

Form 3

MANDATORY CATEGORIES COMPETENCIES

Indicate which competencies are addressed in the course. Include additional competencies at the end of the list as needed. This Form must be completed for every course offered in the program.

Category: Introduction to Canadian Immigration Policy (Examinable)	
<input type="checkbox"/>	1. Demonstrates an understanding of the constitutional and judicial framework that shapes Canadian Immigration policy.
<input type="checkbox"/>	2. Demonstrates an ability to explain Canada’s judicial system as it applies to immigration.
<input type="checkbox"/>	3. Demonstrates an understanding of the historical context (e.g., macro world immigration patterns, globalization, etc.) that has influenced Canadian immigration policy.
<input type="checkbox"/>	4. Demonstrates an ability to explain the objectives of Canada’s immigration law.
<input type="checkbox"/>	5. Demonstrates an understanding of current Canadian legal terminology applicable to Canadian Immigration Law and other relevant legislation.
<input type="checkbox"/>	6. Demonstrates an understanding of concepts and grounds of inadmissibility.
<input type="checkbox"/>	7. Demonstrates an understanding of the federal departments and agencies that have a role in immigration services.
<input type="checkbox"/>	8. Demonstrates an understanding of the major categories and classes of immigration.
<input type="checkbox"/>	9. Demonstrates an understanding of policy implementation at the federal and provincial/territorial levels.
<input type="checkbox"/>	10. Demonstrates an understanding of the sources of research in immigration.
Category: Inadmissibility (Examinable)	
<input type="checkbox"/>	11. Demonstrates an understanding of inadmissibility on security grounds.
<input type="checkbox"/>	12. Demonstrates an understanding of inadmissibility on grounds of violating human or international rights.
<input type="checkbox"/>	13. Demonstrates an understanding of inadmissibility on criminal grounds.
<input type="checkbox"/>	14. Demonstrates an understanding of medical inadmissibility.
<input type="checkbox"/>	15. Demonstrates an understanding of other inadmissibility (financial, non-compliance with the <i>Immigration and Refugee Protection Act</i> , inadmissible family members).
<input type="checkbox"/>	16. Demonstrates an understanding of misrepresentation.
<input type="checkbox"/>	17. Demonstrates an understanding of temporary residence permits and Temporary Resident Permit holder class for permanent residence.
<input type="checkbox"/>	18. Demonstrates an understanding of applications for criminal rehabilitation.

<input type="checkbox"/>	19. Demonstrates an understanding of detention review procedures.
<input type="checkbox"/>	20. Demonstrates an understanding of the residency requirements for permanent residents.
<input type="checkbox"/>	21. Demonstrates an ability to research, develop and implement a case strategy.
<input type="checkbox"/>	22. Demonstrates an ability to complete application forms relating to inadmissibility under the <i>Immigration and Refugee Protection Act</i> and <i>Immigration and Refugee Protection Regulations</i> .
Category: Administrative Law (Examinable)	
<input type="checkbox"/>	23. Demonstrates an understanding of the principles of administrative law.
<input type="checkbox"/>	24. Demonstrates an understanding of the types of administrative tribunals.
<input type="checkbox"/>	25. Demonstrates an understanding of procedural fairness, natural justice, fundamental justice and the difference and inter-relationship between the three.
<input type="checkbox"/>	26. Demonstrates an understanding of standard of review and relevant case law.
<input type="checkbox"/>	27. Demonstrates an understanding of tribunals and jurisdiction.
<input type="checkbox"/>	28. Demonstrates an understanding of discretion in administrative law.
<input type="checkbox"/>	29. Demonstrates an understanding of burden of proof and standard of proof.
<input type="checkbox"/>	30. Demonstrates an understanding of remedies in administrative law.
Category: Refugees and Protected Persons (Examinable)	
<input type="checkbox"/>	31. Demonstrates an understanding of the history of Refugees in Canada.
<input type="checkbox"/>	32. Demonstrates an understanding of the relevant sections of the <i>Immigration and Refugee Protection Act</i> , <i>Immigration and Refugee Protection Regulations</i> , and other relevant documents pertaining to Refugees.
<input type="checkbox"/>	33. Demonstrates an understanding of the Refugee determination system in Canada.
<input type="checkbox"/>	34. Demonstrates an understanding of the Refugee determination system outside of Canada.
<input type="checkbox"/>	35. Demonstrates an understanding of pre-removal risk assessments.
<input type="checkbox"/>	36. Demonstrates an ability to research, develop and implement a case strategy.
<input type="checkbox"/>	37. Demonstrates an ability to complete application forms relating to the different categories of Refugees according to the <i>Immigration and Refugee Protection Act</i> and <i>Immigration and Refugee Protection Regulations</i> .

Category: Federal Economic Classes (Examinable)	
<input type="checkbox"/>	38. Demonstrates an understanding of the relevant sections of the <i>Immigration and Refugee Protection Act, Immigration and Refugee Protection Regulations</i> , and other relevant documents pertaining to Federal Economic Classes.
<input type="checkbox"/>	39. Demonstrates an ability to research, develop and implement a case strategy.
<input type="checkbox"/>	40. Demonstrates an ability to complete application forms relating to the categories of Federal Economic Classes according to the <i>Immigration and Refugee Protection Act</i> and <i>Immigration and Refugee Protection Regulations</i> .
Category: Provincial/Territorial Programs (Examinable)	
<input type="checkbox"/>	41. Demonstrates an understanding of the relevant sections of the <i>Immigration and Refugee Protection Act, Immigration and Refugee Protection Regulations</i> , and related provincial/territorial programs.
<input type="checkbox"/>	42. Demonstrates an ability to research, develop and implement a case strategy.
<input type="checkbox"/>	43. Demonstrates an ability to complete application forms relating to the categories of the provincial/territorial programs according to the <i>Immigration and Refugee Protection Act</i> and <i>Immigration and Refugee Protection Regulations</i> .
Category: Labour Market Impact Assessments (LMIAs) (Examinable)	
<input type="checkbox"/>	44. Demonstrates an understanding of the relevant sections of the <i>Immigration and Refugee Protection Act</i> and <i>Immigration, Refugee Protection Regulations</i> and policies of Service Canada pertaining to LMIAs.
<input type="checkbox"/>	45. Demonstrates an understanding of the history of LMIAs in Canada.
<input type="checkbox"/>	46. Demonstrates an understanding of how LMIA relates to the Federal Skilled Worker Program.
<input type="checkbox"/>	47. Demonstrates an understanding of how Service Canada issues assessments and opinions (i.e., LMIA, opinion about genuineness, and opinion about substantially the same).
<input type="checkbox"/>	48. Demonstrates an understanding of employer compliance audits and how this differs from opinion about substantially the same.
<input type="checkbox"/>	49. Demonstrates an understanding of the remedies for refusals in LMIAs.
<input type="checkbox"/>	50. Demonstrates an ability to prepare submissions.
<input type="checkbox"/>	51. Demonstrates an ability to research and apply case law.
<input type="checkbox"/>	52. Demonstrates an ability to research, develop and implement a case strategy.
<input type="checkbox"/>	53. Demonstrates an ability to complete application forms relating to LMIAs according to the <i>Immigration and Refugee Protection Act</i> and <i>Immigration and Refugee Protection Regulations</i> .

Category: Temporary Residents (Examinable)	
<input type="checkbox"/>	54. Demonstrates an understanding of the relevant sections of the <i>Immigration and Refugee Protection Act</i> and <i>Immigration and Refugee Protection Regulations</i> pertaining to Temporary Residents.
<input type="checkbox"/>	55. Demonstrates an understanding of the requirements of obtaining a temporary status.
<input type="checkbox"/>	56. Demonstrates an understanding of the different categories in this Class (e.g., workers, students, visitors, live-in-caregivers, super visas, workers not requiring work permits, etc.)
<input type="checkbox"/>	57. Demonstrates an ability, research, develop, and implement a case strategy.
<input type="checkbox"/>	58. Demonstrates an ability to complete application forms relating to Temporary Residents sponsorships according to the type of application and requirements in the <i>Immigration and Refugee Protection Act</i> and <i>Immigration and Refugee Protection Regulations</i> .
Category: Family Class (Examinable)	
<input type="checkbox"/>	59. Demonstrates an understanding of the relevant sections of the <i>Immigration and Refugee Protection Act</i> and <i>Immigration and Refugee Protection Regulations</i> pertaining to Family Class.
<input type="checkbox"/>	60. Demonstrates an understanding of the categories under Family Class.
<input type="checkbox"/>	61. Demonstrates an understanding of who can be sponsored in the Family Class.
<input type="checkbox"/>	62. Demonstrates an ability to determine who is eligible to sponsor a member of the Family Class.
<input type="checkbox"/>	63. Demonstrates an understanding of the difference between a “member of the Family Class” and a “family member.”
<input type="checkbox"/>	64. Demonstrates an understanding of the difference between a legal and a genuine relationship.
<input type="checkbox"/>	65. Demonstrates an understanding of the requirements to process adopted children.
<input type="checkbox"/>	66. Demonstrates an understanding of in-Canada permanent resident applications.
<input type="checkbox"/>	67. Demonstrates an understanding of processing Family Class dependents abroad.
<input type="checkbox"/>	68. Demonstrates an ability to research, develop and implement a case strategy.
<input type="checkbox"/>	69. Demonstrates an ability to complete application forms relating to Family Class sponsorships and applications according to the type of application and requirements in the <i>Immigration and Refugee Protection Act</i> and <i>Immigration and Refugee Protection Regulations</i> .
Category: Citizenship Requirements and Processes (Examinable)	
<input type="checkbox"/>	70. Demonstrates an understanding of citizenship requirements and processes.
<input type="checkbox"/>	71. Demonstrates an ability to define Canadian citizenship.

<input type="checkbox"/>	72. Demonstrates an ability to assess citizenship status (loss and acquisition).
<input type="checkbox"/>	73. Demonstrates an ability to determine eligibility.
<input type="checkbox"/>	74. Demonstrates an ability to determine required documentation to process application.
<input type="checkbox"/>	75. Demonstrates an ability to complete Residency Questionnaires and provide supporting documents.
<input type="checkbox"/>	76. Demonstrates an ability to research, develop, and implement a case strategy.
<input type="checkbox"/>	77. Demonstrates an ability to complete application forms relating to the requirements in the <i>Citizenship Act and the Citizenship Regulations</i> .
Category: Tribunals (Examinable)	
<input type="checkbox"/>	78. Demonstrates an understanding of administrative agencies and tribunals processes.
<input type="checkbox"/>	79. Demonstrates an understanding of the Immigration and Refugee Board.
<input type="checkbox"/>	80. Demonstrates an understanding of the difference between tribunals and courts.
<input type="checkbox"/>	81. Demonstrates an understanding of the process of preparing clients and witnesses.
<input type="checkbox"/>	82. Demonstrates an ability to present evidence and testimony.
<input type="checkbox"/>	83. Demonstrates an ability to research, prepare for and conduct cross-examinations.
<input type="checkbox"/>	84. Demonstrates an ability to prepare and deliver oral/written submissions.
<input type="checkbox"/>	85. Demonstrates an ability to prepare and present opening statements, rebuttal and closing arguments.
<input type="checkbox"/>	86. Demonstrates an understanding of appeals and judicial reviews.
<input type="checkbox"/>	87. Demonstrates an ability to research, develop, and implement a case strategy.
<input type="checkbox"/>	88. Demonstrates an ability to complete application forms relating to the requirements in the <i>Immigration and Refugee Protection Act and Immigration and Refugee Protection Regulations</i> .
Category: Humanitarian and Compassionate Applications (Examinable)	
<input type="checkbox"/>	89. Demonstrates an understanding of the relevant sections of the <i>Immigration and Refugee Protection Act, Immigration and Refugee Protection Regulations</i> , and other documents pertaining to Humanitarian and Compassionate applications.
<input type="checkbox"/>	90. Demonstrates an ability to determine eligibility for Humanitarian and Compassionate applications.

<input type="checkbox"/>	91. Demonstrates an ability to prepare clients for interview with an immigration officer.
<input type="checkbox"/>	92. Demonstrates an ability to advise clients of alternatives should the application be denied.
<input type="checkbox"/>	93. Demonstrates an ability to research, develop, and implement a case strategy.
<input type="checkbox"/>	94. Demonstrates an ability to complete application forms relating to the requirements in the <i>Immigration and Refugee Protection Act</i> and <i>Immigration and Refugee Protection Regulations</i> .
Category: Research	
<input type="checkbox"/>	95. Demonstrates an ability to search relevant immigration-related websites.
<input type="checkbox"/>	96. Demonstrates an ability to assess the reliability and credibility of resources.
<input type="checkbox"/>	97. Demonstrates an ability to employ research methodologies to solve problems.
<input type="checkbox"/>	98. Demonstrates an ability to collect, analyze and organize information.
<input type="checkbox"/>	99. Demonstrates an ability to use Canadian legal terminology.
<input type="checkbox"/>	100. Demonstrates an ability to interpret and apply statutes and regulations.
Category: Communication and Writing	
<input type="checkbox"/>	101. Demonstrates an understanding of the impact of verbal and non-verbal communication.
<input type="checkbox"/>	102. Demonstrates an ability to communicate effectively and appropriately with clients, government, and other entities (e.g., non-governmental organizations, employers, etc.).
<input type="checkbox"/>	103. Demonstrates an ability to prepare business documents (e.g., letters, e-mails, memos, agreements, etc.).
<input type="checkbox"/>	104. Demonstrates an ability to deliver presentations that are well-organized, concise and use appropriate aids.
Category: Ethics and Professional Responsibility (Examinable)	
<input type="checkbox"/>	105. Demonstrates an understanding of the permitted scope of practice.
<input type="checkbox"/>	106. Applies the <i>Code of Professional Ethics</i> to given situations.
<input type="checkbox"/>	107. Demonstrates an ability to apply a decision-making process to ethical dilemmas.
<input type="checkbox"/>	108. Demonstrates an understanding of the meaning and implications of the Council's <i>Code of Professional Ethics</i> .
Category: Practice Management/Operating a Small Business	
<input type="checkbox"/>	109. Demonstrates an understanding of the duties and tasks required to practice immigration consulting.

<input type="checkbox"/>	110. Demonstrates an understanding of developing a business plan.
<input type="checkbox"/>	111. Demonstrates an understanding of how to establish a business.
<input type="checkbox"/>	112. Demonstrates an ability to identify types of business structures.
<input type="checkbox"/>	113. Demonstrates an ability to identify the structure and elements of a business/marketing plan.
<input type="checkbox"/>	114. Demonstrates an ability to establish/monitor office procedures.
<input type="checkbox"/>	115. Demonstrates an understanding of the legal duties of an employer.
<input type="checkbox"/>	116. Demonstrates an ability to develop a business continuity plan (e.g., in case of an emergency such as, fire, flood, influenza pandemic; cessation of practice temporarily or permanently; etc.)
<input type="checkbox"/>	117. Demonstrates an understanding of managing human resources (employees, agents).
<input type="checkbox"/>	118. Demonstrates an ability to translate legislative requirements into practice.
<input type="checkbox"/>	119. Demonstrates an ability to open, manage and close client files according to the Council's <i>Client File Management Regulation</i> .
<input type="checkbox"/>	120. Demonstrates an ability to prepare retainer agreements according to the Council's <i>Retainer Agreement Regulation</i> .
<input type="checkbox"/>	121. Demonstrates an understanding of the Council's <i>Client Account Regulation</i> .
<input type="checkbox"/>	122. Demonstrates an understanding of information technology applications and business practices.
<input type="checkbox"/>	123. Demonstrates an ability to network with peers/others.
<input type="checkbox"/>	124. Demonstrates an understanding of the rights and obligations of employers and employees.
	125. Participates in relevant case studies.
<input type="checkbox"/>	126. Demonstrates an ability to market an immigration consulting business in a variety of formats.
Category: Basic Bookkeeping	
<input type="checkbox"/>	127. Demonstrates an understanding of basic bookkeeping principles.
<input type="checkbox"/>	128. Demonstrates an understanding of how to calculate federal and provincial sales taxes.

Category: Working with Clients/Representing Clients	
<input type="checkbox"/>	129. Demonstrates an ability to screen prospective clients.
<input type="checkbox"/>	130. Demonstrates an ability to collect information from clients to inform the application process.
<input type="checkbox"/>	131. Demonstrates an ability to interview clients.
<input type="checkbox"/>	132. Demonstrates an ability to determine eligibility for the most appropriate programs.
<input type="checkbox"/>	133. Demonstrates an ability to prepare cases.
<input type="checkbox"/>	134. Demonstrates an ability to develop a case strategy, including determination of admissibility.
<input type="checkbox"/>	135. Demonstrates an ability to research and analyze relevant sources and references to complete applications.
<input type="checkbox"/>	136. Demonstrates an ability to manage a case file.
<input type="checkbox"/>	137. Demonstrates an ability to represent clients at tribunals.
<input type="checkbox"/>	138. Demonstrates an understanding of the roles and responsibilities of authorized immigration representatives.
<input type="checkbox"/>	139. Demonstrates an ability to review cases and present immigration options.
<input type="checkbox"/>	140. Demonstrates an ability to review cases and identify required documentation for application
<input type="checkbox"/>	141. Demonstrates an ability to write narratives/submission letters and complete appropriate applications for immigration options.
Additional Course Competencies	
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