

Exam information sheet

ADMINISTRATION



Introduction

This document includes information on the objectives of the examination, a summary of its content, and the legislation and standards to be studied.

Examination objectives and presentation

Successful candidates may act as guarantors for construction work included in the following subclass:

Administration

“Administration” means managing financial statements, accounting, payroll processing, accounts processing, assessing project profitability, drawing up company budgets, establishing a business plan, organizing human, financial and material resources, management, knowledge of the statutes surrounding construction labour, responsibility for the legal aspect of the business, etc.

Exam information

- Duration: 3 hours
- Passing grade: 60%
- Language: French or English
- Type of exam: multiple-choice questions

Examination content

The examination for the “Administration” (ADM) subclass covers the following modules:

- Financial management;
- Management;
- Labour relations;
- Statutes and regulations.

Exam preparation

To prepare for the exam, it is advisable to review the competency profile, which describes all the competencies and skills required of the guarantor that could be evaluated during the exam.

You will find the competency profile, this information sheet and other relevant information on our website: www.rbq.gouv.qc.ca/preparation-examen.

Recommended reading and materials provided during the exam session

As a guarantor, you must comply with the legislative and regulatory requirements of your field of qualification. Accordingly, you must stay current with laws, regulations, codes and standards.

Below are the main documents covering the subject of the exam:

Documents	Recommended reading	Provided at the exam
<i>Building Act (C.Q.L.R., c. B-1.1)</i>		X
<i>Act respecting labour relations, vocational training and workforce management in the construction industry (C.Q.L.R., c. R-20)</i>		X
<i>Act respecting labour standards (C.Q.L.R., c. N-1.1)</i>	X	
<i>Act to modernize the occupational health and safety regime (Bill 59, ch. 27)</i>	X	
<i>Act respecting the Québec sales tax (C.Q.L.R. c. T-0.1)</i>	X	
<i>Regulation respecting the professional qualification of contractors and owner-builders (C.Q.L.R., c. B-1.1)</i>		X
<i>Regulation respecting the vocational training of the workforce in the construction industry (C.Q.L.R., c. R-20, r. 8)</i>		X
<i>Regulation respecting the issuance of competency certificates (C.Q.L.R., c. R-20, r. 5)</i>		X
<i>Regulation respecting the register, monthly report, notices from employers and the designation of a representative (C.Q.L.R., c. R-20, r. 11)</i>	X	
<i>Civil Code of Quebec (C.Q.L.R., 1991, c. 64)</i>	X	
<i>Regulation respecting the hiring and mobility of employees in the construction industry (C.Q.L.R., c. R-20, r. 6.1)</i>	X	

Many of these documents are available on the Publications Québec website at: www.publicationsduquebec.gouv.qc.ca.

Materials provided

All materials required for the exam (calculator, ruler, paper, pencil, etc.) will be provided on site.

Only the documents and materials provided by the invigilator may be used during the exam session.