Competition Rules

WorldSkills International

WSI_OD03

Contents

1 Introduction 6

1.1 Definition of terms 6
1.2 Core values 6
1.3 Disciplinary action 6
1.4 Official Competition documentation 6
1.5 Competition timeline 6

2 Competition organization 7

2.1 Overall Event management 7
2.2 Host Member 7
2.3 Competition Organizer 7

3 Skill competitions to be hosted 9

3.1 Guiding Principles 9
3.2 Selection of skill competitions for a WorldSkills Competition 12
3.3 Exhibition Skills 12
3.4 Types of skills 13
3.5 Introduction of a new skill competition 13
3.6 Competitions of the future Advisory Group 14
3.7 Minimum registrations and removal of skill competitions 14

4 Registration 17

4.1 Registration 17

5 Access and accreditation 18

5.1 Obligations by Members 18
5.2 Responsibilities 18
5.3 Access to the Competition venue 18
5.4 Access to workshops 18

6 Roles 20

6.1 Competitor (C) 20
6.2 Team Leader (TL) 21
6.3 Skill Management Team (SMT) 21
6.4 Skill Competition Manager (SCM) 22
6.5 Chief Expert (CE) 23
6.6 Expert Lead (EL) 25
6.7 Expert (E) 26
6.8 Technical Delegate (TD) 29
6.9 Technical Delegate Assistant (TDA) 30
6.10 Official Delegate (OD) 30
6.11 Competitions Committee Delegate (CCD) 31
6.12 Competitions Committee Delegate Lead (CCDL) 31
6.13 Interpreter (I) 31

6.14 Workshop Manager (WM) ... 32
6.15 Workshop Manager Assistant (WMA) ... 33
6.16 Workshop Sector Manager (WSM) ... 34
6.17 Other positions ... 34
6.18 Quality Auditor (QA) ... 36
6.19 Standards and Assessment Advisor (SAA) ... 36
6.20 Lead Skill Advisor ... 36
6.21 Skill Advisor (SA) ... 36
6.22 Chief Executive Officer (CEO) ... 36
6.23 Director of Skills Competitions ... 37
6.24 Board members responsible for Competitions Committee leadership ... 37
6.25 Competitions Committee (CC) ... 37
6.26 Competitions Committee Management Team (CCMT) ... 37
6.27 Secretariat ... 37
6.28 Audit teams for Safety ... 37

7 Skill management ... 38

7.1 In the lead-up to the Competition ... 38
7.2 At the Competition ... 39
7.3 During the Competition ... 40
7.4 After the Competition ... 42

8 Technical Descriptions ... 43

8.1 Content and scope ... 43
8.2 Precedence ... 43
8.3 Availability ... 43
8.4 Updating and validity ... 43
8.5 Skill-specific rules ... 44

9 Infrastructure Lists ... 45

9.1 Definition ... 45
9.2 Development ... 45
9.3 Publication ... 45
9.4 Supply of materials and equipment ... 45
9.5 Missing items ... 46
9.6 Substitute/additional materials ... 46
9.7 Competitor's personal tools ... 46

10 Test Projects ... 48

10.1 Definition ... 48
10.2 Duration and scope ... 48
10.3 Materials and equipment used ... 48
10.4 Format ... 48
10.5 Third-party involvement ... 48
10.6 Quality assurance and control ... 49
10.7 Timetable and personnel ... 49
10.8 Selection ... 50

10.9 Confidentiality 50
10.10 Circulated and uncirculated Test Projects 51
10.11 Competitor briefing on Test Project and assessment 52
10.12 Translation 53
10.13 Sharing intellectual property 53
10.14 Security of completed Test Projects 53
10.15 Ownership of completed Test Projects 53

11 Assessment and marking 54

11.1 About 54
11.2 WorldSkills Occupational Standards 54
11.3 Assessment methods 54
11.4 Assessment training 55
11.5 Marking Scheme 55
11.6 Assessment and marking procedures 56
11.7 Finalization of marks 59
11.8 Security of completed Test Projects 61
11.9 Publication of results 61
11.10 Medals and awards 61

12 Issue and Dispute Resolution 63

12.1 Policies and rules hierarchy 63
12.2 Definition of key terms 63
12.3 Principles 64
12.4 Process 66
12.5 Decision, communication, and timing 70
12.6 Penalties 71
12.7 Appeal process and timing 72
12.8 Record keeping and results 73
12.9 Appointment of Ethics and Appeals Committees 73

13 Communications 75

13.1 Competition Organizer 75
13.2 Member communications 75
13.3 Filming and photography 75

14 Safety 77

14.1 Competition Organizer 77
14.2 Members 77
14.3 Technical Delegates 77
14.4 Experts 77
14.5 Skill Management Team, Experts, and Workshop Manager 78
14.6 WorldSkills Secretariat 78
14.7 Audit teams 78
14.8 Sustainability 78

15 Pilot Projects 79
15.1 Definition and purpose 79
Appendix 1 Competition milestones and timeline 80
Revisions 87

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 https://glossary.worldskills.org.

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 Code of Ethics and Conduct, Competition Rules, the Safety Policies and Regulations, the Standards and Assessment Guide, the Skill Management Plan, the Technical Description, and the Infrastructure List for each skill.

1.5 Competition timeline

The preparations and execution of the WorldSkills Competition have 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 – Competition milestones and timeline**.

2 Competition organization

2.1 Overall Event management

The WorldSkills International (WSI) 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 WSI Directors (Director of Skills Competitions, Director of Marketing and Communications, Director of Sponsorship and Partnership, Director of Event Operations) 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 Infrastructure Workshop, the Competition Preparation Week, and 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**.

From 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 Strategic Development 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, Board members responsible for Competitions Committee leadership, and Board members responsible for Strategic Development Committee leadership.

The detailed requirements are specified in the current Event Manuals and Organizing Guides.

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 Event Packages

The Competition Organizer must create Event 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 Event Packages are provided in the current Package Management Organizing Guide.

2.3.3 Event Programme

In conjunction with and managed by the WSI CEO, the Competition Organizer must prepare an overall Event 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 Skill competitions to be hosted

3.1 Guiding Principles

3.1.1 Introduction: what is a "skill"?

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

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

3.1.2 The role and purpose of the WorldSkills Competition

The WorldSkills Competition sits at the top of vocational skills competitions for young people across the world. Participation is normally based on success in national and/or regional skills competitions. Competitions selected for the WorldSkills Competition should reflect their value to the occupations that most benefit from the exceptional performance of well-prepared and talented young people. In this way the WorldSkills Competition contributes to the collective and individual wellbeing of societies and economies worldwide.

3.1.3 Principle 1: Labour market representation

Percentage of jobs in the different sectors globally to determine the right spread of skill competitions in these sectors.

The distribution of skill competitions should reflect global labour market trends, providing informative and broadly proportional representation across sectors.

3.1.4 Principle 2: Occupational validity

Each skill competition to reference an occupation based on International Standard Classification of Occupations (ISCO).

Each competition must be anchored in a globally identified occupation, ensuring its relevance and supporting meaningful analysis. All competitions should be referenced against ISCO classifications.

3.1.5 Principle 3: Distinctiveness

Each skill competition to be sufficiently distinct from others; overlap of key competencies and skills should be minimized.

Each competition should be sufficiently distinct from others, with minimal overlap in core competencies and skills. This ensures clarity and integrity in how occupations are represented.

3.1.6 Principle 4: Cross-regional relevance

Each skill competition should reflect an occupation in demand in several economies in at least three continents or regions.

Competitions should reflect occupations that are in demand across multiple economies and at least three world regions, reinforcing their global identity and applicability.

3.1.7 Principle 5: Authenticity

The environment for each skill competition should reflect real world industry conditions while maintaining the quality of competition.

3.1.8 The case for change

In a dynamic context, demand should be joined by additional criteria in order to decide whether a skill competition should continue. Space must be found to enable innovation to occur. WorldSkills has several additional quality control and assurance measures, which should more actively be used to determine whether and how each skill competition should continue to be offered:

- distinctness,
- labour market relevance, value, and trends,
- competition quality performance indicators, and
- internal management performance.

The use of these additional criteria should ensure a sustainably excellent offer to Members and wider beneficiaries.

High demand, which may suggest relevance and value, may also indicate fewer positive factors, such as a lack of alternatives, or a bottleneck, each of which need to be addressed in an informed manner. Some skill competitions have universal appeal and very wide occupational spread. A skill competition with excess demand should be reviewed for its potential evolution. In relation to excess provision more broadly, where capping or other limitations are needed, the criteria of proportionality, access, balance, and range, should be applied to each and all of the skill competitions portfolio, its priorities, and registrations.

3.1.9 Competition classifications

The WorldSkills skill competitions classification is based on the following aggregated occupational sectors:

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

These have the virtue of being easily understood for many audiences and users, but are currently neither comprehensive nor balanced within the skill competitions portfolio. They do not chart movement within sectors, which is a key consideration for the future decision-making of WorldSkills. Therefore, for management purposes, one or more additional classifications should also be used, and the International Labour Organization's top-level classification shall be introduced:

- professionals
- technicians and associate professionals
- clerical support workers
- service and sales workers
- skilled agricultural, forestry, and fishery workers
- craft and related trade workers.

This classification already offers useful intelligence for skill competition management.

3.1.10 Transversal skills

Each skill competition includes transversal skills, which follow the OECD's guidelines:

- work organization and (self) management,
- (information,) communication, and interpersonal skills, and
- problem solving, innovation, and creativity.

With added emphasis on the bracketed words above, these appear to underpin performance very well, including by differentiating competence and excellence. Differentiation is a defining element of any skill competition. For skill competitions, the differentiators pegged to excellence are the proven capacity to be autonomous, take responsibility, and cope with complexity above and beyond the requirements of the role at the time. These are also transversal skills that will have an increasing impact on the design and implementation of the skill competitions.

3.1.11 Competitor's eligibility

Positively, the sole eligibility criterion for Competitors is age. A key purpose of the WorldSkills Competition is to give Members and others feedback about the efficiency and effectiveness of their TVET systems and practices. A participant's recent experience influences performance; therefore, as a principle, the eligibility of Competitors should be pegged to within two years of leaving initial TVET. This endorses the limitation of 22 years for occupations that fall under the last four headings of the second classification in section **3.1.9** above. However, for professional, technician, and associate professional roles, with longer initial TVET, 25 years may be more appropriate. This is borne out by recent discussions and decisions.

3.1.12 Principles of Competition Management

Creating and sustaining a dynamic and inspirational relationship with socio-economic change, through the skill competition portfolio, will be challenging. However, for historical and structural reasons, the current offer is sub-optimal and needs to be replaced by well-informed, multi-layered, and multi-directional leadership and management, as befits an organization with many Members and Partners, in the Information Age.

As with other elements of competition management, oversight of the skill competition portfolio should be multi-layered:

- strategic leadership: for purpose, resources, scope and range, communication, and promotion
- sectoral and cross-sectoral management: to chart the rise, decline, and movement of skills across occupations, and reflect these through skill competitions
- skill-specific management: to activate and apply criteria for introduction, development, reform, and removal

The most valuable resources, data, and intelligence should be generated and shared, as a basis for rationale, communication, and coordination. A rolling five-year timeframe and outline, with a three-year operational plan including flexible measures for removing and introducing skill competitions, would be an essential condition for Member and Partner engagement and support.

The current entry route for skill competitions that depends on Member initiative is helpful but insufficient for the challenge to better reflect young people's life and work opportunities. Flexible entry routes for new skill competitions should be encouraged, including from Members, industry and business, and partners, subject to

- proof of concept (that the proposal has occupational authenticity and value)
- proof of potential or actual demand
- safeguards (including against conflicts of interest or inappropriate restrictions), and
- willingness to work with WSI in order to achieve the highest possible quality of competition.

Informally, this approach has already emerged, for practical reasons.

3.1.13 Skill competitions with no nominated CE and/or appointed SCM

Skill competitions with no nominated CE and/or appointment of an SCM cannot be offered for registration.

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

3.2 Selection of skill competitions for a WorldSkills Competition

The total number of skill competitions at a WorldSkills Competition is determined by the application of the aforementioned principles and processes in section **3.1** to ensure that the skill competitions reflect the WorldSkills mission and competition goals and represent the skill needs of the global economy.

Members must be aware that no commitment should be made to any Competitor before Provisional Registration and the subsequent announcement of which skill competitions will be hosted at the WorldSkills Competition. Members should not select their Competitors until after this date.

The actual number of skill competitions that are hosted at a WorldSkills Competition is dependent upon the total available space, the required space per skill competition, and the number of Competitors per skill competition. Therefore, the selection of skill competitions is determined by a prioritized listing of the skill competitions into the available space.

The selection of the skill competitions for a WorldSkills Competition is made by the Board members responsible for Competitions Committee leadership, WorldSkills International's CEO, the Director of Skills Competitions, and the Competition Organizer's Technical Director, at Provisional Registration. Provisional Registration is 12 calendar months before the Opening Ceremony.

All Members are to be advised of the final selection of skill competitions within one week of Provisional Registration.

3.2.1 Selection order

The selection of skill competitions for a WorldSkills Competition (based on Provisional Registrations) is in the following order.

1. All Official Skills with required registrations or more depending on the number of years as Official Skill (Official Team Skills with 12 or more registrations)
2. All new Official Skills
3. Third year or later Official Skills with 14 or 15 registrations – final decision by Competition Organizer as per section **3.7**
4. Exhibition Skills

3.3 Exhibition Skills

The Competition Organizer and/or Member and/or Global Partner, at its own cost, and in agreement and partnership with WorldSkills International, may present or showcase a new aspect of a skill competition or a possible new skill competition in the form of an exhibition.

This exhibition may include the demonstrator's work, either in complete form, or work in progress. This exhibition of work shall not be regarded as having any competitive status and WorldSkills International cannot award any official medal or certificate as a form of recognition. The Competition Organizer may, however, acknowledge demonstrators with certificates, provided they are approved by WorldSkills International.

Refer to <WSI_POLICY_SC05_Exhibition_Skill_implementation>

3.4 Types of skills

Skill	Minimum Competitors/ Teams	CIS	Competition Rules	Medals	Final Member Results
Official	8, 12, 16	✓	✓	✓	✓
Official Team	8, 12	✓	✓	✓	✓
Exhibition	n/a	n/a	n/a	n/a	n/a

3.5 Introduction of a new skill competition

Members and Global Partners may propose new skill competitions by presenting them to the Competitions Committee. If the proposed skill competition meets the criteria, it shall be offered for registration as an Official Skill.

3.5.1 Rules and guidelines for the introduction of a new Official Skill

The following rules and guidelines apply to Members and Partners proposing a new Official Skill.

Step 1: C-35 months

Members and Partners will be invited to propose new Official Skills.

Step 2: C-33 months

Members and Partners submit their proposals to WorldSkills International.

Step 3: C-30 months

The "Skills Competitions Portfolio Working Group" will shortlist the proposals down to about 50% or up to six proposals to go into step 4, based on the five principles. Prior to shortlisting this step may include the panel having a call with the proposers to ensure it has a full understanding of the proposed job role. Once the decision is made, all proposing Members and Partners will be notified if their proposal has been shortlisted or not.

Step 4: C-27 months

Members and Partners proposing the shortlisted new skill competition proposals will be invited to give a five-minute (maximum) presentation at a videoconference Q&A session to Members. This presentation should include certain information – contact the Director of Skills Competitions for the template. WorldSkills International will facilitate this with all interested Members.

WorldSkills International conducts a survey of Members asking which whether each of the skill competitions proposed is a recognized job and the demand for such job in their own country/region, and whether they would like to participate in that skill competition, if held.

Following the presentation and survey the "Skills Competitions Portfolio Working Group" do a final evaluation and agree on three new skill competition proposals which will be offered for registration for the Competition. Members will be advised of the outcome by official email.

Step 5: C-15 months

The successful new Official Skills will be offered for Pre-Provisional Registration along with all Official Skills.

Step 6: C-12 months

At Provisional Registration, WorldSkills International announces the skills to be hosted based on the required number of registrations.

3.5.2 Documentation

The Technical Description should be based on the WorldSkills International Technical Description template – available from the website or Skills Competitions Administration Manager.

WorldSkills International will manage the Technical Description and associated documentation after the skill competition is accepted as an Official Skill.

3.5.3 Points to consider

New skill competitions must have been conducted in a national or regional competition before entering the WorldSkills Competition, in some instances this may take place following their acceptance as a potential new skill competition.

The template for the presentation requires information on:

- metrics and substantiation of the skill competition's representation and importance in the global economy,
- WorldSkills Occupational Standards for the skill competition,
- space requirements for six Competitors and other workshop space requirements plus the space requirement for each additional Competitor,
- infrastructure requirements, and
- competition format.

In line with the sustainability and cost management needs of the WorldSkills Competition, WorldSkills International and the Competition Organizer will have the final decision on whether a new skill competition can be hosted if it requires excessive space and/or infrastructure.

3.6 Competitions of the future Advisory Group

The "Competitions of the future Advisory Group" regularly reviews the Guiding Principles and decides on the skills in and skills out for each WorldSkills Competition, to ensure that they inject dynamism into the skill competitions portfolio, so that it keeps pace with global business and industrial best practice, and evolving labour market requirements, while incorporating new and emerging skills alongside core and long-established skills.

3.7 Minimum registrations and removal of skill competitions

Each time the WorldSkills membership increases by 10, the minimum registrations are determined as follows:

- For a third year Official Skill the minimum is determined as 25% of the average number of Members and Associate Members, that participated with Competitors at the preceding two Event cycles.
- Second year Official Skills are four fewer than the third year Official Skills
- First year Official Skills are eight fewer than the third year Official Skills.

Note: The update of minimum registrations was conducted for WSC2026 based on participation of Members and Associate Members with Competitors at WSC2019 and WSC2024. At that point in time the Membership was 89. The minimum registrations will next be calculated when the Membership reaches 100.

The status of a skill competition is from Provisional Registration to the next Provisional Registration. Skill competitions that are removed immediately as an Official Skill, due to lack of participation, will still be listed on the website until the next Provisional Registration

Status from previous skill competition	Provisional Registration	Actual Competitors	Action
on notice	15 or fewer (11 or fewer for team skills)	-	Removed immediately as Official Skill. May be hosted at the Competition Organizer's discretion if less than the required minimum by one or two registrations.
on notice	16 or more (12 or more for team skills)	15 or fewer (12 or fewer for team skills)	Because the skill competition had 16 or more at Provisional Registration it will be hosted at the WorldSkills Competition. But because it will be conducted with 15 or fewer it will be removed as an Official Skill for the following WorldSkills Competition.
on notice	16 or more (12 or more for team skills)	16 or more (12 or more for team skills)	Maintains Official Skill status.

When an Official Skill fails to meet the required minimum number of registrations by one or two, then it can still be conducted. If the skill competition is conducted with one or two fewer Competitors than is required at Provisional Registration, then it goes "on notice", and registrations must equal or exceed the minimum registrations at the next WorldSkills Competition for it to stay as an Official Skill. Skill competitions that are conducted with fewer than a certain number of Competitors are removed from the Official Skill list immediately.

3.7.1 Official Skill – first time at WorldSkills Competition

Where a skill competition is regarded as an Official Skill for the first time, it must have a minimum of eight Members registered at Provisional Registration.

3.7.2 Official Skill – second time at Competition

Where a skill competition is regarded as an Official Skill for the second time, it must have a minimum of 12 Members registered at Provisional Registration.

3.7.3 Official Skill – third or more times at Competition

Where a skill competition has been established as an Official Skill for more than two WorldSkills Competitions, a minimum of 16 Members must register at Provisional Registration.

If there are 14 or 15 registrations the skill competition may be conducted but the final decision is up to the Competition Organizer. This decision shall be made at Provisional Registration. If the skill competition in question is "on notice" from the previous WorldSkills Competition, then it is not selected and removed immediately from the list of Official Skills.

If the Official Skill is conducted with 14 or 15 Competitors, it is "on notice" for the following WorldSkills Competition.

If the Official Skill that is conducted has 13 or fewer Competitors at the WorldSkills Competition, it is removed immediately from the list of Official Skills.

3.7.4 Team skills

Where a team skill competition is regarded as an Official Skill for the first time, it must have a minimum of eight Members registered at Provisional Registration.

Where a team skill competition is regarded as an Official Skill for the second time or more, it requires a minimum of 12 Members registered at Provisional Registration.

3.7.5 Competition Organizer provision and discretion

These rules about minimum numbers of Competitors per skill competition will not apply if the Competition Organizer is already contractually bound to run the skill competition concerned. Any third cycle or later Official Skill with 14 or 15 registrations at Provisional Registration, may be conducted, but the final decision is up to the Competition Organizer.

3.7.6 Skills on notice

Skills will go "on notice" or be removed from the list of skill competitions to be offered for registration for the following WorldSkills Competition if skill competitions are conducted with fewer than the minimum registrations as per **3.7.1**, **3.7.2**, and **3.7.3**.

Any Official Skill that is hosted when "on notice", must have 16 or more registrations at Provisional Registration for the next WorldSkills Competition in order for it to be conducted, and must continue to meet minimum requirements for the next three WorldSkills Competitions or it will be removed as an Official Skill. In other words, it can only be "on notice" once within three Competition cycles. If Competition Organizers' contracts are jeopardized, due to this, then it can be hosted after all remaining new Official Skills are hosted.

3.7.7 Reintroduction of a skill competition

Any Member or Partner proposing to reintroduce an Official Skill that failed to obtain the required support at the previous WorldSkills Competition must:

- circulate a Technical Description incorporating the latest technological advances 18 months before the WorldSkills Competition, and
- have 16 Members registered at Provisional Registration.

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 competitions they are entering
- All participants, that is: Competitors, Experts, Official Delegate, Technical Delegate, Technical Delegate Assistants, CEO of National Skills Organization, Team Leaders, Official Observers, Interpreters, Communications Officers, Member Organization Support personnel, and Member Observers.

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 skill 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.

Full details of Interpreters must be provided by **C-4 months**.

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, 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 Event Packages.

5 Access and accreditation

5.1 Obligations by Members

There are two obligations for Members prior to accreditation for a WorldSkills Competition:

1. All outstanding monies for Event Packages for the full Member delegation must be paid to the Competition Organizer.
2. Members must provide the Secretariat with confirmation that all insurances that are their responsibility are in place. The CEO will call for these official letters at approximately **C-2 months**.

5.2 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 Event Packages.

5.3 Access to the Competition venue

Access to the Competition venue before the Competition is generally prohibited media, and the general public **before C1** and **after C4**. Special access may be granted on a case-by-case basis by the WSI CEO, Director of Skills Competitions, or Director of Marketing and Communication.

5.4 Access to workshops

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

5.4.1 Access at any time

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

- Members of 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.

5.4.2 Access under specific circumstances

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

- Team Leaders may have access to all workshops in which they have compatriot Competitors at any time and may contact their Competitors directly
- Technical Delegate Assistants may only enter skill competition workshops in which they have an Expert and/or Competitor.

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 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 Mechatronics (2), Autonomous Mobile Robotics (2), Landscape Gardening (2), Concrete Construction Work (2), Cyber Security (2), Industry 4.0 (2), and Robot Systems Integration (2).

If only one Competitor is able to compete in a team skill due to the late withdrawal of the other team member then this is allowed on a case-by-case basis.

6.1.2 Age limit

For most skill competitions, Competitors must not be older than 22 years in the calendar year of the Competition, i.e. they cannot turn 23 in the year of the Competition. Current exceptions to this rule are:

- Additive Manufacturing
- Aircraft Maintenance
- Digital Construction
- Cloud Computing
- Cyber Security
- Industrial Design Technology
- Industry 4.0
- Information Network Cabling
- Mechatronics
- Optoelectronic Technology
- Robot Systems Integration
- Water Technology

where Competitors must not be older than 25 years in the year of the Competition, i.e. they cannot turn 26 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**. Contact the Director of Skills Competitions for details of the process.

6.1.3 Compete once only

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

A Competitor is considered to have competed if they participate in any part of Competition days **C1 to C4**. Such Competitors are not eligible to return as Competitors at future Events.

Exceptional circumstances may be considered by the Board.

6.1.4 Competitors with disabilities

WorldSkills International promotes cooperation with the International Abilympics Federation.

- Competitors with disabilities may participate in the Competition if their disability does not prevent them from carrying out Test Projects within the set time. Additional time may be provided for work preparation and installation of the workplace.
- Their Test Projects are assessed in accordance with WorldSkills International guidelines.
- 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

All Competitors must be accompanied by an Expert.

A Competitor in a team skill competition may continue participating if the Competition has already started, even if their teammate withdraws due to illness or injury.

Exceptions to this rule may be considered by the Competitions Committee Management Team.

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 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 request to have access to their Competitor(s) in the respective workshops from a member of the Skill Management Team prior to entry. 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 are 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 two or more Expert Leads (EL). Each member of the SMT shall be from a different country/region where possible.

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 Expert, Deputy Chief Expert (prior to WSC2024), Expert Lead, 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 with regard to technical training of a Competitor/Team competing at the forthcoming Competition. 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 Expert, Deputy Chief Expert (prior to WSC2024), Expert Lead, or Expert 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 Technical Vocational Education and Training (TVET) 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**, for the forthcoming WorldSkills Competition 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. They may also participate in regional competitions held up to 12 months prior to the WorldSkills Competition.

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 **6.7.2**), a Chief Expert must meet the following criteria:

- Have good communication skills in both written and spoken English
- Have been an Expert for at least **one previous** WorldSkills Competition
- Have advanced knowledge, understanding, and expertise in standards and assessment in Technical Vocational Education and Training (TVET) 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
- 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

See also section **6.7.2**.

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.

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

6.5.3 Contact with Competitions Committee

Chief Experts may have direct contact with the Board members responsible for Competitions Committee leadership 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 the Skill Competition Manager again checks which eligible Experts are willing to 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 12:00 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 12:00 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 Board members responsible for Competitions Committee leadership.)

The Skill Competition Manager submits their recommendations regarding the CE 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 nominated CE must then be

- Recommended by the Skill Competition Manager
- Supported by their Member organization, and
- Approved by the Board members responsible for Competitions Committee leadership.

By C+2 months, the Director of Skills Competitions advises the 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.

If supported by the Member organization and also approved by the Board members responsible for Competitions Committee leadership, the CE is appointed. A list of all approved CEs is published before the Competitions Committee meeting **at C-12 months**.

Time	Process
C-2 months	• Director of Skills Competitions 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	• Skill Competition Manager checks eligible Experts willing to stand and calls for further volunteers and updates list accordingly.
18:00 **C4**	• 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**	• Election process completed. • Skill Competition Manager generates results. • Experts log into Expert Centre and digitally sign results.[1]
Before leaving Competition venue	• Skill Competition Manager submits CE recommendations to the Director of Skills Competitions.
By C+2 months	• Director of Skills Competitions advises compatriot Technical Delegate and seeks provisional support.
About C-12 months	• WSI seeks support from the Technical Delegate (copy to Official Delegate) of the Member organization for their Expert(s) to be designated CE. • If supported by the Member organization and also approved by the Board members responsible for Competitions Committee leadership, the CE is appointed. • A list of all approved CEs is published before the Competitions Committee meeting at **C-12 months**.

6.6 Expert Lead (EL)

6.6.1 Definition

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

[1] Exceptions to this schedule must have been agreed previously with the Board members responsible for Competitions Committee leadership.

6.6.2 Number

The SMT will include SCM, CE, and minimum of two Expert Leads depending on the number of registrations in the skill.

Skill competitions with 30 or fewer Competitor registrations are required to have two ELs.

Skill competitions with 31 to 40 Competitor registrations may optionally have one additional EL.

Skill competitions with 41 to 50 Competitor registrations may optionally have up to two additional ELs.

Skill competitions with 51 or more Competitor registrations may optionally have up to three additional ELs.

6.6.3 Qualifications, experience, personal qualities, and ethical criteria

See section **6.5.1** for Chief Expert.

6.6.4 Responsibilities

An EL is assigned duties by the Skill Competition Manager and the Chief Expert and works as part of the Skill Management Team. Their primary responsibility at the Competition is to support the Chief Expert. Specific responsibilities are appointed to them according to the skill management roles and responsibilities matrix.

An EL also ensures that all proposed 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**.

6.6.5 Nomination and approval

The Skill Competition Manager posts an expression of interest on the Discussion Forum at **C-9 months** for registered Experts to nominate themselves or another registered Expert. In parallel, the Director of Skills Competitions sends an Official Email to Technical Delegates asking them to nominate their Experts suitable for the position if they so wish.

The Skill Competition Manager and Chief Expert consider all nominations at **C-10 months** and submit those selected to the Skills Competition Administration Manager who seeks support from the respective Member organization. All approved Expert Leads are published on the website and announced in the respective Discussion Forum.

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 Technical Vocational Education and Training (TVET) and/or in relevant industry sector(s)
- Have been an Expert/judge 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
- Working knowledge of the CIS, development of the Test Project and Marking Scheme, and the WorldSkills Occupational Standards.

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. Experts' names must be registered by their Member organization on the WorldSkills Horizon 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 is mandatory for all new Experts and returning Experts who were not at the previous Competition. Experts who have completed the Access Programme and have had continual participation in the WSC do not need to complete this again.

The Access Programme guides and monitors Experts' early development within the WorldSkills movement and helps to guarantee the quality of Experts, when they first join the WorldSkills Competition.

Members must plan for their new Experts and those returning Experts who were not at the previous Competition to complete the mandatory elements **by C-4 months.** The total estimated learning time is 20 hours.

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

6.7.5 Responsibilities

Before the Competition

Before attending the Competition, the Expert must:

- Complete their curriculum vitae (CV) (including qualifications, industry, and competition experience) in the template provided and submit to their Technical Delegate who will submit to WSI by **C-6 months**. This is relevant for new Experts and those Experts whose CV was previously rejected only, experienced Experts are not required to resubmit their CV.
- Access the Expert Centre on the website www.worldskills.org/expertcentre to view all relevant documentation
- Complete the online Competition Rules quiz and industry-specific test by **C-3 months.**
- 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 Assessment 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 mandatory modules of the Access Programme

At the Competition

At the Competition, the Experts must:

- Before the Competition begins, where appropriate, assist the Chief Expert and Expert Lead 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 **10.10.2**)
- 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.

6.7.6 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.

6.7.7 Toolbox check

See section **9.7.6**.

6.7.8 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.

6.7.9 Communication with compatriot Competitor

See section **7.3.3**.

6.7.10 Competitors – Duty of Care and honesty, fairness, and transparency

See section **7.1**.

6.7.11 Discussion Forum

Skill Competition Managers, Experts, Technical Delegates, Workshop Managers, and others – either associated or invited – use the Discussion Forums to communicate and coordinate the overall

development of the skill competition. The link for the forums is https://forums.worldskills.org. The Skill Competition Manager, Chief Expert, or another nominated Expert acts as moderator for the forum (supported by the Secretariat) and responds to questions from Experts within one week.

6.7.12 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.

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

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 as a Board member responsible for Competitions Committee leadership, 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 preceding General Assembly and Competition Preparation Week

Technical Delegates must attend the preceding General Assembly and 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 skill competitions at the upcoming WorldSkills Competition.

On the second occurrence of a Member's non-participation by their Technical Delegate at the preceding General Assembly and the Competition Preparation Week, that Member cannot have Competitors in any skill competitions at the upcoming WorldSkills Competition.

In these situations, the Member may still have Experts in the skill 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-3 months**. See section **6.7.4**.

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 Board members responsible for Competitions Committee leadership 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 to carry out their duties.

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 Event 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 Strategic Development Committee and the General Assembly.

Official Delegates possess knowledge of important decisions made by the Strategic Development 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 Board members responsible for Strategic Development Committee leadership.

6.11 Competitions Committee Delegate (CCD)

The Competitions Committee Delegate (CCD) is a Technical Delegate appointed by the Board members responsible for Competitions Committee leadership to represent the Competitions Committee by overseeing the management of one to two skill competitions. It is a mandatory requirement that every Technical Delegate fulfils the responsibilities of the Competitions Committee Delegate.

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 attending training sessions, and undergone the required Competitions Committee Delegate professional development;
- conducted the Access Programme for their new Experts by the required deadline; and
- completed the preparedness tasks to 100% in the Delegate Centre for a Technical Delegate and a Competitions Committee Delegate.

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 Competitions Committee Delegate Lead (CCDL)

Competitions Committee Delegates are divided into teams which shall have more experienced Competitions Committee Delegates appointed by the Board members responsible for Competitions Committee leadership to act as the Competitions Committee Delegate Lead. They oversee the management of three to four skill competitions.

6.12.1 Responsibilities

The Competitions Committee Delegate Lead shall report to the Board members responsible for Competitions Committee leadership and provide guidance to the Competitions Committee Delegates in their team.

6.13 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.

6.13.1 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.

6.13.2 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.

6.13.3 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.

6.13.4 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 WorldSkills Horizon system.

6.13.5 Contact with Competitors

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

6.13.6 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 Expert Lead 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

6.13.7 Confidentiality of information

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

6.14 Workshop Manager (WM)

6.14.1 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

6.14.2 Appointment

The Competition Organizer appoints a Workshop Manager for each skill. These may be appointed from Global Partners or Event Sponsors. They cannot be appointed if they work for a company or agent in conflict with a Global Partner or Event Sponsor.

6.14.3 Reporting

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

6.14.4 Special arrangements

Workshop Managers are briefed by the Board members responsible for Competitions Committee leadership and the Director of Skills Competitions about any special arrangements and/or circumstances relating to the conduct of their competition.

6.14.5 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**).

6.14.6 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 marking takes place. The Experts may consult with the Workshop Manager if the need arises.

6.14.7 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 WorldSkills Competition cycle.

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.

6.15 Workshop Manager Assistant (WMA)

6.15.1 Definition

With the agreement of the Board members responsible for Competitions Committee leadership and Director of Skills Competitions, 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.

6.16 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.

6.16.1 Appointment

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

6.16.2 Reporting

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

6.16.3 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.

6.16.4 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.

6.17 Other positions

Every Member is entitled to invite, at their own expense, other positions.

Other positions listed below must be registered in the same way as Experts and Delegates (purchase an Event Package) if they wish to have access to official events and accommodation.

Discussions between other positions and Experts to exchange ideas and experiences are encouraged but must not take place in workshop areas.

6.17.1 Official Observers (OO)

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

Members are limited to two Official Observers.

6.17.2 Member Organization Support (MOS)

Member Organization Support is a position for Member personnel who are important to the running of and support within the Member team but have no official position relating to the WorldSkills Competition.

Members are limited to two persons in this position.

MOS cannot stay at the same hotel as the Competitors.

6.17.3 Member Organization Support – Competitor (MOS-C)

The Member Organization Support – Competitor position is an additional position where the persons are for support of the Competitors.

Members are limited to two persons in this position.

MOS-C stay at the same hotel as the Competitors.

6.17.4 Member Observers (MO)

Member Observers are spectators who have taken an Event Package booked by Members and included in the Member organization's Event Package invoicing. These are generally Member staff and key stakeholders.

6.17.5 Communications Officer (COF)

Communications Officers are personnel that are affiliated with the Member organization with the responsibility for all marketing, communications, public relations, and media activity.

Members are limited to two Communications Officers.

6.17.6 Media for Member

Media for Member are personnel that are affiliated with the Member organization with the specific responsibility for filming, photographing, and reporting on the Competition. All personnel registered as Media for Member must undergo an approval process in order to be accredited as Media for Member.

Members are limited to four Media for Members.

6.17.7 CEO of National Skills Organization (CEO NSO)

CEO NSOs are Chief Executive Officers (or Executive Director, Secretary General, General Manager – depending on terminology) of the stand-alone National Skills Organizations that are the Member organizations to WorldSkills International. They are provided access to WorldSkills International meetings and special Competition Organizer events.

6.17.8 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.

6.17.9 Future Competition Organizer Observers

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

6.18 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 Board members responsible for Competitions Committee leadership.

6.19 Standards and Assessment Advisor (SAA)

Appointed by the Board at the recommendation of the Board members responsible for Competitions Committee leadership, the Standards and Assessment Advisor oversees the WorldSkills International assessment system including the development of best-practice assessment through the incorporation of clearly defined WorldSkills Occupational Standards 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)

6.20 Lead Skill Advisor

The Lead Skill Advisor is an experienced Skill Advisor (refer to **6.21**) who is responsible for providing leadership, guidance, and support to the Skill Advisors to ensure their efficiency, effectiveness, and value to the skills competitions.

The Lead Skill Advisor is appointed by the Competitions Committee Management Team. They report to the Director of Skills Competitions.

6.21 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 Skill Management Team in that skill competition.

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

6.22 Chief Executive Officer (CEO)

The WSI CEO's primary responsibility in relation to the Competition is to manage the preparation and execution of the 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, Competition Rules, Event Manuals, and Organizing Guides. The CEO is also responsible, in conjunction with the Competition Organizer, for coordinating and producing the Event Programme and associated documentation.

6.23 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 Board members responsible for Competitions Committee leadership, Secretariat staff, and Competitions Committee.

6.24 Board members responsible for Competitions Committee leadership

The Board members responsible for Competitions Committee leadership, in accordance with the Constitution, are responsible for all technical and organizational matters relating to skills competitions. A Board member responsible for Competitions Committee leadership may appoint a substitute Technical Delegate to undertake their role as Technical Delegate.

6.25 Competitions Committee (CC)

The Competitions Committee consists of the Technical Delegates. The chairing is a shared responsibility of the Board members responsible for Competitions Committee leadership, and the meetings are held at their 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 Board members responsible for Competitions Committee leadership, in accordance with the Constitution, are responsible for all technical and organizational matters relating to the skills competitions.

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

6.26 Competitions Committee Management Team (CCMT)

The Board members responsible for Competitions Committee leadership, WSI CEO, and Director of Skills Competitions form the Competitions Committee Management Team (CCMT), which coordinates the work of the Competition Committee.

6.27 Secretariat

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

6.28 Audit teams for Safety

Audit teams for Safety conduct quality audits, taking into account the Safety 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
Familiarization Agreement	SMT
Safety Agreement	SMT
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. An exception may be in skill competitions with rotating shifts.
  - The Mark Summary Form is the same for all Competitors.
  - Assistance provided by Experts and officials to ensure that Competitors are able to complete the Test Project is uniform.
  - No interference by officials or spectators occurs that may hinder or assist Competitors.
- Accredited personnel at the Competition ensure that the above principles of honesty, fairness, and transparency are observed at all times

7.2 At the Competition

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

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

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

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

Competitors must be informed that:

- They are responsible for the safe use of all tools, machines, instruments, and auxiliary materials they bring in accordance with the safety regulations of the host country/region.
- Before Competition commencement, 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.

In skill competitions operating in shifts, Competitors will be assigned to groups according to the respective Member's results at the previous Competition, i.e. Competitors assigned to group A will be from Members with results in the top 50% and Competitors assigned to group B will be from Members with results in the bottom 50% at the previous Competition. Members competing in the skill competition for the first time will be assigned to group B, Workstations for each shift are assigned randomly as stated above.

7.2.2 Familiarization

Before the Competition starts, Competitors have a minimum of five hours and a maximum of eight hours on **C-2** in which to prepare their workplaces, and to check and prepare tools and materials. Any exceptions to this rule require the approval of the Board members responsible for Competitions Committee leadership and 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 all Competitors to allow the completion of a Test Project or Test Project module, for example if the Experts agree that Competitors need 25 hours instead of 22 hours. It does not include individual days running briefly overtime nor individual Competitors.

If an extension of time is required for a non-modular Test Project, the Chief Expert must first obtain the approval of the Skill Competition Manager and then the approval of the Board members responsible for Competitions Committee leadership 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 giving their agreement that they may communicate with their Competitor. No contact may be made with other Competitors or guests during competition time without the permission of the Chief Expert.

Compatriot communication

A period of 15 minutes must be scheduled each morning of the Competition, or before each shift for skill competitions with two groups, for official communication between compatriot Experts and Competitors (compatriot communication). An optional period of 15 minutes can be scheduled at the end of each Competition day.

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 who have not completed their mandatory preparedness are still able to participate in compatriot communication.

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

Outside competition time

Competitors and their 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 Safety

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. Non-compliance with safety instructions is referred to the Competitions Committee Management Team for determination of the penalty/deduction to be applied.

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 Occupational Standards
- Assessment strategy
- Marking Scheme
- Format/structure of the Test Project
- Procedures for the development, selection, validation, circulation and 30% change of the Test Project
- Skill management and communication
- 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
- Skill-specific rules
- Expert knowledge and experience
- Visitor engagement and sustainability
- Reference for Industry consultation

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

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

8.2 Precedence

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

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

8.3 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

8.4.1 Experts' review

The Technical Description is to be reviewed by the Experts during each Competition cycle to ensure it reflects best practice by industry and business across the world.

The review may include:

- The addition of new special tools or equipment.
- Recommendation for updates to any of the specifications listed under section **8.1**.
- Recommendation for changes to the 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 14:00 on C+1**. Exceptions to this timing must be agreed previously with the Board members responsible for Competitions Committee leadership or the Director of Skills Competitions.

Updates to the Technical Descriptions are completed using the online system.

8.4.2 Quality assurance, consultation, and updating

Each Technical Description, with Experts' recommendations shown, is reviewed in two parts: sections 1 and 2; and section 3 onwards.

Recommendations for changes to sections 1 and 2: Description and WorldSkills Occupational Standards are checked for the quality of their format and content, relative to international expectations of occupational standards. Those that do not meet quality requirements are referred to the Skill Competition Manager for discussion and improvement.

Once these requirements are met, each Technical Description and WorldSkills Occupational Standards are forwarded to a list of senior industry and business personnel, for consultation designed to identify changes and trends in the occupation that each competition represents. The list of personnel is largely generated by WorldSkills Members, on request. Responses to the consultation are received either electronically, or orally, with notes taken.

At the same time, each WorldSkills Occupational Standards is checked against the most recent global occupational classifications and intelligence. This provides additional market intelligence, together with occupational references for insertion in section 2 of the Technical Description.

At the end of the consultation process, all responses and intelligence are collated, reviewed, and forwarded to SMTs for discussion and decisions on inclusion, or not.

Simultaneously, section 3 onwards of the Technical Description are quality assured and updated by the Secretariat.

By around **C-15 months**, the entire content of each Technical Description is ready for transfer to the latest Technical Description template, prior to a final check and publication on the website by **C-12 months**.

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.

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 at the current Competition.

The Workshop Manager and the Skill Competition Manager continue to review and update the Infrastructure List from **C-24 months** until it is finalized at the Competition Preparation Week (**around C-9 to C-8 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 https://il.worldskills.org.

The Competition Organizer is required to report the progress of the Infrastructure List to Members each month commencing at **C-9 months**.

To assist Experts and Competitors to know which items will be supplied and their status a colour coded system is in place on the Infrastructure List as follows:

Red – Requested

Item has been defined by the Skill Competition Manager but not yet secured, Competition Organizer is talking with potential suppliers or sponsors.

Yellow – Pending

A supplier or sponsor has been defined by the Competition Organizer, the Competition Organizer is still in negotiations of final details of the contract or purchase order, nothing has been secured by signature at this stage.

Green – Confirmed

The Competition Organizer has secured the sponsor or supplier with a signed contract or with a confirmed purchase order.

Secret

Details of these items are not released to Experts and Competitors as these are surprise items related to the 30% change to the Test Project or to an independently designed Test Project.

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 in 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 scale of any such deduction is determined in the Marking Scheme.

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 of their Technical Description **or**
- Approved by the Experts in the Discussion Forum prior to the Competition. (Approvals shall be listed in the decisions log. See section **6.7.12**.)

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 unless it has been agreed with the Director of Skills Competitions that a duplicate tool can be brought by the Competitor, and it is listed in the Infrastructure List.

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 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 a 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.

9.7.8 Items prohibited at the Competitor workstation

Competitors are prohibited from having the following at their workstation during Competition hours:

- Hearing protection or headphones with wired or wireless connectivity with functionality such as Bluetooth, Wi-Fi enabled, or other communication protocols that can be used for communication with people inside or outside the workshop.
- All personal smart devices, AI-enabled wearables, and equipment capable of local AI inference or automated computational assistance, regardless of whether they possess wired or wireless network connectivity. Examples include, and are not limited to, smartphones, smart speakers, smartwatches, smart keychains, smart glasses, and other Internet of Things (IoT) devices that can be used for communication with people inside or outside the Workshop.

Exceptions to this rule, for example where smart devices are required for monitoring medical conditions, will be considered on a case-by-case basis.

10 Test Projects

10.1 Definition

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

10.2 Duration and scope

The Test Project must be designed to require between 15 and 22 hours of work over the full period of four days (**C1 to C4)**. Exceptions may be approved by the Director of Skills Competitions.

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 Occupational Standard. The design of the Marking Scheme and Test Project must ensure that the performance of Competitors will be differentiated across their job-related and transversal (generic, multidisciplinary) skills. Space, infrastructure, and resource requirements must be minimized.

10.3 Materials and equipment used

The Test Project must be able to be physically made using the materials and equipment listed in the Infrastructure List and/or brought by Competitors as finalized at the 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

All Test Projects (drawings and documents) must be available in digital form using the WorldSkills International template TPXX (available from the website or Secretariat).

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

Test Project proposals for the following Competition are to be uploaded to the Skill Management application **by 14:00 on C+1**.

10.5 Third-party involvement

The Test Project, Marking Scheme, and material and equipment lists may be developed by an Independent Test Project Designer or other third party.

In situations where Skill Competition Managers need to involve third parties (for example, Independent Test Project Designers, or a CAD specialist 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 Quality assurance and control

Test Projects designed and developed by Experts are expected to be at least viable. They are the least preferred option.

The following impartial and proactive quality assurance and control (QAC) measures apply to Test Projects designed by independent designers, including SCMs where they take the role of designer.

Design concept: designers must first conceptualize the Test Project, based on the context, purpose, processes, and outcomes of the occupation that the skill competition represents. This requires research, and analytical skills, in addition to familiarity with best practice in the occupation. Their objective is to achieve the greatest authenticity possible within the given constraints. The Designer (whether or not they are the SCM) must engage their Skill Advisor with this process.

Review: this occurs at the first operational stage of Test Project design and development. It is intended to check that the designer possesses the understanding, capability, and resources to move from concept to creation, and to complete the task according to expectations, by reviewing initial ideas and drafts.

Verification: this is the intermediate operational stage of QAC. It verifies the feasibility, suitability, and optimization of draft designs relative to the given criteria, the Marking Scheme, and Infrastructure List. It should include where possible a practical test or simulation to give confidence of the final result.

Validation: this is the third and final operational stage of QAC. Using unambiguous evidence, it signs off the Test Project's functionality and fitness for purpose. Therefore, the Test Project must be accompanied by proof of function, construction, or completion by **C-2 months**. (Evidence may be, for example, a photograph of a project completed according to the Test Project within material, equipment, knowledge, and time constraints.)

10.7 Timetable and personnel

The SCM or authorized person is responsible for

- The selection of the designer(s) and developer(s)
- The selection of the reviewer, verifier, and validator
- (within reasonable limits) the timetable for completing the Test Project's design and development, including its quality assurance and control.

All independent Test Project design and development will be subject to independent guidance, review, verification, and validation by trusted individuals with relevant expertise. Such individuals will be governed by section **10.5**. The Skill Advisor must be engaged at the design concept stage. After that, according to the need, their expertise, and availability, another trusted individual may undertake one, two, or all three subsequent stages of QAC.

Where the independent designer is the SCM, they must identify an independent reviewer and verifier, as a minimum. According to the need, their expertise and availability, the same person may undertake both review and verification. An SCM from an adjacent skill competition may be asked to fulfil this role. SCMs from Global Partners or Event Sponsors may wish to use others from within their sponsoring organization.

Skill Advisors have an essential role at design concept stage. Subsequently they will wish to know the arrangements and identities of the reviewers, verifiers, and validators. However, they cannot themselves act as reviewers, verifiers, or validators.

Advisory table for independent review, verification, and validation

The designer	Design concept	Review	Verification	Validation
Global Partner (GP) or Event Sponsor (ES)	Skill Advisor	Another person from GP/ES; SCM	SCM	Mandatory; as in TD
Independent designer	Skill Advisor	Independent person; SCM	SCM	Mandatory; as in TD
SCM	Skill Advisor	Independent person 1; adjacent SCM	Independent person 2; adjacent SCM	Mandatory; as in TD

10.8 Selection

The Technical Description defines the process of how and by whom the Test Project is selected.

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

Where the Test Project is designed by the Experts, the selection is 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.

10.9 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 SCM, Independent Test Project Designer, and Skill Advisor know the contents of the Test Project during its development. This also means that no other person from their country/region or industry can be involved in the Test Project in any way without the prior approval of the Director of Skills Competitions (see section **10.5**).

In skills where Experts develop the Test Project, no one except the SCM and the Experts or specific group of Experts know the content 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 Test Project has been released 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.

10.10 Circulated and uncirculated Test Projects

10.10.1 Overview

	Uncirculated non-modular Test Project	Uncirculated modular Test Project	Circulated non-modular Test Project	Circulated modular Test Project
Approved by Experts	Independently designed	Independently designed	**C+1** of previous Competition or as per the Technical Description	**C+1** of previous Competition or as per the Technical Description
Circulated to Competitors	Not circulated before Competition		Immediately	
Mark Summary Form	Not circulated before Competition		Not circulated before Competition	
30% change	None	None	Independently or by Experts at Competition on or before **C-3**	
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 or start of each module depending on format of the skill competition		Provided to Competitors at start of Competition or start of each module depending on format of the skill competition	

10.10.2 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", if developed by the Experts, 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.

Where an independent person developed the 30% change the Skill Competition Manager must approve the changes in work content before the start of the Competition. This 30% change is not released prior to the Competition day **C1**.

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).

10.10.3 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.

10.11 Competitor briefing on Test Project and assessment

There are two types of Test Project:

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

10.11.1 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.

10.11.2 Modular Test Projects

Competitors will be given relevant documents and explanatory material for each module immediately before commencement of that module. As a whole document, the Mark Summary Form (information on the Assessment Criteria) is made available to Competitors immediately before the first module. The 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.

10.11.3 Measurement and Judgement Marking

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

10.12 Translation

For skill competitions in the Social and Personal Services sector, the Creative Arts and Fashion sector, and the Information and Communication Technology sector an approved AI platform will be used to translate all Test Projects. The Secretariat will manage the process.

For skill competitions in the remaining sectors, the Test Project translation, including the 30% change if applicable, is finalized by the Experts during the preparation period (**C-4 to C-1**). The Experts organize translation into their compatriot Competitor's language of choice. The SCM may organize a preliminary translation for these skill competitions using AI however an appropriate amount of time must be allowed in the Skill Management Plan for Experts to check the translation or for the entire translation process.

10.13 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.

10.14 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.

10.15 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 parties.

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 WorldSkills Occupational Standards, Marking Scheme, Test Project, and the Competition Information System (CIS).

11.1.1 Definitions

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

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

For more information, refer to <WSI_SC_guidance_marks_scores_points>.

11.2 WorldSkills Occupational Standards

There are WorldSkills Occupational Standards (WSOS) for each skill competition. They specify the knowledge, understanding, skills, and capabilities that underpin international best practice in technical and vocational performance.

11.2.1 Weightings

The WorldSkills Occupational Standards are divided into sections; each assigned a percentage of the total marks indicating its relative importance. These sections are used to determine the allocation of marks within the Marking Scheme. A tolerance of five per cent is permitted, provided that the balance of weightings within the WorldSkills Occupational Standards is maintained. The Lead Skill 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 industry and business best 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.

11.3.2 Standards and Assessment Guides

The Standards and Assessment Guide (SAG) is a comprehensive resource detailing the benchmark for each assessment aspect and is designed to support excellence in assessment practices for all skill competitions hosted at the WorldSkills Competition.

The primary purpose of the SAG is to provide a structured framework for the consistent and fair assessment. It aims to ensure that all assessments are conducted with a high degree of accuracy, reliability, and validity, and reflect global industry standards. By adhering to these guidelines, assessors can maintain the integrity of the competition and uphold the high standards associated with WorldSkills.

The Standards and Assessment Guides will be made available in English on the website at **C-1 month**.

11.4 Assessment training

Mandatory Assessment Training for Experts (MAT) comprises both training and testing to ensure that assessment is of high quality, professional, and conforms to the rules and procedures. It 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.
- Training on the use of tablets in the marking process to ensure Experts are familiar with how tablet marking works.

11.5 Marking Scheme

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

11.5.1 Scale of marks

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

11.5.2 Assessment Criteria

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

11.5.3 Assessment Sub Criteria

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

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 Occupational Standards.

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

11.5.5 Allocation of marks

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

11.5.6 Preparation and use of Marking Forms

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

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

To eliminate the potential for bias the maximum mark per Aspect is removed from being visible on the Marking Forms for all skill competitions before being used by the marking team. There is an exception for measurement Aspects without calculations.

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. When transcribing, no marks or scores may be altered in the absence of the marking team.

11.5.8 The use of CIS calculations for measurement

Where the design of measurement Aspects requires a calculation to determine a Competitor's mark, the CIS calculation functionality, including testing and validating of the calculation, must be used. No external tools such as spreadsheets may be used unless agreed to by the Director of Skills Competitions

11.5.9 Variation of Marking Scheme

Once agreed and finalized within the CIS, in exceptional circumstances, the Board members responsible for Competitions Committee leadership may agree to a variation based on a written request from the Skill Management Team submitted **before C1**. Typos and small mistakes maybe corrected within the CIS if the intent of an aspect is not changed.

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

Here and below, the Rules use "Expert" to refer to judges and members of marking teams. This is normally, but not necessarily, the case; other qualified and independent people may act as judges. Rule **11.6.5** refers.

The Skill Management Plan must show the progression of the Test Project and Marking Scheme and allocate sufficient time for assessment and marking. Mandatory Assessment Training (Rule **11.4**) and any prior assessment will enable Experts to be matched to the requirement, based on their relative expertise and availability.

There is no expectation that all Experts will assess and mark. Test Projects and Marking Schemes must not be arranged to ensure that all Experts either mark to a similar extent, or at all. Experts who are not selected to mark will be given other responsibilities. Experts are asked to inform their SMT if they prefer not to mark.

Each marking team shall be made up of three Experts.

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

- record the measurements and marks for measurement aspects,
- coordinate scores for judgement aspects, 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 conduct dual assessment and marking. In this case,

- For measurement: two teams of two Experts act independently as assessors and markers before comparing their marks.
- For judgement: two teams of three Experts act independently as assessors and markers before comparing their scores.

In the event of discrepancies, the relevant Aspects are reassessed and marked or scored to reach a consensus for marking and validity for scoring.

11.6.4 Variation for specified instances

In a very small number of competitions, it may be necessary for judges either

- to observe and mark an action that all Competitors do simultaneously, or
- to mark in such detail that a single marking team cannot mark the work of all Competitors.

This creates a risk of inconsistency, unreliability, and unfairness.

Where on examination of the options there is no better alternative, with the approval of the CCMT, the related Skill Advisor will oversee the design and implementation of two-tier marking, in which

- there is an additional advance briefing for the judges involved
- a supervisory marking team observes, samples, reviews, and challenges the marking practice and results of the marking teams involved, and
- teams are rotated, where this exception needs to apply twice or more.

This is to ensure standardization. SMTs must alert their Skill Advisor to their inability to comply with Rule **11.5.3**, for one of the above reasons as soon as the need for an exception may be required.

11.6.5 Independent assessment and marking

Assessment and marking will continue to be a focus for quality improvement. In line with independent Test Project and Marking Scheme development, independent assessment is an available option for:

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

Independent assessors will be approved by the Director of Skills Competitions and subject to:

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

- Training and briefing including completion of the Access Programme elements related to assessment.

11.6.6 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 industry and business best practice.

11.6.7 Procedures for assessment by judgement

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

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

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

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

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

- Each Expert decides independently on a score (from 0 to 3) for an Aspect of Sub Criterion by comparing the Competitor's performance to the benchmark.
- Each Expert 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.

11.6.8 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 mark or score enters it directly into the CIS via a tablet or computer.

11.6.9 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.

11.6.10 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.

11.6.11 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 marks

Scores and marks are entered directly into the CIS using a tablet or computer

CIS mark entry is locked for each Sub Criterion when marking for that Sub Criterion is complete for that day.

Experts will review and sign-off on anonymized marking sheets that have all Competitors' measurement marks, thereby ensuring correct formula and units of measurement have been applied, and possible transcription errors have been checked.

If a mark needs to be amended, the Skill Advisor unlocks the Aspect, makes the change, and re-locks the Aspect.

Experts must then sign the digital Mark Entry Acceptance Form to confirm that they have had the opportunity to check the marks.

No further objections to the marks will be accepted once this procedure has been completed. Any errors found after the Closing Ceremony will not be considered.

Handwritten forms

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

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 PDF of the marking forms for each marking day are checked by an Expert, other than the compatriot Expert, for the correct transcription of the handwritten marks into the CIS. Any concerns are raised with the Skill Competition Manager. Each Expert in the marking group for that Aspect must confirm that they agree to the correction. If handwritten marking forms are not in use, it is not necessary for the Experts to review the PDF given the purpose of this review is to identify and correct discrepancies between the handwritten sheets and the marks entered into the CIS.

Where handwritten marking forms are used Experts must then sign the Mark Entry Acceptance Form to confirm their acceptance that the mark entry has been checked with the printed marking forms for the specified marking day.

If any challenges have been raised, signing 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, where required, must then be delivered to the CIS office.

11.7.2 Completion of assessment and marking

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

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

Experts are not shown the results for their skill competition prior to the Closing Ceremony.

Competitions Committee Delegate Leads are shown the results for their cluster of skill competitions to confirm they are correct and there are no outstanding issues.

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 have been received.

11.7.4 Marks in the Competition Information System (CIS)

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.

WorldSkills Scale

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

11.7.5 Error handling

Where handwritten marking forms are used any data entry errors discovered must be reported immediately to the Director of Skills Competitions. 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 in the respective marking group to review and sign. Both the original and the replacement forms must be retained as an audit trail.

Appeals concerning results shall be accepted until **10:00** on **C+1**. Once ratified by the General Assembly (after the Competitions Committee meeting that checks and confirms the results), the results are final and there shall be no further right of appeal.

If clear evidence that a major error took place that deprived a Competitor of an award is presented to the CEO or to the Board members responsible for Competitions Committee leadership within one week of the Closing Ceremony, then an appeal will be considered. In such a case, the final decision will be made by the Board within a further week.

Note: no appeals will be considered that relate to marking or mark entry as this is the responsibility of all Experts to check and sign-off before **10:00** on **C+1** (Refer to **11.7.1**).

11.8 Security of completed Test Projects

All completed Test Projects are to be secured until marking is complete and the final Mark Acceptance 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", "by total medal points", "by total points", and "alphabetical with total medal points and average medal points".

Skill competitions with less than six Competitors/Teams shall be excluded from data relating to WorldSkills Scale points in the Member Comparison Reports. Skill competitions with low Competitor numbers do not provide a large enough sample size to create reliable WorldSkills Scale 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 at the completion of 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 on the WorldSkills Scale in all Official Skills.

To ensure the integrity of the value of gold, silver, and bronze medals, medals will not be awarded to Competitors/Teams who achieve less than 700 on the WorldSkills Scale.

For skills with low Competitor numbers this means that some medals may not be awarded:

- where there are four Competitors/Teams there will be gold and silver medals only (no bronze)
- where there are three Competitors/Teams there will only be a gold medal awarded (no silver or bronze)

In addition, no medals will be awarded if there are two or less Competitors/Teams.

11.10.2 Equally placed medals

If two or more Competitors have the same points on the WorldSkills Scale, then they receive the same medal. Gold, silver, and bronze medals are awarded for first, second, and third positions respectively, independent of how many medals are awarded for the same points.

11.10.3 Medal for Excellence

Competitors who have obtained 700 or more points, but who are not awarded a gold, silver, or bronze medal shall be awarded a Medal for Excellence.

11.10.4 Best of Nation

Usually, the Competitor who gains the highest points and/or highest medal of their country's/region's team will be awarded the Best of Nation award. The Member's Technical Delegate makes the relevant decision.

A Best of Nation award can only be awarded if there are Competitors in at least two skill competitions for that Member.

The Best of Nation cannot be a Competitor who has breached the skill-specific rules, Competition Rules, or the Code of Ethics and Conduct.

11.10.5 Albert Vidal Award

The Competitor(s) with the highest points at the Competition receives the Albert Vidal Award.

Skill competitions with less than six Competitors/Teams shall not be considered for the Albert Vidal Award.

11.10.6 Digital badge

All Competitors will receive a WorldSkills Champion digital badge. Competitors who also receive a medal or special award shall receive an additional digital badge reflecting that medal or award.

12 Issue and Dispute Resolution

For WorldSkills, Issue and Dispute Resolution cover the spectrum from resolving simple questions right through to dealing with major breaches of the Code of Ethics and Conduct during the setup, management, and operation of a WorldSkills Competition. The Issue and Dispute Resolution process has been created to guide efficient, effective, and timely decision making when these situations occur. It becomes active for the period **C-6** until the marks are locked within the CIS on **C4** or early morning on **C+1**. This will be known as the "event period" for the application of the Issue and Dispute Resolution process.

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

12.1 Policies and rules hierarchy

WorldSkills, its Members, and all of its activities are governed by its Constitution, Standing Orders, and other official documents like the Code of Ethics and Conduct and Competition Rules. The Code of Ethics and Conduct describe the WorldSkills values and ethical foundations and how ethical behaviour is promoted and implemented in the everyday work of the organization. The Competition Rules are considered subordinate to the Code of Ethics and Conduct as they embody the values and ethics specifically applied to the Competition activities and the skill competitions themselves.

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

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

12.2 Definition of key terms

- **Issue**: This is a difference of opinion or approach that generates a discussion or debate relating to the setup, management, or operation of a skill competition. The majority of issues, wherever possible, should be resolved within the skill competition itself by the appointed Skill Management Team.
- **Dispute**:
  - an escalation of an issue (definition above) because the Skill Management Team cannot resolve it in a timely manner, or
  - an adjustment to Competitor competition time (addition or deduction) is proposed to resolve an issue, or
  - an alleged breach of the skill-specific rules, Competition Rules, or Code of Ethics and Conduct has been identified.
- **Incident**: This is where a person not directly connected to the operation or function of a skill competition reports observing a potential and/or significant situation which could lead to a Competitor gaining an unfair advantage, is unsafe or unethical behaviour, or may potentially damage the reputation of the WorldSkills organization. Incidents are treated in the same way as disputes.
- **Event period**: This is the period **C-6** to **C+1** of the WorldSkills Competition where the Issue and Dispute Resolution process applies.
- **Field of play**: This is the term used to describe the activities that occur at the WorldSkills Competition within the event period. It is important to define the field of play and the event period because decisions have to be made under "live" or "real-time" conditions. It is considered that this

approach is apt given that the WorldSkills event has a defined start and finishing point, after which the results of the skill competitions are required to be announced and published (similar to sporting events).

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

12.3 Principles

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

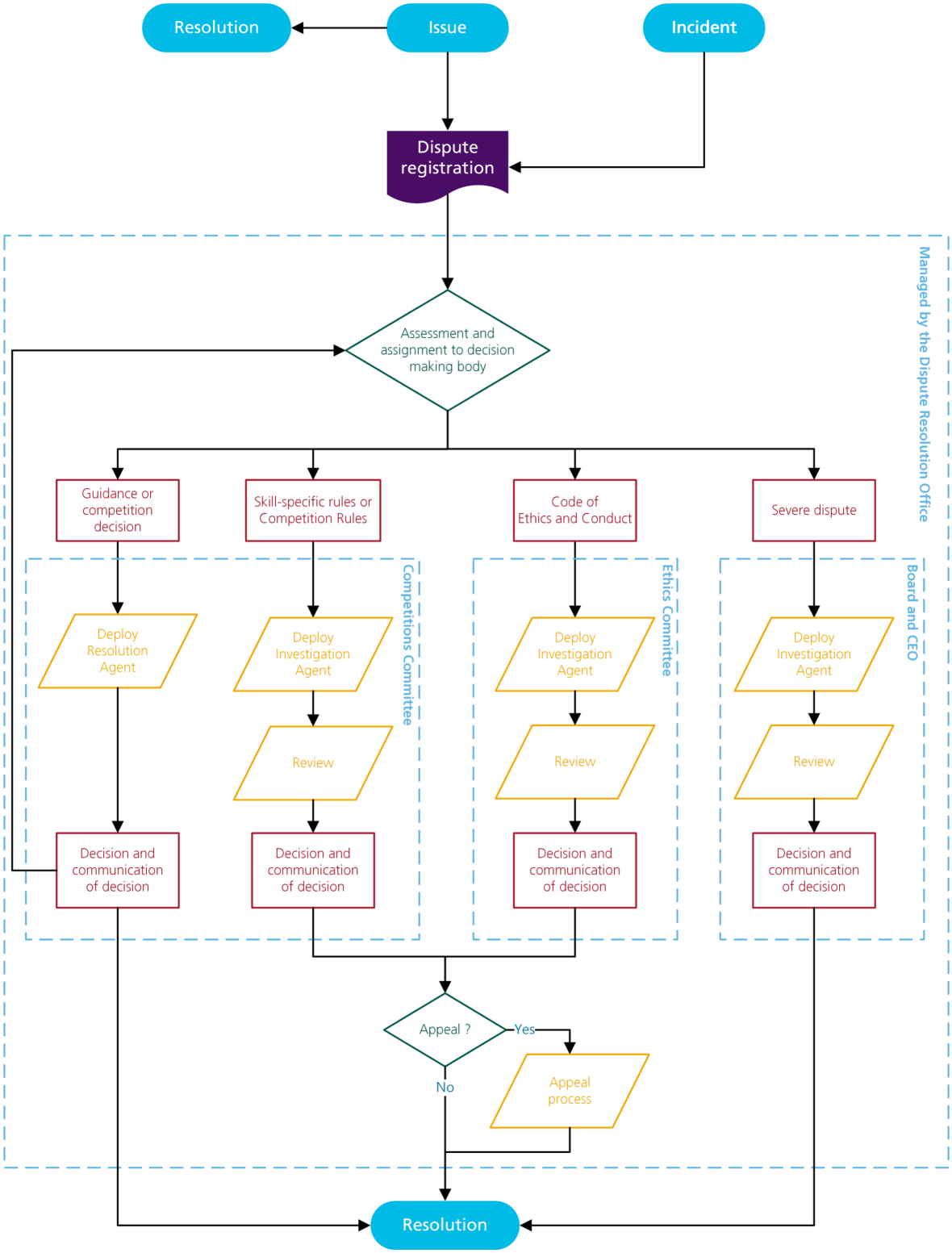
- WorldSkills International has shifted its rules of evidence from "criminal based" (the prosecution must prove its case beyond reasonable doubt) to a hybrid approach between sports refereeing and how larger company systems manage internal staff disputes, which is akin to "civil based" (the contested facts must be proved on the balance of probabilities). Unlike law trials, WorldSkills International does not have an open-ended time frame hence the need for a hybrid approach. The rules of evidence encompass the rules and principles that govern the proof of facts in a proceeding, i.e. the degree of certainty with which contested facts must be established in order to be accepted as proved.
- There is a responsibility on all those involved or aware of an ongoing dispute to act fairly and professionally towards those who may be implicated. This allows the situation to be investigated and concluded without inciting unwelcome bias or prejudice during the process. Therefore, it is necessary that everyone involved or who is aware, to be careful and considerate about the tone and content of what they communicate and disseminate further to avoid premature and inaccurate conclusions that could lead to the defamation of any individual or Member. The principle of "innocent until decided otherwise" must prevail.
- When a Competitor is involved in a dispute, no person during any stage of the process, except under explicit instructions of the Dispute Resolution Office, is permitted to communicate (in any way) with a Competitor in respect to them potentially being implicated. If permission has been granted, then the responsibility for informing the Competitor can only be carried out by either the compatriot Expert, Team Leader, Technical Delegate, or Technical Delegate Assistant. Competitors must be able to continue their work while the dispute resolution process is being undertaken.
- The type of decisions made during the constraints of the event period by the Competitions Committee Management Team, Ethics Committee, CEO and Board, and appointed representatives, in relation to concluding disputes, must be recognized, acknowledged, and treated as being on the field of play. As such, although appropriate diligence shall be taken in investigating the dispute, it may be possible that errors could be identified retrospectively. Irrespective of any error identified after the end of the event period, the field of play decision will stand and the published outcomes

remain. Such identified errors will, however, be reviewed with the purpose of improving the approach and process for the next WorldSkills Competition. See section **11.7.5**.

- The standard of evidence required by the Competitions Committee Management Team, Ethics Committee, CEO and Board, and any appointed representatives in decision making, in respect to disputes relating to breaches of the skill-specific rules, Competition Rules or Code of Ethics and Conduct will be based on the balance of probability. This standard is used to reflect the field of play environment where investigations into disputes cannot be open-ended as they would be when the standard of evidence is based on "beyond a reasonable doubt". However, when assessing the probabilities, the decision-making group will ensure that the more serious the allegation the stronger should be the evidence before concluding that the allegation is established on the "balance of probability".
- The burden of proof to substantiate the claim resides with the party initiating the dispute with the Dispute Resolution Office. The validation of the evidence and the determination of the facts of the dispute will be conducted by appointed Investigation Agents.
- The number of people present at a formal investigation or dispute meeting shall be managed and proportionate to avoid the situation becoming intimidating for those directly involved in the dispute. These meetings can be attended only by invitation from the Dispute Resolution Office. The Dispute Resolution Office will advise who is or is not suitable to attend the meeting when organizing the meeting itself. Both the Official Delegate and Technical Delegate will have the right to attend when the dispute is directly implicating a representative from their country/region. In addition, when a Competitor is required to attend, they have the right to be accompanied by one of their Team Leaders.
- The Competitions Committee Management Team or the Ethics Committee must decide all cases (including penalties) within the event period. Their decision is final. However, in those disputes dealing with alleged breaches of the skill-specific rules, Competition Rules, or Code of Ethics and Conduct, if the parties involved do not consider that the published process has been followed in reaching their decision, then the matter may be referred to the Appeals Committee. In the exceptional case where a dispute has been directed to the CEO and Board to resolve then there will be no right of appeal and their decision is final.
- To minimize any conflicts of interest while managing disputes, if the situation occurs where compatriot individuals are involved, conflicted members of the decision-making group must immediately declare it and step aside to allow another to take up their responsibility. Where no other qualified or experienced member can be found to replace them, the dispute will be handled directly by the Dispute Resolution Office. The Dispute Resolution Office being part of the WorldSkills Secretariat is deemed independent of Members.

12.4 Process

The following schematic shows the general workflow and process:



The following flowcharts are separate documents but are part of the Competition Rules for Issue and Dispute Resolution:

- Detailed flow chart to escalate an issue and initiate a dispute <PROC_SC01_IDR_initiating_a_dispute>.
- Detailed flow chart to manage and conclude disputes assigned to the Competitions Committee (for type A and B disputes – see section **12.4.1**) <PROC_SC02_IDR_manage_disputes_Competitions_Committee>.
- Detailed flow chart to manage and conclude disputes assigned to the Ethics Committee (for type C disputes – see section **12.4.1**) <PROC_SC03_IDR_manage_disputes_Ethics_Committee>.
- Detailed flow chart to manage and conclude the appeal process <PROC_SC04_IDR_manage_appeals>.

12.4.1 Resolution responsibility and types

From a resolution responsibility perspective, there are four possible types of disputes:

A. Where a dispute is declared (via the Escalation Form) and no skill-specific rule, Competition Rule, or Code of Ethics and Conduct is considered breached and the matter remains unresolved due to its complex nature
B. An alleged breach of the skill-specific rules or the Competition Rules that is to be resolved by the Competitions Committee Management Team
C. An alleged breach of the Code of Ethics and Conduct that is to be resolved by the Ethics Committee
D. A situation where the nature of the dispute requires that it is to be resolved by the CEO and Board

The initial assessment of all disputes will be carried out by the Dispute Resolution Office.

12.4.2 Dispute Resolution Office

The Dispute Resolution Office is a small, dedicated team (one to three persons) working within the WorldSkills Competition management structure whose function is oversee and manage all disputes occurring during the event period.

The Dispute Resolution Office will:

- do the initial assessment of all disputes, determine the body responsible for resolution, and initiate the process,
- act as the communication and advisory hub for all disputes,
- give procedural guidance to all the related parties connected with the dispute,
- make sure relevant parties are aware that a dispute has been raised and set-up,
- facilitate that the appropriate Delegates involved in the dispute attend the appropriate meetings,
- communicate the dispute status,
- document and keep records of all disputes, and
- ensure a degree of consistency when penalties are to be applied against any precedent applied previously.

12.4.3 Ethical breach examples

Possible type C and D disputes (see section **12.4.1**) may include:

- Theft (of personal items or competition equipment, materials, or consumables)
- Fraud (relating to falsifying information regarding any delegate/person)
- Physical violence or bullying
- Indecent behaviour
- Purposeful damage to assigned accommodation, venue, or places relating to any host excursions

- Deliberately accessing Internet sites that contain pornographic or other offensive material while within the Competition venue
- Misuse of confidential personal information regarding delegates
- Discrimination or harassment of any delegate or member the public
- Bringing WorldSkills into serious disrepute (including posting social media which unjustly tarnishes the reputation of WorldSkills or its Members or its delegates)
- Offering or accepting bribes
- Causing loss or damage to property, or injury to any delegate through serious negligence
- Incapacity due to alcohol or illegal/prescription drugs while actively undertaking the assigned competition role.

This list is not exhaustive but serves to highlight the types of situations that will be either directed to the Ethics Committee or, in exceptional circumstances where the dispute is so severe or where complex cultural situations exist, directed to the CEO and Board to resolve.

12.4.4 Initiating the dispute resolution process

Only the following WorldSkills accredited positions can directly escalate an issue to the Dispute Resolution Office:

- Official Delegates
- Technical Delegates
- Chief Experts
- Experts
- Skill Competition Managers
- Skill Advisors
- WSI Secretariat and Board

To escalate the issue and initiate the dispute resolution process, they complete an Escalation Form and submit it to the Dispute Resolution Office.

A Competitor or Team Leader wishing to escalate an issue must do so either via their compatriot Expert or their Technical Delegate.

When one of the above-listed accredited positions is not directly involved in the skill competition but observes potential wrongdoing and wishes to initiate a dispute concerning it, then this situation is initially classified as an "incident". They can complete and submit an Escalation Form if they can substantiate their claim. As "incidents" they will be initially assessed by the Dispute Resolution Office before they are passed over to an assigned decision-making group to manage the situation.

When a person not in the above-listed accredited positions believes they have observed and can substantiate an incident associated with a particular skill competition or an objectionable incidence at the WorldSkills event, then they need to direct their concern, with the supporting evidence to the Technical Delegate of the Member they are associated with or to the Director of Skills Competitions. In the situation where the Technical Delegate is contacted, the Technical Delegate is required to initially validate and complete the Escalation Form only if and when they agree to support the claims that are being made. In the situation where the Director of Skills Competitions is contacted, the Dispute Resolution Office will review it prior to agreeing to proceed.

12.4.5 Initial assessment and classification

As stated in section **12.4.1**, the initial assessment of all disputes will be carried out by the Dispute Resolution Office. The Dispute Resolution Office will initially review the Escalation Form, add a dispute number, and allocate the dispute to the appropriate decision-making body.

For disputes where it is initially assessed that guidance and an independent ruling is required (type A – see section **12.4.1**) the Dispute Resolution Office will assign a Resolution Agent for that dispute.

For all other disputes (type B, C, and D – see section **12.4.1**) the Dispute Resolution Office will assign one or two Investigation Agents to conduct the investigation on behalf of the assigned decision-making body.

In the rare situation where the CEO and Board directly manage a dispute (type D – see section **12.4.1**) then they can call any necessary resources available to them to investigate the matter.

12.4.6 Role of Resolution Agent

The Resolution Agent can either be a former Technical Delegate or a current Competitions Committee Delegate Lead seconded to support the Dispute Resolution Office to resolve a type A dispute (see section **12.4.1**).

12.4.7 Resolving a dispute

The Resolution Agent shall be empowered to make the necessary decisions regarding the fairest resolution to be implemented for the given circumstance presented. If any adjustments to Competitor competition time (addition or deduction) are proposed, then they must be approved by the Board members responsible for Competitions Committee leadership before being implemented. The resolution implemented must be documented with the Dispute Resolution Office so that it can be recorded and communicated as an outcome of the dispute.

If during the course of a resolution the Resolution Agent finds that a skill-specific rule or Competition Rule has been breached, then with the agreement of the Dispute Resolution Office, the Resolution Agent may become the Investigation Agent for that dispute. If it is found that there could be a Code of Ethics and Conduct breach then, through the Dispute Resolution Office, the dispute will be passed to the Ethics Committee.

12.4.8 Role of Investigation Agent

The Investigation Agent can be a former Technical Delegate or a Competitions Committee Delegate Lead seconded to support the Dispute Resolution Office to resolve a type B, C, and D dispute (see section **12.4.1**). The CCD Lead cannot act as the Investigation Agent when the person(s) implicated, involved, or who has initiated the dispute are compatriots.

The role of all Investigation Agents is to be fair and objective so that they can establish the essential facts of the matter and achieve clarity on what did or did not happen. The Investigation Agent should do this by looking for evidence that supports any allegation, including but not limited to the proof of burden that substantiates the claim, and evidence that may contradict it.

It is not the Investigation Agent's role to prove the guilt of any party but to investigate and inform what is fact, assumption, or just people's perception about the situation and report this back to the decision-making group.

12.4.9 Investigating a dispute

A dispute investigation can take many forms from being conducted within the skill competition workshop and talking to those individuals involved, seeing the situation first-hand, or by holding a more formal investigation meeting with all or part of those personnel involved in the dispute. The investigation will include, where applicable, the collection of written, photographic, video, computer data, or any other physical evidence that supports or contradicts any allegation.

Once an investigation is complete, the Investigation Agent will provide a short-written summary of their findings and share it with the Dispute Resolution Office and the relevant decision-making group. They will also be required to verbally report and discuss their finding with the decision-making group at the appropriate hearing meeting if applicable.

It is a requirement that all those involved in a dispute make themselves available to the Investigation Agent as a matter of priority but balanced with ensuring that the skill competition is allowed to continue. Discussions with a Competitor must respect the principles of Issue and Dispute Resolution (see section **12.3**).

Failure to cooperate in a timely way could affect the outcome of the decision made if all the facts are not available when the information is fed back to the decision-making group.

For a type B disputes:

- If the Competitions Committee Management Team conclude at the end of the investigation that no Competition Rule or skill-specific rule has been breached but acknowledge there is still the need for resolution then the assigned Investigation Agent can become, with the agreement of the Dispute Resolution Office, the Resolution Agent and help implement the best resolution for addressing the ongoing concern.
- If during the investigation it is considered by the Investigating Agent and the Dispute Resolution Office to be unique in its level of complexity, then through the Dispute Resolution Office they can seek the direct intervention of the Board members responsible for Competitions Committee leadership to both investigate and resolve the dispute.

12.5 Decision, communication, and timing

12.5.1 Competition Rules or skill-specific rules breaches

The Competitions Committee Management Team must reach a decision in all cases. The decision will be either a penalty is applied or dismissal of the dispute. This decision is final and the dispute is closed.

When a decision has been reached the person(s) implicated and the associated Technical Delegate(s) will be informed by the Dispute Resolution Office within 30 minutes regarding the outcome.

The delivery of this outcome will ideally be delivered face-to-face with those that have been implicated, including their Technical Delegate and potentially the Official Delegate (optional, if they request in advance). However, for efficiency, this outcome may also be delivered verbally (phone) or via text message (phone message system) to the Technical and/or Official Delegate for them to disseminate to those from their Member who have been directly involved in the dispute.

When the outcome includes penalties to be applied then these shall be included in the communication of the outcome to the associated Technical and Official Delegate.

Provided no appeal is submitted within the allowed period (see section **12.7.4**), the SMT of the skill competition associated with the dispute will be informed of the outcomes by the Dispute Resolution Office and any associated penalty will be actioned immediately. Where appropriate, the Dispute Resolution Office will also brief all Experts of the skill competition regarding the outcome of the dispute. This briefing will be undertaken within the competition workshop (in the Experts' room if there is one available).

12.5.2 Code of Ethics and Conduct breaches

The Ethics Committee must reach a decision in all cases. The decision will be either a penalty is applied or dismissal of the dispute. This decision is final and the dispute is closed.

Following the investigation of the dispute and on the review of the report by both the Chair and the other appointed Ethics Committee members for this dispute, they may rule at this point that there are no grounds for continuing to hold an Ethics Committee hearing meeting and dismiss the dispute immediately. If this is the situation, the Chair of the Ethics Committee will instruct the Dispute Resolution Office to advise those parties involved that the matter is dismissed based on the information obtained within the investigation.

If there is substance within the Investigation Agents report, the Chair of the Ethics Committee, through the Dispute Resolution Office, will hold a formal hearing meeting with the relevant people involved including the relevant Technical and/or Official Delegate and the assigned Investigation Agent. The chair will summarize the investigation findings, ask for positioning statements from the parties, deliberate, and then deliver the outcome by declaring that they either uphold or dismiss the claim of a breach in the Code of Ethics and Conduct.

When the Ethics Committee upholds a claim of an ethical breach the chair will also outline the penalty that will be recommended immediately to the individual(s) or Member involved and any that may be given following the WorldSkills event.

Provided no appeal is submitted within the allowed period (see section **12.7.4**), the SMT of the skill competition associated with the dispute will be informed of the outcomes by the Dispute Resolution Office (if applicable) and any associated penalty will be actioned immediately. Where appropriate, the Dispute Resolution Office will also brief all Experts of the skill competition regarding the outcome of the dispute. This briefing will be undertaken within the skill competition workshop in the Experts room if there is one available.

12.5.3 Timing

On receipt of the fully completed Escalation Form before **18:00** during the event period until **C3**, the Dispute Resolution Office will allocate the dispute to the appropriate decision-making body and have the Investigation Agent or Resolution Agent assigned within one hour of its submission. The work duration of the assigned Investigation Agent and Resolution Agent will depend on the complexity of the dispute, but it is envisioned that no single investigation should take longer than a four-hour continuous working period before a conclusion needs to be drawn from the information gathered during that time. Any hearing or appeal meetings should not exceed 90 minutes in duration. All disputes must be finalized by **10:00 on C+1**.

12.5.4 Communication daily summary

During the event period, the Dispute Resolution Office shall send all Technical Delegates and Official Delegates a summary status of all disputes registered before **18:00** that day. The summary will indicate the dispute number, the associated skill competition, whether it is an ethical or competitions-based dispute, and the ongoing status towards an outcome of that dispute.

Details beyond this summary level will remain confidential with WorldSkills and those directly involved. However, after the Competition, disputes may be documented with names removed and be used as scenarios for professional development and training.

12.6 Penalties

The Code of Ethics and Conduct Penalty System covers the penalties for breaches of the Code of Ethics and Conduct which overarches the Competition Rules and skill-specific rules. The following is taken from this Penalty System – please refer to the Code of Ethics and Conduct Penalty System for the complete set and range of penalties that may apply.

If the Competitions Committee Management Team conclude that there was a breach of the skill-specific rules or Competition Rules (using the balance of probabilities) then the following maximum penalties can be applied:

- If a Competitor breaches the skill-specific rules or Competition Rules, the Competitor will receive either 600 points or 5 points less than the Competitor with the least number of points across all skill competitions, whichever is lowest. The penalized Competitor's result will be adjusted before the official results are finalized. The Competitor has the choice to continue working or withdraw from the competition.

- If an Expert breaches the skill-specific rules or Competition Rules, the penalty will be that the Expert is removed from the workshop and has no further contact with their Competitor. The Experts marking may also be removed from the CIS depending on the type of breach. If the Expert breach or decision regarding it occurs on C4 and dismissing that Expert at this time is considered to have little or no impact, then a penalty on the Member relating to the dispute can also be considered.
- If any other accredited personnel breach the skill-specific rules or Competition Rules, the penalty will be that they are removed from accessing any workshops and have no further contact with their Competitors and/or Experts.

Before deciding on the exact penalty to be applied, the Competitions Committee Management Team and Ethics Committee will seek the recommendation of the Investigation Agent given their more in-depth understanding of the circumstances of the dispute. Likewise, the Dispute Resolution Office will advise of any precedence on applied penalties that may have been used previously on similar disputes.

12.6.1 Application of penalties

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

Penalties related to resolution of disputes that are breaches of the skill-specific rules or Competition Rules that were escalated to the Board members responsible for Competitions Committee leadership can only be applied with the approval of the Competitions Committee Management Team (so that there is consistency across skill competitions).

Penalties related to resolution of disputes that are breaches of the Code of Ethics and Conduct that were escalated to the Ethics Committee can only be applied with the approval of the Board and CEO (so that there is consistency across the Organization).

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

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

12.7 Appeal process and timing

12.7.1 Scope of an appeal

An appeal to the Appeals Committee can only be made concerning the issue and dispute resolution process and not the outcome or the decision made. The Appeals Committee cannot change the decision of the Competitions Committee Management Team or the Ethics Committee. It can only decide whether or not all the steps in their stated process were followed given the constraints of the event period. If the Appeals Committee determines that the process was not followed adequately, then the only outcome they can mandate is that the dispute returns to Competitions Committee Management Team or the Ethics Committee for them to re-visit any steps that are considered to be incomplete.

12.7.2 Who can appeal?

Only the Technical Delegate or the Official Delegate of the Member involved can submit an appeal on behalf of their personnel that were directly involved in the original dispute.

12.7.3 Process

From the initial review of the completed Appeal Form, the Appeals Committee can decide that there are no grounds for an appeal based on the information submitted. If this is the situation the Appeals Committee will instruct the Dispute Resolution Office to advise the party appealing that its appeal has been dismissed based on the information they have provided on the form. There shall be no second opportunity to resubmit the Appeal Form.

If the Appeals Committee considers there may be grounds for an appeal, then the Dispute Resolution Office initiates an Appeal Hearing meeting.

If the Appeals Committee determines that the process has not been fair or complete, then the dispute goes back to the Competitions Committee Management Team or the Ethics Committee.

12.7.4 Timing

The Appeal Form is to be completed by the appellant (see section **12.7.2**) within one hour of the decision of the dispute being communicated to them by the Dispute Resolution Office.

The Appeals Committee must meet within one hour from the time the appeal is registered if the appeal is registered by **18:00**. Otherwise, it will meet at **08:00** the following morning. A decision must be reached within one hour after the meeting.

12.8 Record keeping and results

12.8.1 Record keeping

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

The Dispute Resolution Office is responsible for managing and collecting all information, documentation, communications, and decisions associated with any dispute that is registered with the Dispute Resolution Office.

12.8.2 Results

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

12.9 Appointment of Ethics and Appeals Committees

12.9.1 Pool

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

12.9.2 Ethics Committee

The Ethics Committee will consist of a Chair and at least one other person, ideally two other persons.

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

For each dispute, the Chair of the Ethics Committee will select at least one other person from the pool, ensuring no Member bias exists and that they were not involved in any part of the decision being investigated.

12.9.3 Appeals Committee

The Appeals Committee shall consist of a Chair and at least one other person, ideally two other persons.

The Chair shall be appointed by the Board.

For each appeal, the Chair of the Appeals Committee will select at least one other person from the pool and/or the Board, ensuring no Member bias exists and that they were not involved in any part of the decision being appealed.

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 Event Manuals and Organizing Guides. 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 Board members responsible for Competitions Committee leadership 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 Board members responsible for Competitions Committee leadership, 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 Safety

14.1 Competition Organizer

The Competition Organizer must produce 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; and
- the WorldSkills Safety Policies 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 Safety Agreement

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

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

- Safety regulations specified by the Competition Organizer;
- WorldSkills Safety Policies and Regulations for skill competitions; and,
- the skill-specific safety requirements outlined in section 7 of the Technical Description.

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/region'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 Safety Policies 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 Safety Policies and Regulations; and
- 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 Safety Policies and Regulations for skill competitions.

Documentation must include accurate information on testing and approval of Competitors' electrical hand tools brought to the Competition. All Safety 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 key sustainability principles and initiatives.

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.

14.8.4 Technical Delegates

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

14.8.5 Skill Competition Managers and Experts

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

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.

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
CCL	Board members responsible for Competitions Committee leadership
SCM	Skill Competition Manager
SMT	Skill Management Team
CE	Chief Expert
EL	Expert Lead
E	Expert
C	Competitor
WM, WSM	Workshop Manager, Workshop Sector Manager

DEADLINE	TASK	CO	M	OD	TD	CEO	DSC	CCL	SCM	SMT	CE	EL	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 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				●		●								
C-12.5 months	The list of all approved CEs 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	CCL	SCM	SMT	CE	EL	E	C	WM, WSM
C-12 months	Final selection of skills for the WorldSkills Competition by the Board members responsible for Competitions Committee leadership, 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 skill competitions						●								
C-12 months	Deadline for Members to undertake Provisional Registration for their selected skill competitions		●		●										
C-12 months	Competition Organizer presents Event Packages 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	●													

DEADLINE	TASK	CO	M	OD	TD	CEO	DSC	CCL	SCM	SMT	CE	EL	E	C	WM, WSM
≈ C-9 to C-8 months	**Competition Preparation Week (CPW)**														
≈ C-8 to C-6 months	Workshop Manager and Skill Competition Manager finalize Infrastructure List at CPW								●						●
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 Access Programme.		●										●		
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						●								

DEADLINE	TASK	CO	M	OD	TD	CEO	DSC	CCL	SCM	SMT	CE	EL	E	C	WM, WSM
C-3 months	Deadline for approval of the Board members responsible for Competitions Committee leadership and the Director of Skills Competitions for extension of 5-8 hours' familiarization time for Competitors.						●	●		●					
C-3 months	All Experts, Competitors and delegates shall have 100% in Expert, Competitor, Delegate Centres		●	●	●								●	●	
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**														
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				●										

DEADLINE	TASK	CO	M	OD	TD	CEO	DSC	CCL	SCM	SMT	CE	EL	E	C	WM, WSM
C-4 to C+1	Workshop Manager present in the workshop area.														
C1	Deadline for SMT to apply in writing to Board members responsible for Competitions Committee leadership 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 Board members responsible for Competitions Committee leadership 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.										●	●	●		
C+1, 10:00	Sub Criteria from C4 approved and signed-off by the Experts.										●	●	●		
C4	Experts sign the Mark Entry Acceptance Form.										●	●	●		
C4, 18:00	The election of the CE 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.									●					

DEADLINE	TASK	CO	M	OD	TD	CEO	DSC	CCL	SCM	SMT	CE	EL	E	C	WM, WSM
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 for the next Competition ends.						●		●				●		
C+1, 14:00	Expert Lead 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											●			

Revisions

Version	Date	Changes	
11.1	21.09.26	Capitalized "Assessment Criteria" throughout document.	
		3.3	Members may present or showcase a new aspect of a skill competition or a possible new skill competition in the form of an exhibition. Refer to <WSI_POLICY_SC05_Exhibition_Skill_implementation>.
		6.6.5	Updated text to read registered Experts.
		8.1	Additional bullet: Expert knowledge and experience.
		9.7.8	Updated to include reference to AI enabled wearables regardless of whether they possess wired or wireless network connectivity.
		11.7.1	Implemented new process for finalization of marks.
		11.9	Updated report data to exclude skill competitions with low Competitor numbers.
		11.10.1	Updated awards for skill competitions with low Competitor numbers.
		11.10.2	Updated equally placed medals to only apply if two or more Competitors have the same points on the WorldSkills Scale. Gold, silver, and bronze medals are awarded for first, second, and third positions respectively, independent of how many medals are awarded for the same points.
		11.10.3	"Medallion for Excellence" renamed "Medal for Excellence".
		11.10.5	Albert Vidal Award shall not be considered for Skill competitions with less than six Competitors/Teams.
		12.2	Clarification of the definition of terms.
11	07.01.26	Updated "Accreditation Packages" to "Event packages", "Vocational Education and Training (VET)" to "Technical Vocational Education and Training (TVET)", and "WorldSkills International registration system" to "WorldSkills Horizon system" throughout document.	
		1.1	Updated URL for the glossary.
		2.3.1	Included CIW and CPW.
		3.1	Rewritten to include the five principles for the skills to be hosted at a WSC adopted at GA2023.
		3.2.1	Updated minimum registration numbers.
		3.3	Include Global Partners to those than can present or showcase a new aspect of a skill competition or a possible new skill competition in the form of an exhibition.
		3.4	Updated table to show new minimum registration numbers for a skill.
		3.5.1	Removed graphic and added further detail to the text explaining the steps to introducing a new Official skill.
		3.7	Updated section describing the minimum registrations and removal of skill competitions. Included the method for determining the minimum number based on total Membership.

Version	Date	Changes	
		4.1	Removed WSC2024 specific adjustment for Definitive Registration date.
		6.1.1	Added rule to allow a Competitor in a team skill to possibly continue due to the late withdrawal of the other team member.
		6.1.2	Added clarification text for age limit. Updated list of skills with the exception to the age limit.
		6.1.3	Added clarification to Competitor participation to determine eligibility as a Competitor in future Events.
		6.1.5	Added rule to allow a Competitor in a team skill to possibly continue after the Competition has started, due to the withdrawal of the other team member due to illness or injury.
		6.6.2	Added the option for a skill to have up to three additional ELs if there are 51 or more Competitor registrations in a skill competition.
		6.6.5	Added additional information on the nomination process of an EL.
		6.7.4	Simplified section on the WorldSkills Access Programme.
		6.8.3	Required attendance for Technical Delegates now include the preceding General Assembly.
		6.8.4	Updated the date that all Experts, Competitors and delegates shall have 100% in Expert, Competitor, Delegate Centres to C-3 months.
		6.17	Updated section to remove "Observer" as an accredited position. Added further detail on other accredited positions.
		7.1.1	Added the Familiarization Agreement as a required document to be provided to Competitors.
		7.2.1	Added rule governing the assignment of Competitors to groups in skill competitions operating in shifts.
		7.3.6	Added rule regarding non-compliance with safety instructions.
		9.2	Additional clarifying text on review and update timing of the IL.
		9.3	Additional requirement for the Competition Organizer to report on the progress of the IL to Members
		9.7.8	New section on the items prohibited at the Competitor workstation.
		10.7	Removed Independent Designer (old structure without SCM) from the advisory table on independent review, verification, and validation.
		10.8	Updated rule on the Test Project selection process.
		10.9	Additional information on the confidentiality of Test Projects.
		10.10.1	Updated information in table describing circulated and uncirculated Test Projects.
		10.12	Updated rule on the use of AI for Test Project translation.
		10.16	Summary of Expert participation in Test Project preparation and assessment table removed.
		11.3.2	Added section on the Standards and Assessment Guides

Version	Date	Changes	
		11.4	Added tablets in the marking process to the list of assessment training topics.
		11.5.6	Added exception for showing the maximum mark per Aspect for measurement Aspects without calculations before being used by the marking team.
		11.5.8	Added text on further testing and validation on the use of calculations.
		11.6.2	Added clarity for the role of the fourth Expert in marking teams.
		11.7.1	Added processes for using the Mark Entry Acceptance form for both handwritten making forms and where tablets are used.
		11.7.2	Added additional rule that CCDL are shown the results for their cluster of skill competitions.
		11.7.5	Added clarity that data entry errors relate to handwritten marking forms and are reported to the Director of skills Competitions.
		11.10.4	Simplification of rules that govern who can be awarded the Best of Nation.
		11.10.6	Updated text regarding who receives a digital badge.
		12	Change to the ending of the active period of the Issue and Dispute Resolution process.
		14	Section name changed to **Safety**.
		14.1.2	Adjustment to the regulations all accredited personnel must comply with.
		14.8.5	Addition of SCM for responsibility.
		15.2	Removal of the WSC2024 Pilot Projects.
10.1	22.02.24	Updated name of the Event Manuals to Event Manuals and Organizing Guides throughout document.	
		4.1	Change of Definitive Registration date for WSC2024 to 1 May 2024.
		6.7.4	Clarification to mandatory element requirements where Experts who have completed the Access Programme and have had continual participation in the WSC do not need to complete this again.
		11.7.5	Change to signatories for marking error handling to only those in the respective marking group.
10.0	08.01.24	Removal of all special additions for WorldSkills Competition 2022 Special Edition (WSC2022SE) throughout document.	
		Updated name of the Organizing Guides to Event Manuals throughout document.	
		Removal of the role of Deputy Chief Expert throughout document.	
		3.3	Addition of WorldSkills International to have an option to introduce an exhibition skill.
		3.4	Removal of footnote explaining minimum Competitors/Teams.

Version	Date	Changes	
		3.5.1	Replaced chart using updated event names and dates. Updated working group name to "Competitions of the future Advisory Group".
		3.6	Updated heading to new name of Advisory Group.
		6.11	Removal of Rail Vehicle Technology.
		6.2.3	Change to Team Leader access into workshops – must now request access rather than have unlimited access.
		6.3	Change to Skill Management Team make up. Removal of Deputy Chief Experts and addition of two or more Expert Leads (EL).
		6.4	Change to SCM experience to include Expert Lead.
		6.5.5	Change in time for election commencement to 12:00 on C+1.
		6.6	Removal of Deputy Chief Expert role and replaced with Expert Lead.
		6.7.2	Additional Expert qualification required to have a working knowledge of the CIS, development of the Test Project and Marking Scheme, and the WorldSkills Occupational Standards.
		6.7.6	Change to date for Expert submission of CVs. Now C-6 months.
		6.17.3	Additional of more information to describe Member Organization Support roles.
		6.17.6	Additional Observer role of Member Media explained.
		6.17.7	CEO of National Skill Organization role explained.
		6.20	Addition of Lead Skill Advisor role.
		7.3.3	Change to scheduled compatriot communication to 15 minutes in the morning only.
		9.3	Removal of colour for secret items.
		10.10.1	Change to distribution of Mark Summary Form depending on the format of the skill competition.
		11.2.1	Change to approver of weighting variations to the Lead Skill Advisor.
		11.5.3	Update that clarifies that a marking team will mark all Aspects within the allotted Sub Criterion for every Competitor.
		11.5.6	Added clarity around removing the maximum mark from Marking Forms before use by the marking team.
		11.5.7	Added text regarding transcribing: no marks or scores may be altered in the absence of the marking team.
		11.5.8	Addition of text that no external tools such as spreadsheets may be used when using a calculation to determine marks. CIS functionality must be used.
		11.6.2	Addition of details from the Excellence in Marking Pilot Project from WSC2019.
		11.6.3	Additional of details on dual assessment and marking for both measurement and judgement.

Version	Date	Changes	
		11.7.1	Update to text to ensure checking of forms by a non-compatriot Expert.
		11.7.2	Update to include the text: Experts are not shown the results for their skill competition prior to the Closing Ceremony.
		11.9	Update to exclude skill competitions with less than the minimum number of registered Members required for a first time Official Skill from the Member Comparison Reports.
		11.10.4	Inclusion of text from Standing Orders that a Best of Nation award can only be awarded if there are Competitors in at least two skill competitions.
		11.10.5	Addition of text: Skill competitions with less than the minimum number of registered Members required for a first time Official Skill shall not be considered for the Albert Vidal Award.
		15.2	Addition of the WSC2024 Pilot project: Using English-only in skill competitions.
9.3.1	16.09.22	15.2	Removal of the WSC2022 Pilot Project.
9.3	29.08.22	1.5	Addition of text noting that Competition milestones and timelines may not be relevant for WorldSkills Competition 2022 Special Edition (WSC2022SE).
		3.7.6	Addition of text noting that the skills on notice rule will not be in place for WSC2022SE.
		6.1.2	Updates for WSC2022 are now updates for WSC2022SE.
		6.2.2	Note for WSC2022SE that additional Team Leaders may be registered.
		6.3	Note for WSC2022SE that skill competitions may be conducted with only a CE and DCE or with only an SCM and a CE.
		6.5.5	Note for WSC2022SE added regarding eligibility for SMT.
		6.7.4	Note for WSC2022SE regarding change of date for completion of mandatory training elements.
		6.9	Note for WSC2022SE that additional Technical Delegate Assistants may be registered.
		6.11.1	Note for WSC2022SE that former and current Technical Delegates are eligible for appointment as CCD.
		6.11.2	Note for WSC2022SE regarding consequences for not performing CCD role.
		10.12	Update to Translation preparation period from "C-4 to C-1" to "C-3 to C-1".
		11.2.1	Note for WSC2022SE that a greater tolerance will be permitted to WSOS weightings.
		11.7.1	Paragraph on approval and sign-off moved to **Completion of assessment and marking** section.
		11.7.2	Note for WSC2022SE regarding results sign-off timing.
		11.10.1	Added clarification that medals are awarded based on who comes first, second, and third on the WorldSkills Scale.

Version	Date	Changes	
			Note for WSC2022SE that skill competitions with four or less registrations will not award all medals.
		11.10.5	Note for WSC2022SE that the Albert Vidal Award will not be awarded.
		11.10.6	Change in section name to **Digital badge for participation**.
		12	Note for WSC2022SE that policies, rules, and principles remain in place and process will be updated to allow remote resolution.
9.2	01.03.22	6.1.5	Addition of text to **Duty of Care** section.
		6.7.4	Updated text to include returning Experts who were not at the previous competition to complete the mandatory elements.
		8.1	Updated and added elements to the content and scope of Technical Descriptions.
		15.2	Addition of WSC2022 Pilot Project.
9.1	19.11.21	1.4	Updated wording to include the Code of Ethics and Conduct, and removed the phrase "and all other official Competition documentation".
		2.3.1	Changed text from "At C-9 months" to "From C-9 months".
		3.1.3	Changed text from "volatility" to "instability".
		3.1.7	Removed the word "current".
		3.4	Added footnote to define minimum as registered Competitors/Teams.
			Added "6" as the first year minimum for Official Team skills
		3.5.1	Added text to include Partners to those proposing a new Official Skill.
		3.7.4	Added text to cover both first and second time minimum registrations for team skills.
		3.7.7	Added text to include Partners to those proposing a new Official Skill.
		4.1	Extended the list for registration at stage 1 to include "CEO of National Skills Organization, Team Leaders, Official Observers, Observers, Interpreters, Communications Officers, Member Organization Support personnel, and Member Observers."
		5.4.2	Updated text to include "and/or Competitor".
		6.1.2	Changed the name of the skill "Building Information Modelling" to "Digital Construction".
		6.3	Added the text "Each member of the SMT shall be from a different country/region."
		6.5.1	Updated text for clarity on written and spoken English communication skills
		6.7.4	Added the text "a mandatory element as well as a supplementary element for further learning. The estimated learning time is 20 hours per element" to describe the content of the mandatory testing.
			Added information on availability of the supplementary elements.

Version	Date	Changes	
		6.7.6	Added text to indicate time frame and relevance to CV submission.
		6.7.14	Added the text "Decisions and vote results are to be recorded by the Skill Competition Manager or Chief Expert using the Decisions, Actions, and/or Agreement form located at http://skill-management.worldskills.org" regarding decisions made on the Discussion Forum.
		6.11	Added the text "It is a mandatory requirement that every Technical Delegate fulfils the responsibilities of the Competitions Committee Delegate."
		6.12	Updated text to include the number of skills competitions overseen by the CCDL.
		6.17	Added new sections to describe the additional observer types: Member Organization Support, Member Observers, and Communications Officers.
		6.24	Removed text regarding the appointment of substitute Technical Delegates for Board members.
		7.1.3	Added exceptions about timely provision of the Test Project where skill competitions may be in rotating shifts.
		7.3.3	Added information about Experts who have not completed mandatory preparedness still being able to participate in compatriot communication.
			Clarified that Experts are not able to give any help interpreting Test Projects that are already circulated.
		9.7.1	Added new text "Approvals shall be listed in the decisions log. See section 6.7.14." regarding bringing equipment not listed in the Infrastructure List.
			Added new text "provided unless it has been agreed with the Director of Skills Competitions that a duplicate tool can be brought by the Competitor, and it is listed in the Infrastructure List" regarding Competitors bringing their own equipment that is provided by the Competition Organizer.
		10.2	Added new text "Exceptions may be approved by the Director of Skills Competitions."
		10.6	Specified the time frame of C-2 months for provision of Test Project proof of function, construction, or completion.
		11.6.5	Changed text from "appointed" to "approved" regarding independent assessors.
			Added new text "including completion of the Access Programme elements related to assessment" regarding preparation of independent assessors.
9.0	18.02.21	Updated name of Strategic Development Committee, Board members responsible for Competitions Committee leadership, and WorldSkills Occupational Standards throughout document.	
		1.4	Updated wording to refer to the Health, Safety, and Environment Policy and Guideline.
		2.1.1	Updated makeup of the Competition Management Team.
		3.1.1	Updated reference to "standard" from "specification".

Version	Date	Changes
		3.1.11 Added new section on **Skill competitions with no nominated CE or DCE and/or appointed SCM**.
		3.2.1 Removed "Host Member Skills" from selection order.
		3.5.1 Updated chart for next Competition. Updated steps to include Partners. Updated steps about presentation times.
		3.7 Updated wording in table to "Maintains Official Status".
		4.1 Added text to step 4: "Full details of Interpreters must be provided by C-4 months".
		5.1 New section on **Obligations by Members**.
		6.1.1 Added additional team skills: Cyber Security (2), Industry 4.0 (2), Rail Vehicle Technology (2), and Robot Systems Integration (2).
		6.1.2 Addition of Additive Manufacturing, Building Information Modelling, Industrial Design Technology, Industry 4.0, Optoelectronic Technology, and Robot Systems Integration to the age limit exception. Added update for WSC2022 only.
		6.1.3 Additional text: "Competitors cannot compete in a different skill at a subsequent WorldSkills Competition."
		6.4.1 Additional text to clarify Member organization alliance: "with regard to technical training of a Competitor/Team competing at the forthcoming Competition."
		6.4.2 Removed Expert with Special Responsibilities.
		6.4.3 Additional text "for the forthcoming WorldSkills Competition", and "They may also participate in regional competitions held up to 12 months prior to the WorldSkills Competition."
		6.7.3 Removed text: "An Expert cannot be affiliated to a third party, such as a sponsor."
		6.7.4 Added update for WSC2022 only. Updated text for Experts who have not completed the mandatory modules: "… not permitted to participate in the marking process. They have modified duties that involve the running of the skill competition."
		6.9 Updated text " … support a Technical Delegate to carry out their duties".
		6.11.1 Additional eligibility requirements for CCDs.
		6.12 New section on **Competitions Committee Delegate Lead (CCDL)**.
		6.14.2 Additional text: "These may be appointed from Global Partners or event sponsors. They cannot be appointed if they work for a company or agent in conflict with a Global Partner or event sponsor."
		6.17 Additional and updated text to define Observers.
		Removal of old sections **6.27 Ethics committee** and **6.28 Appeals Committee**.
		8.1 Additional text on description: "Reference for Industry consultation".
		8.4.1 Moved existing text to new section **Experts review**.

Version	Date	Changes
		8.4.2 New section on **Quality assurance, consultation, and updating**.
		10.1 Additional text: "… demonstrate occupational excellence. The Test Project must capture the context, purpose, processes, and outcomes of an occupation, and in doing so support the implementation of the Marking Scheme."
		10.4 Updated text on CAD drawing specifications.
		10.5 Changed text from "draft Assessment Criteria" to "Marking Scheme"
		10.6 Updated text on quality assurance control.
		10.7 Updated text: "The Skill Advisor must be engaged at the design concept stage. After that, according to the need, their expertise, and availability, another trusted individual may undertake one, two, or all three subsequent stages of QAC" Updated table to include "Design concept" column.
		10.10.2 Updated text relevant to circulation of Test Projects with 30% change.
		10.11 Updated definition on non-modular Test Projects.
		10.11.2 Updated text on Modular Test Projects.
		10.12 Updated text: "For Test Projects developed by the Experts, including the 30% change".
		11.1.1 Removed definition for "Marks".
		11.5.6 Additional text: "To eliminate the potential for bias: when in use, the SCM may request to remove the maximum mark per Aspect from Marking Forms."
		11.5.9 Changed section name to **Variation of Marking Scheme**.
		11.6.2 Additional text: "Here and below, the Rules use 'Expert' to refer to judges and members of marking teams. This is normally but not necessarily the case, since other qualified and independent people may act as judges. Rule 11.6.5 refers."
		11.6.4 New section on **Variation for specified instances**.
		11.6.7 Updated text to "in the range from 0 to 3".
		11.6.8 Updated text to "tablet or computer".
		11.7.1 Updated text to "tablet or computer". Additional text: "If handwritten marking forms are not in use it is not necessary for the Experts to review the PDF given the main purpose …". Removed the option to sign the "Final Mark Entry Acceptance Form". Additional text: "Approval and sign-off for all assessment must be received by the CIS team by 10:00 on C+1. An Expert who is not present in the workshop on C+1 forfeits the right to review, approve, and sign-off the compatriot Competitor Marking Forms. In these cases, the Expert's absence is documented, and their compatriot Competitor's results are signed-off by the SMT. If an Expert refuses to sign-off their compatriot Competitor's

Version	Date	Changes	
			results after all disputes are closed, then this is documented and the results are signed-off by the SMT."
		11.7.5	Additional text: "Appeals concerning results shall be accepted until 10:00 on C+1. Once ratified by the General Assembly (after the Competitions Committee meeting that checks and confirms the results), the results are final and there shall be no further right of appeal. If clear evidence that a major error took place that deprived a Competitor of an award is presented to the CEO or to the Board members responsible for Competition Leadership within one week of the Closing Ceremony, then an appeal will be considered. In such a case, the final decision will be made by the Board within a further week. Note: no appeals will be considered that relate to marking or mark entry as this is the responsibility of the compatriot Expert to check and sign-off before 10:00 on C+1. (Refer to 11.7.1)."
		11.9	Updated name of result reports to remove the word "score".
		11.10.2	Replace term "tied" with "equally placed".
		11.10.4	Additional text: "The Best of Nation cannot be a Competitor who has breached the skill-specific rules or Competition Rules and received either 600 points or 5 points less than the lowest score of the lowest scoring Competitor across all skill competitions, whichever is lowest, and/or a Competitor who has breached the Code of Ethics and Conduct."
		12	Adjustment of the event period to C-6 to C+1.
			Addition of text within section to include appointed or assigned people.
		12.2	Additional text: "Any penalty to be applied must be done in consultation with the Competitions Committee Management Team."
		12.3	Updated terms to "criminal based" and "civil based"
			Additional text: "to substantiate the claim" added to burden of proof
		12.4	Updated process filenames.
		12.4.1	Updated terms to include "considered" and "alleged".
		12.4.3	Updated text to "Misuse of personal information regarding delegates".
		12.4.4	Replaces "Event Information Centre" with "Director of Skills Competitions".
		12.4.5	Updated text regarding allocation of disputes.
		12.4.8	Updated text on the role of the Investigation Agent.
		12.5.1	Updated text on communication and penalty application.
		12.5.2	Updated text on communication and penalty application.
		12.5.4	Changed time from "17:00" to "18:00".
		12.6	Updated text to include "using the balance of probabilities" and remove "clear and unambiguous".
			Changed text to "… or 5 points lower then the Competitor with the least amount of points across all skill."
			Additional text: "If the Expert breach or decision regarding it occurs on C4 and dismissing that Expert at this time is considered to have little or no

Version	Date	Changes
		impact, then a penalty on the Member relating to the dispute can also be considered." 12.7.1 Removed text "and with an adequate and proportionate amount of rigour". 12.9 Changed section name to **Appointment of Ethics and Appeal Committees**. 12.9.1 New section **Pool**. 12.9.2 Updated text on composition and appointment. 12.9.3 Updated text on composition and appointment. 15 Removal of WSC2019 Pilot Projects. Appendix 1. Changed to C-3 months for when Members ensure that new Experts complete the two mandatory training modules. Removed "Final Mark Entry Acceptance Form" from the task on C4
8.2	27.07.19	Updated document template for current branding. 3 Addition of text for **Skill competitions to be hosted** section. 6.1.3 Updated wording to "A Competitor is limited to competing in one Official Skill at one WorldSkills Competition. Exceptional circumstances may be considered by the Board." 6.5.2 Additional text: "Decisions are to be recorded by the Skill Competition Manager or Chief Expert using the Decisions, Actions, and/or Agreement form located at http://skill-management.worldskills.org" 6.7.6 Additional bullet to the **Before the Competition** section: "Submit their Curriculum Vitae to WorldSkills International via their Technical Delegate At the Competition" 7.3.2 Clarification of time extension in that it is granted to all Competitors. 7.3.3 Additional text in **During competition time** section: "…without the presence of a non-compatriot Expert giving their agreement that they may communicate with their Competitor." 7.3.5 Added cross reference to **section 6.1.3.** 9.3 Added details of colour coded system for the Infrastructure List. 10.6 Replaced **Validation** section with new **Quality assurance and control** section. 10.7 New section on **Timetable and personnel**. 11.10.2 Changed "700 scale" to "WorldSkills Scale". 11.10.3 New section on **Medallion for Excellence**. 11.10.4 New section on **Best of Nation**. 11.10.5 New section on **Albert Vidal Award**. 11.10.6 New section on **Certificate of Participation**. 12 Addition of text for **Dispute resolution** section.

Version	Date	Changes	
8.1	18.01.19	6.1.2	Addition of Cyber Security, Cloud Computing, and Water Technology to the age limit exception.
		6.1.3	Updated wording to "A Competitor may only compete in an official skill competition once."
		6.5.5	Insertion of footnote to table: "Exceptions to this schedule must have been agreed previously with the Chair and Vice Chair of the Competitions Committee.
8.0	11.01.19	Combined <WSI_OD03A_competition_rules_organization_v7.1_EN> and <WSI_OD03B_competition_rules_skill_competitions_v7.0_EN> into one document.	