"> <li>a) Know when shop drawings are required.</li> <li>b) Know how shop drawings are tied to construction schedule.</li> <li>c) Understand the procedures for expedition preparation, delivery and approval of shop drawings.</li> </ul>

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#32 1 item	Expedite on-site consulting requirements. (81)	<ul style="list-style-type: none"> <li>a) Know what items requiring engineering.</li> <li>b) Understand liability issues associated with on-site consulting requirements.</li> <li>c) Know the applicable safety acts.</li> </ul>
#33 3 items	Expedite subcontractors and suppliers in conjunction with construction team. (83)	<ul style="list-style-type: none"> <li>a) Ensure that subcontractors are on-site when required and that, where necessary, equipment is available and material is delivered.</li> <li>b) Expedite timely deliver of equipment and materials.</li> <li>c) Keep close liaison with purchasing and equipment management.</li> <li>d) Know the cost/delivery effects of alternative modes of transportation.</li> <li>e) Know of typical procedures for expediting the contractor.</li> <li>f) Know the relationship between the contract and subcontract conditions.</li> </ul>
#34 1 item	Assist general management and administration in preparing liens. (74)	<ul style="list-style-type: none"> <li>a) Know provincial lien legislation.</li> <li>b) Know what can be liened.</li> <li>c) Know the lien period.</li> </ul>
#35 1 item	Assist general management and administration in preparing construction claims. (76)	<ul style="list-style-type: none"> <li>a) Know how to document contract claims.</li> <li>b) Identify potential contract claim situations.</li> <li>c) Know the claims resolution procedures for the contract.</li> <li>d) Understand the obligation to represent subcontractors in a claim situation.</li> <li>e) Present claims.</li> </ul>
#36 1 item	Manage a quality control program. (84)	<ul style="list-style-type: none"> <li>a) Know the construction standards established in code, contract documents and company policy.</li> <li>b) Ensure the inspection of custom-made materials at place of manufacture and materials when delivered on-site is carried out.</li> <li>c) Produce periodic construction quality reports.</li> <li>d) Know typical quality control procedures.</li> </ul>
#37 2 items	Manage purchasing system. (89)	<ul style="list-style-type: none"> <li>a) Provide proper authorization of requisitions.</li> <li>b) Maintain expediting/purchasing records.</li> <li>c) Ensure that invoiced materials have been delivered to site and invoiced work has been done.</li> <li>d) Authorize invoices.</li> <li>e) Understand typical record maintenance procedures.</li> <li>f) Organize and manage a field purchasing system.</li> </ul>

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#38  1 item	Ensure construction safety has been implemented for the project. (33)	<ul style="list-style-type: none"> <li>a) Know all safety legislation and the company's safety policy.</li> <li>b) Know sound safety practices.</li> <li>c) Know accident investigation and reporting procedures.</li> <li>d) Evaluate loss time accidents.</li> </ul>
#39  1 item	Ensure public safety. (90)	<ul style="list-style-type: none"> <li>a) Understand the importance of potential liability issues.</li> <li>b) Understand the importance of signage.</li> <li>c) Co-ordinate project safety with local authorities.</li> </ul>
#40  2 items	Responding to back charges in conjunction with project co-ordination. (108) (76)	<ul style="list-style-type: none"> <li>a) Define services provided to and by subcontractors.</li> <li>b) Record and authorize of back charges.</li> <li>c) Know the contractual responsibilities of general contractor and subcontractors.</li> </ul>
#41  2 items	Identify potential claims and take timely action. (49)	<ul style="list-style-type: none"> <li>a) Maintain written (and photographic) records of all potential claim situations.</li> <li>b) Ensure all concerned parties are informed orally and, where applicable, through correspondence.</li> <li>c) Know the contractual responsibilities of all concerned parties.</li> <li>d) Analyze the impact on the schedule.</li> </ul>
#42  1 item	Protect company's interests against potential legal liability. (96)	<ul style="list-style-type: none"> <li>a) Identify potential third party claims and take timely action (environmental, etc.).</li> <li>b) Know the company's obligation to provide a healthy and safe work environment for own forces and subcontractors.</li> </ul>
#43  1 item	Solicit competitive prices for rental or lease/purchase of equipment. (53)	<ul style="list-style-type: none"> <li>a) Know the availability, applications, cost effectiveness and capacities of various types of equipment.</li> <li>b) Know the cost implications of lease vs. purchase.</li> <li>c) Understand negotiating considerations.</li> </ul>
#44  1 item	Review reports on equipment use, construction progress and subcontractor progress. (85)	<ul style="list-style-type: none"> <li>a) Keep accurate records of equipment use and construction progress.</li> <li>b) Determine construction progress.</li> <li>c) Know the subcontractor's method and procedure of work.</li> </ul>
#45  2 items	Ensure deficiency lists are reviewed and corrected. (88)	<ul style="list-style-type: none"> <li>a) Inspect all work done under contract.</li> <li>b) Know the methods and procedures for constructing the work.</li> <li>c) (c) Know the relationship between deficiencies and acceptance.</li> </ul>
#46  2 items	Comply with the substantial completion requirements. (79) (126)	<ul style="list-style-type: none"> <li>a) Request completion from the general contractor/owner.</li> <li>b) Communicate with field staff to ensure contract is ready for completion.</li> <li>c) Ensure the in-house deficiency list rectified.</li> <li>d) Secure documentation from owner recognizing substantial completion.</li> </ul>

# ELECTRICAL CONTRACTORS PROJECT MANAGER OCCUPATIONAL PROFILE / EXAMINATION SPECIFICATION

<p>#47</p> <p>2 items</p>	<p>Finalize contract value and carry out transfer of project to owner. (78)</p>	<ul style="list-style-type: none"> <li>a) Assemble finalization documents (guarantees, as-built, warranties, etc.)</li> <li>b) Know the impact of partial take-over (liabilities, warranties, hold back).</li> <li>c) Ensure accounting has been supplied with all necessary cost information to finalize contract value.</li> <li>d) Know what project documents are required (guarantees, as-built, warranties, quality control).</li> <li>e) Know the procedures for transfer (commissioning, instruction for equipment use, labelling, etc.)</li> <li>f) Ensure client's employees are trained.</li> </ul>
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# ELECTRICAL CONTRACTORS PROJECT MANAGER OCCUPATIONAL PROFILE / EXAMINATION SPECIFICATION

## SECTION: POST CONSTRUCTION

**6 ITEMS**

**VALUE:**

**6%**

TASK NO. & VALUE	TASK DESCRIPTION	TASK SUPPORTING KNOWLEDGE AND SKILLS
#48  1 item	Evaluate and process warranty claims/items. (92)	<ul style="list-style-type: none"> <li>a) Know the contractor's liability under warranties.</li> <li>b) Provide proper documentation and preparation of claims to subcontractors, suppliers, etc.</li> <li>c) Determine if warranty claim is legitimate.</li> </ul>
#49  2 items	Work with tables of labour productivity factors. (93)	<ul style="list-style-type: none"> <li>a) Know how to analyze on-site work and methods.</li> <li>b) Analyse cost reports and other statistics.</li> <li>c) Assess, in consultation with field supervision, construction methods and systems.</li> <li>d) Know the reference sources on labour factors.</li> <li>e) Obtain from supervision feedback on company's tables of labour productivity.</li> <li>f) Know how to calculate unit labour costs.</li> </ul>
#50  1 item	Conduct post-construction review in collaboration with construction team. (91)	<ul style="list-style-type: none"> <li>a) Determine strengths and weaknesses in estimating, planning or implementation of contract.</li> <li>b) Reassess project's role in strategic plan of company.</li> <li>c) Evaluate subcontractors, suppliers, personnel, etc.</li> </ul>
#51  2 items	Secure the release of all final payments. (98)	<ul style="list-style-type: none"> <li>a) Know the final inspection procedures.</li> <li>b) Know contract requirements.</li> <li>c) Obtain letter of completion through final inspection.</li> <li>d) Know the legal documents required to obtain final payment (WCB, stat/dec., etc.).</li> </ul>

The essay component of the examination, worth 10%, consists of requesting the candidate to write some form of correspondence for the purpose of demonstrating their comprehension and writing ability.