

Competition Rules

WorldSkills Africa

Contents

1 Introduction	5
1.1 Core values.....	5
1.2 Disciplinary action.....	5
1.3 Official Competition documentation.....	5
2 Competition organization.....	6
2.1 Competition Organizer	6
3 Skill competition to be hosted	8
3.1 Guiding Principles.....	8
3.2 Selection of skills for a WorldSkills Africa Competition.....	9
4 Registration.....	10
4.1 Registration	10
5 Access and accreditation.....	11
5.1 Obligations by participating countries.....	11
5.2 Responsibilities	11
5.3 Access to the Competition venue	11
5.4 Access to workshops	11
6 Roles.....	13
6.1 Chief Expert (CE)	13
6.2 Deputy Chief Expert (DCE).....	13
6.3 Expert (E).....	13
6.4 Competitor (C)	14
6.5 Team Leader (TL)	14
6.6 Technical Delegate (TD)	15
6.7 Official Delegate (OD).....	16
6.8 Country Representative (CR).....	16
6.9 Workshop Manager (WM).....	17
6.10 Skill Management team.....	18
7 Skill Management.....	19
7.1 In the lead-up to the Competition	19
7.2 At the Competition.....	20
7.3 During the Competition.....	21
7.4 After the Competition	22
8 Technical Descriptions	24
8.1 Content and scope	24
8.2 Precedence	24

8.3	Updating and validity.....	24
8.4	Skill-specific rules	24
9	Infrastructure Lists.....	25
9.1	Definition	25
9.2	Development	25
9.3	Management.....	25
9.4	Supply of materials and equipment.....	25
9.5	Missing items	25
9.6	Substitute/additional materials.....	25
9.7	Competitor’s personal tools.....	25
10	Test Projects	27
10.1	Definition	27
10.2	Duration and scope	27
10.3	Materials and equipment used.....	27
10.4	Format.....	27
10.5	Test Project circulation.....	27
10.6	Competitor briefing on Test Project and assessment	29
10.7	Security of completed Test Projects.....	29
10.8	Ownership of completed Test Projects	29
11	Assessment and Marking	30
11.1	About.....	30
11.2	Regional Occupational Standards.....	30
11.3	Assessment methods	30
11.4	Assessment training.....	31
11.5	Marking Scheme.....	31
11.6	Assessment and marking procedures	33
11.7	Finalization of marks.....	34
11.8	Security of completed Test Projects.....	36
11.9	Publication of results	36
11.10	Medals and awards.....	36
12	Issue and Dispute Resolution	38
12.1	Policies and rules hierarchy	38
12.2	Definition of key terms	38
12.3	Principles	39
12.4	Penalties	40
12.5	Record keeping and results.....	40
13	Communications	42
13.1	Competition Organizer	42
13.2	Participating countries communication	42

13.3	Filming and photography.....	42
14	Health, Safety, and Environment.....	44
14.1	Competition Organizer	44
14.2	Participating countries	44
14.3	Technical Delegates and Country Representatives	44
14.4	Experts	44
14.5	Skill Management Team	45
14.6	Maintaining the document	45

1 Introduction

WorldSkills Africa is a continental platform that sits under the African Union Development agency (AUDA-NEPAD) of the African Union to support, facilitate, manage, and implement skills development projects, competitions, and activities in collaboration with WorldSkills and key stakeholders.

The WorldSkills Africa (WSAfrica) Competition is the peak vocational skills competition for young people across Africa. Competitors qualify by achieving success in national and/or regional skills competitions. The competitions focus on the skills and capabilities of young people who have recently entered, or are about to enter, a skilled profession.

These Competition Rules define the resolutions and rules for the organization and conduct of the WorldSkills Africa Competition incorporating all skill competitions. They are updated when required by the WorldSkills Africa and made available to all participants.

All participating countries and participants must abide by the Competition Rules.

1.1 Core values

WorldSkills Africa follows the same core values of WorldSkills International, which are diversity, excellence, fairness, innovation, integrity, partnership, and transparency.

All accredited persons promote and support the values and principles laid out in WorldSkills International's Code of Ethics and Conduct and demonstrate their commitment by conducting themselves with the highest levels of integrity, honesty, and fairness.

1.2 Disciplinary action

Any accredited person accused of dishonest conduct or who refuses to comply with regulations and/or directions or who behaves in a manner prejudicial to the proper conduct of the Competition will be subject to the procedures described in section **12**.

1.3 Official Competition documentation

The documentation for the Competition includes the Competition Rules, the Health, Safety, and Environment Policy and Guideline, the Skill Management Plan, Technical Description, and Infrastructure List for each skill.

2 Competition organization

2.1 Competition Organizer

2.1.1 Selection of Competition Organizer

The Competition Organizer is selected through a bidding process that is held at the WorldSkills Africa events. The right to host the WorldSkills Africa Competition is open to Members of WorldSkills Africa. The execution of a WorldSkills Africa Competition is assigned to a Member of WorldSkills Africa following careful scrutiny of bids by the Board. If the Host Member assigns the organization of the Competition to a national committee or any other body, the Host Member's responsibility towards WorldSkills Africa remains unchanged and all contracts arising from this arrangement must be presented to WorldSkills Africa for inspection.

2.1.2 Responsibilities

The Host Member is responsible for organizing and hosting the Competition and for public relations and publicity before and during the Competition.

2.1.3 Retention of rights

As the promoter, WorldSkills Africa retains all rights in respect of the Competition, including approval of all communications (media, marketing, and public relations).

2.1.4 Provision of infrastructure

The Competition Organizer must provide optimal facilities and infrastructure for the Competition.

The Competition Organizer must provide a suitable workshop area and equipment for each skill competition in accordance with the skill's Technical Description and Infrastructure List. The concept for this must be approved by WorldSkills Africa.

From C-9 months, the Competition Organizer must provide all Technical Delegates, Country Representatives (only for non-Members), and Experts with detailed information on current machines, equipment, and tools in the Infrastructure Lists.

In addition to providing the Competition venue and workshops, these include:

- A plenary meeting room for official meetings
- A meeting room for Official Delegates and Technical Delegates
- A meeting room for Team Leaders
- A meeting room for Experts
- Offices equipped with infrastructure required by WorldSkills Africa
- Offices for the Competition Organizer

The Competition Organizer must also meet the requirements of other official documents including the Constitution, the Standing Orders, the Code of Ethics and Conduct, and these Competition Rules.

2.1.5 Accreditation Packages

The Competition Organizer must draw up Accreditation Packages and present these to WorldSkills Africa for approval before publication. Details must be made available to participating countries **by C-12 months** and must include the cost per participant, including the cost of all excursions and receptions.

All participating countries and their guests must be accepted as participants without restriction, provided that all invoiced costs are duly paid in full.

2.1.6 Competition Programme

In conjunction with and managed by WorldSkills Africa, the Competition Organizer must prepare an overall Competition Programme that includes arrangements for accommodation and board for all participants. In particular, the precise procedures for the Opening and Closing Ceremonies and Farewell Party must be approved by WorldSkills Africa by C-6 months.

2.1.7 Health, Safety, and Environment

See section **14.1**.

3 Skill competition to be hosted

3.1 Guiding Principles

3.1.1 Introduction: what is a “skill”?

A “skill” is a piece of expertise normally gained by acquiring the knowledge, skills, and behaviours associated with a particular occupation. “Skill competition” refers to a WorldSkills or WorldSkills Africa skill competition, which is based on one or more occupations for which there is a benchmark, description, or standard.

The skill competitions are referenced to occupations, since these are internationally understood, associated with a career, and have longevity.

3.1.2 Capacity building programme for WorldSkills Africa Competition

Working with the African Union, African Union Development Agency, WorldSkills Africa Members, and partners, a capacity building programme for trainers who will join the WorldSkills Africa Competition as Experts is organized between three to six months before the WorldSkills Africa Competition, which takes place every two years.

The capacity building programme has the following three features.

- **Collaborative:** it is a mutual learning and sharing process for the Chief Experts to provide the global best practices and design the training workshops based on the common challenges faced by the Experts. Engagement by the Experts is critical for ensuring a successful programme.
- **Practical:** the Experts will have to work proactively on identifying the gaps between their national occupational standards and the [WorldSkills Occupational Standards](#) in order to ensure that the Chief Experts help address the actual needs and provide practical tools during and beyond the programme.
- **Inclusive:** the programme is open for both Members and non-Members of WorldSkills Africa. However, only WorldSkills Africa Members can compete officially. **Non-Members can participate in three skills (maximum) by sending guest Competitors and Experts for learning purposes.**

3.1.3 Competition classifications

The current WorldSkills Africa Competition classification is based on aggregated occupational sectors:

- Construction and Building Technology
- Creative Arts and Fashion
- Information and Communication Technology
- Manufacturing and Engineering Technology
- Social and Personal Services
- Transportation and Logistics.

3.1.4 Competitors eligibility

The Competitors must be selected by the participating country, represented by the ministry in charge of TVET or the organization that is supported by the ministry in charge of TVET to join WorldSkills Africa Competition.

For all skill competitions, Competitors must not be older than 30 years old in the calendar year of the Competition.

Non-Members of WorldSkills Africa can only register Competitors for a maximum of three skills.

3.1.5 Principles of Competition Management

Each skill competition is led by a Chief Expert (CE) and a Deputy Chief Expert (DCE) appointed by WorldSkills International. In the case where DCE is not required for a WorldSkills Africa Competition, the skill competition is led by only the CE.

The CE and DCE (if required) mentor and work with the Experts (E), who are TVET teachers/trainers appointed by the participating countries during WorldSkills Africa capacity building programme.

The Skill Management Team for each skill consists of a CE, a DCE, and a Workshop Manager (WM). In the case where DCE is not required for a WorldSkills Africa Competition, the Skill Management Team will consist of a CE and a WM.

3.2 Selection of skills for a WorldSkills Africa Competition

WorldSkills Africa focuses on skills that will enable lasting impact in the hosting country and benefit the participating countries.

The skills chosen for training and the Competition focus on:

- Satisfying the basic human needs: test Projects and the way of conducting different skill competitions will create actual solutions that help address the social challenges wherever possible.
- Relevance and importance to the economies and labour market
- Being achievable within the human capacity and estimated budget from the Competition Organizer

For WorldSkills Africa, the Competition Organizer provides a list of proposed skills. It is based on the above, the Competition Organizer and WorldSkills Africa jointly agree on the list to move forward.

In the case of a new skill proposed by a partner and for which its required equipment and expertise are not formally established in the country, the condition for inclusion in the event is to agree with the partner on the followings:

- The necessary equipment, consumables, setup, and maintenance for and during the event are to be fully sponsored by the partner at no cost to the Competition Organizer.
- Agree on the terms and conditions for partner to provide training the Experts programme at no cost to the Competition Organizer
- Costs of technicians from the partner to support the competition are to be covered by the partner.
- The only cost that the Competition Organizer might cover would be the shipment of the equipment to the Competition venue – subject to whether this cost is acceptable by the Competition Organizer. This is the responsibility of the Competition Organizer to discuss with the partner and gather correct info about the estimated cost.

4 Registration

4.1 Registration

Registration for the Competition is completed in four stages.

Stage 1 – Provisional Registration

Participating countries register for participation in their selected skill competitions via the WorldSkills International website (www.worldskills.org/registration). The deadline is **C-12 months**.

Participating countries must provisionally register:

- The skill competitions they are entering.
- All participants, that is: Competitors, Experts, Team Leaders, Official Delegate, Technical Delegate, and Observers, and Country Representatives (only for non-Members).

The types of skills and number of Experts that are registered for WorldSkills Africa Competition must be the same as the registrations for WorldSkills Africa capacity building programme.

Stage 2 – Updates to Provisional Registration

Participating countries may update their registrations during the period between Provisional Registration and Definitive Registration (**C-7 months**).

Stage 3 – Definitive Registration of skill competitions

By C-7 months, participating countries must finalize their registrations, that is, the skill competitions they will participate in. No further changes may be made without the permission of the Competition Organizer and WorldSkills Africa.

Stage 4 – Registering participant details

The participating countries shall provide the full name, email address, and photograph for each participant requiring accreditation via the WorldSkills International website (www.worldskills.org/registration).

Full details of Competitors, Experts, Team Leaders, Official Delegates, Technical Delegates, Observers, and Country Representatives (only for non-Members) must be provided **by C-5 months**. Failure to do so will mean that participant details are not included in printed materials and signage. Participating countries are directly responsible for forwarding correct spelling, formatting, and capitalization of participants' names.

Other participant details must be provided as required for the Competition Organizer's accreditation packages.

5 Access and accreditation

5.1 Obligations by participating countries

There are two obligations for participating countries prior to accreditation for a WorldSkills Africa Competition:

1. All outstanding monies for Accreditation Packages for the full country delegation must be paid to the Competition Organizer.
2. Participating countries must provide the Competition Organizer with confirmation that all insurances that are their responsibility are in place. All official letters to confirm insurances must be submitted to the Competition Organizer by **C-3 months**.

5.2 Responsibilities

The Competition Organizer is responsible for providing accreditation. The Competition Organizer and WorldSkills Africa work together to determine the technical and logistical requirements of the accreditation system. This includes:

- Defining access and approving accreditation to the skill competitions and the Competition venue.
- Defining access and approving accreditation related to the Accreditation Packages.

5.3 Access to the Competition venue

Access to the Competition venue before the Competition is generally prohibited to Observers, media, and the general public **before C1** and **after C4**. Special access to Observers and media may be granted on a case-by-case basis by WorldSkills Africa.

5.4 Access to workshops

Only people with official accreditation are permitted access to workshops. Chief Experts, Deputy Chief Experts (if required), Experts, and Workshop Managers may only access the workshop for which they are accredited.

5.4.1 Access at any time

The following persons have access to the workshops at any time:

- Members of WorldSkills Africa Board and Secretariat
- Members of WorldSkills International Board and Secretariat
- Official and Technical Delegates
- Country Representatives (only for non-Members)
- Members of the Competition Organizer

However, they are not permitted to contact compatriot Competitors unless accompanied by a Chief Expert, or an Expert from another participating country.

5.4.2 Access under specific circumstances

The following persons have access to the workshops under specific circumstances, but must introduce themselves to a member of the Skill Management Team on their first visit to the workshop:

- Team Leaders may have access to all workshops in which they have compatriot Competitors at any time and may contact their Competitors directly

Access to the workshops by the following persons is to be accredited on a case-by-case basis by WorldSkills Africa:

- Competition Organizer volunteers
- Future Competition Organizer Observers
- Equipment supplier technicians (under unforeseen circumstances)

6 Roles

6.1 Chief Expert (CE)

6.1.1 Appointment

Chief Experts are appointed by WorldSkills International.

6.1.2 Roles and responsibilities

Chief Experts are responsible for the mentoring of all skill-specific topics, share best practices and standards from a global perspective, design and manage the skill competitions, including the preparation of key competition documentation, and they lead and manage skill-specific discussions and meetings with the Experts.

6.2 Deputy Chief Expert (DCE)

6.2.1 Appointment

In the event that the Competition requires Deputy Chief Experts, they are appointed by WorldSkills International.

6.2.2 Roles and responsibilities

Deputy Chief Experts are responsible for supporting the Chief Experts in designing and preparing for the skill competition, providing best practices for skills training, and any tasks that relate to the collaboration with the Experts based on the agreement with the Chief Experts. Unless informed otherwise, Deputy Chief Experts provide remote support and participation without traveling to the host city of the Competition unless it is arranged differently.

6.3 Expert (E)

6.3.1 Appointment

The Experts must be selected by the participating country, represented by the ministry in charge of TVET or the organization that is supported by the ministry in charge of TVET to join WorldSkills Africa capacity building programme and the Competition.

6.3.2 Qualification

The Experts must be trainers/teachers from either educational institutions or the industry (private sector) who have been and/or will be training the selected Competitors.

6.3.3 Roles and responsibilities

As part of the capacity building programme and the preparation of the Competition, the Experts must actively collaborate and engage with the Chief Experts by providing their input, exchanging ideas, and sharing the occupational standards in their countries. The Experts should provide training to students who will represent their countries to join the Competition.

6.4 Competitor (C)

6.4.1 Number of Competitors

Each participating country may enter one Competitor – or, in the case of team skill competitions, the defined number of Competitors – per skill competition.

Team skill competitions are Manufacturing Team Challenge (3), Mechatronics (2), Mobile Robotics (2), Landscape Gardening (2), and Concrete Construction Work (2). The Competition Organizer is to decide which of the team skill competitions are to be included.

6.4.2 Age limit

For all skill competitions, Competitors must not be older than 30 years old in the calendar year of the Competition.

6.4.3 Compete once only

A Competitor is limited to competing in one skill at one WorldSkills Africa Competition. Competitors cannot compete in a different skill at a subsequent WorldSkills Africa Competition.

6.4.4 Competitors with disabilities

WorldSkills Africa Competition follows WorldSkills International to promote cooperation with the International Abilympics Federation.

- Competitors with disabilities may participate in the Competition if their disability does not prevent them from carrying out Test Projects within the set time. Additional time may be provided for work preparation and installation of the workplace.
- Their Test Projects are assessed in accordance with WorldSkills International guidelines.
- In parallel to the WorldSkills Africa Competition – the Competition Organizer may conduct a competition for Competitors with disabilities using separate guidelines. In this case, Test Projects are assessed using separately defined criteria, and awards are presented at the official Closing Ceremony following presentation of the WorldSkills Africa awards.

6.5 Team Leader (TL)

6.5.1 Definition

Each participating country selects one Team Leader to liaise with the Competitors during the Competition. The key role of the Team Leader is to look after the mental and physical well-being, discipline, and behaviour of their young Competitors who are away from home and under considerable stress.

6.5.2 Number

Each participating country may have two Team Leaders regardless of the size of their team. Teams with more than 30 Competitors may have three Tea Leaders.

6.5.3 Access

During the Competition, Team Leaders must have unlimited access to their Competitors, but no exchange of technical information or any information related to the competition task, assessment, and possible solutions is permitted.

6.5.4 Illness or accident

Team Leaders must be notified immediately in the event of an accident or illness involving any Competitor from their team. The Team Leader and the compatriot Expert to inform the Official Delegate and Technical Delegate, or the Country Representative (only for non-Members).

6.6 Technical Delegate (TD)

6.6.1 Definition

Each Member is represented by an Official Delegate (OD) and a Technical Delegate (TD). The OD and TD also represent the Member at the General Assembly.

Each Member nominates one Technical Delegate as their representative on the Competitions Committee.

6.6.2 Timely provision of information

Technical Delegates are responsible for ensuring that their Competitors and Experts are provided with information in sufficient time prior to the Competition to be able to prepare adequately.

6.6.3 Provision of information to Competitors

Technical Delegates are responsible for ensuring that all their Competitors have the relevant Technical Description, Competition Rules, Health, Safety and Environment regulations, and all other official Competition documentation. Likewise, the Technical Delegate is responsible for the correct registration and competition preparedness of all their Competitors by ensuring that all Competitors are registered on the website, so they can access all documentation and resources.

6.6.4 Provision of information to Experts

Technical Delegates are responsible for their Experts' preparedness for the WorldSkills Africa Competition. They must inform their Experts of their detailed responsibilities and ensure that they have the required Technical Description, Competition Rules, Health, Safety and Environment regulations, plus all other official Competition documentation. The Technical Delegate is responsible for ensuring that all Experts are registered on the website, so they can access all documentation and resources.

6.6.5 Technical Delegate Attendance at the Competition Preparation Week (CPW)

Technical Delegates must attend the Competition Preparation Week meetings and participate in all scheduled meetings for Technical Delegates including any training sessions **if CPW is hosted by the Competition Organizer**. In the case when CPW will take place and that the Technical Delegate does not fully participate, that Member will be limited to having Competitors in three skill competitions at the upcoming WorldSkills Africa Competition.

On the second occurrence of a Member's non-participation by their Technical Delegate at Competition Preparation Week, that Member cannot have Competitors in any skill competitions at the upcoming WorldSkills Africa Competition. In these situations, the Member may still have Experts in the skill competitions, and they are not limited to three.

6.7 Official Delegate (OD)

6.7.1 Definition

Official Delegates represent their Member organization in the Strategic Development Committee and the General Assembly.

6.7.2 Duties and responsibilities

Official Delegates possess knowledge of important decisions made by the Strategy Forum. They are also informed of organizational and technical matters via the General Assembly and their partnership with their Technical Delegate.

Official Delegates are responsible for conveying this information to their Member organization and other relevant national stakeholders and providing feedback to the Board members responsible for Strategy Forum leadership.

6.8 Country Representative (CR)

6.8.1 Definition

For non-Members of WorldSkills Africa, each country is allowed to register one or a maximum of two persons as Country Representative for making decisions on behalf of their country and delegation during the preparation for and at the WorldSkills Africa Competition. Country Representatives attend WorldSkills Africa Competition and related events for networking and learning purposes in order to obtain knowledge for potentially bringing stakeholders to support their application to join WorldSkills Africa. They may observe official meetings based on the agreement with WorldSkills Africa.

6.8.2 Duties and responsibilities

The non-Members are responsible for assigning the responsibilities to their Country Representative. They must ensure that their Competitors and Experts are provided with information in sufficient time prior to the Competition to be able to prepare adequately.

The Country Representative is the first point of contact for WorldSkills Africa and the Competition Organizer.

6.8.3 Provision of information to Competitors

Country Representatives are responsible for ensuring that all their Competitors have the relevant Technical Description, Competition Rules, Health, Safety and Environment regulations, and all other official Competition documentation. Likewise, they are also responsible for the correct registration and competition preparedness of all their Competitors by ensuring that all Competitors are registered on the website, so they can access all documentation and resources.

6.8.4 Provision of information to Experts

Country Representatives are responsible for their Experts' preparedness for the WorldSkills Africa Competition. They must inform their Experts of their detailed responsibilities and ensure that they have the required Technical Description, Competition Rules, Health, Safety and Environment regulations, plus all other official Competition documentation. They are also responsible for ensuring that all Experts are registered on the website, so they can access all documentation and resources.

6.9 Workshop Manager (WM)

6.9.1 Definition

- The Workshop Manager is a person with qualifications and experience in their accredited skill who is responsible for
- Workshop installations
- Preparation of materials
- Workshop security
- Health, Safety, and Environment
- General tidiness and neatness of the workshop area

6.9.2 Appointment

The Competition Organizer appoints a Workshop Manager for each skill.

6.9.3 Reporting

Workshop Managers report to the Competition Organizer. For technical matters, Workshop Managers also report to their Chief Experts.

6.9.4 Special arrangements

Workshop Managers are briefed by the Chief Experts or WorldSkills Africa about any special arrangements and/or circumstances relating to the conduct of their competition.

6.9.5 Presence

The Workshop Manager must be present in the workshop area from the time that the Experts start their preparation for the Competition, throughout the Competition and until all assessments and the Experts' other tasks have been completed (normally **C-4 to C+1**).

6.9.6 Neutrality

The behaviour of the Workshop Manager towards Competitors must be neutral. They may not participate in discussions on Test Project selection and assessment and, where practical, should be absent when blind marking takes place. The Experts may consult with the Workshop Manager if the need arises.

6.9.7 Contact with national organization and Competitors

Workshop Managers can participate in all activities with their national organization **until the announcement of the Competitors (or squad), or C-12 months**, whichever comes first. At that point, the Workshop Manager must cease all skill-specific training of the Competitor or squad.

Participation in team building and team development – such as developing mental attitude, physical activities to bring the team closer together, and presentations by sports psychologists and nutritionists – is permitted.

Workshop Managers may remain on committees and boards for their national organization and may participate in judging at provincial and/or state competitions for the following round of competitions.

Workshop Managers invited to assist in skill-specific training of Competitors for other national organizations should decline the invitation **after the announcement of the Competitors (or squad) for the WorldSkills Competition, or C-12 months**, whichever comes first. The same applies if they are invited to judge at a national or regional competition in a different country/region.

6.10 Skill Management team

Each skill competition has an SMT responsible for its management. It comprises the Chief Expert (CE), Deputy Chief Expert (DCE, if appointed), and the Workshop Manager (WM).

6.10.1 Responsibilities

The Skill Management Team is responsible for the proper preparation and conduct of the skill competition, for compliance with Competition Rules, and for implementing its own decisions.

6.10.2 Skill Management Plan

The Skill Management Team prepares a Skill Management Plan that details the planning, scheduling, and tasks required to conduct the competition from “before the Competition” right through until “Competition completion”. Skill Management Plans are prepared electronically and made available to the WorldSkills Africa as well as all participants of their skill.

7 Skill Management

7.1 In the lead-up to the Competition

7.1.1 Duty of care towards Competitors

Each Competitor must be provided with the following:

Action/deliverables	Responsible
Technical Description, Competition Rules, and Health, Safety, and Environment policy and regulations, and all other Official Competition documentation.	Technical Delegate (or Country Representative for non-Members), Expert
Written Test Project instructions in their language of choice	Expert
Mark Summary Form for the Test Project	SMT
Familiarization time (see section 7.2.2)	SMT
Compatriot Communication (see section 7.3.3)	Expert
Access to their Interpreter whenever necessary	SMT, Expert
Access to their Team Leader(s) at all times	SMT, Expert
Competition timetable	SMT
Health, Safety, and Environment Agreement	Workshop Manager
Code of Ethics and Conduct	Team Leader
Communication Card	SMT

7.1.2 Technical Delegate and Country Representative responsibilities to Competitors

The Technical Delegate or Country Representative (for non-Members) are responsible for ensuring that all compatriot Competitors are provided with the following information:

- Relevant Technical Description and Infrastructure List
- Competition Rules

- Code of Ethics and Conduct
- Health, Safety, and Environment documentation
- Test Projects circulated before the Competition as specified in the Technical Description
- Briefing on any additional tools and/or any equipment or material(s) that may be required
- Culture, customs, and laws of the Host country/region

7.1.3 Honesty, fairness, and transparency

Competitors have the right to expect fairness, honesty, and transparency during the Competition, including that:

- Clear and unambiguous written instructions are provided.
- All necessary equipment and materials specified in the Technical Description and Infrastructure List are provided.
- No Competitor receives any unfair advantage, including that:
 - The same information about the Test Project is provided (in the Competitor's language of choice) at the same time.
 - The Mark Summary Form is the same for all Competitors.
 - Assistance provided by Experts and officials to ensure that Competitors are able to complete the Test Project is uniform.
 - No interference by officials or spectators occurs that may hinder or assist Competitors
- Accredited personnel at the Competition ensure that the above principles of honesty, fairness and transparency are observed at all times.

7.2 At the Competition

Competitors must receive detailed information about the Test Project and its assessment in the language of their choice, with particular reference to:

- Information on assessment criteria including the Mark Summary Form, but not the final detailed Marking Forms
- Detailed information regarding auxiliary materials and aids which may or may not be used (such as templates, drawings/prints, patterns, gauges)

Competitors must receive detailed information about the organization of the Competition, including:

- The Health, Safety, and Environment Agreement including measures arising from non-compliance
- Competition timetables indicating lunch breaks and Test Project/module completion times
- Information on regulations governing workshop entry and exit times and conditions
- Information on when and how machines may be tested
- Information on the nature and scope of sanctions and penalties that may arise from breaches of the Competition Rules and the Code of Ethics and Conduct

Competitors must be informed that:

- They are responsible for the safe use of all tools, machines, instruments, and auxiliary materials they bring in accordance with the safety regulations of the Host country/region.
- Before Competition commencement, Chief Experts will conduct a check for prohibited materials, tools, or equipment in accordance with the Technical Description.
- A daily check of toolboxes will take place in all skill competitions.

All Competitors are provided with a Communication Card with one red side and one green side with symbols to facilitate visual communication.

7.2.1 Assignment of workstations

Workstations are assigned randomly to Competitors by drawing lots. This may take place at the Competition by either the Experts or Competitors.

7.2.2 Familiarization

Before the Competition starts, Competitors have a minimum of five hours and a maximum of eight hours in which to prepare their workplaces, and to check and prepare tools and materials.

Under the guidance of Chief Experts and Workshop Managers, Competitors will have this time and support to become familiar with equipment, tools, materials, and processes, and to practice using equipment and materials to be used in the Competition.

Competitors have the right to ask questions. Where processes are particularly difficult, a subject matter instructor must be available to demonstrate the processes and Competitors are to be given an opportunity to practice.

At the end of the familiarization period, Competitors must confirm that they are familiar with everything by signing the Familiarization Agreement.

7.2.3 Checking of measuring instruments

To rule out errors, Competitor's measuring instruments must be compared with those used for assessment.

7.2.4 Personal details and language preference

Competitors are required to provide their passports or ID cards to validate their identity and date of birth. A passport or ID card does not have to be from the country/region they are representing at the Competition. The language in which the Competitor wishes to receive the Test Project and the Mark Summary Form is also checked and recorded.

7.3 During the Competition

7.3.1 Starting and finishing work

Competitors must wait for the Chief Expert to give the order to start work. For skills where competition is "against the clock", they must follow the Chief Expert's order to finish.

7.3.2 Extension of time

An extension of time is extra time granted to all Competitors to allow the completion of a Test Project or Test Project module, for example if the Experts agree that Competitors need 25 hours instead of 22 hours. It does not include individual days running briefly overtime nor individual Competitors.

If an extension of time is required for a non-modular Test Project, the Chief Expert must make the decision **no later than the end of C2**. All possible alternative solutions must be investigated before an extension of time is granted.

An extension of time may be granted for modular Test Projects on a particular day, in which case the Team Leaders are informed.

7.3.3 Compatriot communication and contact

During competition time

Competition time is the time spent by the Competitor at their workstation on their Test Project. No contact may be made with the Expert during competition time without the presence of a non-compatriot Expert giving their agreement that they may communicate with their Competitor. No contact may be made with other Competitors or guests during competition time without the permission of the Chief Expert.

Compatriot communication

Periods of 15 to 30 minutes are to be scheduled each morning and evening of the Competition for official communication between Experts and Competitors (compatriot communication).

Communication must be verbal only. The use of any equipment to record or exchange information – such as pens, paper, mobile phones, and electronic devices – is prohibited.

Experts are not permitted to give any help to Competitors to interpret the Test Project unless agreed by the Skill Management Team before the start of the skill competition. Any questions arising must be referred to the Skill Management Team.

Outside competition time

Competitors and their Expert may communicate at any time outside competition time, except skill competitions involving fault-finding. In these cases, Competitors are served lunch in the workshop.

7.3.4 Skills involving fault-finding

Fault-finding elements are independently designed. The faults are set by independent persons working behind screens. The Experts are not aware of the faults set.

7.3.5 Illness or accident

The Chief Expert and the Competitor's Team Leader and Expert must be informed immediately if any Competitor becomes ill or has an accident. The Skill Management Team will decide whether or not lost time can be made up. If a Competitor has to withdraw due to illness or accident, marks will be awarded for any work completed. Every effort will be made to facilitate the return of the Competitor and to allow for lost time. This must be recorded on both the Accident/Incident Form and Competitor Timeout Form.

7.3.6 Health, Safety, and Environment

A Competitor who fails to comply with safety instructions may incur a loss of marks. Continuous and/or repeated unsafe practice may result in Competitors being temporarily or permanently removed from the Competition. The Experts must determine the scale of any such deductions and inform Competitors **by C-1**.

7.4 After the Competition

7.4.1 Exchange of views and experiences

When the Competition is over, Competitors are to be given one hour to exchange views and experiences with other Competitors and Experts.

7.4.2 Packing up

The Chief Expert will give instructions on packing of tools and equipment. The workshop – including materials, tools, and equipment – must be left neat and tidy.

8 Technical Descriptions

8.1 Content and scope

Each skill competition has a Technical Description that specifies the following:

- Name of the skill competition
- Associated work role or occupation
- Regional Occupational Standards (using WorldSkills Occupational Standards as references)
- Assessment guidance
- Marking Scheme
- Format/structure of the Test Project
- Procedures for the development, selection, validation, circulation and 30% change of the Test Project
- Conduct of the skill competition
- Any skill-specific Health, Safety, and Environment requirements
- Materials and equipment to be supplied by Competitors and Experts
- Materials and equipment prohibited in the workshop
- Reference for Industry consultation

The Technical Description may also give examples of the skill competition area layout, typically from previous Competitions.

The Technical Description does not define materials and equipment provided by the Competition Organizer. These are defined in the Infrastructure List.

8.2 Precedence

In the event of any conflict between Technical Descriptions in different languages – the English version takes precedence.

Technical Descriptions cannot overrule the Competition Rules – the Competition Rules take precedence.

8.3 Updating and validity

8.3.1 Experts' review

The Technical Description is to be reviewed by the Experts with the Chief Experts before the next Competition to ensure it reflects best practice by industry and business across the continent.

8.4 Skill-specific rules

At the Competition, the Chief Expert must develop any rules that apply specifically to their skill competition.

As stated in section **8.2**, skill-specific rules cannot overrule the Competition Rules – the Competition Rules take precedence.

Skill-specific rules are intended to provide specific details and clarity in areas specific to the skill competition. This includes, but is not limited to, personal IT equipment, data storage devices, Internet access, procedures and workflow, and documentation management and distribution.

9 Infrastructure Lists

9.1 Definition

The Infrastructure List is a list of materials and equipment to be provided by the Competition Organizer for the conduct of a skill competition.

9.2 Development

The Infrastructure List is developed by the Chief Expert, the Deputy Chief Expert (if required), and the Workshop Manager.

9.3 Management

The Competition Organizer manages and updates the Infrastructure List internally and shares the latest version on Dropbox as well as any other media platform, where Experts have access to (with view-only permission).

9.4 Supply of materials and equipment

The Competition Organizer must supply all equipment and materials listed in the Infrastructure List for each skill competition.

The Competition Organizer provides infrastructure in compliance with local laws and regulations, and selects products and brands that are industry-standard and – wherever possible – continentally available.

9.5 Missing items

Any items (materials and/or equipment) listed on the Infrastructure List that are found to be missing must be reported to the Chief Expert, who will arrange through the Workshop Manager for their provision.

If a piece of equipment or material listed in the Infrastructure List is missing at the Competition, the Competition Organizer is responsible for ensuring its timely provision.

9.6 Substitute/additional materials

A Competitor may ask for substitute/additional materials to be provided if originally provided material has been lost or damaged. This may lead to a reduction in the marks awarded. The Experts must determine the scale of any such deductions and inform Competitors before the Competition commences **by C-1**.

9.7 Competitor's personal tools

9.7.1 Definition

Competitors may only bring equipment NOT listed in the Infrastructure List that is either

- Listed in section 8.2 of their Technical Description **or**
- Approved by the Chief Experts prior to the Competition.

Equipment listed in the Infrastructure List and provided by the Competition Organizer must be used by all Competitors. Competitors are not permitted to use their own equipment with functionality identical to equipment provided.

10 Test Projects

10.1 Definition

Each skill competition has a Test Project that describes the work to be undertaken by Competitors to demonstrate occupational excellence. The Test Project must capture the context, purpose, processes, and outcomes of an occupation, and in doing so support the implementation of the Marking Scheme.

10.2 Duration and scope

The Test Project must be designed to require between 15 and 22 hours of work over the full period of four days (**C1 to C4**).

The Test Project must enable Competitors to perform and compete according to the authentic requirements of the related work role or occupation, as set out in the Technical Description, including the Regional Occupational Standard. The design of the Marking Scheme and Test Project must ensure that the performance of Competitors will be differentiated across their job-related and transversal (generic, multidisciplinary) skills. Space, infrastructure, and resource requirements must be minimized.

10.3 Materials and equipment used

The Test Project must be able to be completed using the materials and equipment listed in the Infrastructure List. No additional major items can be requested after the finalization of the Infrastructure List. As some quantities in the Infrastructure List are initially specified “per Competitor”, “per x Competitors” etc., exact quantities and details for consumables in some skills are specified following Definitive Registration **at C-4 months**.

10.4 Format

All Test Projects (drawings and documents) must be available in digital form using the WorldSkills Africa template TPXX.

The CAD drawings are prepared according to ISO 128-3:2020 in method A and/or E as specified in the Technical Description.

10.5 Test Project circulation

The timeline for the circulation of the Test Project is defined in the Technical Description. When circulated, each Test Project must be accompanied by the Mark Summary Form.

In the case of Test Projects that are circulated to Competitors in advance, Chief Experts must change a minimum of 30% of the work content within the limitations of the equipment and materials provided by the Competition Organizer. This is to ensure security and to prevent Competitors from preparing for the specific tasks involved in the Test Project.

- This “30% change”, must be communicated to the Experts **on or before C-3**. Evidence of the changes to the work content must be documented by the Chief Expert before the start of the Competition. All Competitors must be informed of the details as soon as the 30% change is released to the Experts.

- Following 30% change, the Competitors only receive the Mark Summary Form. Competitors do not receive details of the Measurement and Judgement Marking Forms.

10.6 Competitor briefing on Test Project and assessment

There are two types of Test Project:

- A non-modular Test Project is an entire Test Project that is marked at certain given stages and phases.
- A modular Test Project is divided into modules that are marked as they are completed.

10.6.1 Non-modular Test Projects

Competitors are given the complete Test Project, related explanatory material and information on the assessment criteria (that is, the Mark Summary Form) immediately before the start of the Competition. Competitors will be allowed a minimum of one hour to study these and to ask questions. This time is not included in the competition time.

10.6.2 Modular Test Projects

Competitors will be given relevant documents and explanatory material for each module immediately before commencement of that module. As a whole document, the Mark Summary Form (information on the assessment criteria) is made available to Competitors immediately before the first module. The Chief Experts provides clarification to Competitors, if required. Competitors will be allowed a minimum of 15 minutes to study these and to ask questions. This time is not included in the competition time.

10.6.3 Measurement and Judgement Marking

Competitors are not provided with details of the Measurement and Judgement Marking Forms.

10.6.4 Translation

If there is translation required of the Test Project, it is the responsibility of the Technical Delegate, Experts, or Interpreter from the participating countries.

10.7 Security of completed Test Projects

The removal/destruction of completed Test Projects and the dismantling of the workshops and installations must not start before all assessment has been completed unless approval is given by the relevant Chief Expert.

10.8 Ownership of completed Test Projects

The completed Test Projects are the property of the Competition Organizer and WorldSkills Africa and may not be removed from the Competition venue or used in any way without the permission of both of these parties.

11 Assessment and Marking

11.1 About

The WorldSkills Assessment Strategy, fully adopted by WorldSkills Africa establishes the principles and techniques to which assessment must conform.

Assessment at the WorldSkills Africa Competition involves two main methods – measurement and judgement – as defined below. Explicit benchmarks are essential for both methods. The benchmarks must relate to best practice in industry and business.

The main instruments used to support assessment are the relevant Regional Occupational Standards, Marking Scheme, Test Project, and the Competition Information System (CIS).

11.1.1 Definitions

Assessment is a broad term and includes marking. It covers both the methods used and the outcomes.

Marking is a narrower term referring to the assignment of scales or numbers.

11.2 Regional Occupational Standards

Regional Occupational Standards for each skill competition use WorldSkills Occupational Standards as references and consider the knowledge, understanding, skills, and capabilities that reflect best practice in technical and vocational performance at work in the regional context.

11.2.1 Weightings

The Regional Occupational Standards are divided into sections, each assigned a percentage of the total marks indicating its relative importance to determine the allocation of marks within the Marking Scheme. A tolerance of 5% is permitted, provided that the balance of weightings within the Regional Occupational Standards are maintained.

11.3 Assessment methods

There are two assessment methods: measurement and judgement.

Measurement is used to assess accuracy, precision, and other performance that can be measured objectively. It is used where ambiguity must be avoided.

Judgement is used to assess the quality of performance about which there may be small differences of view when applying the external benchmarks.

Both measurement and judgement must demonstrate that their assessment and marking are based on explicit external benchmarks drawn from best industry and business practice. The baseline for the award of any marks is the achievement of an acceptable industry standard.

11.3.1 Benchmarks

All assessments must have explicit benchmarks set out in the Marking Scheme. These must be adhered to in practice. All Competitors are to be assessed against these benchmarks. Ranking of Competitors for assessment and marking purposes is not permitted under any circumstances.

11.4 Assessment training

Assessment training is part of the capacity building programme of WorldSkills Africa. It is done through online and face-to-face workshops (if traveling is allowed prior to the Competition).

11.5 Marking Scheme

The Marking Scheme sets down the criteria by which a Test Project is assessed based on the Regional Occupational Standards in the Technical Description.

11.5.1 Scale of marks

Each skill competition has a Marking Scheme with a scale of 100 marks.

11.5.2 Assessment Criteria

The main headings of the Marking Scheme are the Assessment Criteria. There are normally between five and nine Assessment Criteria. These are not necessarily the same as the sections of the Regional Occupational Standards or the Test Project. Irrespective of the way the Assessment Criteria are structured, the allocation of marks to Aspects of Sub Criterion must reflect the weightings in the Regional Occupational Standards for the skill (see section **11.2**).

11.5.3 Assessment Sub Criteria

Each Criterion is broken down into one or more Sub Criteria. Marking Forms are organized by Sub Criteria. One marking team is allocated to each Sub Criterion and will mark all Aspects within that Sub Criterion.

11.5.4 Aspects of Sub Criterion

Each Sub Criterion is broken down into one or more Aspects, to which marks are assigned. Aspects are categorized as measurement or judgement to reflect the assessment method. Each Aspect must be related to one (and only one) section of the Regional Occupational Standards.

Ideally, the Marking Scheme has between 100 and 200 Aspects. It must have no fewer than 100 and no more than 250.

11.5.5 Allocation of marks

No Aspect shall be worth more than two marks (Equals two per cent of the total marks available.)

11.5.6 Preparation and use of Marking Forms

The CIS generates one Marking Form for each Sub Criterion. This Marking Form contains:

- All Aspects, whether assessed by judgement or measurement
- Details of the Aspects of Sub Criterion with benchmarks for assessment
- Maximum mark for each Aspect
- The marking team responsible for assessment of the Sub Criterion

To eliminate the potential for bias: when in use, the Chief Expert may request to remove the maximum mark per Aspect from Marking Forms.

11.5.7 Landscape-format Marking Forms

Marking Forms in landscape format can be used to allow more than one Competitor's marks to be recorded on a single page. The landscape Marking Form can be used to record scores and marks for both judgement and measurement.

Where landscape Marking Forms are used, all marks and scores from each of the Experts are to be transcribed to the CIS-generated portrait-format marking forms for data entry into the CIS.

1.1.1 The use of CIS calculations for measurement

Where the design of measurement Aspects requires calculations, the CIS calculation facility is to be used.

11.6 Assessment and marking procedures

11.6.1 Competition commencement

Before the CIS is made available for commencement of the competition, the Chief Expert must ensure that all preparatory tasks have been completed.

11.6.2 Teams for assessment and marking

Each marking team shall ideally be made up of two to three Experts (Expert and/or Chief Expert).

These Experts shall be supervised by an additional Expert if possible, who will also:

- Coordinate scores for judgement, and
- Replace an Expert to prevent compatriot marking

11.6.3 Dual assessment and marking

Skill Management Teams may use dual assessment and marking for measurement. In this case, if possible, two teams of two Experts act independently as assessors and markers before comparing their marks. In the event of discrepancies, the relevant Aspects are reassessed and marked to reach a consensus.

11.6.4 Procedures for assessment by measurement

The assessment decisions available to a marking team for measurement are either

- Binary: yes or no, **or**
- Against a pre-determined scale of conformity to a given benchmark

The use of either of these methods must correspond to best industry and business practice.

11.6.5 Procedures for assessment by judgement

A **score** is the award given by one Expert for a judgement Aspect of Sub Criterion. The score must be in the range from 0 to 3. The **mark** awarded is calculated from the scores awarded by three Experts in the marking team.

Each of the three Experts assesses each Aspect of Sub Criterion, whether the Competitor has attempted the work or not. The scores from 0 to 3 relate to industry and business standards as follows:

- 0: Performance below industry standard, including a non-attempt
- 1: Performance meets industry standard
- 2: Performance surpasses industry standard
- 3: Excellent or outstanding performance relative to industry expectations

The benchmarks in the Marking Scheme (and recorded on the marking forms) provide a context for these standards and act as a reference point for the marking team.

The following procedure is used for scoring when using paper marking forms:

- Each Expert (i.e. Expert and/or Chief Expert) decides independently on a score (from 0 to 3) for an Aspect of Sub Criterion by comparing the Competitor's performance to the benchmark
- Each Expert (i.e. Expert and/or Chief Expert) prepares the appropriate flash card for display
- All three Experts display their flash cards at the same time when directed by the Expert coordinating the recording of scores
- Where the range of scores awarded for an Aspect is greater than 1, Experts must re-score that Aspect
- A brief discussion with reference to the benchmarks is permitted to reduce the range to 1 or 0
- **BUT**
- Benchmarks must be agreed when finalizing the Marking Scheme and must not be changed during assessment and scoring

11.6.6 Entry of marks into the CIS

A (master) handwritten mark sheet must be created to record the finally agreed scores. This is used for data entry into the CIS and kept to provide an audit trail.

Where paperless marking is used, the Expert awarding the score enters it directly into the CIS via a tablet or computer.

11.6.7 Order of assessment and marking

Since all assessment and marking is based on external benchmarks, the order of assessment and marking (judgement/measurement) should not be a matter for concern. However, in cases of disagreement or the perception of unfair marking practises, the Chief Expert may require judgement to precede measurement.

11.6.8 No assessment or marking in presence of Competitor

Assessment and marking shall not to be done in the presence of the Competitor unless otherwise specified in the Technical Description.

11.6.9 Daily assessment and marking

The assessment day for each Sub Criterion is defined in the CIS. The scores and marks for Sub Criteria to be assessed on a given day must have been entered into the CIS.

The exception is **C4**, where assessment and CIS entry must occur before **22:00 on C4** and approval and sign-off must be received by the CIS team **by 10:00 on C+1**.

11.7 Finalization of marks

11.7.1 Checking forms

Scores and marks are transferred from the handwritten marking forms into the CIS as assessment progresses.

CIS mark entry is locked by the Chief Expert for each Sub Criterion when marking for that Sub Criterion is complete for that day.

When CIS mark entry has been locked, a PDF of all the marking forms for the specified marking day – including the Mark Summary Form – is created and placed in a folder on the desktop of the CIS computer in the relevant workshop.

The Experts must then be given the opportunity to review the PDF of the results for their compatriot Competitor against the handwritten marks and raise any concerns with the Chief Expert.

If an Expert wishes to challenge the actual assessment and marking of their compatriot Competitor, they must inform the Chief Expert of the reason for the challenge. If it appears that the challenge may be justified, the Chief Expert resolves the matter, including by reassessment and re-marking if required.

The Experts must then sign the Mark Entry Acceptance Form to confirm their acceptance of the printed marking forms for the specified marking day.

If any challenges have been raised, signature is deferred until the challenge has been dealt with. Any changes to marks are signed on the handwritten form or the CIS-generated form, providing a paper trail.

The signed Mark Entry Acceptance Form must then be delivered to the CIS office.

No further objections to the marks will be accepted once this procedure has been completed.

Approval and sign-off for all assessment must be received by the CIS team **by 10:00 on C+1**. An Expert who is not present in the workshop on **C+1** forfeits the right to review, approve, and sign-off the compatriot Competitor Marking Forms. In these cases, the Expert's absence is documented, and their compatriot Competitor's results are signed-off by the Chief Expert. If an Expert refuses to sign-off their compatriot Competitor's results after all disputes are closed, then this is documented and the results are signed-off by the Chief Expert.

11.7.2 Completion of assessment and marking

Assessment and the entry of marks into the CIS must be completed **by 22:00 on C4**.

11.7.3 Competition completion

The Experts shall not be released from their competition duties until the Chief Expert has delivered all required information and paperwork to Competition Support and received signed confirmation from Competition Support that all necessary information and paperwork has been received.

11.7.4 Competition Information System (CIS) WorldSkills Scale

WorldSkills Africa follows WorldSkills Scale that uses points to bring the results of all the skill competitions into a common scale, enabling comparison between the skill competitions. Results based on 100 marks are standardized on the WorldSkills Scale by the CIS. This procedure sets the median mark in their skill competition at the 700-point position.

11.7.5 Rounding

The mark awarded for each Aspect of a Sub Criterion is rounded to two decimal places. Marks where the third decimal place is equal to or greater than 5 will be rounded up; those where the third decimal place is less than five will be rounded down, so 1.055 becomes 1.06 and 1.054 becomes 1.05.

11.7.6 Error handling

Any data entry errors discovered must be reported immediately to WorldSkills Africa. If it is agreed that an error has occurred, the marks must be re-entered into the CIS and new printed copies of the Marking Forms and the Mark Summary Form produced for all Experts to review and sign. Both the original and the replacement forms must be retained as an audit trail.

Appeals concerning results shall be accepted until **10:00 on C+1**. Once ratified by WorldSkills Africa, the results are final and there shall be no further right of appeal.

11.8 Security of completed Test Projects

All completed Test Projects are to be secured until marking is complete and the Mark Summary Form has been signed for all Competitors. Should this prove impossible for technical reasons, photographs must be taken under the supervision of WorldSkills Africa.

These photographs, in addition to the retained assessment papers, must be kept in a secure place, since they may prove necessary to ascertain the validity of the original assessment.

11.9 Publication of results

Participating countries are provided with the Official Results for each skill competition listing all Competitors, their points, medals, and medallions plus a series of results listing country comparison “by average medal points”, “by average points”, “by total medal points”, “by total points”, and “alphabetical with total medal points and average medal points”.

The Official Results are posted to the WorldSkills Africa website as medal winners are announced at the Closing Ceremony (**C+1**).

11.10 Medals and awards

11.10.1 Gold, silver, and bronze medals

Gold, silver, and bronze medals are awarded to the Competitors who come first, second and third respectively in Official Skills with more than Five (5) Competitors. In skills with only four (4) Competitors only Gold and Silver medals will be awarded.

11.10.2 Equally placed medals

If the difference between two or more Competitors is no more than two points on the WorldSkills Scale, then equally placed medals are awarded as described below.

Gold

- Two gold medals, no silver medal, one or more bronze medals
- Three or more gold medals, no silver medal. In addition, one or more bronze medals when the difference between the last gold medal winner(s) and the next Competitor(s) is not more than two points

Silver

- One gold medal, two or more silver medals. In addition, one or more bronze medals when the difference between the last silver medal winner(s) and the next Competitor(s) is not more than two points

Bronze

- One gold medal, one silver medal, two or more bronze medals

11.10.3 Medallion for Excellence

Competitors who have obtained 700 or more points but who are not awarded a medal shall be awarded a Medallion for Excellence.

11.10.4 Certificate of Participation

Any Competitor who does not receive a medal or special award shall receive a Certificate of Participation.

12 Issue and Dispute Resolution

For WorldSkills Africa, Issue and Dispute Resolution (IDR) covers the spectrum from resolving simple questions right through to dealing with major breaches of the Code of Ethics and Conduct during the setup, management, and operation of a WorldSkills Africa Competition. The Issue and Dispute Resolution process has been created to guide efficient, effective, and timely decision making when these situations occur. For WorldSkills Africa it becomes active for the period **C-4** to **C+1**. This will be known as the “event period” for the application of the Issue and Dispute Resolution process.

Within this event period this process must be followed when disagreements cannot be concluded fairly, amicably, and in a timely way between the parties involved. It should also be used when a party believes there is clear evidence that the Competition Rules or Code of Ethics and Conduct have been breached.

12.1 Policies and rules hierarchy

WorldSkills Africa participating countries and all of its activities are governed the official documents the Code of Ethics and Conduct (CoEC) and Competition Rules. The Code of Ethics and Conduct describes WorldSkills Africa values and ethical foundations and how ethical behaviour is promoted and implemented in the everyday work of the organization. The Competition Rules are considered subordinate to the CoEC as they embody the values and ethics specifically applied to the Competition activities and the skill competitions themselves.

The skill-specific rules for each skill competition are subordinate to the Competition Rules and reside within the Technical Description for each skill.

Any subjacent policy or rule cannot prevail over a higher one.

12.2 Definition of key terms

- **Issue:** This is a difference of opinion or approach that generates a discussion or debate relating to the setup, management, and operation of a skill competition. The majority of issues, wherever possible, should be resolved within the skill competition itself by the appointed Chief Expert. Any penalty to be applied must be done in consultation with WorldSkills Africa.
- **Dispute:** This is an escalation of an issue because:
 - the Chief Expert cannot resolve it in a timely manner, or
 - an alleged breach of the skill-specific rules, Competition Rules, or Code of Ethics and Conduct has been identified.
- **Incident:** This is where a person not directly connected to the operation or function of a skill competition reports observing a potential and/or significant situation which could lead to a Competitor gaining an unfair advantage, is unsafe or unethical behaviour, or may potentially damage the reputation of the WorldSkills Africa organization. Incidents are treated in the same way as disputes.
- **Event period:** This is the period **C-4** to **C+1** of the WorldSkills Africa Competition where the Issue and Dispute Resolution process applies.
- **Field of play:** This is the term used to describe the activities that occur at the WorldSkills Africa Competition within the event period. It is important to define the field of play and the event period because decisions have to be made under “live” or “real-time” conditions. It is considered that this approach is apt given that the WorldSkills event has a defined start and finishing point, after which the results of the skill competitions are required to be announced and published (similar to sporting events).

- **Field of play decisions:** These are the decisions required to resolve a dispute within the event period to ensure the results can be announced at the Closing Ceremony. These are decisions that shall be made by the assigned group or person, following an appropriate investigation and by interpreting and applying the Competition Rules or Code of Ethics and Conduct.
- **Balance of probabilities:** This is the way the evidence will be reviewed by WorldSkills Africa, when making field of play decisions in respect to whether a skill-specific rule, a Competition Rule, or the Code of Ethics and Conduct has been breached. Given that disputes must be resolved within the event period, decisions shall be based on what is considered, in their view, to be more likely to be true. These decisions will be taken after a dispute investigation.
- **Dispute investigation:** This is the fact-finding exercise to collect information on the dispute. The depth and range of what can be investigated is naturally curtailed given the constraints of time. Within these limitations, diligence will be applied to ensure the important and relevant facts are collected. The outcome of the investigation will enable the assigned decision-making group to make a more informed decision on it.

12.3 Principles

The following key principles are at the core of WorldSkills Issue and Dispute Resolution:

- As rules of evidence, WorldSkills Africa has a hybrid approach between sports refereeing and how larger company systems manage internal staff disputes, which is akin to “civil based” (the contested facts must be proved on the balance of probabilities). Unlike law trials, WorldSkills Africa does not have an open-ended time frame hence the need for a hybrid approach.
- The rules of evidence encompass the rules and principles that govern the proof of facts in a proceeding, i.e. the degree of certainty with which contested facts must be established in order to be accepted as proved.
- There is a responsibility on all those involved or aware of an ongoing dispute to act fairly and professionally towards those who may be implicated. This allows the situation to be investigated and concluded without inciting unwelcome bias or prejudice during the process. Therefore, it is necessary that everyone involved or who is aware, to be careful and considerate about the tone and content of what they communicate and disseminate further to avoid premature and inaccurate conclusions that could lead to the defamation of any individual. The principle of “innocent until decided otherwise” must prevail.
- When a Competitor is involved in an issue or a dispute, no person during any stage of the process, except under explicit instructions of WorldSkills Africa is permitted to communicate (in any way) with a Competitor in respect to them potentially being implicated. If permission has been granted, then the responsibility for informing the Competitor can only be carried out by either the compatriot Expert, Team Leader, or Technical Delegate. Competitors must be able to continue their work while the dispute resolution process is being undertaken.
- The type of decisions made during the constraints of the event period by WorldSkills Africa, in relation to concluding disputes, must be recognized, acknowledged, and treated as being on the field of play. As such, although appropriate diligence shall be taken in investigating the dispute, it may be possible that errors could be identified retrospectively. Irrespective of any error identified after the end of the event period, the field of play decision will stand and the published outcomes remain. Such identified errors will, however, be reviewed with the purpose of improving the approach and process for the next WorldSkills Africa Competition.
- The standard of evidence required by the WorldSkills Africa, in decision making, in respect to disputes relating to breaches of the skill-specific rules, Competition Rules or Code of Ethics and Conduct will be based on the balance of probability. This standard is used to reflect the field of play environment where investigations into disputes cannot be open-ended as they would be when the standard of evidence is

based on “beyond a reasonable doubt”. However, when assessing the probabilities, the decision-making group will ensure that the more serious the allegation the stronger should be the evidence before concluding that the allegation is established on the “balance of probability”.

- The burden of proof to substantiate the claim resides with the party initiating the dispute with WorldSkills Africa. The validation of the evidence and the determination of the facts of the dispute will be conducted by appointed Investigation Agents (IA).
- The number of people present at a formal investigation or dispute meeting shall be managed and proportionate to avoid the situation becoming intimidating for those directly involved in the dispute. These meetings can be attended only by invitation from WorldSkills Africa. WorldSkills Africa will advise who is or is not suitable to attend the meeting when organizing the meeting itself. Both the Team Leader and the Official and Technical Delegates will have the right to attend when the dispute is directly implicating a representative from their country/region. In addition, a Competitor may be required to attend.
- WorldSkills Africa must decide all cases within the event period. Their decision is final.
- To minimize any conflicts of interest while managing disputes, if the situation occurs where compatriot individuals are involved, conflicted countries of the decision-making group must immediately declare it and step aside to allow another to take up their responsibility. Where no other qualified or experienced member can be found to replace them, the dispute will be handled directly by WorldSkills Africa.

12.4 Penalties

The Code of Ethics and Conduct Penalty System covers the penalties for breaches of the Code of Ethics and Conduct which overarches the Competition Rules and skill-specific rules. Refer to the Code of Ethics and Conduct Penalty System for the complete set and range of penalties that may apply.

12.4.1 Application of penalties

Penalties related to resolution of disputes (that are not breaches of the skill-specific rules or Competition Rules, or breaches of the Code of Ethics and Conduct) can only be applied with the approval of WorldSkills Africa (so that there is consistency across skill competitions).

Penalties related to resolution of disputes that are breaches of the skill-specific rules or Competition Rules that were escalated to the WorldSkills Africa can only be applied with the approval of the Chief Expert

Penalties related to resolution of disputes that are breaches of the Code of Ethics and Conduct that were escalated to WorldSkills Africa can only be applied with the approval of the Chief Expert.

In situations where a Competitor is given a point/mark penalty their results cannot be removed from the Official Results.

WorldSkills Africa will also facilitate with the appropriate personnel to ensure that any immediate penalty is implemented. It will record any further penalty or sanction that may have to be actioned after the WorldSkills Africa Competition.

12.5 Record keeping and results

12.5.1 Record keeping

It is expected that issues resolved within the skill competition are recorded by the Chief Expert and incorporated into the next version of documentation, knowledge management, and processes for that skill competition.

WorldSkills Africa is responsible for managing and collecting all information, documentation, communications, and decisions associated with any dispute that is registered.

12.5.2 Results

On **C+1** WorldSkills Africa is responsible for ensuring that all penalties affecting results have been applied before the official results are circulated to the Technical and Official Delegates.

13 Communications

13.1 Competition Organizer

13.1.1 Information to media

The Competition Organizer is responsible for publicity and providing and information to local and international media. All documents must reference the Host Member, the Competition Organizer, WorldSkills Africa with the approval by WorldSkills Africa prior to release.

13.1.2 Information to participating countries

The Competition Organizer must provide regular detailed information on the preparation of the Competition, and about the Host Member, its educational system, its industry and culture to the participating countries before the Competition.

13.1.3 Information to visitors

The Competition Organizer is responsible for providing information to Competition visitors.

13.2 Participating countries communication

Communications (marketing, media, and public relations) activities in individual participating countries and regions is left to the discretion of the countries themselves.

13.3 Filming and photography

13.3.1 Media

Before the Competition

Filming or photography in the halls/buildings and workshops before the start of the Competition is strictly prohibited for all persons except Official Media from the Competition Organizer.

During the Competition

Filming or photography at workstations during the Competition is subject to the approval of the Chief Expert responsible for the skill competition, if necessary, in agreement with WorldSkills Africa.

Filming or photographing Test Projects or project components during the Competition and discussion of these with Competitors before the end of the Competition is strictly prohibited for all persons except Official Media from the Competition Organizer.

Visitors may film and photograph the skill competitions for their own private use. They may not communicate with anyone inside the workshop.

13.3.2 Other accredited personnel

Before the Competition

Filming or photography in the workshops or at the workstations before the start of the Competition is subject to the skill-specific rules in the Technical Description. Exceptions may be granted with approval of WorldSkills Africa.

During the Competition

Filming and photography in the workshops or at the workstations during the Competition is subject to the skill-specific rules in the Technical Description

14 Health, Safety, and Environment

14.1 Competition Organizer

The Competition Organizer must produce Health and Safety documentation for the event. The Competition Organizer is responsible for ensuring that all infrastructure, equipment and setup is fully compliant with

- Relevant Host country legislation
- The individual WorldSkills Africa Health, Safety, and Environment Policy and Regulations for skill competitions

14.1.1 Training and implementation

The Competition Organizer must liaise with the Chief Experts to provide Experts, Competitors and all other personnel who may be in the workshop with the information and training required to ensure a safe Competition.

14.1.2 Health, Safety, and Environment Agreement

On completion of training and prior to any equipment being used in the workshops, persons who have received Health, Safety, and Environment training are required to sign the Health, Safety, and Environment Agreement. The Competition Organizer's Health, Safety, and Environment representative countersigns these forms.

All accredited personnel must comply with the following regulations at all times, including when packing up after the Competition:

- Health, Safety, and Environment regulations specified by the Competition Organizer
- WorldSkills Health, Safety, and Environment Policy and Regulations for skill competitions

14.2 Participating countries

Where a country's national Health, Safety, and Environment regulations are higher or stricter than the hosting country's regulations, the higher/stricter regulations will apply to that country at the Competition.

14.3 Technical Delegates and Country Representatives

The Technical Delegate and Country Representative (only for non-Members) are responsible for ensuring that all compatriot Competitors and Experts have been briefed on the correct information about the Competition Organizer's Health, Safety, and Environment regulations and the WorldSkills Africa Health, Safety, and Environment Policy and Regulations before the Competition.

14.4 Experts

Where a country's national Health, Safety, and Environment regulations are higher or stricter than the Competition Organizer's regulations, the compatriot Expert must apply the higher/stricter regulations for their Competitor at the Competition.

14.5 Skill Management Team

Skill Management Teams are responsible for planning and running the skill competitions in compliance with

- Host country regulations
- Their own country specific national regulations (if more stringent than the Host country)
- Health, Safety, and Environment requirements in the WorldSkills Africa Health, Safety, and Environment Policy and Regulations
- Skill-specific requirements in the Technical Description

They are also responsible for ensuring that Experts, Competitors, and other personnel comply with above regulations.

14.6 Maintaining the document

The documentation for Health, Safety, and Environment Policy and Regulations for skill competitions will be maintained for the next Competition.

14.6.1 Policy and procedures

All activities associated with the Competition must be carried out with the key sustainability principles of the five Rs: reduce, recycle, reuse, reformat, and regenerate.

14.6.2 Competition Organizer

The Competition Organizer is responsible for implementing the key sustainability principles and initiatives in the procurement of infrastructure and their choice of Competition venue and accommodation packages.

14.6.3 Technical Delegates and Country Representatives

Technical Delegates and Country Representatives (only for non-Members) must ensure that skill competition formats and equipment brought by Competitors or supplied by the Competition Organizer support sustainability principles and initiatives.

14.6.4 Chief Experts and Experts

Chief Experts and Experts are responsible for planning and running their skill competitions in accordance with the key sustainability principles and initiatives, including in the development of the skill competition, Test Project design and required infrastructure.