

# COMPETITION RULES

For the organization of  
WorldSkills Competitions

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## A.1 ABOUT THE COMPETITION RULES

### A.1.1 SCOPE

The Competition Rules define the resolutions and rules for the organization and execution of the WorldSkills Competition incorporating all skill competitions. They are updated by the Competitions Committee and are ratified by the General Assembly.

All Members and Participants must abide by the Competition Rules.

The Competition Rules are divided into two volumes:

**A.** Competition Rules for the operations, organization, and planning of the WorldSkills Competition

**B.** Competition Rules for the conduct of the skill competitions

Volumes **A** and **B** should be read in conjunction with one another.

### A.1.2 HOW TO READ THESE RULES

The Competition Rules document the two skill management structures to be in place at WSC2017:

1. Existing skill management structure – Jury President, Chief Expert, and Deputy Chief Expert
2. New skill management structure – Skill Competition Manager, Chief Expert, and Deputy Chief Expert

To indicate how the rules apply in each skill management structure **ES** and **NS** are used either on each paragraph that applies to the skill management structure or for each position.

#### A.1.2.1 EXAMPLES

**ES** This paragraph applies to the existing skill management structure.

**NS** This paragraph applies to the new skill management structure.

This text applies to either the Skill Competition Manager **NS** or the Chief Expert **ES**.

### A.1.3 BASIC PRINCIPLES

#### A.1.3.1 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 consideration by the Board of Directors.

#### A.1.3.2 COMPETITION ORGANIZER WHO IS NOT A MEMBER

If a Member assigns the organization of the Competition to a national committee or any other body that Member's responsibility towards WorldSkills International remains the same and all contracts arising must be presented to the Board of Directors for inspection.

#### A.1.3.3 RIGHTS

The Host Member shall be responsible for organizing and hosting the Competition. The Host Member is responsible for public relations and publicity before and during the Competition. WorldSkills International, as the promoter, retains all rights in respect of the Competition, including approval of all communications (media, marketing, and public relations).

#### A.1.3.4 **VALUES**

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

#### A.1.3.5 **COMPETITIONS COMMITTEE DECISIONS**

The Competitions Committee, with the approval of the Board of Directors, will make all decisions arising from any matter relating to the conduct of the skill competitions, which is not already covered in either volume of these Competition Rules.

### A.1.4 **DEFINITION OF TERMS (GLOSSARY)**

Refer to [www.worldskills.org/glossary](http://www.worldskills.org/glossary)

## A.2 COMPETITION ORGANIZATION

### A.2.1 COMPETITION ORGANIZER DUTIES

#### A.2.1.1 PROVISION OF INFRASTRUCTURE

The Competition Organizer is responsible for providing a suitable workshop area and equipment for each skill competition, in accordance with its Technical Description and Infrastructure List. The concept for this must be approved by the Board of Directors (see **B.3.1**).

Nine months before the Competition, the Competition Organizer shall supply all Technical Delegates and Experts with detailed information in the Infrastructure Lists on current machines, equipment and tools in accordance with the decisions of the Competitions Committee.

The Competition Organizer shall provide optimal facilities and infrastructure for the Competition, as set out in the Technical Descriptions, Infrastructure Lists, the Competition Organizing Guides relating to that Competition, and other official documentation. In addition to providing the Competition site and workshops, this includes:

- a plenary meeting room for the General Assembly (also used for Competitions Committee and Strategy Committee),
- a meeting room for Official and Technical Delegates,
- a meeting room for Team Leaders,
- offices provided with technical equipment required by the Secretariat, and
- offices for the President, CEO, and for the Chairs and Vice Chairs of the Competitions and Strategy Committees

Any other offices specified in the Competition Organizing Guide.

The detailed requirements of the above rooms are specified in the Competition Organizing Guide.

#### A.2.1.2 COMPETITION PROGRAMME

In conjunction with and managed by the CEO, the Competition Organizer shall prepare an overall Competition Programme which includes arrangements for accommodation and board for all participants. In particular, the precise procedure for the Opening and Closing Ceremonies and Farewell Party should be approved by the Board of Directors six months before the event.

#### A.2.1.3 ACCREDITATION PACKAGES

At least 12 months before the Competition, the Competition Organizer shall inform Members of the cost per participant, including the cost of all excursions and receptions. All Members and their guests shall be accepted as participants without restriction, provided that all invoiced costs are duly paid in full. Specific details of Accreditation Packages are provided in the Competition Organizing Guide. The Competition Organizer must provide fully transparent details of package pricing to the CEO. Accreditation Packages are to be approved by the Board of Directors before informing Members.

## A.2.2 **WORLDSKILLS INTERNATIONAL AND MEMBER DUTIES**

### A.2.2.1 **REGISTRATION**

Registration for the Competition is completed in four stages.

#### **STAGE 1 – PROVISIONAL REGISTRATION**

Members shall register for participation in their selected skill competitions via the WorldSkills International website ([www.worldskills.org/registration](http://www.worldskills.org/registration)). The deadline shall be 12 months before the Competition.

Members must register

- the skill competition(s), and
  - the participants, i.e. Competitors, Experts, Official Delegates, Technical Delegates, Technical Delegate Assistants, Team Leaders, Official Observers, Observers and Interpreters/Translators.
- Registrations can be viewed online.

#### **STAGE 2 – UPDATES TO PROVISIONAL REGISTRATION**

Members may update their registrations during the period of Provisional Registration until Definitive Registration (stage 3). The Secretariat and Competition Organizer are automatically advised of all updates.

#### **STAGE 3 – DEFINITIVE REGISTRATION**

Four months before the Competition, Members must finalize their registrations, i.e. the skill competitions they will participate in. No further changes may be made without the permission of the Competition Organizer and the WorldSkills International Director of Skills Competitions.

#### **STAGE 4 – REGISTERING PARTICIPANT DETAILS**

Each Member shall provide the full name, email address, and photograph for each participant requiring accreditation to the Secretariat and to the Competition Organizer (via the Competition Registration section of the website [www.worldskills.org/registration](http://www.worldskills.org/registration)).

Expert and Technical Delegate details must be provided at least nine months before the Competition (to ensure participation in skill competition development and preparation, e.g. Discussion Forums).

Competitor, Team Leader, Interpreter/translator, Official Delegate and Official Observer details must be provided at least two months before the Competition. 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 should be provided as required for the Competition Organizer's accreditation packages.

## A.3 COMPETITION MANAGEMENT

### A.3.1 OVERALL EVENT MANAGEMENT

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

### A.3.2 COMPETITION MANAGEMENT TEAM (ADMINISTRATIVE)

The WSI CEO and the respective WorldSkills International Directors form the Competition Management Team and are responsible for all aspects of the administrative management of the Competition.

### A.3.3 MANAGEMENT OF THE SKILL COMPETITIONS

#### A.3.3.1 COMPETITIONS COMMITTEE MANAGEMENT TEAM (TECHNICAL)

The Chair and Vice Chair of the Competitions Committee, the WSI CEO and the Director of Skills Competitions form the Competitions Committee Management Team (CCMT) and are responsible for all aspects of the technical management of the skill competitions.

#### A.3.3.2 MANAGEMENT OF EACH PARTICULAR SKILL COMPETITION – SKILL MANAGEMENT TEAM (SMT)

**ES** The Skill Management Team for a particular skill competition consists of the Chief Expert (CE), the Deputy Chief Expert (DCE) and the Jury President (JP).

**NS** The Skill Management Team for a particular skill competition consists of the Skill Competition Manager (SCM), the Chief Expert, and the Deputy Chief Expert.

#### A.3.3.3 THE ROLE OF SKILL COMPETITION MANAGER

**NS** The Skill Competition Manager will have a primary role for development of their skill competition, including working alongside the Competition Organizer and the Director of Skills Competitions during the preparation phase of the Competition cycle.

#### A.3.3.4 THE ROLE OF THE CHIEF EXPERT

**ES** The role of the CE is very important in the management of each specific skill competition because that person has the main responsibility and authority to plan and manage the technical aspects of the competition. 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. The competition procedures must be in accordance with WorldSkills International core values of integrity, fairness, transparency, partnership and innovation.

#### A.3.3.5 THE ROLE OF THE DEPUTY CHIEF EXPERT

The role of DCE is to support the CE and undertake duties assigned by the CE.

#### A.3.3.6 THE ROLE OF THE COMPETITIONS COMMITTEE DELEGATE

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

The CCD works in cooperation with the Skill Competition Manager to ensure that a professional competition is conducted. As part of the role the CCD will act as advisor, mediator, and critical friend and ensure that the Competition Rules and regulations are implemented in accordance with the decisions of the Competitions Committee.

#### A.3.3.7 **THE ROLE OF THE JURY PRESIDENT**

- ES** The JP is a Technical Delegate appointed by the Chair and Vice Chair of the Competitions Committee to represent the Competitions Committee in the overall management of one or two skill competitions.
- ES** The JP, as an impartial member of the Skill Management Team, works in cooperation with the CE and DCE to ensure that a professional competition is conducted. As part of the role the JP will act as advisor, mediator, and critical friend and ensure that the Competition Rules and regulations are implemented in accordance with the decisions of the Competitions Committee.

## **A.4 COMMUNICATIONS (INCLUDING MARKETING, MEDIA, AND PUBLIC RELATIONS)**

### **A.4.1 COMPETITION ORGANIZER**

The Competition Organizer shall be responsible for providing information to local and international media. All documents must reference the Host Member, Competition Organizer, and WorldSkills International in accordance with WorldSkills International guidelines. All documents and releases must be approved by WorldSkills International prior to release.

### **A.4.2 INFORMATION ABOUT PREPARATIONS**

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.

### **A.4.3 MEMBER COMMUNICATIONS**

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

## A.5 QUALITY ASSURANCE

### A.5.1 QUALITY ASSURANCE

Quality Assurance portfolios shall be assigned to Jury President Team Leaders for each Competition. These shall be assigned by the Chair and Vice Chair of the Competitions Committee to coordinate responsibility for the following.

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

In addition, the Quality Auditor conducts an independent review of the whole Competition (see **A.8.25**).

### A.5.2 HEALTH, SAFETY, AND ENVIRONMENT

Audit teams for Health, Safety, and Environment shall conduct quality audits taking into account section 2 of volume A of these Competition Rules.

## A.6 SKILL COMPETITIONS TO BE HOSTED

### A.6.1 SELECTION OF SKILLS FOR A COMPETITION

The total number of skills at the Competition is determined by the application of the principles and processes in **A.6.2** and **A.6.3** 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 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 competitions. Therefore, the selection of skill competitions is determined by a prioritized listing of the skill competitions into the available space.

The selection of the skills for the WorldSkills Competition is done by the Chair and Vice Chair of the Competitions Committee, WorldSkills International's CEO and 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 skills competitions within one week of Provisional Registration.

#### A.6.1.1 SELECTION ORDER

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

1. All Official Skills with 12 or more registrations (Official Team Skills with eight or more registrations).
2. All new Official Skills – First year with eight or more registrations, second year with ten or more registrations, or Team skills with eight or more registrations.
3. Three Demonstration Skills.
4. One Host Member Skill.
5. Third year or later Official Skills with 10 or 11 registrations - final decision by Competition Organizer as per **A.6.5.5**.
6. Remaining Demonstration skills.
7. Presentation Skills.
8. Exhibition Skills.

**Note:** If there are more than three Demonstration Skills with the necessary registrations (a minimum of six Competitors or teams must be registered at Provisional Registration) then the first three to be selected will be based upon an appropriate balance/representation across agreed sector classifications of WorldSkills International supported by the necessary information plus the registrations must be from more than one region, e.g. if all registrations are from Europe, then this Demonstration Skill is given lower priority. If this is not possible then it will be determined by voting by the Competitions Committee.

#### A.6.1.2 HOST MEMBER SKILLS

In order to support Host Members wishing to promote and reinstate past skill competitions to the Competition, each Host Member has the right to nominate up to five Host Member Skills. These skills require registration from at least five other Members and are conducted to the same rules and specifications as a Demonstration or Official Skill and are awarded WorldSkills International medals. Host Member Skills can only be initiated by the Host Member. Host Members are requested to achieve

and maintain a balance of skill competitions across sectors in determining the range of their Host Member Skills.

The Host Member must inform the Chair and Vice Chair of the Competitions Committee and Director of Skills Competitions of any skill competitions that are to be considered as Host Member Skills. This must be done at least one month before Provisional Registration. The Host Member can nominate up to five skill competitions as Host Member Skills but can only host one.

Skill competitions nominated by the Host Member which do not reach the necessary registrations to be classified as Official Skills may then be considered as Host Member Skills.

#### A.6.1.3 PRESENTATION SKILLS

The Competition Organizer may, at its own cost, present other skills in order to promote them. These shall be designated as Presentation Skills, and shall not be subject to Competition Rules and shall not be officially assessed. Medals, medallions and/or certificates of participation may be awarded at the discretion of the Competition Organizer. These awards cannot be WorldSkills International official medals, medallions, or certificates and the associated results will not be included in the WorldSkills International official awards lists. The Competition Organizer may invite other Members to participate in these Presentation Skills.

#### A.6.1.4 EXHIBITION SKILLS

The Competition Organizer may, at its own cost, 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 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.

#### A.6.1.5 TYPES OF SKILLS

| SKILL         | MINIMUM COMPETITORS | CIS | COMPETITION RULES | MEDALS | FINAL MEMBER RESULTS | ONE TIME ONLY |
|---------------|---------------------|-----|-------------------|--------|----------------------|---------------|
| Official      | 8,10,12             | ✓   | ✓                 | ✓      | ✓                    |               |
| Official Team | 8                   | ✓   | ✓                 | ✓      | ✓                    |               |
| Demonstration | 6                   | ✓   | ✓                 | ✓      | ✓                    |               |
| Host Member   | 1+5                 | ✓   | ✓                 | ✓      |                      | ✓             |
| Presentation  | n/a                 |     |                   |        |                      |               |
| Exhibition    | n/a                 |     |                   |        |                      |               |

## A.6.2 ADMISSION OF SKILLS COMPETITIONS

### A.6.2.1 SCOPE AND RANGE OF SKILLS COMPETITIONS

The WorldSkills Competition sits at the top of vocational skills competitions for young people across the world. Participation is achieved through success in national and/or regional/continental skills competitions. In terms of work roles, the competitions focus on the skills and capabilities of young people who have recently entered, or are about to enter, technician and equivalent roles, irrespective of the particular terminology used by different VET systems.

### A.6.2.2 BALANCE ACROSS SECTORS

WorldSkills International aims to achieve and maintain a balance of skill competitions reflecting the following sectors in the global economy.

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

### A.6.2.3 DIVERSITY OF SKILL COMPETITIONS

WorldSkills International aims to develop a complementary range of skill competitions within each of the six sectors that properly reflect:

- Modern skills necessary for competitiveness and economic success,
- Skills in ICT and innovation necessary in the knowledge society,
- Social and communication skills needed for work, including creativity, taking initiatives and problem solving, team communication, etc., and
- Skills that highlight tradition and cultural heritage.

### A.6.2.4 REVIEW OF SKILLS

All skill competitions will be reviewed (effectively being externally audited and benchmarked to global relevance, best practice and industry standards) as part of the Assessment Strategy. This connects the Competition to universal principles of good practice, and identifies the specific needs of assessment for skills competitions. It reviews the available assessment choices and the constant need to review assessment arrangements to ensure that they identify and reward the vocational performance most valued by industry and business. It is envisaged that all skills will be reviewed after each Competition with the priority given to those skill competitions nominated by the Standards and Assessment Advisor and the Competitions Committee.

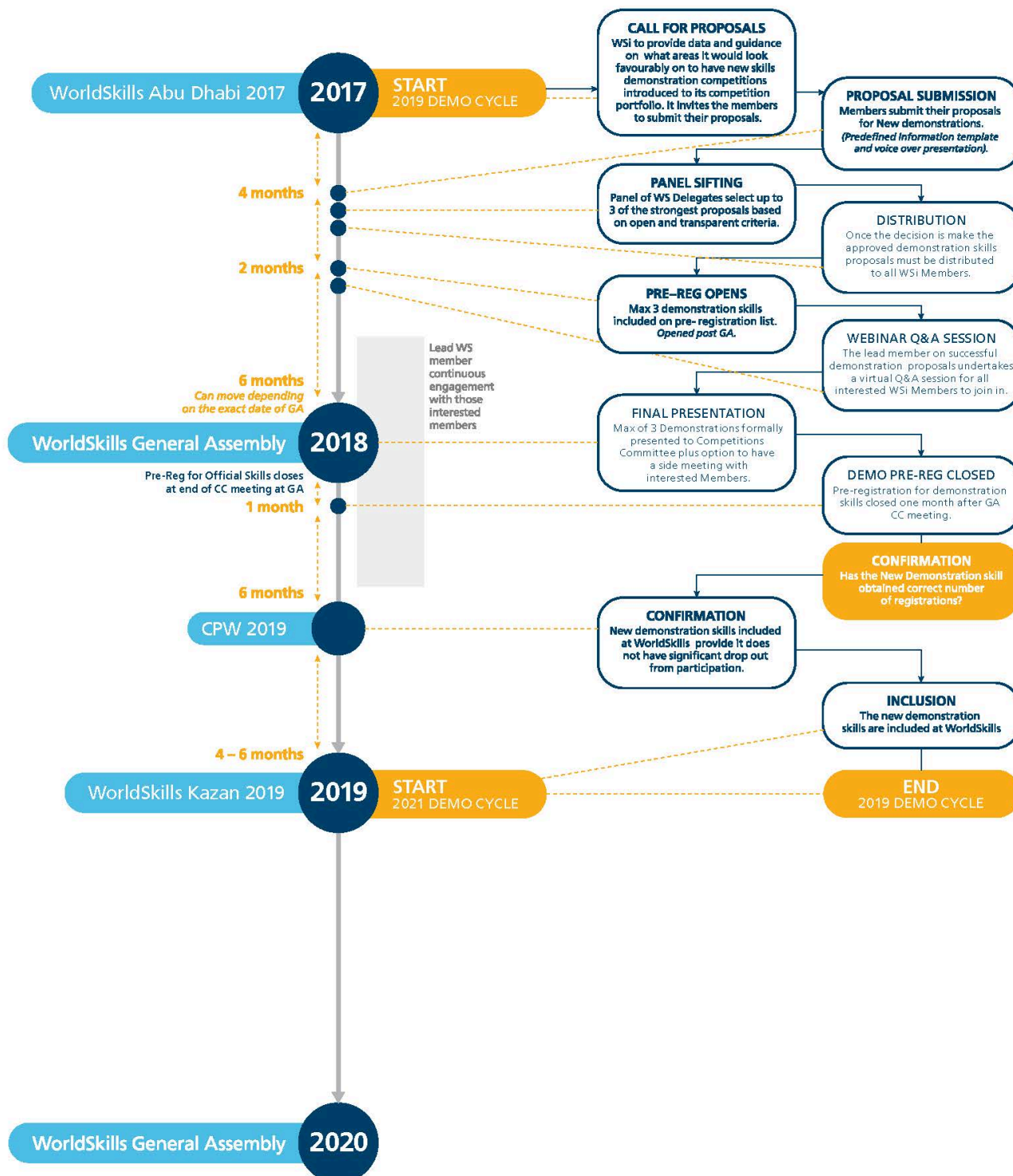
## A.6.3 INTRODUCTION OF A NEW SKILL

Members may propose new skills by presenting them to the Competitions Committee. If the proposed skill competition meets the criteria, it shall be offered as a potential Demonstration Skill.

Demonstration Skills are important as the introductory step for a skill proceeding to an Official Skill. WorldSkills International encourages the introduction of new skill competitions as Demonstration Skills at each Competition. However, all Demonstration Skills are required to include metrics and substantiation of the skill's representation and importance in the global economy. Priority is given to skills that will provide a balance across the six sectors.

### A.6.3.1 RULES AND GUIDELINES FOR THE INTRODUCTION OF A DEMONSTRATION SKILL

The following rules and guidelines apply to Members proposing a Demonstration Skill.



## **STEP 1**

At the Competitions Committee meeting approximately two years before the Competition Members will be invited to propose new Demonstration Skills.

## **STEP 2**

Members will be invited to submit their proposals to WorldSkills International at C-20 months.

## **STEP 3**

A panel of WorldSkills delegates will select up to three of the strongest proposals based on the evaluation criteria (see **A.6.4**). Once the decision is made, all proposing Members will be notified of the decisions and the successful proposals will be circulated to all Members.

Members can give a five-minute (maximum) presentation on the proposed new competition. This presentation must include certain information – contact the Director of Skills Competitions for the template.

## **STEP 4**

At C-18 months the Members proposing the successful Demonstration Skill proposals will be invited to conduct a webinar Q&A session. WorldSkills International will facilitate this with all interested Members.

## **STEP 5**

The Proposed Demonstration Skills will be offered for Pre-Provisional Registration along with all Official Skills at C-15 months.

## **STEP 6**

The Member proposing the new skill competition will be invited to do a final presentation to the Competitions Committee at the General Assembly meetings 12 months prior to the Competition.

## **STEP 7**

The Pre-Provisional Registration remains open for the Proposed Demonstration Skills until C-11 months. At that time the Demonstration Skills to be conducted at the forthcoming Competition will be determined and Members will be notified.

### **A.6.3.2 DOCUMENTATION**

The Technical Description should be based on the WorldSkills International Technical Description template – available from the website or Director of Skills Competition.

WorldSkills International will manage the Technical Description and associated documentation after the skill is accepted as a Demonstration Skill.

### **A.6.3.3 POINTS TO CONSIDER**

Demonstration Skills must have been conducted in a national or regional competition before entering the WorldSkills Competition.

The template for the presentation requires information on:

- Metrics and substantiation of the skill's representation and importance in the global economy,
- Standards Specifications for the skill,
- Space requirements for six Competitors and other workshop space requirements plus the space requirement for each additional Competitor,
- Indication of infrastructure requirements, and
- Competition format.

Priority is given to skills that will provide a balance across the six sectors.

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

## A.6.4 EVALUATION OF NEW DEMONSTRATION SKILLS

New Demonstration Skills are assessed using the initial assessment criteria (see **A.6.4.1**). If the skill competition proposal is marked “yes” to all criteria in the initial assessment, then it is assessed using criteria the detailed assessment (see **A.6.4.2**).

The initial assessment consists of a group of general criteria that any skill should be measured against.

The detailed assessment consists of criteria to evaluate the impact the skill would have if accepted into the Competition: a general level, a technical level and a national level. These criteria are given equal importance, and a scoring board is used to evaluate the skill.

### A.6.4.1 INITIAL ASSESSMENT

#### General

- Is the skill future demand driven, i.e. is the skill going to be in demand in the future?
- Does the outcome of the skill competition make it possible to define and measure quality and excellence?
- When testing the skill, is it possible to establish clearly definable marking criteria, other than simply measurements?
- Is the skill language neutral, i.e. can it be practised without a need to use the spoken word?
- Is it possible to promote/market the skill easily to the public that visits the competition?
- Is the skill culture neutral?

#### Relevance to industry

- Is the proposed skill competition relevant to the industry today?
- Does the proposed skill have a sensible content (can the skill be tested in less than four days of competition for under 22 year olds)?
- Will competing and preparing to compete in the proposed skill bring added value to both the Expert and the Competitor?
- Does the proposed skill have a clear link to vocational training on a global level?

#### Challenging for under 22 year olds

- Is the proposed skill challenging for under 22 year olds?
- Is the skill complex to practise?
- Does the skill involve problem solving?
- Does the skill include some planning aspect, which makes it possible to measure the efficiency of the Competitor?
- Does the skill include work organization and management, communication and interpersonal skills, and problem solving, innovation and creativity, to make it possible to make deep and broad assessments of the Competitor?

### A.6.4.2 DETAILED ASSESSMENT

If the answer to any of the following criteria is “yes”, then the answer is scored on a scale of one to five, one being the highest level and five the lowest.

This would make it possible for the proposed skills to be ranked, and only a set number of them would then be approved as Demonstration Skills and opened for registration.

## General

- Is the skill represented in national competitions in other Members countries and regions?
- Is the Technical Description provided of high quality?
- Is there a need to attract young people to train in the proposed skill in Member countries and regions?
- Is there a need for knowledge and understanding in order to become fully competent?
- Does the skill provide a livelihood for the person practising the skill, i.e. does it reflect an occupational competence, or just a collection of skills?
- Is there an overlap between the proposed skill and skills already represented in the competition?

## Footprint

- Is the amount of m<sup>2</sup> required by the proposed skill reasonable?
- Will the proposed skill generate a lot of waste?
- Is the technical infrastructure reusable?
- Does the proposed skill need a lot of power?
- Does the proposed skill need a lot of water?
- Can the finished test project be recycled, i.e. can it be used once the competition is over?
- Does the proposed skill generate noise, dust, fumes, or odours?

## Infrastructure

- Is the amount of equipment/furniture needed to organize the skill expensive?
- Does the proposed skill require a big quantity of raw materials/consumables?
- Are the raw materials/consumables available worldwide?

Concerning the toolbox to be brought along by the Competitor:

- How big will it have to be?
- Will it have to consist of a Competitor's own tools, i.e. how long will the Competitor have to live without it whilst it is being shipped to the site?
- Will its content be expensive?
- Will it be expensive to ship?

## Industry support

- Is any type of industry support available for the proposed skill?
- Is any sponsorship available?
- Is the industry or a sponsor ready to offer technical support to develop the skill, not just to WorldSkills, but also to its Members?
- Is the industry or a sponsor ready to help with the marketing and promotion of the skill?
- Is there a possibility to have a third party develop the Test Project?

## Cost/financial aspects

- Is the proposed skill financially sustainable, not just in the current Host country/region, but also in future Host countries and regions?

## Training

- Is the proposed skill competition relevant to national vocational training systems (is it represented in 15% of countries/regions on a global level)?
- Relevance to national economies

## A.6.5 REMOVAL OF SKILL COMPETITIONS

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

For example, a skill with the required registrations is labelled an Official Skill at Provisional Registration for a Competition and will stay listed as an Official Skill until Provisional Registration for the next Competition when it is up for selection again.

| STATUS FROM PREVIOUS COMPETITION | PROVISIONAL REGISTRATION   | ACTUAL COMPETITORS         | ACTION                                                                                                                                                                                                                                                                                    |
|----------------------------------|----------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| on notice                        | 9 or fewer<br>(5 or fewer) | -                          | Removed from Competition. Immediately removed as Official Skill.<br>(Team Skill)                                                                                                                                                                                                          |
| on notice                        | 10, 11<br>(6,7)            | -                          | Removed from Competition. Immediately removed as Official Skill.<br>(Team Skill)                                                                                                                                                                                                          |
| on notice                        | 12 or more<br>(8 or more)  | 9 or fewer<br>(5 or fewer) | Because the skill had 12 or more at Provisional Registration it will be hosted at the Competition. But because it was conducted with 9 or less at the Competition it is immediately removed as an Official Skill at that time.<br>(Team Skill)                                            |
| on notice                        | 12 or more<br>(8 or more)  | 10, 11<br>(6,7)            | Because the skill had 12 or more at Provisional Registration it will be hosted at the Competition. But because it was 'on notice for the previous Competition, it is immediately removed as an Official Skill at that time because it is the second time it is on notice.<br>(Team Skill) |
| on notice                        | 12 or more<br>(8 or more)  | 12 or more<br>(8 or more)  | Official Skill but the on notice status carries through to the next Competition selection.<br>(Team Skill)                                                                                                                                                                                |

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

#### A.6.5.1 **OFFICIAL SKILL - FIRST TIME AT COMPETITION**

Where a skill competition is regarded as an Official Skill for the first time, it must have a minimum of 8 Members registered at Provisional Registration.

#### A.6.5.2 **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 10 Members registered at Provisional Registration.

#### A.6.5.3 **OFFICIAL SKILL - THIRD OR MORE TIMES AT COMPETITION**

Where a skill competition has been established as Official for more than two Competitions, a minimum of 12 Members must register at Provisional Registration.

If there are 10 or 11 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 in question is on notice from the previous Competition then it is not selected and removed immediately from the list of Official Skills.

If the Official Skill is conducted with 10 or 11 Competitors, it is on notice for the following competition.

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

#### A.6.5.4 **TEAM SKILLS**

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

Team skills include Manufacturing Team Challenge (3), Mechatronics (2), Mobile Robotics (2), Landscape Gardening (2), and Concrete Construction Work (2).

#### A.6.5.5 **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 a Competition for the skill competition concerned. Any third year or later Official Skill with 10 or 11 registrations at Provisional Registration may be conducted but the final decision is up to the Competition Organizer.

#### A.6.5.6 **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 Competition if competitions are conducted with less than the required number of registrations.

Any Official Skill that is hosted on notice must have 12 or more registrations at Provisional Registration for the next Competition in order for it to be conducted. In other words, it can only be on notice once. If Competition Organizer contracts are jeopardized, then it can be hosted after all remaining Demonstration Skills are hosted.

#### A.6.5.7 **REINTRODUCTION OF A SKILL COMPETITION**

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

- Circulate a Technical Description incorporating the latest technological advances 18 months before the Competition, and
- Have 12 Members registered at Provisional Registration.

## **A.7 SUSTAINABILITY**

### **A.7.1 POLICY AND PROCEDURES**

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

### **A.7.2 WORLDSKILLS SECRETARIAT**

The WorldSkills Secretariat shall be responsible for implementing the key sustainability principles in all WorldSkills International lead initiatives.

### **A.7.3 COMPETITION ORGANIZER RESPONSIBILITY**

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

### **A.7.4 TECHNICAL DELEGATES' RESPONSIBILITIES**

Technical Delegates shall support sustainability initiatives with regards to skill competitions' formats and equipment brought by Competitors or supplied by the Competition Organizer.

### **A.7.5 EXPERTS' RESPONSIBILITIES**

Experts are responsible for planning and running the skill competitions in accordance with the key sustainability principles. Development within a skill competition including Test Project design and required infrastructure shall also follow these principles.

## A.8 ACCREDITED PARTICIPANTS

### A.8.1 COMPETITORS (C)

#### A.8.1.1 NUMBER OF COMPETITORS

Each Member may enter one Competitor or team per skill competition.

#### A.8.1.2 AGE LIMIT

Competitors must not be older than 22 years in the year of the Competition. Any exceptions sought in respect of a particular skill competition must be proposed by the Experts, agreed by the Competitions Committee and ratified by the General Assembly at its meeting to be convened 12 months before the actual Competition. At present, recognized exceptions to this rule exist in respect of Information Network Cabling, Mechatronics, Manufacturing Team Challenge and Aircraft Maintenance, where Competitors must not be older than 25 years in the year of the Competition.

#### A.8.1.3 COMPETE ONCE ONLY

A Competitor may compete in only one WorldSkills Competition.

#### A.8.1.4 COMPETITORS WITH DISABILITIES

WorldSkills International promotes cooperation with the International Abilympics Federation.

- Disabled Competitors may participate in the Competition insofar as their disability does not prevent them from carrying out Test Projects within the set time. However, additional time may be provided for work preparation and installation of the workplace.
- Their Test Projects shall be assessed in accordance with WorldSkills International guidelines.
- Exceptions concerning maximum age limit shall be dealt with appropriately by the Competitions Committee, subject to ratification by the General Assembly.
- The Competition Organizer may carry out, at the same time as the WorldSkills Competition, a separate competition for Competitors with disabilities using separate guidelines. In this case, Test Projects will be assessed under different criteria, and awards will be presented at the official Closing Ceremony following presentation of the WorldSkills International awards.

#### A.8.1.5 RIGHTS AND RESPONSIBILITIES

##### BEFORE THE COMPETITION

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](http://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 (e.g. three months before)
- 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

## **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, and
- Detailed information regarding auxiliary materials and aids which may or may not be used (e.g. 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 entry and exit times to and from the workshop, and the conditions under which such entries and exits may be allowed,
- Information on when and how machines may be tested, and
- Information as to the nature and scope of sanctions that may arise from breaches of these Competition Rules and the Code of Ethics and Conduct.

Competitors must be informed that:

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

### **A.8.1.6 FAMILIARIZATION**

Before the Competition starts, Competitors have a minimum of five hours and a maximum of eight hours in which to prepare their workplaces, and to check and prepare tools and materials. Any exceptions to this rule will need approval of the Chair and Vice Chair of the Competitions Committee and the Director of Skills Competitions no later than C-3 months.

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

Competitors have a right to ask questions. Where processes are particularly difficult, a subject matter instructor shall be available to demonstrate the process(es) and Competitors shall be given an opportunity to practice. At the end of this familiarization period, Competitors must confirm that they are familiar with everything by signing the Familiarization Agreement.

### **A.8.1.7 CHECKING OF MEASURING INSTRUMENTS**

Measuring instruments must be compared with those of the Jury in order to avoid errors.

### **A.8.1.8 PERSONAL DETAILS AND LANGUAGE PREFERENCE**

Competitors are required to provide their passports or ID cards to validate identities and dates of birth. A passport or ID card does not necessarily have to be of the same country or region that they are representing at the Competition. In addition, the language in which the Competitor shall receive the Test Project and the Mark Summary Form will be checked and recorded.

### **A.8.1.9 COMMUNICATION CARD**

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

## **DURING THE COMPETITION**

### **A.8.1.10 STARTING AND FINISHING WORK**

The Competitor must wait for the Chief Expert to give orders to start and to finish work.

### **A.8.1.11 COMPETITOR COMMUNICATION AND CONTACT**

Competitors and their compatriot Expert may communicate at any time, other than when the competition is officially underway. This open communication includes the lunch period.

The exception to the above is skill competitions in which there is fault-finding and Competitors will be served lunch in the workshop.

No contact may be made with the compatriot Expert during competition time without the presence of a non-compatriot Expert. No contact may be made with other Competitors or guests during competition time without the permission of the Chief Expert.

Periods of time (15-30 minutes) shall be timetabled each morning and each evening of the Competition for official communication between compatriot Experts and Competitors (Competitor Communication). The use of any equipment to record or exchange information such as pens, paper, mobile phones, or electronic devices is prohibited.

### **A.8.1.12 ILLNESS OR ACCIDENT**

The Chief Expert and the Competitor's Team Leader and Expert must be told immediately if any Competitor becomes ill or has an accident. The Skill Management Team will decide whether or not time lost can be made up. Where 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 and Competitor Timeout Forms.

### **A.8.1.13 DISCIPLINARY ACTION**

Competitors accused of dishonest conduct, or who refuse to comply with regulations and/or directions, or who behave in a manner prejudicial to the proper conduct of the Competition, will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

### **A.8.1.14 HEALTH, SAFETY, AND ENVIRONMENT**

Failure by a Competitor to comply with safety directions or instructions may incur a loss of marks in respect of inadequate safety. Continuous or repeated unsafe practice may result in Competitors being temporarily or permanently removed from the Competition.

### **A.8.1.15 REVIEW TEST PROJECT AND MARK SUMMARY FORM**

Immediately before the start of the Competition, Experts shall give the Competitors the Test Project and Mark Summary Form. A minimum of one hour, which is not to be included in the actual competition time, is allowed to study these materials and to ask questions. If the Test Project is modular, then the Experts shall give the Test Project and Mark Summary Form to Competitors before each module. The minimum time allowed in this case, i.e. modular work, to study the information is 15 minutes, which is not to be included in the actual competition time, prior to each module (see **B.6.5.7**).

## **AFTER THE COMPETITION**

### **A.8.1.16 EXCHANGE OF VIEWS AND EXPERIENCES**

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

#### A.8.1.17 **PACKING UP**

The Chief Expert shall give instructions in respect of packing of tools and equipment. The workshop, including materials, tools, and equipment, must be left neat and tidy. Strict adherence to Health, Safety, and Environment regulations must occur during this period.

#### A.8.1.18 **DUTY OF CARE**

Each Competitor is guaranteed to be provided with the following:

- Familiarization time (see **A.8.1.6**)
- Competition timetable
- Written Test Project instructions in their language of choice
- Mark Summary Form for the Test Project
- Health, Safety and Environment Agreement
- Code of Ethics and Conduct
- Competitor Communication (see **A.8.1.11**)
- Access to their Interpreter/Translator whenever necessary
- Access to their Team Leader(s) at all times

#### A.8.1.19 **HONESTY, FAIRNESS, AND TRANSPARENCY**

Competitors have the right to expect fairness, honesty, and transparency during the Competition in terms of the following:

- Clear and unambiguous written instructions
- Every Competitor has the right to expect that no other Competitor will receive unfair assistance or any intervention that may provide an advantage
- No advantage shall be given to any Competitor or group of Competitors by providing them at any time with information about the Test Project earlier than the same information is given to all Competitors
- The Mark Summary Form shall be uniform and shall provide no advantage to any particular Competitor
- All necessary equipment and material specified in the Technical Description and Infrastructure List
- The assistance necessary from Experts and officials to ensure that Competitors are able to complete the Test Project shall be uniform and shall provide no advantage to any particular Competitor
- Interference by officials or spectators that may hinder or assist Competitors in the completion of their Test Project is forbidden
- Accredited personnel at the Competition shall ensure that the above principles of honesty, fairness and transparency are observed at all times

### A.8.2 **TEAM LEADERS (TL)**

#### A.8.2.1 **DEFINITION**

Team Leaders are people selected by the Members to liaise with the Competitors during the Competition.

#### A.8.2.2 **NUMBER**

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

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

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

### A.8.2.3 **ACCESS**

During the Competition, Team Leaders shall have unlimited access to their Competitors but no exchange of technical information or of possible solutions may take place.

### A.8.2.4 **ILLNESS OR ACCIDENT**

The Team Leader must be notified immediately in the event of an accident or illness involving any Competitor from their team. It is then the responsibility of the Team Leader and the compatriot Expert to inform the Official Delegate and Technical Delegate.

## A.8.3 **EXPERT (E)**

### A.8.3.1 **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.

### A.8.3.2 **QUALIFICATIONS AND EXPERIENCE**

Experts must:

- Have a formal and/or recognized qualification with proven industrial and/or practical experience in the skill in which they are accredited. Experts must complete or update their WorldSkills related personal profile before each Competition,
- Be an accepted Expert in their Member's national/regional competition,
- Have endorsement from the Technical Delegate that the relevant industry organization or educational institution in their country/region accepts their technical competence,
- Have relevant and current competition and/or judging experience, and
- 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.

### A.8.3.3 **PERSONAL QUALITIES AND ETHICAL CRITERIA**

Experts must be of the highest integrity. They must be honest, objective and fair, and be prepared to cooperate with others as required.

### A.8.3.4 **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 is recognized as being an Expert for the Member to which they are accredited. Experts' names must be registered by their Member Organization on the WorldSkills International registration system nine months before the Competition.

Where a Member has not registered the name of an Expert up to one month before the Competition, any involvement of that Expert in all/any aspects of preparation and assessment at the Competition shall be at the discretion of the Skill Management Team. Should the Skill Management Team not sanction involvement in all or parts of the preparation and assessment, the Expert shall be allowed to observe the competition inside the workshop.

### A.8.3.5 **MANDATORY TRAINING**

The WorldSkills Access Programme has been designed with five modules of achievement, an introduction to global vocational standards, a notional learning time of 20 hours for each module, model plans for facilitating workshops to support Experts' learning and achievement, and resources to

support the delivery of the workshops. The Programme reflects international good practice in training design.

The first two modules: the general introduction (AP:GEN) and the introduction to vocational assessment (AP:VA1) are mandatory for all WSC2017 Experts:

- Through the completion of both modules' assessment criteria by new Experts and those with experience of one WorldSkills Competition
- By personal review of both modules by Experts with experience of two or more WorldSkills Competitions, followed by personal updating as required.

Members shall:

- plan for their Experts to complete the two mandatory modules by C-6 months
- Make the Experts' records of achievement available to WorldSkills for sampling, on request
- Note that Experts' entitlement to act as Experts shall depend on their successful completion of the two mandatory modules (the completion of the other three modules are recommended to Members and their Experts)

Experts not completing the two mandatory modules of the Access Programme shall not be able to actively participate in the running of their skill competition including having contact with their compatriot Competitor while in the workshop.

#### A.8.3.6 RESPONSIBILITIES

##### BEFORE THE COMPETITION

Before attending the Competition, the Expert must:

- Complete their Expert profile (including qualifications, industry and competition experience) in the Who-is-Who section of the website: [www.worldskills.org/whoiswho](http://www.worldskills.org/whoiswho),
- Access the Expert Centre on the website [www.worldskills.org/expertcentre](http://www.worldskills.org/expertcentre) to view all relevant documentation,
- Complete the online Expert generic and skill-specific test,
- Review the Code of Ethics and Conduct and agree to abide by the Code by signing "The WorldSkills Code of Ethics and Conduct: personal undertaking",
- Study the Competition Rules, their Technical Description and other official Competition documentation,
- Produce a proposed Test Project or module(s) if required, as specified in the Technical Description,
- Prepare proposals for updating the Technical Description, and
- Complete the necessary pre-Competition requirements as per these Competition Rules, their Technical Description, and all other official Competition documentation.

##### AT THE COMPETITION

At the Competition, the Experts must:

- Before the Competition begins, assist the Chief and Deputy Chief Expert to finalize details of the Test Project, the Aspects of Sub Criteria to be used for assessment and the marks to be allocated to each Aspect of a Sub Criterion,
- Update the Technical Description (coordinated by the Expert with Special Responsibility for Skill Development in partnership with the Deputy Chief Expert),
- Produce a proposed Test Project or module(s) if required, as specified in the Technical Description.
- Protect the confidentiality of the Test Project,
- Make changes to the Test Project at the Competition if required, i.e. 30% change for circulating projects,

- Select the final Test Project and ensure it is translated into the language nominated by their compatriot Competitor,
- Abide by the Competition Rules,
- Assess the Test Project in an objective and fair way following instructions from the Skill Management Team, and
- 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.

#### A.8.3.7 **TOOLBOX CHECK**

Each day (C-2 until C4) a team of Experts shall examine the contents of all toolboxes thoroughly. This examination will ensure that any items found that might give an unfair advantage to a Competitor will be removed from use in the competition. The Competitor must be present at all times during the toolbox check. If any suspect or unauthorized equipment is identified the Chief Expert and the compatriot Expert must be notified immediately. The compatriot Expert and Competitor shall then be asked to provide more details or an explanation. Under no circumstances should Experts disassemble or interfere with any Competitor's equipment – if required this shall be undertaken by the Competitor in the presence of their compatriot Expert and another Expert. Special tools listed in the Technical Description will be permitted. New special tools may be added to the list for use at the next Competition.

#### A.8.3.8 **CONDUCT OF THE COMPETITION**

Experts are required to participate actively in the preparation and execution of the competition as well as in the development and selection of the Test Project for the next Competition where applicable.

#### A.8.3.9 **SECRECY**

Experts are not permitted to convey any information about the Test Project to a Competitor or any other person except where agreed by the Jury. The relevant Technical Description, Test Project requirements, and lists of duties described in this section of the Competition Rules are fully binding on Experts.

#### A.8.3.10 **COMMUNICATION WITH COMPATRIOT COMPETITOR**

Competitors and their compatriot Expert may communicate at any time, including the lunch period, except when the competition is underway.

The only exception to this is in respect of skills in which there is fault-finding. When these skills are doing the fault-finding modules Competitors will be served lunch in the workshop.

No contact may be made with a compatriot Competitor during competition time without the presence of a non-compatriot Expert.

Periods of time (15-30 minutes) shall to be timetabled each morning and evening during the Competition for official communication between compatriot Experts and Competitors (Competitor Communication).

Experts shall not be allowed to give any help to Competitors to interpret the Test Project except where agreed by the Jury before the start of the competition. If any questions arise, they must be referred to the Skill Management Team for decision.

#### A.8.3.11 **COMPETITORS – DUTY OF CARE AND HONESTY, FAIRNESS, AND TRANSPARENCY**

Experts are to refer to paragraph **A.8.1.18** and **A.8.1.19**.

#### A.8.3.12 **SUMMARY OF EXPERT PARTICIPATION IN TEST PROJECT PREPARATION AND ASSESSMENT**

Refer to **B.7.6** for a Summary of an Expert's participation in Test Project selection, the 30% change voting rights, Technical Description voting rights, and participation in assessment.

#### A.8.3.13 **COMMUNICATION AND PREPARATION VIA DISCUSSION FORUM**

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

#### A.8.3.14 **DECISIONS MADE ON THE DISCUSSION FORUM**

Any decisions made by Experts on the Discussion Forum during the preparation period for the Competition will stand provided they were made according to the Competition Rules (see **A.8.9.3**).

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 will be open for a period of at least two weeks.

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

#### A.8.3.15 **BREACH OF COMPETITION RULES OR CODE OF ETHICS AND CONDUCT**

If an Expert allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

### A.8.4 **SKILL COMPETITION MANAGER (SCM)**

#### A.8.4.1 **DEFINITION**

**NS** A Skill Competition Manager is a former Expert in the skill competition in which they are appointed. They are responsible for providing management, guidance, and leadership of the skill competition. The Skill Competition Manager is one member of the Skill Management Team.

#### A.8.4.2 **APPOINTMENT**

**NS** The SCM is appointed by WorldSkills for the next Competition through an expression of interest and application process immediately following a Competition, with the appointment confirmed within three months. The appointment is for one Competition cycle only.

#### A.8.4.3 **QUALIFICATIONS, EXPERIENCE, PERSONAL QUALITIES, AND ETHICAL CRITERIA**

**NS** A Skill Competition Manager must:

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

#### A.8.4.4 RESPONSIBILITIES

- NS** The Skill Competition Manager will have a primary role for development of their skill competition, including working alongside the Competition Organizer and the Director of Skills Competitions during the preparation phase of the Competition cycle.

#### A.8.4.5 CONTACT WITH NATIONAL ORGANIZATION AND COMPETITORS

- NS** Skill Competition Managers can participate in all activities with their national organization until the point where the Competitors (or squad) are announced, or 12 months prior to the Competition, whichever comes first. At that point it is expected that the Skill Competition Manager ceases all skill-specific training of the Competitor or squad, however participation in team building and team development such as developing their mental attitude, physical activities to bring the team closer together, and presentations by sports psychologists and nutritionists is possible.
- NS** Once the Competitor or squad has been announced, Skill Competition Managers can remain on committees and boards for their national organization, as well as participate in judging at provincial or state competitions for the following round of competitions.
- NS** Skill Competition Managers invited to assist in skill-specific training of Competitors for other national organizations should decline the invitation if it is within the timeframe outlined above. Similarly, if they are invited to judge at a national or regional competition other than in their own country or region.

#### A.8.4.6 BREACH OF COMPETITION RULES OR CODE OF ETHICS AND CONDUCT

- NS** If a Skill Competition Manager allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

### A.8.5 CHIEF EXPERT (CE)

#### A.8.5.1 DEFINITION

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

#### A.8.5.2 QUALIFICATIONS, EXPERIENCE, PERSONAL QUALITIES, AND ETHICAL CRITERIA

In addition to the qualifications, experience, personal qualities, and ethical criteria associated with being an Expert (**A.8.3.2** and **A.8.3.3**), a Chief Expert must:

- Be able to communicate in both written and spoken English,
- Have been an Expert for at least two Competitions which may include the current Competition,
- Be a person of the highest integrity,
- Be highly competent and experienced in the skill,
- Have good management and leadership skills,
- Have good interpersonal relationship skills,
- Have good communication skills – written and spoken,
- Be capable of using a computer and communication via the Internet – specifically to facilitate the Discussion Forum for their skill and work in partnership with the Director of Skills Competitions, and
- Communicate with and respond to WorldSkills International between Competitions.

#### A.8.5.3 NOMINATION AND ACCREDITATION

Refer to **A.10** Nomination Process for Appointment of CE and DCE

#### A.8.5.4 **CONTACT WITH COMPETITIONS COMMITTEE AND SECRETARIAT**

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

#### A.8.5.5 **EXTERNAL SUPPORT NOT PERMITTED**

A 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. The exception is in those skill competitions where the Competitions Committee has approved a Compatriot Support Expert (see **A.8.8**).

#### A.8.5.6 **RESPONSIBILITIES**

Chief Experts play a crucial role as managers in the planning, leading, organizing, and management of the Experts' work – preparation, execution, and assessment – and ensure compliance with all pertinent rules, procedures, and assessment criteria.

#### A.8.5.7 **BREACH OF COMPETITION RULES OR CODE OF ETHICS AND CONDUCT**

If a Chief Expert allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

### A.8.6 **DEPUTY CHIEF EXPERT (DCE)**

#### A.8.6.1 **DEFINITION**

An Expert who is responsible for supporting the Chief Expert in the preparation and execution of a skill competition. The Deputy Chief Expert is one of the members of the Skill Management Team.

#### A.8.6.2 **QUALIFICATIONS, EXPERIENCE, PERSONAL QUALITIES, AND ETHICAL CRITERIA**

In addition to the qualifications, experience, personal qualities, and ethical criteria of being an Expert (**A.8.3.2** and **A.8.3.3**), a Deputy Chief Expert must:

- Have been an Expert for at least one Competition which may include the current Competition,
- Be a person of the highest integrity,
- Be highly competent and experienced in the skill,
- have good management and leadership skills,
- Have good interpersonal relationship skills,
- Have good communication skills – written and spoken,
- Be capable of using a computer and communicating via the Internet – specifically to work in partnership with the Chief Expert and Director of Skills Competitions, and
- Communicate with and respond to WorldSkills International between Competitions.

#### A.8.6.3 **NOMINATION AND ACCREDITATION**

Refer to **A.10** Nomination Process for the Appointment of CE and DCE.

#### A.8.6.4 **RESPONSIBILITIES**

Deputy Chief Experts are assigned duties by the Chief Expert and work with the Chief Expert and Jury President as the Skill Management Team. Their primary responsibility is to provide support to the Chief Expert.

The Deputy Chief Expert shall coordinate with the ESR for Skill competition development to ensure that all changes to the Technical Description are complete, that it is agreed to and signed by at least 80% of the Experts, and that it is delivered to the Secretariat digitally.

#### A.8.6.5 **BREACH OF COMPETITION RULES OR CODE OF ETHICS AND CONDUCT**

If a Deputy Chief Expert allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

### A.8.7 **EXPERTS WITH SPECIAL RESPONSIBILITIES (ESR)**

**ES** The ESRs are assigned to their duties by the Skill Management Team. Special areas of responsibilities are as follows.

- Assessment
- Health, Safety, and Environment
- Skill competition promotion
- Skill competition development
- Sustainability

**ES** Experts with Special Responsibilities are appointed by the Skill Management Team during Competition Preparation Week eight months before the Competition. Chief Experts and Deputy Chief Experts cannot be an ESR. Additional ESR roles are at the discretion of the Skill Management Team.

**ES** Skill competitions with Skill Competition Managers do not appoint ESRs.

**ES** The following is a description of the role and responsibility for each of the above ESRs. This is to be used as a guideline and can be modified to suit individual skills.

#### A.8.7.1 **ESR FOR ASSESSMENT**

**ES** The ESR for Assessment is:

- Familiar with the latest version of the Competition Information System (CIS) and have experience at a number of Competitions,
- Aware of and able to use the latest URLs for the training version of the CIS, and the standard spreadsheet,
- Aware of and understands how to use the latest version of the standard spreadsheet,
- Able to differentiate between Measurement and Judgement, and
- Understands the need to clearly and concisely define each marking Aspect and its allocated Mark
- Understands the purpose of Extra Aspect Information to provide external industry benchmarks for assessment and marking, Locking the Assessment Specification prior to Jury approval, Locking Mark Entry prior to Jury approval of the end of day marks and is aware of the different Marking Types, the calculations and scales involved, and their potential uses,
- Works with the CE to plan and enter Day of Marking data into the CIS,
- Works with the SMT to keep data entry and marking documentation up-to-date,
- Knows the Competition Assessment Procedures as published by WorldSkills International and the purpose of the competition commencement and completion forms, and
- Responsible for ensuring that the necessary marking forms are signed by appropriate people.

#### A.8.7.2 **ESR FOR HEALTH, SAFETY, AND ENVIRONMENT**

**ES** The ESR for Health, Safety, and Environment must:

- Understand the Health, Safety, and Environment documentation and ensure that the requirements are met by all participants of their skill
- Liaise with the Workshop Manager on safety issues when necessary, and

- Continually observe Experts and Competitors with regards to use of Personal Protective Equipment (PPE) and Health and Safety behaviour
- Know the emergency procedures for evacuation, medical, fires, and spills
- In conjunction with the WM this person must conduct a Health, Safety, and Environment presentation to all Experts and Competitors when they first enter the workshop. They are required to ensure all other visitors entering the workshop are familiar with the Health, Safety, and Environment requirements for their skill
- Co-ordinate a hazard and risk assessment of the workshop to establish additional Health, Safety, and Environment requirements not covered in the WorldSkills Health, Safety, and Environment Policy and Regulations document
- Required to work with the WM in developing a Health, Safety, and Environment sign off document listing critical issues such as training received on machines/equipment, escape routes and additional items of awareness not covered in the WorldSkills Health, Safety, and Environment Policy and Regulations document
- Required to participate with the Host Health, Safety, and Environment Inspectors during their visits to the workshop
- Communicate Health, Safety, and Environment matters to participants daily before the start of competition to reinforce awareness of possible dangers for the day as well as observations of neglect from the previous day
- Attend to and investigate all incidents including minor ones and submit a written report to the Jury President regarding the circumstances and nature of injury. This will be submitted to the Host Health, Safety, and Environment Manager

#### A.8.7.3 **ESR FOR SKILL COMPETITION PROMOTION**

**ES** The ESR for Skill Competition Promotion must:

- Understand their skill very well, be comfortable in front of the camera and able to convey a story of interest well,
- Coordinate the identification of media stories to promote their skill. Stories such as Competitor profiles, sustainability initiatives, Test Project initiatives, etc.,
- Be the first point of call for all media when they approach the workshop, they ensure that the media is not intrusive to Competitors while they are working and they ensure that the desired information is given,
- Be easily identifiable to visitors and media,
- Liaise with the WorldSkills International marketing, communication and special events office on media related issues,
- Collect photographs, where possible, taken in the workshop by Experts and supply to the WorldSkills International marketing, communication, and special events office for publishing on the web, and
- Ensure the Test Project drawings, documentation, and the practical work by Competitors is easily understood by visitors and media.

#### A.8.7.4 **ESR FOR SKILL COMPETITION DEVELOPMENT**

**ES** The ESR for Skill Development should have a thorough understanding of the Standards Specification and is responsible for:

- Coordinating the revision of the Technical Description to reflect the technological advances of the skill and include overall improvements for the preparation and running of the Competition,
- Facilitating discussions between Experts on the Discussion Forum regarding revision and improvement to the Technical Description,

- Leading the Technical Description development and be responsible for ensuring that the standards agreed upon by the Experts are written in competency-based format in the WorldSkills Standards Specification,
- Ensuring that all changes are compiled into a single document for approval and voting by the Experts,
- Conducting a vote of the Experts for the approval of the Technical Description for the following Competition, and
- Delivering the source file of the approved Technical Description to the WorldSkills International Secretariat by 4pm on C+1 of the Competition.

#### A.8.7.5 **ESR FOR SUSTAINABILITY**

**ES** The ESR for Sustainability is required to:

- Think, speak, breathe “sustainability” so that everyone (Experts, Competitors, visitors) may be educated and be positively influenced
- Understand sustainability in its entirety – human, economic, environmental, social
- Take the lead in creating awareness of and implementation of the WorldSkills Sustainability Policy.
- Create a sustainability culture and ensure that the five Rs (reduce, recycle, reuse, reformat, and regenerate) principle applies to all daily operations
- Update the Sustainability section in the Technical Description in consultation with fellow experts, and ensure that sustainability is a key consideration in the design of the Technical Description, Infrastructure List and Test Project, and
- Work with the Chief Expert to identify good sustainability practices which can be documented in the Sustainability Award application form

### A.8.8 **COMPATRIOT SUPPORT EXPERT (CSE)**

#### A.8.8.1 **DEFINITION**

A person who is registered in the same skill in which their compatriot is the Chief Expert. The Compatriot Support Expert shall assume the role of an Expert as outlined in **A.8.3**.

#### A.8.8.2 **APPOINTMENT**

The appointment of Compatriot Support Experts is dependent on approval of the Competitions Committee and on available funding by either WorldSkills International or the Competition Organizer. This will be determined prior to each Competition cycle.

### A.8.9 **JURY**

#### A.8.9.1 **DEFINITION**

The Jury President **ES** or Skill Competition Manager **NS** and a group of Experts that shall include CE and DCE who are responsible for assessing Test Projects within that skill competition.

#### A.8.9.2 **RESPONSIBILITIES**

The Jury is responsible for the proper preparation and conduct of the competition for its skill, for compliance with Competition Rules, and for the implementation of decisions made by the Competitions Committee and the Jury at its meetings.

### A.8.9.3 **MAJORITY DECISION OF EXPERTS**

If the Jury is unable to make a unanimous decision within a reasonable time, the Chief Expert shall put 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.

The exception to this majority rule is where changes to the Technical Description are involved when there must be approval by 80% of the Jury.

## A.8.10 **TECHNICAL DELEGATE (TD)**

### A.8.10.1 **DEFINITION**

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

### A.8.10.2 **TIMELY PROVISION OF INFORMATION**

Technical Delegates are responsible for ensuring that their Competitors and Experts are provided with information in sufficient time and that they have achieved 100% preparedness in their Centre on the website prior to the Competition to prepare adequately.

### A.8.10.3 **PROVISION OF INFORMATION TO COMPETITORS**

Technical Delegates are responsible for ensuring that all their Competitors have the relevant Technical Description, Competition Rules, and Health, Safety and Environment regulations plus all other official Competition documentation. The Technical Delegate is responsible for ensuring that all Competitors are registered on the website so they can access all documentation and resources directly via the Competitor Centre: [www.worldskills.org/competitorcentre](http://www.worldskills.org/competitorcentre).

### A.8.10.4 **PROVISION OF INFORMATION TO EXPERTS**

Technical Delegates are responsible for informing their Experts of their detailed responsibilities and ensuring that they have the required Technical Description, the Competition Rules, and Health, Safety and Environment regulations plus all other official Competition documentation. The Technical Delegate is responsible for ensuring that all Experts are registered on the website so they can access all documentation and resources directly via the Expert Centre: [www.worldskills.org/expertcentre](http://www.worldskills.org/expertcentre).

### A.8.10.5 **ATTENDANCE AT THE COMPETITION PREPARATION WEEK**

Technical Delegates must attend the Competition Preparation Week meetings. If a Member's Technical Delegate does not participate at the Competition Preparation Week, then the participation of that Member at the WorldSkills Competition will be limited to three skills competitions.

### A.8.10.6 **BREACH OF COMPETITION RULES OR CODE OF ETHICS AND CONDUCT**

If a Technical Delegate allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

## A.8.11 TECHNICAL DELEGATE ASSISTANT (TDA)

### A.8.11.1 DEFINITION

Members can appoint two Technical Delegate Assistants to support the Technical Delegate in the event of extra workload arising where the Technical Delegate acting as Jury President.

### A.8.11.2 ACCESS, RIGHTS, ROLES, AND RESPONSIBILITIES

The Technical Delegate Assistant:

- Is accredited to the Competition via an official package (and accommodated with Experts)
- Arrives on site with the Technical Delegates and Experts,
- Can attend Competitions Committee meetings and Jury President meetings during the Competition,
- Can only enter the skill competition workshops in which they have an Expert
- Cannot act as a Jury President (but may observe their Technical Delegate in their role as Jury President),
- Cannot act as a Competitions Committee Delegate, and
- Can access all Discussion Forums (read-only access) – all comments to be made by Technical Delegate.

### A.8.11.3 QUALIFICATIONS AND EXPERIENCE

A Technical Delegate Assistant should ideally have previous WorldSkills International experience as an Expert or Competitor.

## A.8.12 COMPETITIONS COMMITTEE DELEGATE (CCD)

### A.8.12.1 DEFINITION

**NS** The Competitions Committee Delegate is a Technical Delegate who represents the Competitions Committee by overseeing the management of up to six skill competitions.

### A.8.12.2 APPOINTMENT

**NS** The Competitions Committee Delegate is appointed by the Chair and Vice Chair of the Competitions Committee.

**NS** To be eligible for appointment as a Competitions Committee Delegate a Technical Delegate must have attended the Competition Preparation Week meetings and has undergone the necessary Competitions Committee Delegate professional development.

### A.8.12.3 RESPONSIBILITIES

**NS** The Competitions Committee Delegate works in cooperation with the Skill Competition Manager to ensure that a professional competition is conducted. As part of the role the CCD will act as advisor, mediator, and critical friend and ensure that the Competition Rules and regulations are implemented in accordance with the decisions of the Competitions Committee.

### A.8.12.4 BREACH OF COMPETITION RULES OR CODE OF ETHICS AND CONDUCT

**NS** If a Competitions Committee Delegate allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

## A.8.13 JURY PRESIDENT (JP)

### A.8.13.1 DEFINITION

**ES** A Jury President is the chair of the Jury for a skill.

### A.8.13.2 QUALIFICATION

**ES** A Jury President must be able to communicate in English. Members have the right to call in an Interpreter.

**ES** The Jury President must be familiar with all details of the Competition Rules, the Technical Description and the assessment system for the relevant skill competitions as well as all official Competition documentation.

### A.8.13.3 APPOINTMENT

**ES** Technical Delegates may be required to fulfil the role of Jury President as appointed to a skill competition by the Chair and Vice Chair on behalf of the Competitions Committee. A Technical Delegate may be president of more than one Jury at a Competition.

**ES** To be eligible for appointment as a Jury President a Technical Delegate must have attended the Competition Preparation Week meetings and has undergone the necessary Jury President professional development.

### A.8.13.4 RESPONSIBILITIES

**ES** The Jury President shall report to the Chair and Vice Chair of the Competitions Committee and oversees the management of the skill competition and provides guidance to the Chief Expert and Deputy Chief Expert.

**ES** In addition, the Jury President:

- Acts as a link between the Experts for that skill competition and the Competitions Committee,
- Chairs meetings of the Jury that require: resolution of disputes, nominations of officials, or discussions that may result in changes to the agreed Skill Management Plan,
- Will assist the CE, DCE, or Experts in the general management of the skill competition only when invited to do so or when in the view of the Chair and Vice Chair of the Competitions Committee, the competition management is not proceeding correctly, and
- Attends all Jury President meetings on behalf of the Skill Management Team.

### A.8.13.5 BEFORE ATTENDING THE COMPETITION

**ES** Before attending the Competition, the Jury President must:

- Complete the tasks related to preparedness in the Technical Delegate Centre including the online Jury President Test, and
- Become familiar with the Technical Description for the skill competition in which they are Jury President.

### A.8.13.6 BREACH OF COMPETITION RULES OR CODE OF ETHICS AND CONDUCT

**ES** If a Jury President allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

## A.8.14 JURY PRESIDENT TEAM LEADER (JPTL)

### A.8.14.1 DEFINITION

**ES** Jury Presidents are divided into teams which shall have a more experienced Jury President appointed by the Chair and Vice Chair of the Competitions Committee to act as the Jury President Team Leader.

### A.8.14.2 RESPONSIBILITIES

**ES** The Jury President Team Leader shall report to the Chair and Vice Chair of the Competitions Committee and provide guidance to the Jury Presidents in their team.

## A.8.15 INTERPRETER (I)

### A.8.15.1 DEFINITION

The word “translator” and “interpreter” may refer to either oral or written translation of text or language. WorldSkills International has adopted the word Interpreter to cover both roles of interpreting and/or translating.

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

### A.8.15.2 QUALIFICATION

Ideally, Interpreters should have knowledge of the technical terms appropriate to the skill competition(s) for which they are interpreting/translating. Interpreters must have proven knowledge of the Competition Rules and abide by them.

### A.8.15.3 APPOINTMENT OF INTERPRETERS

Members cannot use former Experts or Competitors as Interpreters in the skill in which they were an Expert or Competitor.

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

Interpreters are registered to a “pool” by the Member. Four months before the Competition the pool of Interpreters for each Member will be assigned to skill competitions in which they have registered. The assignment of Interpreters will be across all skill competitions irrespective of industry sector. Assignment of skill competitions is by an automated random process and will be available in the Registration System.

### A.8.15.4 ENTITLEMENT

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

### A.8.15.5 AVAILABILITY

After the official commencement of the Competition, the Interpreters should remain seated in the central workshop area or elsewhere as specified by the Chief Expert and be readily available, as required.

### A.8.15.6 CONTACT WITH COMPETITORS

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

#### A.8.15.7 **ACCREDITATION**

In the same way as all other participants, Interpreters must be registered in advance, stating which skill competition(s) they will be accredited to. Only fully registered Interpreters will be granted access.

#### A.8.15.8 **CONDUCT IN THE WORKSHOP**

- The compatriot Expert must introduce the Interpreter at the first Expert meeting.
- During the four days of the Competition, the Interpreter must inform the Chief Expert or Deputy Chief Expert when entering or leaving the workshop area during competition time.
- The Interpreter must ensure that a digital file, photocopy, or the original of any translated documentation is given to the Chief Expert for storage. The Chief Expert shall submit these translations to the Secretariat at the end of the Competition.
- The Interpreter must be aware of the disciplinary procedure for breaking the Competition Rules. An Interpreter found guilty of dishonest conduct may be barred immediately from all competition areas.

#### A.8.15.9 **CONFIDENTIALITY OF INFORMATION**

Competitors must not receive additional information as a result of interpretation work. Any Interpreters or Competitors allegedly breaching this rule will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

### A.8.16 **WORKSHOP SECTOR MANAGER (WSM)**

#### A.8.16.1 **DEFINITION**

The Workshop Sector Manager is a person with qualifications and experience in one of the skills in the industry sector in which they are appointed.

#### A.8.16.2 **APPOINTMENT**

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

#### A.8.16.3 **REPORTING**

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

#### A.8.16.4 **NEUTRALITY**

The Workshop Sector Managers' behaviour 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.

#### A.8.16.5 **CONTACT WITH NATIONAL ORGANIZATION AND COMPETITORS**

Workshop Sector Managers can participate in all activities with their national organization until the point where the national Competitors (or squad) are announced, or 12 months prior to the Competition, whichever comes first. At that point it is expected that the Workshop Sector Managers cease all skill-specific training of the national competitor or squad, however participation in team building and team development such as developing their mental attitude, physical activities to bring the team closer together, and presentations by sports psychologists and nutritionists is possible.

Once the national Competitor or squad has been announced, Workshop Sector Managers can remain on committees and boards for their national organization, as well as participate in judging at provincial 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 if it is within the timeframe outlined above. Similarly, if they are invited to judge at a national or regional competition other than in their own country or region.

#### A.8.16.6 **RESPONSIBILITIES**

The Workshop Sector Manager is responsible for overseeing the Workshop Managers in their industry sector.

#### A.8.16.7 **BREACH OF COMPETITION RULES OR CODE OF ETHICS AND CONDUCT**

If a Workshop Sector Manager allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

### A.8.17 **WORKSHOP MANAGER (WM)**

#### A.8.17.1 **DEFINITION**

The Workshop Manager is a person with qualifications and experience in their accredited skill that assists the Experts.

#### A.8.17.2 **APPOINTMENT**

The Competition Organizer shall appoint a Workshop Manager for each skill.

#### A.8.17.3 **REPORTING**

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

#### A.8.17.4 **SPECIAL ARRANGEMENTS**

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

#### A.8.17.5 **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, until all assessments and the Experts' other tasks have been completed.

#### A.8.17.6 **NEUTRALITY**

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

#### A.8.17.7 **CONTACT WITH NATIONAL ORGANIZATION AND COMPETITORS**

Workshop Sector Managers can participate in all activities with their national organization until the point where the national Competitors (or squad) are announced, or 12 months prior to the Competition, whichever comes first. At that point it is expected that the Workshop Sector Managers cease all skill-specific training of the national competitor or squad, however participation in team building and team development such as developing their mental attitude, physical activities to bring the team closer together, and presentations by sports psychologists and nutritionists is possible.

Once the national Competitor or squad has been announced, Workshop Sector Managers can remain on committees and boards for their national organization, as well as participate in judging at provincial 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 if it is within the timeframe outlined above. Similarly, if they are invited to judge at a national or regional competition other than in their own country or region.

#### A.8.17.8 **RESPONSIBILITIES**

The Workshop Manager is responsible for workshop installations, preparation of materials, workshop security, Health, Safety, and Environment, and the general tidiness and neatness of the workshop area.

#### A.8.17.9 **BREACH OF COMPETITION RULES OR CODE OF ETHICS AND CONDUCT**

If a Workshop Manager allegedly breaches the rules or Code of Ethics and Conduct, they will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

### A.8.18 **WORKSHOP MANAGER ASSISTANT (WMA)**

#### A.8.18.1 **DEFINITION**

With the agreement of the Chair and Vice Chair of the Competitions Committee and the Director of Skills Competition, the Competition Organizer may appoint an assistant(s) who will comply with the same rules as the Workshop Manager. The WMA reports to the WM.

### A.8.19 **OBSERVERS**

#### A.8.19.1 **TYPES**

There are four types of Observer: Official Observer, Observer, Technical Observer and Future Competition Organizer Observer. The Competition Organizer provides Official Observer packages (for Official Observers) and Observer packages (for Observers, Technical Observers and Future Host Observers).

#### A.8.19.2 **REGISTRATION**

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

#### A.8.19.3 **OFFICIAL OBSERVERS (OO)**

Official Observers are important people from the Member's country/region and have access to WorldSkills International meetings and special events of the Competition Organizer.

#### A.8.19.4 **OBSERVERS (O)**

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

#### A.8.19.5 **TECHNICAL OBSERVERS (TO)**

Technical Observers are people who will be Workshop Managers for the next Competition. They are permitted to enter the workshop areas (for the skill competitions to which they are accredited) in order to gain experience. There may be only one Technical Observer per skill competition.

#### **A.8.19.6 FUTURE COMPETITION ORGANIZER OBSERVERS**

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

#### **A.8.19.7 NUMBER OF OBSERVERS**

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

#### **A.8.19.8 EXCHANGE OF INFORMATION**

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

### **A.8.20 CHAIR OF THE COMPETITIONS COMMITTEE**

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

### **A.8.21 VICE CHAIR OF THE COMPETITIONS COMMITTEE**

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

### **A.8.22 CHIEF EXECUTIVE OFFICER (CEO)**

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

### **A.8.23 DIRECTOR OF SKILLS COMPETITIONS**

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

### **A.8.24 SECRETARIAT**

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

### **A.8.25 QUALITY AUDITOR (QA)**

The Quality Auditor, appointed by and reporting to the Board of Directors, provides an independent informed assessment of the procedures and practices used to carry out the Competition with the aim of improving them, and also monitors the judging and compilation of accurate results. The QA will not engage in any problem-solving activities during the Competition but should refer any immediate problems to the Chair and Vice Chair of the Competitions Committee.

### **A.8.26 STANDARDS AND ASSESSMENT ADVISOR (SAA)**

The Standards and Assessment Advisor oversees the WorldSkills International assessment system including the development of best practice assessment incorporating clearly defined Standards Specifications in the Technical Descriptions and Marking Schemes. This person must have Competition experience, a broad knowledge of assessment along with WorldSkills-related assessment preparation experience, and be familiar with the Competition Information System (CIS). The Standards and Assessment Advisor is nominated by the Chair and Vice Chair of the Competitions Committee.

### **A.8.27 SKILL ADVISOR (SA)**

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

## A.9 ACCESS AND ACCREDITATION

### A.9.1 RESPONSIBILITY

The Competition Organizer is responsible for providing accreditation. The Competition Organizer and the Secretariat shall work together to determine the technical and logistical requirements of such a system. WorldSkills International is responsible for defining access and approving accreditation to the skill competitions and the Competition site. The Competition Organizer is responsible for defining access and approving accreditation related to the Accreditation Packages.

### A.9.2 ACCESS TO THE WORKSHOPS

Only people with official accreditation shall have access to workshops. Experts, Workshop Managers, Workshop Manager Assistants, Interpreters, and Technical Observers are required to be accredited for access to the skill competition they are registered for.

Members of the Board of Directors, Official Delegates, Technical Delegates, Secretariat personnel, Quality Auditor, Standards and Assessment Advisor, Skill Advisors, and Competition Support staff have access to all workshops at any time. However, they are not permitted to contact their compatriot Competitors unless accompanied by a Skill Competition Manager, Chief Expert, or an Expert from another Member.

Team Leaders may have access to all workshops at any time and may contact their Competitors directly. They must introduce themselves to a member of the Skill Management Team on their first visit to the workshop.

Technical Delegate Assistants can only enter the skill competition workshops in which they have an Expert.

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

Access to the workshops by staff/volunteers of the Competition Organizer is to be accredited on a case-by-case basis by the WSI CEO or WSI Director of Skills Competitions.

Access to the workshops by Future Competition Organizer Observers is to be accredited on a case-by-case basis by the WSI CEO or WSI Director of Skills Competitions.

### A.9.3 ACCESS TO COMPETITION SITE BEFORE COMPETITION

Access to the Competition site before the Competition is prohibited to Observers, media and the general public. Special access to Observers and media is accredited on a case-by-case basis by the WSI CEO, Communication, Marketing, and Special Events Director or Director of Skills Competitions.

## A.10 NOMINATION PROCESS FOR THE APPOINTMENT OF CE AND DCE

### A.10.1 OVERVIEW

At each Competition, one election shall be held for the nominations of eligible Experts for appointment to the Skill Management Team for the next Competition. This shall be done when the competition marking has been completed. These elections must be completed by 14:00 on C+1 (24 hours after the Competition finishes). Exceptions to this must have been agreed previously with the Chair and Vice Chair of the Competitions Committee.

The Jury President or Skill Competition Manager, on behalf of the Competitions Committee, is responsible for the election process according to the Competition Rules.

**Note:** This election is only in respect of the nomination of the Skill Management Team and their reserves. The Expert receiving the highest votes will be nominated as the Chief Expert, the Expert receiving the next highest votes will be nominated as the Deputy Chief Expert.

After nomination, the CE and DCE must be:

- Recommended by the Jury President or Skill Competition Manager,
- Supported by their Member organization, and then
- Approved by the Chair and Vice Chair of the Competitions Committee.

The Jury President or Skill Competition Manager must submit a recommendation on the Skill Management Team nominations and for all reserves to the Director of Skills Competition at the Competition.

Within two months of the nomination of the CE and DCE, the Director of Skills Competitions will advise the compatriot Technical Delegate and seek provisional support. This will ensure continuity of development and communication between Competitions.

Six weeks prior to the Competitions Committee meetings held about 12 months before the Competition, WorldSkills International will seek support from the Technical Delegate (copy to Official Delegate) of the Member Organization for their Expert(s) to be designated CE and DCE.

On the basis of such support from the Member Organization, and also the approval of the Chair and Vice Chair of the Competitions Committee, the CE and DCE shall be appointed. The list of all approved CEs and DCEs shall be published prior to the CC meeting 12 months before the Competition.

### A.10.2 CRITERIA FOR NOMINATION OF CHIEF EXPERT AND DEPUTY CHIEF EXPERT

The following criteria should apply for the nomination of the Chief Expert and Deputy Chief Expert:

- Be able to communicate in written and spoken English,
- Chief Expert and Deputy Chief Expert to have been an Expert for at least two previous Competitions (including the current Competition),
- Be a person of integrity,
- Be highly competent and experienced in the skill,
- Have good management and leadership skills,
- Have good interpersonal relationship skills,
- Have good communication skills – written and spoken,

- Be competent using a computer and the Internet – specifically to work in partnership with the Skill Management Team and Director of Skills Competitions,
- Communicate with and respond to WorldSkills International between Competitions, and
- Persons nominated for the Skill Management Team should be willing to take on either of the CE or DCE role.

### A.10.3 **SKILL COMPETITIONS WITH NO NOMINATED EXPERTS FOR THE SKILL MANAGEMENT TEAM**

Where no Experts are nominated for the Skill Management Team for the next Competition that particular skill competition may not be offered for registration.

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

### A.10.4 **PROCEDURE**

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. From the list of those eligible, Experts are asked to confirm to the Director of Skills Competitions their willingness to stand. This preliminary list of nominations is made available before the Competition on the Expert Centre for consideration by all Experts.

The Jury President or Skill Competition Manager presides over the election process.

At the Competition, the Jury President or Skill Competition Manager re-confirms with the Experts who earlier indicated they will stand for the Skill Management Team. Any Experts indicating they no longer wish to stand are removed and those Experts who now wish to stand are added to the nominations. This part is completed by 18:00 on C4. The nominations are locked.

The election commences at 18:00 on C4 and ends by 14:00 on C+1. Experts log-in to the Expert Centre and lodge their choices of three Experts in order of preference. The application will allocate three points to the first choice, two points to the second choice, and one point to the third choice.

At 14:00 on C+1, or earlier if all Experts have voted, the Jury President or Skill Competition Manager will lock the application and the results will be generated. Experts are required to log back into the application and digitally sign the results to approve the nomination.

The Jury President or Skill Competition Manager must submit their recommendation on the CE and the DCE and all reserves to the Director of Skills Competitions at the Competition. It is to be submitted before leaving the Competition Site.