



## TECHNICAL DELEGATE AND JURY PRESIDENT GUIDE





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# **1 DUAL ROLE: TECHNICAL DELEGATE AND JURY PRESIDENT**

## **1.1 Overview**

Technical Delegates have two distinct roles – Technical Delegate and Jury President.

## **1.2 Technical Delegate – *Competition Rule 6.7***

Technical Delegates represent their country/region in the Technical Committee and the General Assembly. Each country/region has one Technical Delegate. They share responsibility for the development and improvement of all aspects of the Competition including the Competition Rules. They shall ensure that the Competition is professionally planned, managed and completed in accordance with the Competition Rules and Standing Orders.

## **1.3 Technical Delegates act as Jury Presidents – *Competition Rule 6.9***

Normally, all Technical Delegates are appointed to act as a Jury President to a skill. A Technical Delegate may be a Jury President for more than one skill. Jury President's are appointments about six months before the Competition.

The Jury President oversees the management of a skill and provides guidance to the skill's Jury (Chief Expert, Deputy Chief Expert and Experts). They are in teams which are coordinated by a team leader known as the Jury President Team Leader. It is the Jury President Team Leader who appoints the Jury President to a particular skill or skills.

## **2 ROLES AND RESPONSIBILITIES OF TECHNICAL DELEGATES**

As members of the Technical Committee and as Jury Presidents, Technical Delegates have, together with the WorldSkills International Secretariat and the Host Member, the overall responsibility for the preparation and the running of the Competition as described in this document and in section 6.7 of the Competition Rules.

### **2.1 Professionalism and excellence**

Technical Delegates pursue the continuous development and professionalism of WorldSkills International. This can be achieved by proposing new skills and changes to skills, as well as proposing improvements to the Competition Rules. Matters of this nature are normally proposed following consultation with their national/regional organisation.

### **2.2 Definition of tasks**

The tasks of the Technical Delegates and the Technical Committee are specified in the Constitution, Standing Orders and Competition Rules. At national/regional level, the Technical Delegates role may include selection of Experts and Competitors for their country/region, and in many cases, involvement in organising national/regional competitions.

### **2.3 National/regional responsibility**

In some countries/regions the Technical Delegate is a full-time employee with the National Organisation. In other countries/regions he or she is nominated by the Member Organisation and may be from any one of the following: an education or training organisation, an employer or trade union, an association or chamber.

### **2.4 Mentors**

The Technical Committee will appoint mentors for new Technical Delegates. This will help them to understand the work of the Technical Committee and the Jury Presidents' duties. New Technical Delegates should seek contact with the other Technical Delegates and develop a network for exchanging ideas and experiences. The Discussion Forum may be used for this - <http://forums.worldskills.org/>

The duties of Technical Delegates are described in section 6.7 of the Competition Rules. The duties of Jury Presidents are described in section 6.9 and Appendix 4 of the Competition Rules.

## **3 BETWEEN COMPETITIONS**

### **3.1 Knowledge of Constitution, Standing Orders and Competition Rules**

As Technical Delegates represent their country/region at both Technical Committee meetings and the General Assembly, it is essential that they have a thorough knowledge of the WorldSkills International Constitution, Standing Orders and Competition Rules. These can be downloaded from the WSI website: [http://www.worldskills.org/index.php?option=com\\_content&task=view&id=240&Itemid=454](http://www.worldskills.org/index.php?option=com_content&task=view&id=240&Itemid=454)

### **3.2 Representation**

As country/region representatives, Technical Delegates should discuss Technical Committee meeting agenda items with their National Organisation and their Official Delegate prior to Technical Committee meetings.

### **3.3 Reporting**

Technical Delegates possess knowledge of important technical decisions made by the Technical Committee. They are also informed of organisational and strategic matters via the General Assembly and their partnership with their Official Delegate. Technical Delegates are responsible for bringing this information to their National Organisation Board, team of Experts, Team Leaders, Competitors and others involved in preparation for the Competition.

### **3.4 Experts**

#### **3.4.1 Appointment of Experts**

Technical Delegates should be involved in the appointment of Experts for their country/region. New Experts should be nominated at least nine months before the Competition at which they are to officiate. Refer to section 2.2.1 of the Competition Rules.

#### **3.4.2 Registration of Experts**

Technical Delegates are responsible for ensuring that Experts are registered with WorldSkills International through the Registration System - <http://www.worldskills.org/registration>. Once the registration is completed the Expert is required to update their profile for the website 'Who-is-Who', and use the online discussion forum for their skill.

#### **3.4.3 Experts' training and knowledge**

Technical Delegates are responsible for the training of Experts from their country/region, and must ensure that Experts have good working knowledge of the following:

- Competition Rules
- Technical Description (TD) for the skill
- Infrastructure List (IL) including knowledge of machines, tools and materials for their skill
- Previous Test Projects for their skill
- Operation and functionality of the Competition Information System (CIS)
- The marking scheme and assessment procedure for their skill
- Regulations concerning professional and ethical behaviour at WorldSkills Competitions
- Quality Assurance Management System (QAMS)
- Health and Safety regulations
- Use of [www.worldskills.org](http://www.worldskills.org), who-is-who and discussion forums
- National documents of importance (Handbook, Commitment forms, etc)

### **3.5 Competitors**

### 3.5.1 Registration of Competitors

- Technical Delegates are responsible for ensuring that Competitors are registered with WorldSkills International through the Registration System - <http://www.worldskills.org/registration>.

### 3.5.2 Competitors' training and knowledge

- Technical Delegates are responsible for ensuring that Competitors from their country/region are familiar with the following documents:
  - Competition Rules
  - Regulations regarding professional and ethical behaviour
  - Health and Safety regulations
  - Technical Description (TD) for their skill
  - Infrastructure List (IL) for their skill
  - Previous Test Projects for their skill
  - Circulation of the Test Project
  - Competitors' timetable

## 3.6 Circulated Test Projects

In certain skills, Test Projects are circulated 3 or 6 months ahead of the Competition. For these skills, Technical Delegates must provide the necessary information concerning circulated Test Projects. They must also ensure that the Expert and Competitor(s) have received the Test Project, and that the Test Project is clearly understood.

## 3.7 Pre-Competition arrangements

Technical Delegates are responsible for ensuring that the following duties are carried out:

- Registration of Competitors, Experts, Delegates, Team Leaders, Interpreters/Translators, Observers to WorldSkills International
- Ensure that travel and accommodation arrangements are made for the Competitors, Experts, Delegates, Team Leaders, Interpreters/Translators and Observers
- Arrange and participate in meetings/seminars for Competitors, Experts and Team Leaders
- Arrange transportation of hand tools and equipment to the Host country/region
- Ensure that their team has the necessary official uniform and safety clothing
- Obtain publicity material on country/region organisation and team

#### **4 IMMEDIATELY BEFORE AND DURING THE COMPETITION**

Technical Delegates should travel together with their country/region Experts to the Competition Site about one week ahead of the Competition (see WSI Competition Program).

During the days before the Competition the Technical Delegates should:

- Participate in meetings of the Technical Committee, Jury Presidents meetings, and all relevant working groups, and carry out the final preparations for the Competition with the Experts in their Jury.
- Ensure, together with their Experts, that their Competitor's tools and equipment have arrived at the Competition site and are at the appropriate workshop.
- Arrange meetings with their country/region Experts and ensure that all preparations have been completed.
- Update Team Leader(s) as necessary when they arrive.

## **5 ROLES AND RESPONSIBILITIES OF JURY PRESIDENTS**

### **5.1 Knowledge**

As a Jury President you must have a clear understanding and knowledge of the management of the Skill/s, knowledge of the Technical Description, Infrastructure List, Skill Management Plan and Competition Binder for the Skill/s for which you are appointed as Jury President.

Working knowledge of the following is vital to managing the Competition:

- Competition Rules
- Technical Delegate and Jury President guide
- The marking scheme and marking procedure for the skill
- Operation and functionality of the Competition Information System (CIS)

### **5.2 Contact with Jury President Team Leader**

As soon as you are appointed as a Jury President it is recommended that you make contact with your Jury President Team Leader. Ideally, initial contact should be made by email or phone and then at the Technical Committee meetings before the Competition.

It is also recommended that you make contact with the Chief and Deputy Chief Expert as early as possible (email/phone), introduce yourself, and make sure that the preparations for the Competition are as professional as possible and are on schedule.

As Jury President the following preparations are recommended:

- Meet your Jury President Team Leader as early as possible and discuss the schedule for your skill
- Work with the Chief and Deputy Chief Expert to develop a Skill Management Plan based on the previous WorldSkills Competition. The online SMP is described in Section 6 below.
- Meet the Chief Expert, Deputy Chief Expert and the Workshop Supervisor before starting preparation for the Competition.
- Attend and chair the first meeting of the Jury for your Skill/s

### **5.3 The Skill Management Team – *Competition Rule Appendix 4***

The Skill Management Team for a skill competition consists of the Chief Expert, the Deputy Chief Expert and the Jury President.

The JP, as an impartial member of the Skill Management Team, works in cooperation with the Chief and Deputy Chief Expert to ensure that a professional competition is conducted. As part of the role the JP will act as advisor, mediator, and critical friend. In addition, the Jury President acts as a link between the Experts for that Skill and the Technical Committee.

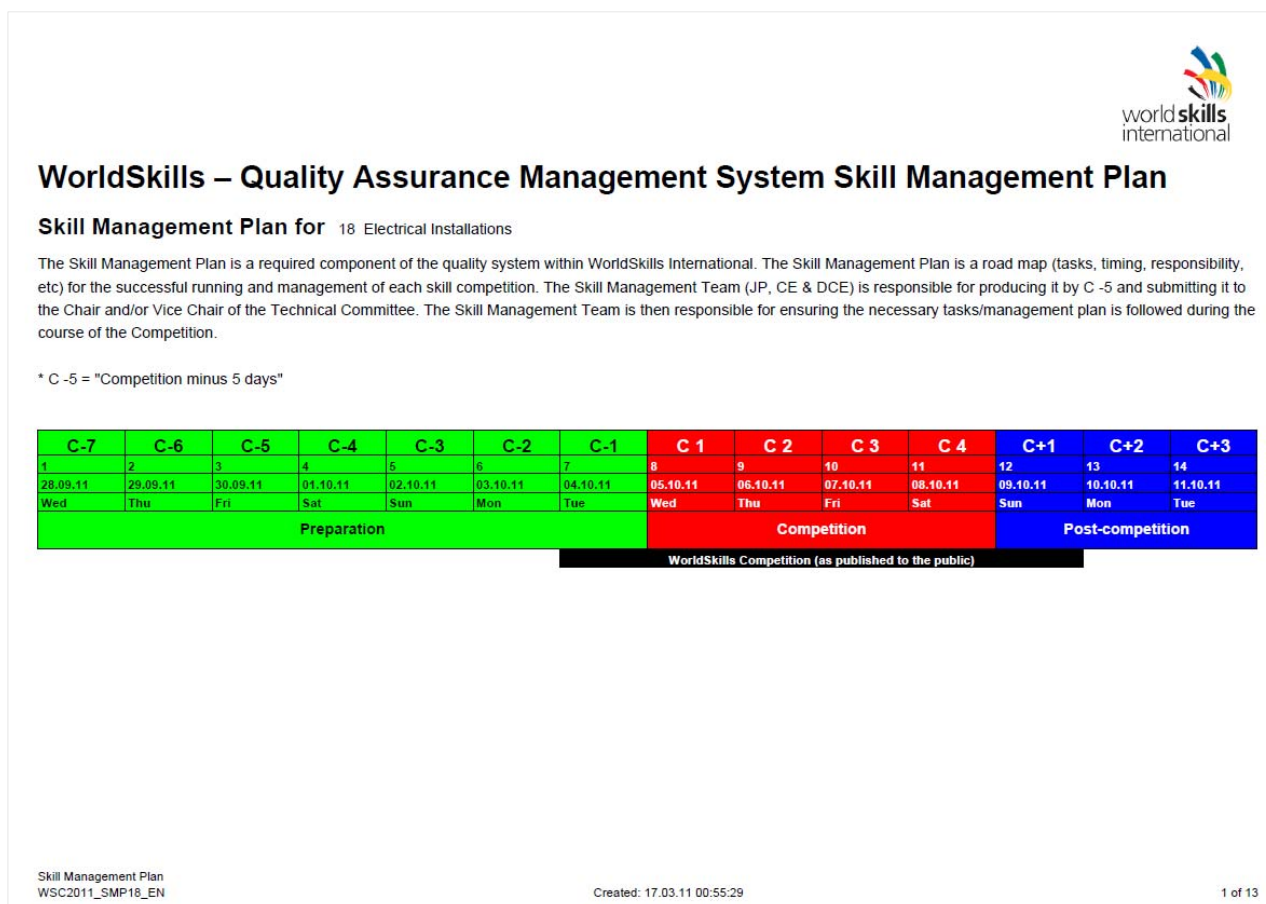
### **5.4 Ensuring fairness**

The Jury President, with the assistance of the Chief and Deputy Chief Expert, must ensure that the system and procedures used in the marking of the Test Projects are free from bias, prejudice, use of influence, special treatment, individual dishonesty or negligence. Each and every attempt from any source to use influence in favour of a Competitor must be confronted and reported to the Jury President.

## 6 DURING THE COMPETITION

The Skill Management Plan covers the entire period of the WorldSkills Competition, including the six preparation days, four Competition days and the day following the Competition. The Skill Management Plan can be accessed by using the following URL: <http://smp.worldskills.org/>.

The front page of the Skill Management Plan looks like this:



**WorldSkills – Quality Assurance Management System Skill Management Plan**

**Skill Management Plan for** 18 Electrical Installations

The Skill Management Plan is a required component of the quality system within WorldSkills International. The Skill Management Plan is a road map (tasks, timing, responsibility, etc) for the successful running and management of each skill competition. The Skill Management Team (JP, CE & DCE) is responsible for producing it by C -5 and submitting it to the Chair and/or Vice Chair of the Technical Committee. The Skill Management Team is then responsible for ensuring the necessary tasks/management plan is followed during the course of the Competition.

\* C -5 = "Competition minus 5 days"

C-7	C-6	C-5	C-4	C-3	C-2	C-1	C 1	C 2	C 3	C 4	C+1	C+2	C+3
1	2	3	4	5	6	7	8	9	10	11	12	13	14
28.09.11	29.09.11	30.09.11	01.10.11	02.10.11	03.10.11	04.10.11	05.10.11	06.10.11	07.10.11	08.10.11	09.10.11	10.10.11	11.10.11
Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
Preparation							Competition				Post-competition		
WorldSkills Competition (as published to the public)													

Skill Management Plan  
WSC2011\_SMP18\_EN

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Completing and executing the Skill Management Plan guides the Skill Management Team through the necessary steps for running a fair and successful competition.

The following pages describe how to develop your Skill Management Plan.

Notice that the Competition is divided into three phases: Preparation, Competition and Post-Competition. Also, the days are numbered relative to the Competition.

- The Preparation days C -7 to C -1 (green) count down to the Competition.
- The Competition days (red) are numbered C1 to C4.
- The Post-Competition day (blue) is numbered C +1.

This "C" numbering system is used throughout the Skill Management Plan, with dates and day or week, to provide orientation. This numbering system is also used in other WorldSkills documentation.

## 6.1 Preparation day C-6

The Jury President should be present at all Expert training sessions.

Day C -6			
Thursday 29.09.11 (Day 2 of 14)			
Time	Action		Jury President Signature
	<b>Arrival 1b - E, I, TO</b> Experts, Interpreters/translators & Technical Observers		
0830 - 0930	<b>Technical Committee Meeting</b> / WSI meeting room		
0930 - 1100	<b>SKill Management Team training</b> / Break out room JP, CE, DCE		
1100 - 2000	<b>Skill Management Plan finalised</b> / Break out room		
1400 - 1500	<b>Jury President Meeting</b> / WSI meeting room		
1530 - 1630	<b>Jury President Team Leader Meeting</b> / WSI meeting room		

As Jury President you must ensure that the Skill Management Plan is completed and submitted by 2000.

## 6.2 Preparation day C-5

Jury President's are required to attend a daily Jury President's meeting to discuss any issues that may have arisen in your Skill.

Day C -5			
Friday 30.09.11 (Day 3 of 14)			
Time	Action		Jury President Signature
0830 - 0930	New Expert Training / Break out room		
0930 - 1030	Interpreter/Translator training / WSI meeting room		
0930 - 1030	ESR Training / Break out room		
1030 - 1130	Jury President Meeting / WSI meeting room		
1200 - 1800	Excursion TD, TDA, E, I, TO		
1800 - 2030	Welcome Reception TD, TDA, E, I, TO		
<b>WSI Required Items</b>			
	Expert Confidentiality and Professionalism Agreement		
<b>Skill Specific Items</b>			
	Introductions and General overview of plan for Competition		
	Confirm that all Experts have necessary documentation		
	Discuss and sign off on Fairness and Transparency document		
	Discuss and sign off on Health and Safety document		
	Overview of Competition Time Table		
	Expert working teams announced		
	Allocation of duties to Expert Teams		
	Allocation of duties to ESR's (Technical and F&T, CIS, Media, Sustainability, H & S)		
	Skill Specific training		

### 6.3 Preparation day C-4

A short meeting of the Skill Management Team at the beginning of each day is recommended (5-15 minutes), chaired by JP.

The Jury President chairs the first meeting involving all Experts. The Chief and Deputy Chief Expert then conduct training specific to the conduct of their Skill.

Day C -4			
Saturday 01.10.11 (Day 4 of 14)			
Time	Action		Jury President Signature
	<b>Arrival 2</b> Official Delegates, Team Leaders, Competitors, Official Observers & Observers		
0830 - 1030	Skill specific training for Experts by SMT / Competition Site		
1030 - 2000	Competition preparation by Experts as per the SMP / Competition Site		
1300 - 1400	Jury President Meeting / WSI meeting room		
<b>WSI Required Items</b>			
	Test Project 30% change details and agreement		
<b>Skill Specific Items</b>			
	Team 1 - All necessary preparations for Module 1		
	Team 2 - All necessary preparations for Module 2		
	Team 3 - All necessary preparations for Module 3		
	Team 4 - All necessary preparations for Module 4		
	Team 5 - CIS and Competition paperwork		
	Team 6 - Competition Timetable and Passport check		
	Team 7 - Preparation of Toolbox Check and Safety record system		

Competition preparation meetings conducted by the Skill Management Team

#### Suggested format for the first Experts Preparation Meeting

You, as Jury President, should chair the first Experts Meeting.

- Welcome Jury members to the first meeting.
- Introduce yourself and give a brief description of your professional and competition (National and WorldSkills) experience.
- Ask the following to introduce themselves and give a brief outline of the Competition from their point of view:
  - Chief Expert
  - Deputy Chief Expert
  - Experts
  - Workshop Supervisor
  - Interpreters/Translators
- Brief the Jury on the Competition, emphasising the importance of professional behaviour at all times and the need for a duty of care to all Competitors which ensures that:
  - Familiarisation time (8 hours minimum)
  - Competition timetable
  - Written Test Project instructions in their language of choice
  - Marking Scheme including assessment criteria and all pre-filled Objective and Subjective
  - Marking Forms for the Test Project
  - Health and Safety Agreement
  - Code of Ethics
  - Competitor Communication – refer to Competition Rule 6.1.14.
  - Access to their Interpreter/Translator whenever necessary
  - Access to their Team Leader(s) at all times

- Remind all Experts that they are equal members of the Jury and that new Experts must work as a team with experienced Experts.
- Remind everyone of the rules regarding professional and ethical conduct and disciplinary procedures that apply in the event of a breach of these rules.
- Remind Experts that the Competition Information System is designed for complete transparency and records marks and the name of the Expert who awarded the marks.
- State regulations regarding the role of interpreters/translators:
  - Interpreters must not attempt to act as Experts.
  - Interpreters must sit in a central area of the competition area, with their backs to the Competitors and communicate with Competitors only by invitation.
- State regulations regarding the role of the Workshop Supervisor and stress the importance of impartiality in dealing with all Competitors.
- Check that all Experts are familiar with:
  - Competition Rules
  - Current Technical Description

### **Competition Preparation Meeting C-4**

(Chaired by the Chief Expert)

#### 2011 Test Project Preparation

- Develop Test Projects in accordance with Technical Description
- Where the Test Project has already been circulated, agree on the 30% change.
- Translation of the Test Project files
- Written proof of the actual 30% change to the Test Project must be signed and submitted to the Jury President Team Leader and filed in the Competition Binder.

#### Marking scheme

- Finalise the detailed marking scheme in accordance with the Technical Description.
- Translate where applicable
- All members of the Jury must agree all assessment criteria, marks and calculations and sign the Marking Scheme Acceptance Form. The Chief Expert submits this to the CIS Team.
- Once agreed this detailed marking scheme cannot be changed at any stage during the Competition.
- Care should be taken to ensure that the detailed marking scheme does not reveal the solution of the Test Project.
- The marking scheme is provided to the Competitors for the duration of the Competition.

#### Marking groups

- Ensure that marking groups are representative of different cultural, experience and geographical areas.
- Ensure that new Experts are spread among experienced marking groups.
- Ensure that each marking group is responsible for approximately the same percentage of marks.

#### Instructions

- Experts prepare clear instruction for the Test Project in the language of choice of their compatriot competitor.

## 6.4 Preparation day C-3

Competition preparation meetings conducted by the Skill Management Team continued from C-4

Day C -3			
Sunday 02.10.11 (Day 5 of 14)			
Time	Action		Jury President Signature
0800 - 2000	Competition preparation by Experts as SMP / Competition Site		
0900 - 1100	Technical Committee Meeting / WSI meeting room		
1300 - 1400	Jury President Meeting / WSI meeting room		
WSI Required Items			
Test Project order form submitted OR printing Test Project in skill area			
Skill Specific Items			
	Team 1 – Finalise all necessary preparations for Module 1		
	Team 2 – Finalise all necessary preparations for Module 2		
	Team 3 – Finalise all necessary preparations for Module 3		
	Team 4 – Finalise all necessary preparations for Module 4		
	Team 5 – CIS and Competition paperwork		
	Team 6 – Finalise Competition Timetable and Passport check paperwork		
	Team 7 – Finalise preparation of Toolbox Check and Safety record system		

### Competition Preparation Meeting C-3

(Chaired by the Chief Expert)

- Continue with preparations from the previous day
- Complete the Competition timetable to provide to Competitors
- Ensure the lunchtimes for Competitors and Experts is correctly entered into the Skill Management Plan
- Draw up a roster to allow Competitors to visit other skills (where possible)

#### Assigning responsibilities

- Experts with Special Responsibilities will have already been assigned 6 months prior to the Competition
- Health and Safety Officers
- Time keepers, where necessary
- Accident, Sick-Time and Time-Out Officers.
- Experts to work with ESR on revision of Technical Description.
- Experts to check passports/identity cards
- Experts to carry out daily tool checks.

## 6.5 Preparation day C-2

Competition preparation meetings conducted by the Skill Management Team continued from C-4 and C-3

Day C -2			
Monday 03.10.11 (Day 6 of 14)			
Time	Action		Jury President Signature
0800 - 2200	Competition preparation by Experts as per the SMP / Competition Site		
0830 - 2000	Familiarisation for Competitors Workstations, Health and Safety, Fairness and Transparency		
1300 - 1400	Jury President Meeting / WSI meeting room		
1500 - 1800	Final workshop inspection including H&S		
1500 - 1700	General Assembly / WSI meeting room		
WSI Required Items			
	Timetable circulated to Competitors		
	Competitor Identity Check Form		
	Competitor Toolbox Check Form		
Skill Specific Items			
	Expert teams to complete paperwork if necessary		
	Welcome all Competitors to work area		
	Competitors to be briefed on Health and Safety issues		
	Competitors to sign off on Health and Safety document		
	Competitors to sign off on Fairness and Transparency document		
	Shop master to demonstrate use of equipment and materials where necessary		
	Competitors to receive paperwork for all Modules		
	Competitors to unpack toolboxes		
	Toolboxes and equipment to be checked		
	Competitors to practice with materials while being supervised by Experts		

Competition familiarisation – welcome conducted by the Jury President

### Arrival of Competitors

(Chaired by the Jury President)

- Welcome all Competitors and wish them a successful and enjoyable competition
- Chief Expert welcomes the Competitors and introduces the Experts and Workshop Supervisor
- Chief Expert outlines the program for the familiarisation period

Duty of Care – refer to Competition Rule 6.1.21

- Familiarisation time (8 hours minimum)
- Competition timetable
- Written Test Project instructions in their language of choice
- Marking Scheme including assessment criteria and all pre-filled Objective and Subjective
- Marking Forms for the Test Project
- Health and Safety Agreement
- Code of Ethics
- Competitor Communication – refer to Competition Rule 6.1.14.
- Access to their Interpreter/Translator whenever necessary
- Access to their Team Leader(s) at all times

Tasks to be completed while Competitors are in the workshop

- Passport check
- Health & Safety Officers outline Health & Safety Policy for the Competition
- Allocate workplaces by drawing of lots
- Inform Competitors that they are not to bring any data storage devices (mobile phone, digital camera etc.) into the workshop.
- Distribute Competition work timetable to Competitors and display publicly.
- Distribute roster/timetable for Competitors to visit other skills and display publicly.
- Competitors are then allowed to set up their tools and workplace.

## 6.6 Preparation day C-1

Competition preparation meetings conducted by the Skill Management Team continued from previous days

Day C -1		
Tuesday 04.10.11 (Day 7 of 14)		
Time	Action	Jury President Signature
0800 - 1630	Competition preparations by Expert according to SMP / Competition Site	
0800 - 0930	General Assembly / WSI meeting room	
1500 - 1600	Jury President Meeting / WSI meeting room	
1900 - 2100	Opening Ceremony / O2	
<b>WSI Required Items</b>		
	Test Project uploaded	
	Test Project translations complete	
	Competition Commencement Form	
<b>Skill Specific Items</b>		
	SMT and ESR Meeting	
	Experts to complete paperwork and liaise with Shop Master if necessary	
	Final preparations for Competition	
	Finalise Marking Scheme for CIS	

Jury President checks through all documents to ensure they are complete and ready for

## 6.7 Competition day C1

- The Jury President should be present for at least for the first hour of the competition each day.
- Jury President and Chief Expert welcomes Competitors and wishes them good luck for the competition.
- Chief Expert to give Competitors Test Project and Marking Scheme.
- Compatriot Expert then gives Competitors written instructions in language of their choice. He/she discusses the project with the Competitor and answers any questions. This briefing should be verbal in nature and no notes may be written or recorded by the competitor.
- Appointed Experts carry out toolbox check.

<b>Day C 1</b>			
Wednesday 05.10.11 (Day 8 of 14)			
Time	Action		Jury President Signature
0830 - 0900	Competitor Communication / Competition Site		
0900 - 1700	Competition Day 1 / Competition Site		
1430 - 1930	Assessment Day 1 / Competition Site		
1430 - 1530	Jury Presidents Meeting / WSI meeting room		
1700 - 1730	Competitor Communication / Competition Site		
<b>WSI Required Items</b>			
	Day 1 marks entered into CIS		
<b>Skill Specific Items</b>			
	Competitors to complete Module 1		
	Competitors to begin Module 2		
	Expert Teams to supervise as per Time Table		
	Expert Team 1 to Mark Module 1		
	Expert Team 7 to complete routine Safety Checks		
	Expert Team 5 to manage Paperwork and enter marks to CIS		
<b>Lunch Period</b>		<b>Competitors</b>	<b>Experts</b>
1100 - 1200	AT, CH		
1130 - 1230	CA, JP		
1200 - 1300			
1230 - 1330			
1300 - 1400			

- Competition work starts and is monitored and controlled by the Experts.
- Competitors are informed at intervals of the time remaining.
- At the end of the each Competition Day, the Experts carry out assessment (if the Test Project is modular) or safely secure the Competitors' work.

## 6.8 Competition days C2 and C3

If the Jury agrees that an Extension of Time is required, an application should be made to the Chairman of the Technical Committee by the end of C2.

Day C 2 Thursday 06.10.11 (Day 9 of 14)			
Time	Action		Jury President Signature
0830 - 0900	Competitor Communication / Competition Site		
0900 - 1700	Competition Day 2 / Competition Site		
0900 - 1930	Assessment Day 2 / Competition Site		
1430 - 1530	Jury Presidents Meeting / WSI meeting room		
1700 - 1730	Competitor Communication / Competition Site		
WSI Required Items			
Day C 3 Friday 07.10.11 (Day 10 of 14)			
Time	Action		Jury President Signature
0830 - 0900	Competitor Communication / Competition Site		
0900 - 1700	Competition Day 3 / Competition Site		
0900 - 1930	Assessment Day 3 / Competition Site		
Lunch Period 1100 - 1200	1430 - 1530 Jury Presidents Meeting / WSI meeting room		
1130 - 1230	1700 - 1730 Competitor Communication / Competition Site		
1200 - 1300	WSI Required Items		
1230 - 1330	Day 3 marks entered into CIS		
1300 - 1400	Skill Specific Items		
	Competitors to complete Module 4		
	Expert Teams to supervise as per Time Table		
	Expert Team 4 to Mark Module 4 Function		
	Expert Teams to Mark Module 4 as instructed		
	Expert Team 7 to complete routine Safety Checks		
	Expert Team 5 to manage Paperwork and enter marks to CIS		
Lunch Period	Competitors	Experts	
1100 - 1200	AT, CA		
1130 - 1230			
1200 - 1300			
1230 - 1330			
1300 - 1400			

Competition Days 2 and 3 are basically the same as Competition Day 1...

...except that any required Extension of Time must be request must be made to the Chair or Vice Chair of the Technical Committee by the end of Competition Day 2.

## 6.9 Competition day C4

The Skill Management Team thanks the Competitors for participating and congratulates them on the high standard they have achieved.

Day C 4			
Saturday 08.10.11 (Day 11 of 14)			
Time	Action		Jury President Signature
0830 - 0900	Competitor Communication / Competition Site		
0900 - 1400	Competition Day 4 / Competition Site		
0900 - 2330	Assessment Day 4 / Competition Site		
0900 - 2330	Competition finalisation by Expert as per SMP / Competition Site		
1100 - 1200	Jury Presidents Meeting / WSI meeting room		
1600 - 1800	Packing of toolboxes / Competition Site		
WSI Required Items			
	Day 4 marks entered into CIS		
	All marking complete and entered into CIS		
Skill Specific Items			
	Competitors to complete Module 3		
	Expert Teams to supervise as per Time Table		
	Expert Team 3 to Mark Module 3 Function		
	All Expert Teams to Mark Module 3		
	Expert Team 7 to complete routine Safety Checks		
	Expert Team 5 to manage Paperwork and enter marks to CIS		
	All Marking and Entries to CIS to be Completed by Midnight		
	All assessments completed		

### Completion of the Competition

- Jury President thanks the Experts, Workshop Supervisor and sponsors for a great job.
- Competitors can pack their toolboxes.
- Experts remain until all assessment is complete and entered into the CIS.
- Jury President remains at site to finalise assessment.

## 6.10 Completion day C+1

Day C +1		
Sunday 09.10.11 (Day 12 of 14)		
Time	Action	Jury President Signature
0800 - 1000	Assessment and CIS finalisation	
1000 - 1600	Competition finalisation by Experts as per SMP WSC2013 TD and TP, QAMS surveys, CE/DCE nominations	
1300 - 1450	Technical Committee Meeting – Finalization of Results	
1500 - 1550	General Assembly – Ratification of Results	
1900 - 2130	Closing Ceremony and Farewell Party	
WSI Required Items		
	CIS Closure Form	
	CE and DCE Ballots completed and results reported	
	Test Project proposals WSC2013 submitted	
	2013 Test Project Selection Form	
	Technical Description Change Agreement	
	Signed Mark Summary Forms submitted to CIS office	
	Technical Description Update for WSC2013 uploaded	
	Competition Completion Form	
Skill Specific Items		
	2011 Technical Description Update	
	Selection of 2011 Project Design Teams	
	CE & DCE Elections for 2011	
	QAMS questionnaires	

### Competition assessment

At 10am on C +1 the CIS is closed. The Technical Committee approves the results, nominate Best of Nation for their country/region and the General Assembly then ratifies the result.

The following tasks must be completed by the end of Day C+1:

- WSC2013 Technical Description updated, signed off by 80% of Experts and submitted to WorldSkills International Secretariat.
- WSC2013 Test Project selection, if applicable to skill.
- Chief Expert and Deputy Chief Expert nominations held.
- QAMS questionnaires completed and submitted to WorldSkills Secretariat.
- Competition Completion form signed by JP and all Experts