

# Expert (E)

## Definition

A person with experience in a skill, trade, or technology who is representing a Member in the skill competition related to their particular expertise.

## Qualifications and experience Experts

must:

- Have a formal/recognized qualification with proven industrial and/or practical experience in the skill in which they are accredited
- Have proven knowledge, understanding, and expertise in standards and assessment in vocational education and training (VET) and/or in relevant industry sector(s)
- Be an accepted Expert in their Member's national/regional competition
- Have endorsement from the Technical Delegate that the relevant industry organization or educational institution in their country/region accepts their technical competence
- Have relevant and current competition and/or judging experience
- Know and abide by the Competition Rules, the Technical Description, and other official Competition documentation
- Possess the expertise mandated by the WorldSkills Professional Development Framework
- Be of the highest integrity – they must be honest, objective and fair, and prepared to cooperate with others as required

## Nomination and accreditation

Each Member may nominate one Expert for each skill competition for which they are registered. No Member may have a second Expert in the workshop. An Expert must be affiliated to the Member to which they are accredited. Experts' names must be registered by their Member Organization on the WorldSkills International registration system **at C-9 months**.

If a Member has not registered the name of an Expert **by C-9 months**, involvement of that Expert in any aspect of preparation and assessment at the Competition is at the discretion of the Skill Management Team. If the Skill Management Team does not sanction involvement in all or parts of preparation and assessment, the Expert may observe the skill competition inside the workshop.

## Mandatory training

The WorldSkills Access Programme reflects international good practice in training design and comprises a mandatory element as well as a supplementary element for further learning. The total estimated learning time is 20 hours.

**Mandatory elements (to be completed by all new Experts and returning Experts who have who were not at the previous Competition):**

- General introduction
- Ethics, conduct, wellbeing
- Introduction to vocational assessment

Members must plan for their new Experts and those returning Experts who were not at the previous Competition to complete the mandatory elements **by C-4 months (C-3 months for WSC2022 only)** by completing the assessment criteria. The assessment criteria are to be reviewed by Experts with experience of two or more WorldSkills Competitions, followed by personal updating as required.

On request, Members must make the Experts' records of achievement available to WorldSkills for review.

Experts who have not completed the two mandatory modules of the WorldSkills Access Programme remain accredited as Experts, but are not permitted to participate in the marking process. They have modified duties that involve the running of the skill competition.

#### **Supplementary elements (available from the Director of Skills Competitions):**

- An introduction to Global Vocational Standards
- Introduction to WorldSkills Assessment: Design and Preparation
- Introduction to WorldSkills Assessment: Organization, Practice, and Quality Assurance

#### **Additional discretionary training**

Within the WorldSkills Professional Development Framework, the Professional Recognition Programme offers Experts, and Members more widely, a certificated, higher level, modular programme organized around the themes of

- Leadership and Management
- Global Vocational Standards
- Vocational Assessment
- Vocational Pedagogy

#### **Responsibilities**

##### **Before the Competition**

Before attending the Competition, the Expert must:

- Complete their curriculum vitae (CV) (including qualifications, industry, and competition experience) in the template provided and submit to their Technical Delegate who will submit to WSI by **C-7 months**. This is relevant for new Experts and those Experts whose CV was previously rejected only, experienced Experts are not required to resubmit their CV.
- Access the Expert Centre on the website [www.worldskills.org/expertcentre](http://www.worldskills.org/expertcentre) to view all relevant documentation
- Complete the online Expert generic and industry-specific test
- Review the Code of Ethics and Conduct and agree to abide by the Code by signing “WorldSkills Code of Ethics and Conduct: Personal Undertaking”
- Study the Competition Rules, the appropriate Health, Safety, and Environment Policy and Guideline, Standards and Assessments Guide, Skill Management Plan, Technical Description and the Infrastructure List for each skill, and all other Official Competition documentation
- Produce a proposed Test Project or module(s) as specified in the Technical Description (if required)
- Prepare proposals for updating the Technical Description
- Complete the necessary pre-Competition requirements as per these Competition Rules, their Technical Description, and all other Official Competition documentation
- Complete the two mandatory modules of the Access Programme

##### **At the Competition**

At the Competition, the Experts must:

- Before the Competition begins, where appropriate, assist the Chief and Deputy Chief Expert to finalize details of the Test Project, the Aspects of Sub Criteria to be used for assessment, and the marks to be allocated to each Aspect of Sub Criterion
- Participate in Mandatory Assessment Training
- Contribute to the update of the Technical Description (coordinated by the Skill Management Team)
- Present their proposed Test Project or module(s) (if required)
- Protect the confidentiality of the Test Project

- Assist in making 30% change to the Test Project in the case of circulated Test Projects (see section Error! Reference source not found.)
- Select the final Test Project (if required) and ensure it is translated into their compatriot Competitor's language of choice
- Experts involved in marking teams must assess Competitors' performance in an objective and fair way following instructions from the Skill Management Team
- Participate in the preparation and execution of the skill competition and in the development and selection of the Test Project for the following Competition, where applicable
- Ensure that all Competitors are aware of the Health, Safety, and Environment regulations and subsequently to ensure strict adherence to these rules throughout the Competition

### **Ethical criteria**

All Experts are required to conduct themselves with the highest levels of integrity, honesty, and fairness. One of the most important requirements in this regard is to ensure that no unfair advantage accrues to any Competitor or group of Competitors through receiving advance information about the Test Project that other Competitors do not receive.

### **Secrecy**

Experts are not permitted to convey any information about the Test Project to a Competitor or any other person except where agreed by the Experts.

The relevant Technical Description, Test Project requirements, and lists of duties described in this section of the Competition Rules are fully binding on Experts.

### **Discussion Forum**

Experts, Technical Delegates, Workshop Managers, and others – either associated or invited – use the Discussion Forums to communicate and coordinate development of the Test Project and the overall development of the skill competition. The link for the forums is <https://forums.worldskills.org>. The Chief Expert – or an Expert nominated by the Chief Expert – acts as moderator the forum (supported by the Secretariat).

### **Decisions made on the Discussion Forum**

Decisions by Experts on the Discussion Forum made during the preparation period for the Competition and in accordance with the majority decision of Experts (see section Error! Reference source not found.) are binding.

A quorum is achieved when at least two thirds of the Experts from the Members registered for a particular skill competition participate in the vote. A vote must be open for at least two weeks following its announcement on the forum.

If an Expert is absent from the Discussion Forum at the time that the vote takes place and a quorum is achieved, they have the right to be informed of the decision, but the matter is not raised or voted upon again.

Decisions and vote results are to be recorded by the Skill Competition Manager or Chief Expert using the Decisions, Actions, and/or Agreement form located at <http://skill-management.worldskills.org>.

This definition is part of the [WorldSkills International Competition Rules Section 6.7](#)