

COMPETITION RULES

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1 INTRODUCTION

The WorldSkills Competition is the peak vocational skills competition for young people across the world. Competitors qualify by achieving success in national and/or regional/continental 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 Competition incorporating all skill competitions. They are updated by the Competitions Committee and ratified by the General Assembly.

All Members and Participants must abide by the Competition Rules.

1.1 DEFINITION OF TERMS

Refer to www.worldskills.org/glossary

1.2 CORE VALUES

The core values of WorldSkills International are diversity, excellence, fairness, innovation, integrity, partnership, and transparency.

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

1.3 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**.

1.4 OFFICIAL COMPETITION DOCUMENTATION

The documentation for the Competition includes the Competition Rules, the appropriate Health, Safety, and Environment Policy and Guideline, the Standards and Assessments Guide, the Skill Management Plan, Technical Description and Infrastructure List for each skill, and all other official Competition documentation.

1.5 COMPETITION TIMELINE

The preparations and execution of the WorldSkills Competition has many milestones which involve various people and have a specific timeline. A summary of these milestones referred to in these Rules is in Appendix **1**.

2 COMPETITION ORGANIZATION

2.1 OVERALL EVENT MANAGEMENT

The WorldSkills International Board and the Organizing Committee are responsible for overall management of the WorldSkills Competition event. Within this remit, they assign appropriate powers and responsibilities to their respective CEOs.

2.1.1 COMPETITION MANAGEMENT TEAM (ADMINISTRATIVE)

The WSI CEO and the respective WorldSkills International Directors (Director of Skills Competitions, Director of Marketing and Communications, Director of Sponsorship and Partnership) form the Competition Management Team and are responsible for all aspects of the administrative management of the Competition.

2.2 HOST MEMBER

2.2.1 SELECTION OF THE COMPETITION ORGANIZER

The execution of a WorldSkills Competition is assigned to a Member of WorldSkills International by a decision of the General Assembly 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 International remains unchanged and all contracts arising from this arrangement must be presented to the Board for inspection.

2.2.2 RESPONSIBILITIES

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

2.2.3 RETENTION OF RIGHTS

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

2.3 COMPETITION ORGANIZER

2.3.1 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 the Board. (See sections **8** and **9**).

At C-9 months, the Competition Organizer must provide all Technical Delegates and Experts with detailed information on current machines, equipment, and tools in the Infrastructure Lists in accordance with the decisions of the Competitions Committee.

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

- A plenary meeting room for the General Assembly (also used by the Competitions Committee and Strategy Committee)
- A meeting room for Official Delegates and Technical Delegates

- A meeting room for Team Leaders
- Offices equipped with technical equipment required by the Secretariat
- Offices for the President, CEO, and for the Chairs and Vice Chairs of the Competitions Committee and Strategy Committee

The detailed requirements are specified in the current Competition Organizing Guide.

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.

2.3.2 ACCREDITATION PACKAGES

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

All Members and their guests must be accepted as participants without restriction, provided that all invoiced costs are duly paid in full. Specific details of Accreditation Packages are provided in the current Competition Organizing Guide.

2.3.3 COMPETITION PROGRAMME

In conjunction with and managed by the WSI CEO, 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 the Board **by C-6 months**.

2.3.4 HEALTH, SAFETY, AND ENVIRONMENT

See section **14.1**.

3 SKILLS AT THE COMPETITION

< Updated guidance on "skills in skills out" to be included in the Competition Rules by C-4 months >

4 REGISTRATION

4.1 REGISTRATION

Registration for the Competition is completed in five stages.

STAGE 1 – PROVISIONAL REGISTRATION

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

Members must provisionally register

- The skill competition(s) they are entering
- All participants, that is: Competitors, Experts, Official Delegates, Technical Delegates, Technical Delegate Assistants, Team Leaders, Official Observers, Observers, and Interpreters

Registrations can be viewed online.

Members must be aware that no commitment should be made to any Competitor before the close of Provisional Registration (**at C-12 months**) and the subsequent announcement of which skill competitions will be hosted at the Competition **within one week**. Members should not select their Competitors until after this date.

STAGE 2 – REGISTRATION OF EXPERTS AND TECHNICAL DELEGATES

Full details of Experts and Technical Delegates must be provided **by C-9 months** (to ensure participation in skill competition development and preparation, such as Discussion Forums).

STAGE 3 – UPDATES TO PROVISIONAL REGISTRATION

Members may update their registrations during the period between Provisional Registration and Definitive Registration (Stage 4, **C-4 months**). The Secretariat and Competition Organizer are automatically advised of all updates.

STAGE 4 – DEFINITIVE REGISTRATION OF SKILLS COMPETITIONS

By C-4 months, Members 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 the WorldSkills International Director of Skills Competitions.

STAGE 5 – REGISTERING PARTICIPANT DETAILS

The Member 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, Team Leaders, Interpreters/translators, Official Delegates and Official Observers (as shown under Stage 3) must be provided **by C-2 months**. Failure to do so will mean that participant details are not included in printed materials and signage. Members 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.

4.2 SKILL COMPETITIONS WITH NO NOMINATED CE OR DCE

Skill competitions with no nominated CE or DCE cannot be offered for registration.

For new skill competitions, the Competitions Committee Management Team appoints the CE and DCE in consultation with the registered Members for that skill competition.

5 ACCESS AND ACCREDITATION

5.1 RESPONSIBILITIES

The Competition Organizer is responsible for providing accreditation. The Competition Organizer and the Secretariat work together to determine the technical and logistical requirements of the accreditation system.

WorldSkills International is responsible for defining access and approving accreditation to the skill competitions and the Competition venue.

The Competition Organizer is responsible for defining access and approving accreditation related to the Accreditation Packages.

5.2 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 the WSI CEO, Director of Skills Competitions, or Director of Marketing and Communication.

5.3 ACCESS TO WORKSHOPS

Only people with official accreditation are permitted access to workshops. Experts, Workshop Managers, Workshop Manager Assistants, Interpreters, and Technical Observers may only access the workshop for which they are accredited.

5.3.1 ACCESS AT ANY TIME

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

- Members of the Board
- Official and Technical Delegates
- Secretariat and Competition Support staff
- Skill Advisors
- Independent Quality Auditor
- Standards and Assessment Advisor

However, they are not permitted to contact compatriot Competitors unless accompanied by a Skill Competition Manager, Chief Expert, or an Expert from another Member.

5.3.2 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
- Technical Delegate Assistants may only enter skill competition workshops in which they have an Expert

Access to the workshops by the following persons is to be accredited on a case-by-case basis by the WSI CEO or WSI Director of Skills Competitions:

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

Official Observers, Observers, and their Interpreters are not permitted access to the workshops or to the Skill Management meetings.

6 ROLES

6.1 COMPETITOR (C)

6.1.1 NUMBER OF COMPETITORS

Each Member 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).

6.1.2 AGE LIMIT

For most skill competitions, Competitors must not be older than 22 years in the calendar year of the Competition. Current exceptions to this rule are

- Information Network Cabling
- Mechatronics
- Manufacturing Team Challenge
- Aircraft Maintenance
- Cyber Security
- Cloud Computing
- Water Technology

where Competitors must not be older than 25 years in the year of the Competition.

Any other exceptions must be requested and justified by the Experts, agreed by the Competitions Committee, and ratified by the General Assembly at its meeting **at C-12 months**.

6.1.3 COMPETE ONCE ONLY

A Competitor may only compete in an official skill competition once.

6.1.4 COMPETITORS WITH DISABILITIES

WorldSkills International promotes cooperation with the International Ability 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.
- Exceptions to the maximum age limit are recommended by the Competitions Committee and subject to ratification by the General Assembly at its meeting **at C-12 months**.
- In parallel to the WorldSkills 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 International awards.

6.1.5 DUTY OF CARE

See section **7.1.1**.

6.2 TEAM LEADER (TL)

6.2.1 DEFINITION

Each Member selects Team Leaders to liaise with the Competitors during the Competition. The key role of the Team Leaders 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.

Members may decide whether their Team Leaders are assigned to specific skills or share responsibility for all their compatriot Competitors.

6.2.2 NUMBER

Each Member team may have two Team Leaders regardless of the size of their team.

Teams with more than 20 Competitors may have three Team Leaders.

Teams with more than 30 Competitors may have four Team Leaders.

6.2.3 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.

6.2.4 ILLNESS OR ACCIDENT

Team Leader(s) 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.

6.3 SKILL MANAGEMENT TEAM (SMT)

Each skill competition has an SMT responsible for its management. It comprises the Skill Competition Manager (SCM), Chief Expert (CE), and Deputy Chief Expert (DCE).

6.3.1 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 and those of the Competitions Committee.

6.3.2 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 using the online tool at <https://skill-management.worldskills.org>.

6.4 SKILL COMPETITION MANAGER (SCM)

A Skill Competition Manager is a person who has served as a Chief or Deputy Chief Expert, or Expert at least two times in the skill competition to which they are appointed. The Skill Competition Manager is responsible for providing management, guidance, and leadership during the development and conduct of the skill competition **from C-21 months to C+1 month**. During this time, the SCM works with the Competition Organizer and the Director of Skills Competitions. The SCM is a member of the Skill Management Team.

6.4.1 APPOINTMENT

The SCM is appointed by WorldSkills for the next Competition through an expression of interest and an application process immediately following a Competition, with the appointment confirmed by **C+3 months**. The SCM is a neutral person with no alliance to a Member organization. The appointment is for one Competition cycle only.

6.4.2 QUALIFICATIONS, EXPERIENCE, PERSONAL QUALITIES, AND ETHICAL CRITERIA

A Skill Competition Manager must meet the following criteria:

- Have a proven track record as a Chief or Deputy Chief Expert, or Expert with Special Responsibilities for at least two Competitions in the skill competition to which they are appointed
- Be highly competent and experienced in the skill in which they are appointed
- Have advanced knowledge, understanding, and expertise in standards and assessment in vocational education and training (VET) and/or in relevant industry sector(s)
- Have good communication skills in both written and spoken English, however SCMs requiring Interpreters will be considered
- Have good management and leadership skills
- Have good interpersonal relationship skills
- Be a person of the highest integrity

6.4.3 CONTACT WITH NATIONAL ORGANIZATION AND COMPETITORS

Skill Competition 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 Skill Competition 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.

Skill Competition 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.

Skill Competition 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.

6.5 CHIEF EXPERT (CE)

The Chief Expert is the Expert responsible for providing management, guidance, and leadership for a skill competition. The CE is a member of the Skill Management Team.

In particular, the CE ensures that a competition environment is created which allows each Competitor to produce the best possible work over the four days of competition and plays a crucial role in managing the Experts' preparation, execution, assessment and marking. The CE is ultimately responsible for the integrity and safety of the skill competition and for ensuring compliance with all pertinent rules, procedures, and assessment practices.

6.5.1 QUALIFICATIONS, EXPERIENCE, PERSONAL QUALITIES, AND ETHICAL CRITERIA

In addition to the requirements for Experts (see section **6.7**), a Chief Expert must meet the following criteria:

- Be able to communicate in both written and spoken English
- Have been an Expert for at least **one previous** Competition
- Have advanced knowledge, understanding, and expertise in standards and assessment in vocational education and training (VET) and/or in relevant industry sector(s)
- Be highly competent and experienced in the relevant work role(s) or occupation(s)
- Have good management and leadership skills
- Have good interpersonal relationship skills
- Have good written and spoken communication skills
- Be capable of using a computer and communicating via the Internet – including to facilitate the Discussion Forum for their skill and for their work in partnership with the Director of Skills Competitions
- Communicate with and respond to WorldSkills International between Competitions
- Be of the highest integrity – be honest, objective and fair, and prepared to cooperate with others as required
- Be willing to accept either the CE or DCE role.

See also section Error! Reference source not found..

6.5.2 MAJORITY DECISION OF EXPERTS

Decisions involving the skill competition are preferably made by a unanimous decision of the Experts. If the Experts are unable to reach a unanimous decision within a reasonable time, the Chief Expert puts the matter to a vote. A simple majority (50% of the Experts present plus one) will stand as the final decision. Absent Experts must be informed of the decision but are unable to change the decision.

6.5.3 CONTACT WITH COMPETITIONS COMMITTEE

Chief Experts may have direct contact with the Chair and Vice Chair of the Competitions Committee or Director of Skills Competitions on matters relating to the preparation and organization of their skill competition. They may be asked to attend Competitions Committee and/or Skill Management meetings.

6.5.4 EXTERNAL SUPPORT NOT PERMITTED

The Chief Expert is not permitted to enlist the support of an external person or a former Chief Expert or Expert to assist in any aspect of the Competition except when the Test Project is designed by a third party (see section **10.5**).

6.5.5 NOMINATION, ELECTION, AND APPROVAL

At C-2 months, the Director of Skills Competition informs the Technical Delegates and Experts who is eligible to stand for the Skill Management Team. Those eligible are asked to confirm to the Director of Skills Competitions their willingness to nominate. This preliminary list of nominations is posted on the Expert Centre before the Competition for consideration by all Experts.

The Skill Competition Manager presides over the election process.

At the Competition, Skill Competition Manager again checks which eligible Experts are willing stand. Any Experts who indicate that they no longer wish to stand are removed from the list and those Experts who now wish to stand are added to the nominations. This process must be completed **by 18:00 on C4** and nominations are locked.

The election commences immediately on locking and ends **by 14:00 on C+1**. Experts log in to the Expert Centre and vote for three Experts in their order of preference. The application allocates three points to the first choice, two points to the second choice, and one point to the third choice. The Skill Competition Manager does not vote.

At 14:00 on C+1, or earlier if all Experts have voted, the Skill Competition Manager locks the application and the results are generated. Experts must log back into the application and digitally sign the results to approve the nomination. (Exceptions to this schedule must have been agreed previously with the Chair and Vice Chair of the Competitions Committee.)

The Skill Competition Manager submits their recommendations regarding the CE and DCE and all reserves to the Director of Skills Competitions at the Competition **before leaving the Competition venue**.

Note: This election is only in respect of the nomination of the Skill Management Team and their reserves. The Expert receiving the highest number of points will be nominated Chief Expert, the Expert receiving the second-highest number of points will be nominated Deputy Chief Expert.

The nominated CE and DCE must then be

- Recommended by the Skill Competition Manager
- Supported by their Member organization, and
- Approved by the Chair and Vice Chair of the Competitions Committee

By C+2 months, the Director of Skills Competitions advises compatriot Technical Delegate and seeks provisional support. This ensures continuity of development and communication between Competitions.

Six weeks before the Competitions Committee meeting held **about C-12 months**, WorldSkills International seeks support from the Technical Delegate (copy to Official Delegate) of the Member Organization for their Expert(s) to be designated CE or DCE.

If supported by the Member Organization and also approved by the Chair and Vice Chair of the Competitions Committee, the CE and DCE are appointed. A list of all approved CEs and DCEs is published before the Competitions Committee meeting **at C-12 months**.

TIME	PROCESS
C-2 months	<ul style="list-style-type: none"> • Director of Skills Competition informs the Technical Delegates and Experts who is eligible to stand for the SMT. • Eligible persons requested to confirm willingness to nominate. • List of nominations posted on Expert Centre.
At Competition	<ul style="list-style-type: none"> • Skill Competition Manager checks eligible Experts willing to stand and calls for further volunteers and updates list accordingly.
18:00 C4	<ul style="list-style-type: none"> • Nomination process completed and locked. • Election process starts immediately. • Experts log into Expert Centre and vote for three Experts in order of preference.
By 14:00 C+1	<ul style="list-style-type: none"> • Election process completed. • Skill Competition Manager generates results. • Experts log into Expert Centre and digitally sign results.¹
Before leaving Competition venue	<ul style="list-style-type: none"> • Skill Competition Manager submits CE and DCE recommendations to the Director of Skills Competitions.

¹ Exceptions to this schedule must have been agreed previously with the Chair and Vice Chair of the Competitions Committee

TIME	PROCESS
By C+2 months	<ul style="list-style-type: none"> • Director of Skills Competitions advises compatriot Technical Delegate and seeks provisional support.
About C-12 months	<ul style="list-style-type: none"> • WSI seeks support from the Technical Delegate (copy to Official Delegate) of the Member Organization for their Expert(s) to be designated CE or DCE. • If supported by the Member Organization and also approved by the Chair and Vice Chair of the Competitions Committee, the CE and DCE are appointed. • A list of all approved CEs and DCEs is published before the Competitions Committee meeting at C-12 months.

6.6 DEPUTY CHIEF EXPERT (DCE)

6.6.1 DEFINITION

The DCE is an Expert responsible for supporting the Chief Expert in the preparation and execution of a skill competition. The Deputy Chief Expert is a member of the Skill Management Team.

6.6.2 QUALIFICATIONS, EXPERIENCE, PERSONAL QUALITIES, AND ETHICAL CRITERIA

See section **6.5.1** for Chief Expert.

6.6.3 RESPONSIBILITIES

The Deputy Chief Expert is assigned duties by the Chief Expert and works with the Chief Expert as part of the Skill Management Team. Their primary responsibility is to support the Chief Expert.

The Deputy Chief Expert also ensures that all changes to the Technical Description are complete, agreed to, signed by at least 80% of the Experts, and delivered to the Secretariat in digital form **by 16:00 on C+1**.

6.6.4 NOMINATION, ELECTION, AND APPROVAL

See section **6.5.5**

6.7 EXPERT (E)

6.7.1 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.

6.7.2 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

6.7.3 **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. An Expert cannot be affiliated to a third party, such as a sponsor. 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.

6.7.4 **MANDATORY TRAINING**

The WorldSkills Access Programme reflects international good practice in training design and comprises five modules (with an estimated learning time of 20 hours per module).

Mandatory modules (to be completed by all new Experts):

- General introduction (AP:GEN)
- Introduction to vocational assessment (AP:VA1)

Members must plan for their new Experts and those with experience of one WorldSkills Competition to complete the two mandatory modules **by C-4 months** 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 participate in the running of their skill competition and they have modified duties that do not involve any contact with any Competitor, including their compatriot Competitor, while in the workshop.

Supplementary modules:

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

6.7.5 **ADDITIONAL DISCRETIONARY TRAINING**

Within the WorldSkills Professional Development Framework, the Professional Recognition Award 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

6.7.6 RESPONSIBILITIES

BEFORE THE COMPETITION

Before attending the Competition, the Expert must:

- Complete their curriculum vitae (including qualifications, industry and competition experience) in the template provided and submit to their Technical Delegate who will submit to WSI.
- Access the Expert Centre on the website 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

6.7.7 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.

6.7.8 **TOOLBOX CHECK**

See section **9.7.6**.

6.7.9 **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.

6.7.10 **COMMUNICATION WITH COMPATRIOT COMPETITOR**

See section **7.3.3**.

6.7.11 **COMPETITORS – DUTY OF CARE AND HONESTY, FAIRNESS, AND TRANSPARENCY**

See section **7.1**.

6.7.12 **EXPERT PARTICIPATION IN TEST PROJECT PREPARATION AND ASSESSMENT**

See section Error! Reference source not found..

6.7.13 **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 <http://forums.worldskills.org>. The Chief Expert – or an Expert nominated by the Chief Expert – acts as moderator the forum (supported by the Secretariat).

6.7.14 **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 **6.5.2**) 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.

6.8 **TECHNICAL DELEGATE (TD)**

6.8.1 **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. If a Technical Delegate is appointed Chair or Vice Chair of the Competitions Committee, that Member may appoint a substitute Technical Delegate to perform their Technical Delegate duties.

6.8.2 **APPOINTMENT PERIOD OF A TECHNICAL DELEGATE**

Members must appoint their Technical Delegate for the WorldSkills Competition before the preceding General Assembly. This ensures the same Technical Delegate participates in the Competition

Committee meetings at the General Assembly, in Competition Preparation Week, and is present and qualified at the WorldSkills Competition.

6.8.3 ATTENDANCE AT THE COMPETITION PREPARATION WEEK

Technical Delegates must attend the Competition Preparation Week meetings and participate in all scheduled meetings for Technical Delegates including any training sessions. If not, that Member will be limited to having Competitors in three skills competitions at the upcoming WorldSkills 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 skills competitions at the upcoming WorldSkills Competition.

In these situations, the Member may still have Experts in the skills competitions, and they are not limited to three.

6.8.4 TIMELY PROVISION OF INFORMATION AND COMPLETION OF TASKS

Technical Delegates must ensure timely provision of information to their Competitors and Experts and that all accredited personnel achieve 100% completion of their assigned tasks in the Delegate Centre **by C-1 month**. See sections **6.7.4** and **6.7.5**.

6.8.5 PROVISION OF INFORMATION TO COMPETITORS

Technical Delegates must ensure that all their Competitors have the relevant Technical Description, Competition Rules, and Health, Safety, and Environment regulations and all other Official Competition documentation. The Technical Delegate must also ensure that all Competitors are registered on the website so they can access all resources directly via the Competitor Centre:

www.worldskills.org/competitorcentre.

6.8.6 PROVISION OF INFORMATION TO EXPERTS

Technical Delegates must inform their Experts of their detailed responsibilities and ensure that they have the required Technical Description, the Competition Rules, and Health, Safety, and Environment regulations and all other Official Competition documentation. The Technical Delegate must also ensure that all Experts are registered on the website so they can access all resources directly via the Expert Centre: www.worldskills.org/expertcentre.

6.8.7 QUALITY ASSURANCE

Quality Assurance portfolios are assigned to Technical Delegates for each Competition. These are assigned by the Chair and Vice Chair of the Competitions Committee to coordinate responsibility for:

- Competitors and Team Leaders
- Health, Safety, and Environment
- Sustainability

6.9 TECHNICAL DELEGATE ASSISTANT (TDA)

Members may appoint up to two Technical Delegate Assistants to support a Technical Delegate who is also acting as a Competitions Committee Delegate (CCD).

6.9.1 QUALIFICATIONS AND EXPERIENCE

Ideally, a Technical Delegate Assistant should have previous WorldSkills International experience as an Expert or Competitor.

6.9.2 ACCESS, RIGHTS, ROLES, AND RESPONSIBILITIES

The Technical Delegate Assistant:

- Is accredited to the Competition via an official package and accommodated with Experts
- Arrives on site with the Technical Delegates and Experts
- May attend Competitions Committee meetings and Skill Management Team meetings during the Competition
- May only enter the skill competition workshops in which they have an Expert
- May not act as a Technical Delegate in the Competitions Committee, but may attend meetings to observe
- Has read-only access to all Discussion Forums. Any comments must be posted by the Technical Delegate

6.10 OFFICIAL DELEGATE (OD)

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

Official Delegates possess knowledge of important decisions made by the Strategy Committee. 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 Chair and Vice Chair of the Strategy Committee.

6.11 COMPETITIONS COMMITTEE DELEGATE (CCD)

The Competitions Committee Delegate (CCD) is a Technical Delegate appointed by the Chair and Vice Chair of the Competitions Committee to represent the Competitions Committee by overseeing the management of up to six skill competitions.

6.11.1 ELIGIBILITY

To be eligible for appointment as a Competitions Committee Delegate, a Technical Delegate must have attended the Competition Preparation Week meetings, including in training sessions, and undergone the required Competitions Committee Delegate professional development.

6.11.2 RESPONSIBILITIES

The Competitions Committee Delegate works in cooperation with the Skill Competition Manager to ensure the professional conduct of the skill competition.

As part of their role, the CCD acts as advisor, mediator, and critical friend, and ensures adherence to the Competition Rules and implementation of Competitions Committee decisions.

6.12 INTERPRETER (I)

The terms 'translator' and 'interpreter' refer to persons undertaking written or oral language translation. WorldSkills International has adopted the term Interpreter to cover both interpreting and translating.

WorldSkills International fully recognizes the value and importance of Interpreters because they allow Experts to work together without communication difficulties and to ensure that all Competitors get the same information, enabling them to compete on an equal footing.

6.12.1 **ENTITLEMENT**

Every Member is entitled to bring, at their own expense, Interpreters to translate and communicate about Test Projects and assist in communication during the skill competition.

6.12.2 **QUALIFICATION**

Ideally, Interpreters should have knowledge of the technical terms appropriate to the skill competition(s) for which they are working. Interpreters must have successfully completed the Competition Rules quiz.

6.12.3 **APPOINTMENT**

Members may not use former Experts or Competitors as Interpreters in the skill competition in which they were formerly an Expert or Competitor.

Former Interpreters who become Experts cannot have an Interpreter for their native language to English.

6.12.4 **ASSIGNMENT**

Interpreters are registered to a pool by the Member. **At C-4 months**, these Interpreters are randomly assigned to the Member's skill competitions, irrespective of industry sector. The outcome of the automated random assignment process is available in the Registration System.

6.12.5 **CONTACT WITH COMPETITORS**

Interpreters must not have direct contact with compatriot Competitors in the workshop except when permitted by the Chief Expert or Deputy Chief Expert.

6.12.6 **CONDUCT IN THE WORKSHOP**

- The compatriot Expert must introduce the Interpreter at the first Expert meeting
- After the official commencement of the Competition, Interpreters are to remain in the central workshop area – or elsewhere as specified by the Chief Expert – and be readily available, as required
- From C1 to C4, the Interpreter must inform the Chief Expert or Deputy Chief Expert when entering or leaving the workshop area during competition time
- The Interpreter must ensure that a digital file, photocopy, or the original of any translated documentation is given to the Chief Expert for archiving
- The Chief Expert submits these translations to the Secretariat at the end of the Competition

6.12.7 **CONFIDENTIALITY OF INFORMATION**

Competitors must not receive additional information as a result of the Interpreter's work.

6.13 **WORKSHOP MANAGER (WM)**

6.13.1 **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

6.13.2 APPOINTMENT

The Competition Organizer appoints a Workshop Manager for each skill.

6.13.3 REPORTING

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

6.13.4 SPECIAL ARRANGEMENTS

Workshop Managers are briefed by the Chair and Vice Chair of the Competitions Committee and the Director of Skill Competitions about any special arrangements and/or circumstances relating to the conduct of their competition.

6.13.5 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**).

6.13.6 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.

6.13.7 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.

6.14 WORKSHOP MANAGER ASSISTANT (WMA)

6.14.1 DEFINITION

With the agreement of the Chair and Vice Chair of the Competitions Committee and the Director of Skills Competition, the Competition Organizer may appoint one or more assistants who will comply

with the same rules as the Workshop Manager. The Workshop Manager Assistant reports to the Workshop Manager.

6.15 WORKSHOP SECTOR MANAGER (WSM)

The Workshop Sector Manager is a person with qualifications and experience in one of the skills in the industry sector to which they are appointed. The WSM is responsible for overseeing the Workshop Managers in their industry sector.

6.15.1 APPOINTMENT

The Competition Organizer appoints a Workshop Sector Manager for each industry sector.

6.15.2 REPORTING

Workshop Sector Managers report to the Competition Organizer. For technical matters, Workshop Sector Managers also report to the appropriate Chief Expert(s).

6.15.3 NEUTRALITY

The behaviour of the Workshop Sector Manager towards Competitors must be neutral. They may not participate in the discussions on Test Project selection and assessment. The Skill Management Team may consult with the Workshop Sector Manager if the need arises.

6.15.4 CONTACT WITH NATIONAL ORGANIZATION AND COMPETITORS

Workshop Sector 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 Sector 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 Sector 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 Sector 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.

6.16 OBSERVER

6.16.1 TYPES

There are four types of Observer:

- Official Observer
- Observer
- Technical Observer
- Future Competition Organizer Observer

The Competition Organizer provides

- Official Observer packages for Official Observers
- Observer packages for Observers, Technical Observers, and Future Host Observers

6.16.2 **REGISTRATION**

Official Observers and Observers must be registered in the same way as Experts and Delegates if they wish to have access to official events and accommodation.

6.16.3 **OFFICIAL OBSERVERS (OO)**

Official Observers are VIPs from the Member's country/region provided access to WorldSkills International meetings and special Competition Organizer events.

6.16.4 **OBSERVERS (O)**

Observers are spectators who have taken an official package. They do not enjoy a special status.

6.16.5 **TECHNICAL OBSERVERS (TO)**

Technical Observers are people who will be Workshop Managers at the following Competition. They are permitted to enter the workshop area for the skill competition to which they are accredited to gain experience. There may be only one Technical Observer per skill competition.

6.16.6 **FUTURE COMPETITION ORGANIZER OBSERVERS**

Future Competition Organizer Observers are personnel from the Organizing Committee of future Competitions. Each Future Competition Organizer Observer is given customized accreditation to access different parts of the Competition at different times, depending upon their position and responsibilities.

6.16.7 **NUMBER OF OBSERVERS**

Every Member is entitled to invite, at their own expense, two Official Observers and any number of other Observers.

6.16.8 **EXCHANGE OF INFORMATION**

Discussions between Official Observers, Observers, and Experts to exchange ideas and experiences are encouraged but must not take place in workshop areas.

6.17 **QUALITY AUDITOR (QA)**

Appointed by and reporting to the Board, the Quality Auditor has two key roles:

- To provide an independent informed assessment of the procedures and practices used for the Competition with the aim of suggesting improvements
- To monitor judging and the compilation of accurate results

The QA must not engage in any problem-solving activities during the Competition but refers any immediate issues to the Chair and Vice Chair of the Competitions Committee.

6.18 **STANDARDS AND ASSESSMENT ADVISOR (SAA)**

Appointed by the Board at the recommendation of the Chair and Vice Chair of the Competitions Committee, the Standards and Assessment Advisor oversees the WorldSkills International assessment system including the development of best-practice assessment through the incorporation of clearly defined Standards Specifications in the Technical Descriptions and Marking Schemes.

The SAA must have

- Competition experience
- Broad and deep knowledge of standards and assessment

- WorldSkills-related assessment preparation experience
- Working knowledge of the Competition Information System (CIS)

6.19 SKILL ADVISOR (SA)

Skill Advisors support the Skill Management Teams in the design and operation of their Marking Schemes and assessment practices. Using the analysis from the previous Competition, the Skill Advisor reviews the Marking Schemes of up to 10 skill competitions to support the CE and DCE in that skill competition.

Skill Advisors are appointed by the Competition Management Team in consultation with the Standards and Assessment Advisor. They report to the Director of Skills Competitions.

6.20 CHIEF EXECUTIVE OFFICER (CEO)

The WSI CEO's primary responsibility in relation to the Competition is to manage the preparation and execution of Competition and associated activities and events. This is to be done in consultation with the Board, the Competition Organizer, the Secretariat staff, and other stakeholders. Further CEO responsibilities are specified in the Standing Orders, the Competition Rules, and the Competition Organizing Guides. The CEO is also responsible, in conjunction with the Competition Organizer, for coordinating and producing the Competition Programme and associated documentation.

6.21 DIRECTOR OF SKILLS COMPETITIONS

The Director of Skills Competitions is responsible for managing the preparation and execution of skills competitions in close collaboration with the Chair and Vice Chair of the Competitions Committee, the Competition Organizer, the Secretariat staff, and the Competitions Committee.

6.22 CHAIR OF THE COMPETITIONS COMMITTEE

The Chair of the Competitions Committee, in accordance with the Constitution, is responsible for all technical and organizational matters relating to skills competitions. The Chair of the Competitions Committee may appoint a substitute Technical Delegate to undertake their role as Technical Delegate.

6.23 VICE CHAIR OF THE COMPETITIONS COMMITTEE

The Vice Chair of the Competitions Committee assists the Chair in carrying out their responsibilities. The Vice Chair of the Competitions Committee may appoint a substitute Technical Delegate to undertake their role as Technical Delegate.

6.24 COMPETITIONS COMMITTEE (CC)

The Competitions Committee consists of the Technical Delegates. Chaired by the Vice President for Competitions and meeting at the Chair's invitation, it deals with all technical and organizational matters relating to the WorldSkills Competition. The Competitions Committee reports to the Board and the General Assembly through its Chair.

Through its Chair, the Competitions Committee makes recommendations to the General Assembly on any matter relating to the conduct of skill competitions not covered in these Competition Rules or in skill-specific documents.

The Chair of the Competitions Committee, in accordance with the Constitution, is responsible for all technical and organizational matters relating to the skills competitions. The Vice Chair of the Competitions Committee assists the Chair.

The Chair and the Vice Chair of the Competitions Committee may appoint a substitute Technical Delegate to undertake their Technical Delegate duties.

The Director of Skills Competitions is responsible for managing the preparation and execution of the skill competitions in close collaboration with the Chair and Vice Chair of the Competitions Committee, the Competition Organizer, the Secretariat staff, and the Competitions Committee.

6.25 COMPETITIONS COMMITTEE MANAGEMENT TEAM (CCMT)

The Chair and Vice Chair of the Competitions Committee, the WSI CEO, and the Director of Skills Competitions form the Competitions Committee Management Team (CCMT), which coordinates the work of the Competition Committee.

6.26 SECRETARIAT

The Secretariat is responsible for providing management services and efficient administration of the Competition in close collaboration with the Competition Organizer.

6.27 ETHICS COMMITTEE

Each Ethics Committee consists of a Chair and two delegates.

The Chair is an independent person appointed by the Board whose only role at the Competition is to chair the Ethics Committee. Ideally, the Chair will have a working knowledge of the WorldSkills Competition and experience in this type of role. A legal background would be of benefit.

At C-6 months, the Board appoints a panel of current Official Delegates, Honorary Members, or persons with appropriate experience.

For each dispute, the Chair of the Ethics Committee selects two persons from the panel. This ensures no Member bias.

6.28 APPEALS COMMITTEE

The Appeals Committee consists of

- Two Board members.
- One member of the Ethics Committee panel (see section **6.27**) who was not part of the Ethics Committee that heard this dispute and has no Member bias.

Alternatively, the Appeals Committee may consist of three Board members. The Chair of the Appeals Committee is appointed by the Board.

6.29 AUDIT TEAMS FOR HEALTH, SAFETY, AND ENVIRONMENT

Audit teams for Health, Safety, and Environment conduct quality audits, taking into account the Health, Safety, and Environment requirements of these Competition Rules (see section **14**).

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/DELIVERABLE	RESPONSIBLE
Registration on the website so that they can access all resources directly via the Competitor Centre.	Technical Delegate
Technical Description, Competition Rules, and Health, Safety, and Environment policy and regulations, and all other Official Competition documentation.	Technical Delegate or compatriot Expert
Written Test Project instructions in their language of choice	Compatriot Expert
Mark Summary Form for the Test Project	SMT
Familiarization time (see section 7.2.2)	SMT
Compatriot Communication (see section 7.3.3)	Compatriot Expert
Access to their Interpreter whenever necessary	SMT, compatriot Expert
Access to their Team Leader(s) at all times	SMT, compatriot 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 RESPONSIBILITIES TO COMPETITORS

The Technical Delegate (with support from their Member Organization) is responsible for ensuring that all compatriot Competitors are provided with the following information:

- Access to the Competitor Centre on the website www.worldskills.org/competitorcentre, where all relevant documentation is provided
- 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.
- Before Competition commencement, 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 occur prior to the Competition by the Director of Skills Competitions or 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. Any exceptions to this rule require the approval of the Chair and Vice Chair of the Competitions Committee and the Director of Skills Competitions **no later than C-3 months**.

Under the guidance of 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 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.

If an extension of time is required for a non-modular Test Project, the Chief Expert must first obtain the approval of the Skill Competition Manager and then the approval of the Chair or Vice Chair of the Competitions Committee and the Director of Skills Competitions **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 compatriot Expert during competition time without the presence of a

non-compatriot Expert. 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 compatriot 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 Jury before the start of the skill competition. Any questions arising must be referred to the Skill Management Team.

OUTSIDE COMPETITION TIME

Competitors and their compatriot 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**.

7.3.7 REVIEW OF TEST PROJECT AND MARK SUMMARY FORM

See section **10.10**.

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
- WorldSkills Standards Specification
- Assessment guidance
- Marking Scheme
- Format/structure
- 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

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 AVAILABILITY

The Technical Descriptions will be made available in English on the website **at C-12 months**. The source files and tracked changes from the previous Technical Description will be available from the Director of Skills Competitions to allow Members to translate the Technical Descriptions into any language.

8.4 UPDATING AND VALIDITY

The Technical Description is to be updated by the Experts during each Competition cycle to reflect best worldwide by industry, commerce, and business practice.

Updating may include:

- The addition of new special tools or equipment.
- Changes to any of the specifications listed under section **8.1**.
- Skill-specific rules (see section **8.5**).

The recommended updates to the Technical Description for the following Competition are to be signed by at least 80% of the Experts **by 16:00 on C+1**. Exceptions to this timing must be agreed previously with the Chair and Vice Chair of the Competitions Committee or the Director of Skills Competitions.

The TDXX template is to be used for creation or update of Technical Descriptions.

Once updated, validated, and submitted, the WorldSkills Standards Specification in the Technical Description will be reviewed to ensure its currency and relevance to industry and business. Any significant differences or comments will be discussed with the Skill Competition Manager.

8.5 SKILL-SPECIFIC RULES

At the Competition, the Experts must develop any rules that apply specifically to their skill competition. These skill-specific rules are agreed by vote of the Experts as part of the Technical Description update.

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 reviewed and updated online by the Technical Observer (The Workshop Manager for the following Competition) in consultation with the Skill Competition Manager in the **12-months following the Competition**.

The Workshop Manager and the Skill Competition Manager finalize the Infrastructure List at Competition Preparation Week (**around C-8 to C-6 months**). No further changes can be made after this time and the Test Project must be developed based on the agreed items in the Infrastructure List.

9.3 PUBLICATION

The Competition Organizer updates the Infrastructure List progressively on the website. Members can access and print this information at www.worldskills.org/infrastructure.

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 – globally 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 Skill Competition Manager, 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 Experts in the Discussion Forum 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.

9.7.2 TOOLBOXES

A Competitor toolbox is any container holding the tools and/or equipment provided by the Competitor for the completion of the Test Project as documented in the Technical Description. The toolbox may be shipped from the Member country or region by a logistics company, or taken as cabin or checked baggage by the Competitor.

9.7.3 PRINCIPLES

Competitor toolboxes have impacts on the following stakeholders:

- Members – cost of freight (volume, weight, type of shipping, and distance)
- Competition Organizer – cost of storage and transport needs to be minimized needs to be minimal

WorldSkills recognizes that it cannot define the size of the Competitor toolboxes, as in many cases Members or Competitors have already purchased toolboxes, or had them custom built, and use them from one Competition to the next. The size of toolbox is the Member's responsibility.

The Experts' knowledge of personal tools that must be brought by Competitors to the Competition must be respected. Experts must clearly define the number and type of personal tools (not the brand) to be included in a toolbox and ensure they are clearly documented in Section 8 of the Technical Description. Once this list is defined, the maximum size of the toolbox can easily be identified.

It is important that the defined number of personal tools is respected to ensure fairness of competition.

9.7.4 SIZE OF TOOLBOX

The maximum size of the toolbox that can be kept inside the Competitor workstation is documented in section **8** of the Technical Description. Experts are expected to monitor toolbox size.

If a toolbox is larger than specified, the Competitor will be asked to remove their toolbox from the workshop, with the assistance of the Workshop Manager, until after the Competition. Competitors will be permitted to use the equivalent number of tools to those that fit in permitted toolbox size. These may be kept at their workplace. The Competition Organizer will ensure security of those tools.

9.7.5 MISSING ITEMS

If a Competitor's personal toolbox is missing an item listed in the Technical Description, the Skill Competition Manager is notified. If time allows, the Workshop Manager assists in finding a locally available substitute. The cost of any such item must be borne by the Competitor.

9.7.6 TOOLBOX CHECK

Each day **from C-2 to C4**, a team of Experts must thoroughly examine the contents of all toolboxes. This examination is to ensure removal of any unauthorized items that might give an unfair advantage

to a Competitor. The Competitor must be present at all times during the toolbox check. Special tools listed in the Technical Description are permitted.

If the Experts find any suspect or unauthorized equipment, they must inform the Chief Expert and compatriot Expert immediately. The compatriot Expert and Competitor are then given the opportunity to provide details or an explanation. Unauthorized items are secured or removed from the workshop and returned to the Competitor following the completion of the skill competition. Under no circumstances may Experts interfere with any Competitor's equipment. Any action required must be undertaken by the Competitor in the presence of their compatriot Expert and another Expert.

9.7.7 **REMOVAL FROM COMPETITION VENUE**

Toolboxes are not to be locked or removed from the Competition venue until the ownership of the completed Test Projects has been determined and an audit of supplied equipment has been completed.

Reasons for this include:

- Valuable equipment may be returned to the sponsor/provider or donated to educational institutions
- An audit allows any necessary changes to the Infrastructure List to be identified
- Completed Test Projects are the property of the WorldSkills International and the Competition Organizer, and must not be removed without their permission

10 TEST PROJECTS

10.1 DEFINITION

Each skill competition has a Test Project that describes the work to be undertaken by Competitors to demonstrate excellence in their skill.

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 WorldSkills Standards Specification. 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 and/or brought by Competitors as finalized at Competition Preparation Week. No additional major items can be requested after this time. 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

The Test Project is prepared in ISO A and/or ISO E as specified in the Technical Description. All Test Projects (drawings and documents) must be available in digital form using the WorldSkills International template TPXX (available from the website or Secretariat).

Test Project proposals for the following Competition are to be submitted in digital form to the Secretariat **by 16:00 on C+1**.

10.5 THIRD-PARTY INVOLVEMENT

The Test Project, draft Assessment Criteria, and material and equipment lists may be developed by a third party.

In situations where Skill Competition Managers need to involve third parties (for example, for design of the Test Project, or a draftsman to produce professional drawings, or persons involved in shipping hardware), the following two conditions must be met **BEFORE** involving that person:

- Written approval must be obtained from the Director of Skills Competitions
- The third party/parties must study and understand the Code of Ethics and Conduct and sign a WorldSkills Confidentiality and Professionalism Agreement

Where the third party undertakes design, they must consult the Skill Competition Manager about the standards to be tested, the suitability of certain designs, and the format of the Test Project. They must then follow the development process specified by the Director of Skills Competitions.

10.6 VALIDATION

The Test Project must be accompanied by proof of function, construction, or completion in a time frame appropriate to the skill competition (for example, a photograph of a project completed according to the Test Project within material, equipment, knowledge, and time constraints).

10.7 SELECTION

The Test Project is selected either:

- By a simple majority vote of the Experts at the previous Competition, on the Discussion Forum, or at the current Competition **or**
- By a random draw carried out by the Director of Skills Competitions before the Competition or by the Experts at the Competition

The Technical Description defines this process.

Where the Test Project is designed by a third party, the Experts are not involved in the selection process.

10.8 CONFIDENTIALITY

Information on the Test Project is to be distributed according to two key principles:

- Need to know – only to those who need it to perform a task
- Just in time – when they need it

It is essential that no one except the Experts or a specific group of Experts know the contents of the Test Project during its development. This also means that Experts **MUST NOT** involve any other person from their country/region or industry in the Test Project in any way without the prior approval of the Director of Skills Competitions (see section **10.5**).

Workshop Managers may request access to the Test Project from the Secretariat for the purpose of preparing materials and equipment for the Competition. The Director of Skills Competitions will determine exactly when this information is to be provided.

Once Experts begin the preparation work on the Test Project at the Competition, all papers, drawings, notes, laptops, memory sticks and other data storage devices must remain in the workshop and be secured in the storage unit provided.

Responsibility for security and confidentiality rests with the Experts. A breach of security may bring the integrity of WorldSkills International and the Expert's Member organization into disrepute.

10.9 CIRCULATED AND UNCIRCULATED TEST PROJECTS

10.9.1 OVERVIEW

	Circulated non-modular Test Project	Circulated modular Test Project	Uncirculated non-modular Test Project	Uncirculated modular Test Project
Approved by Experts	C+1 of previous Competition or as per the Technical Description	C+1 of previous Competition or as per the Technical Description	Independently designed	Independently designed
Circulated to Competitors	Immediately		Not circulated before Competition	
Mark Summary Form	Not circulated before Competition		Not circulated before Competition	
30% change	Independently or by Experts at Competition on or before C-3		None	None
Provided to Competitors	Immediately before start of Competition	By module as required on C1, C2, C3, and C4	Immediately before start of Competition	By module as required on C1, C2, C3, and C4
Mark Summary Form	Provided to Competitors at start of Competition		Provided to Competitors at start of Competition	

10.9.2 TEST PROJECT CIRCULATION

The timeline for the circulation of the Test Project is defined in the Technical Description and depends on whether it is designed by Experts or independently:

- Test Projects for the following Competition selected on C+1 are circulated immediately
- Some have 30% change undertaken at the Competition
- Some have independently designed 30% change
- Some are not circulated at all until either **C-4, C-2, or C1** and then progressively day by day to Competitors.
- Modular Test Projects may be circulated by module as required on **C1, C2, C3, and C4**.

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, Experts or an independent person 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” is decided by vote of the Experts **on or before C-3**. Evidence of the changes to the work content must be documented and approved by the Skill Competition Manager 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.

The Experts must approve the Mark Summary Form by a majority (50%+1).

If the 30% change to a circulated Test Project and Marking Scheme has been designed by a third party for release at the Competition, the Experts only approve the Mark Summary Form. A majority (50%+1) is required.

10.9.3 **UNCIRCULATED TEST PROJECTS**

In the case of a Test Project and Marking Scheme that has been designed by a third party and not circulated ahead of the Competition, the Experts are not required to approve the Mark Summary Form.

10.10 **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 not marked until work is completed
- A modular Test Project is divided into modules that are marked as they are completed

10.10.1 **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.

10.10.2 **MODULAR TEST PROJECTS**

Competitors will be given relevant documents, explanatory material, and information on the assessment criteria (that is, the Mark Summary Form) for each module immediately before commencement of that module. The Skill Competition Manager or assigned Expert for each module 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.

10.10.3 **MEASUREMENT AND JUDGEMENT MARKING**

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

10.11 **TRANSLATION**

The Test Project is finalized by the Experts during the preparation period (**C-4 to C-1**). The Experts study the Test Project and the assessment criteria, and organize translation into their compatriot Competitor's language of choice.

10.12 **SHARING INTELLECTUAL PROPERTY**

Test Projects that are selected and declared suitable for a Competition by the Experts are kept by the Secretariat for future use by Members. These Test Projects are to be submitted digitally to the Secretariat.

10.13 **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 Skill Competition Manager.

10.14 **OWNERSHIP OF COMPLETED TEST PROJECTS**

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

10.15 SUMMARY OF EXPERT PARTICIPATION IN TEST PROJECT PREPARATION AND ASSESSMENT

EXPERT SCENARIO	Required to provide a Test Project proposal	Equal Test Project selection and 30% change voting rights	Active participation in Test Project development	Equal Technical Description voting rights	Active participation in assessment	Active participation on the discussion forum
Expert who DOES NOT bring a Test Project as required	Yes	No ²	Yes, if passed the Expert Test			Yes
Expert who is not required to bring a Test Project	No	Yes, if passed the Expert Test				
Expert who DOES NOT bring a 30% change proposal as required.	-	No ²				
Expert who is not required to bring a 30% change proposal	-	Yes, if passed the Expert Test				
Expert ³ without a Competitor	Same as Expert with a Competitor					
Expert who has not successfully completed the mandatory Access Programme modules, preparedness requirements, and Mandatory Assessment Training	-		No			Yes

² Subject to Expert agreement, new Experts who do not bring a Test Project can participate in Test Project selection and the 30% change vote if they have passed the Expert Test.

³ An Expert without a Competitor has same rights and responsibilities as an Expert with a Competitor.

11 ASSESSMENT AND MARKING

11.1 ABOUT

The WorldSkills Assessment Strategy establishes the principles and techniques to which WorldSkills assessment must conform.

Assessment at the WorldSkills 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 Standards Specification, 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.

Marks is the generic term for the results of assessment. For the WSC it actually comprises marks, and scores which convert to marks.

For more information, refer to <WSC2019_guidance_marks_scores_points>.

11.2 WORLDSKILLS STANDARDS SPECIFICATION

There is a WorldSkills Standards Specification for each skill competition. It specifies the knowledge, understanding, skills, and capabilities that underpin international best practice in technical and vocational performance.

11.2.1 WEIGHTINGS

The Standards Specification is 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 Standards Specification is maintained. The Standards and Assessment Advisor must approve any variations and check that the balance is 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

Mandatory Assessment Training for Experts (MAT) to ensure that assessment is of high quality, professional and conforms to the rules and procedures, is to be conducted immediately before the Competition (**C-4 to C-1**). The training comprises

- Briefings on assessment and marking, their management, organization and expectations
- Tests of Experts' expertise in areas of the occupation deemed to require that expertise
- Tests of Experts' understanding and capacity to assess and mark to international standards, including by accurate interpretation of benchmarks and descriptors

11.5 MARKING SCHEME

The Marking Scheme sets down the criteria by which a Test Project is assessed based on the Standards Specification 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 Standards Specification 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 WorldSkills Standards Specification 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 WorldSkills Standard Specification.

Ideally, the Marking Scheme has between 100 and 200 Aspects. It must have no fewer than 50 and no more than 300.

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, or both

- 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

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.

11.5.8 **THE USE OF CIS CALCULATIONS FOR MEASUREMENT**

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

11.5.9 **VARIATION OF SPECIFICATION**

Under exceptional circumstances, the Chair and Vice Chair of the Competitions Committee may agree to a variation of this specification based on a written request from the Skill Management Team submitted **before C1**.

11.6 **ASSESSMENT AND MARKING PROCEDURES**

11.6.1 **COMPETITION COMMENCEMENT**

Before the CIS is made available for commencement of the competition, the Skill Competition Manager must confirm to the Skill Advisor that all preparatory tasks have been completed.

11.6.2 **TEAMS FOR ASSESSMENT AND MARKING**

Each marking team shall be made up of three Experts.

These three Experts shall be supervised by a fourth Expert, who will also:

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

As long as the efficient conduct of the assessment and marking process is ensured, one or more additional Experts may join the marking team for observation and training under the supervision of the fourth Expert.

11.6.3 **DUAL ASSESSMENT AND MARKING**

Skill Management Teams may use dual assessment and marking for measurement. In this case, 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 **INDEPENDENT ASSESSMENT AND MARKING**

Assessment and marking will continue to be a focus for quality improvement. Following trials at WSC2017, independent assessment is an available option for:

- Standard setting and advice for marking teams
- Direct assessment and marking

Independent assessors will be appointed by the Director of Skill Competitions and subject to:

- A written commitment to the WorldSkills Code of Ethics and Conduct, and Confidentiality and Professionalism Agreement
- Training and briefing

11.6.5 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.

11.6.6 PROCEDURES FOR ASSESSMENT BY JUDGEMENT

A **score** is the award given by one jury member for a judgement Aspect of Sub Criterion. The score must be between 0 and 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 decides independently on a score (between 0 and 3) for an Aspect of Sub Criterion by comparing the Competitor's performance to the benchmark
- Each 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

11.6.7 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.

11.6.8 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 Skill Advisor may require judgement to precede measurement.

11.6.9 **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.

11.6.10 **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, approved, and signed off by the Experts by 12 noon the following day. The CIS sign-off form must be received by the CIS team **by 13:00 on that day**.

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. Alternatively, scores and/or marks may be entered directly into the CIS using a tablet, in which case no marking forms are required.

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 Skill Competition Manager.

The main purpose of this review is to identify and correct discrepancies between the handwritten sheets and the marks entered into the CIS.

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

If a mark needs to be amended, the Skill Advisor unlocks the Aspect, makes the change, and re-locks the Aspect. Each Expert in the marking group for that Aspect must countersign the form to confirm that they agree to the amendment.

The Experts must then sign the Mark Entry Acceptance Form – or, **on C4**, the Final 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 (or Final 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.

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 Skill Management Team 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 uses points to bring the results of all the skills competitions into a common scale: the WorldSkills Scale, enabling comparison between the skills 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.

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.

11.7.5 **ERROR HANDLING**

Any data entry errors discovered must be reported immediately to the Standards and Assessment Advisor. 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.

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 the Competitions Committee Delegates.

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**

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

These are provided to the Technical and Official Delegates at the Competitions Committee meeting and General Assembly meeting on the day of the Closing Ceremony. Delegates must not share these results with anyone until after the Closing Ceremony.

The Official Results are posted to the WorldSkills International 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 all Official Skills.

11.10.2 TIED MEDALS

If the difference between two or more Competitors is no more than two points on the 700 scale, then ex æquo (tied) medals are awarded as described below. Variations may be recommended by the Competitions Committee and ratified by the General Assembly at the meetings at which Competition results are ratified.

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

12 DISPUTE RESOLUTION

<<Updated process to be included in the Competition Rules by C-4 months>>

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, Competition Organizer, and WorldSkills International in accordance with the Competition Organizing Guide. All documents and releases must be approved by WorldSkills International prior to release.

13.1.2 INFORMATION TO MEMBERS

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 Members before the Competition.

13.1.3 INFORMATION TO VISITORS

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

13.2 MEMBER COMMUNICATIONS

Communications (marketing, media, and public relations) activities in individual Member countries and regions is left to the discretion of the Members themselves. However, the Competition Organizer supports other Members' communications work in those areas defined by the Memorandum of Understanding (MOU) between the Competition Organizer and WorldSkills International.

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 WorldSkills Official Media.

DURING THE COMPETITION

Filming or photography at workstations during the Competition is subject to the approval of the Skill Competition Manager responsible for the skill competition, if necessary, in agreement with the Chair and Vice of the Competitions Committee or Director of Skills Competitions.

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 WorldSkills media personnel.

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 the Chair and Vice Chair of the Competitions Committee, CEO, Director of Skills Competitions, or the Director of Marketing and Communications.

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/region legislation
- The individual WorldSkills Health, Safety, and Environment Policy and Regulations for skill competitions

14.1.1 TRAINING AND IMPLEMENTATION

The Competition Organizer must liaise with the Skill Management Teams 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
- There is one WorldSkills Health, Safety, and Environment Policy and Regulations document for each skill competition

14.1.3 QUALITY AUDITS

Audit teams for Health, Safety, and Environment conduct quality audits, taking into account the Health, Safety, and Environment regulations laid out in these Competition Rules.

14.2 MEMBERS

Where a Member'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 Member at the Competition.

14.3 TECHNICAL DELEGATES

The Technical Delegate is responsible for ensuring that all compatriot Competitors and compatriot Experts have been briefed on the correct information about the Competition Organizer's Health, Safety, and Environment regulations and the WorldSkills Health, Safety, and Environment Policy and Regulations before the Competition.

14.4 EXPERTS

Where a Member'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, EXPERTS, AND WORKSHOP MANAGER

Skill Management Teams, Experts, and Workshop Managers are responsible for planning and running the skill competitions in compliance with

- Host country/region regulations
- Their own Member country/region specific national regulations (if more stringent than the Host country/region)
- Health, Safety, and Environment requirements in the WorldSkills 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 WORLDSKILLS SECRETARIAT

The WorldSkills Secretariat must produce and maintain the documentation for Health, Safety, and Environment Policy and Regulations for skill competitions.

Documentation must include accurate information on testing and approval of Competitors' electrical hand tools brought to the Competition. All Health, Safety, and Environment documentation must be available on the website at **C-6 months**.

14.7 AUDIT TEAMS

Audit teams for Health, Safety, and Environment shall conduct quality audits taking these Competition Rules into account.

14.8 SUSTAINABILITY

14.8.1 POLICY AND PROCEDURES

All activities associated with the Competition must be carried out in accordance with the WorldSkills International Sustainability Policy which documents the key sustainability principles of the five Rs: reduce, recycle, reuse, reformat, and regenerate.

14.8.2 WORLDSKILLS SECRETARIAT

The WorldSkills Secretariat is responsible for implementing the key sustainability principles in all initiatives led by WorldSkills International.

14.8.3 **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.

14.8.4 **TECHNICAL DELEGATES**

Technical Delegates must ensure that skill competitions formats and equipment brought by Competitors or supplied by the Competition Organizer support sustainability principles and initiatives.

14.8.5 **EXPERTS**

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.

15 PILOT PROJECTS

15.1 DEFINITION AND PURPOSE

A Pilot Project is a project designed to improve an aspect of the WorldSkills Competition. Pilot Projects are agreed and specified by the Competitions Committee, trialled (piloted) on a small scale at the next WorldSkills Competition, and then reviewed against previously established criteria.

The purpose of a Pilot Project is to test an idea for improvement on a small scale (thus limiting exposure) to establish whether the idea should be adopted competition-wide.

Any Technical Delegate may propose a Pilot Project to the Competitions Committee Management Team, which then presents it to the Competitions Committee Working Group for further development. The proposal is then presented to the Competitions Committee for acceptance. If accepted, the proposal is trialled at the next WorldSkills Competition.

After the Competition, Pilot Projects and their outcomes are reviewed by relevant Technical Delegate(s) and the Competitions Committee Management Team. The outcomes and recommendations are presented to the Competitions Committee, which makes a recommendation to the General Assembly.

15.2 EXCELLENCE IN MARKING PILOT PROJECT WSC2019

15.2.1 MEASURES AND PRINCIPLES

The quality of marking at a WorldSkills Competition is a major and ongoing issue affecting quality and excellence. WorldSkills skill competitions are designed inspire and assess excellence. This Pilot Project seeks to achieve excellence in assessment by adopting the following measures and principles:

- Not all Experts need to be involved in all aspects of running the skill competition – they must work as a team, contributing in a way that matches their level of expertise.
- A marking team must comprise Experts with proven expertise in assessment and marking for their skill.
- It does not matter which Member a member of the marking team represents or how many competitions they have attended.
- It does not matter who marks as long as the judging is fair, of high quality, according to agreed criteria (see section Error! Reference source not found.) and rewards the best Competitors.
- Only Experts who meet the criteria are permitted to mark.
- As long as the efficient conduct of the assessment and marking process is ensured, Experts who do not meet the criteria shall be able to join the marking team for observation and training, so that they may be considered for inclusion in the marking team at future competitions.
- All Members will benefit as skills, knowledge and experience gained through excellence in marking can be taken back to national skills competitions and assessment development.

15.2.2 IMPLEMENTATION PROCESS

- The Skill Management Team (SMT) develops a schedule for assessment and the number of marking teams required.
- Experts interested in marking at the Competition complete an application to assess.
- The CCMT agrees a process and defines criteria to determine an Expert's "proven expertise".
- The SMT appoints Experts with "proven expertise" to the marking team based on the number of Experts required for marking.

- Experts who are not members of the marking team are assigned other key roles.
- During assessment, Experts who not members of the marking team may observe the process but must not participate or comment. They cannot be present when their compatriot Competitor is being assessed.

The pilot project will be implemented in four to eight skills that have a high proportion of judgement marking.

APPENDIX 1

COMPETITION MILESTONES AND TIMELINE

ABBREVIATION	ROLE
CO	Competition Organizer
M	Member
OD	Official Delegate
TD	Technical Delegate
CEO	Chief Executive Officer
DSC	Director of Skills Competitions
C, VC CC	Chair & Vice Chair of Competitions Committee
SCM	Skill Competition Manager
SMT	Skill Management Team
CE	Chief Expert
DCE	Deputy Chief Expert
E	Expert
C	Competitor
WM, WSM	Workshop Manage, Workshop Sector Manager

DEADLINE	TASK	CO	M	OD	TD	CEO	DSC	C, VC CC	SCM	SMT	CE	DCE	E	C	WM, WSM
C-22 months	The Director of Skills Competitions will advise each Technical Delegate of the nomination of the compatriot Experts who have been nominated the CE and DCE for the next Competition and seek provisional support.		●				●								
C-21 months	The SCM is appointed by WorldSkills for the next Competition through an expression of interest and an application process immediately following a Competition.						●	●							
C-21 months to C+1 month	SCM works with the Competition Organizer and the Director of Skills Competitions.	●					●	●	●						
C-15 months	Pre-Provisional Registration														
C-14 months	WorldSkills International seeks support from each Technical Delegate for their Expert(s) to be designated CE and DCE				●		●								
C-12.5 months	The list of all approved CEs and DCEs shall be published prior to the CC meeting 12 months before the Competition.														
≈ C-12 months	General Assembly														
C-12 months	Deadline for approval of Competitor age limit exceptions by Competitions Committee and ratification by GA.		●												
C-12 months	Technical Descriptions available on the website in English.						●		●						
C-12 months	Provisional Registration						●								

DEADLINE	TASK	CO	M	OD	TD	CEO	DSC	C, VCC	SCM	SMT	CE	DCE	E	C	WM, WSM
C-12 months	Final selection of skills for the WorldSkills Competition by the Chair and Vice Chair of the Competitions Committee, WSI CEO and Director of Skills Competitions, and the Competition Organizer's Technical Director.	●				●	●	●							
C-12 months +1 week	Members advised of final selection of skills competitions						●								
C-12 months	Deadline for Members to undertake Provisional Registration for their selected skills competitions		●		●										
C-12 months	Competition Organizer presents Accreditation Packages (developed with CEO) to the Members	●				●									
C-12 months or announcement of Competitor squad, whichever is earlier	Workshop (Sector) Managers and SCM must cease all skill-specific training of the national competitor or squad.								●						●
C-9 months	Expert and Technical Delegate details must be provided (to ensure participation in skill competition development and preparation, such as Discussion Forums).		●		●										
C-9 months	Deadline for registration of Experts by Member, else involvement of that Expert in preparation and assessment at the Competition is at discretion of SMT.		●												
C-9 months	Competition Organizer must provide all TDs and Es with detailed information on machines, equipment and tools in the Infrastructure Lists as per Competitions Committee decisions	●													
≈ C-8 to C-6 months	Competition Preparation Week (CPW)														
≈ C-8 to C-6 months	Workshop Manager and Skill Competition Manager finalize Infrastructure List at CPW								●						●

DEADLINE	TASK	CO	M	OD	TD	CEO	DSC	C, VC CC	SCM	SMT	CE	DCE	E	C	WM, WSM
C-6 months	All Health, Safety, and Environment documentation available on the website	●					●		●						
C-6 months	The Ethics Committee (Chair and two delegates) appointed. The two delegates are drawn from a panel of current Official Delegates, Honorary Members, or persons with appropriate experience appointed by the Board.														
C-6 to C-3 months	Circulation of circulated Test Projects						●		●						
C-4 months	Members ensure that new Experts complete the two mandatory training modules.		●										●		
C-4 months	Definitive Registration	●													
C-4 months	Members finalize registrations (skill competitions they will participate in). No further changes may be made without the permission of the Competition Organizer and the WSI Director of Skills Competitions.	●	●				●								
C-4 months	Interpreters randomly assigned to the Member's skill competitions						●								
C-3 months	Deadline for approval of the Chair and Vice Chair of the Competitions Committee and the Director of Skills Competition for extension of 5-8 hours' familiarization time for Competitors.						●	●		●					
C-2 months	Deadline for provision of Competitor, Team Leader, Interpreter, Official Delegate, and Official Observer details		●												
C-2 months	Start of nomination, election, and approval of CE and DCE														
C-1 month	All Experts, Competitors and delegates shall have 100% in Expert, Competitor, Delegate Centres		●	●	●								●	●	

DEADLINE	TASK	CO	M	OD	TD	CEO	DSC	C, VCC	SCM	SMT	CE	DCE	E	C	WM, WSM
C-4 to C-1	Preparation period									●			●	●	●
C-4 to C-1	Experts finalize Test Project and organize translation into compatriot Competitor's language of choice												●	●	
C-4 to C-1	Mandatory assessment training for Experts.									●			●		
C-3	Deadline for Experts' decision on 30% change (for circulated Test Projects)									●			●		
C-2	Familiarization									●			●	●	●
C-2 to C4	Toolbox Check									●			●	●	
C-1	TDs ensure that all accredited personnel achieve 100% completion of their assigned tasks in the Delegate Centre				●										
C-4 to C+1	Workshop Manager present in the workshop area.														
C1	Deadline for SMT to apply in writing to Chair and Vice Chair of the Competitions for a variation of assessment procedure						●	●		●					
C1 to C4	Observers, media and general public permitted to access Competition site														
C2	Deadline for CEs of skills with non-modular Test Projects to obtain approval of the Skill Competition Manager and then of the Chair or Vice Chair of the Competitions Committee and the Director of Skills Competitions for an extension of time.						●	●	●		●				
C2, C3, C4	Sub Criteria from previous day (C1 to C3) the entered into the CIS, approved, and Mark Entry Acceptance Form signed off by the Experts by 12 noon.										●	●	●		
C4, 22:00	Sub Criteria from C4 entered into the CIS.										●	●	●		

DEADLINE	TASK	CO	M	OD	TD	CEO	DSC	C, VC CC	SCM	SMT	CE	DCE	E	C	WM, WSM
C+1, 10:00	Sub Criteria from C4 approved and signed off by the Experts.										●	●	●		
C4	Experts sign the Mark Entry Acceptance Form or Final Mark Entry Acceptance Form.										●	●	●		
C4, 18:00	The election of the CE and DCE for the next Competition commences.						●		●				●		
C4, 22:00	Assessment and the entry of marks into the CIS completed.									●					
C+1, 10:00	The CIS sign-off form from C4 must be received.									●					
C+1	Director of Skills Competitions ensures that all penalties affecting results have been applied before the results are circulated to the TDs and ODs for review prior to the GA						●								
C+1	Competitions Committee confirms the results.				●			●							
C+1, 14:00	The election of the CE and DCE for the next Competition ends.						●		●				●		
C+1, 14:00	Deputy Chief Expert ensures all changes to the TD are complete, agreed to, and signed by at least 80% of the Experts, and delivered to the Secretariat in digital form											●			