

COMPETITION RULES



worldskills
international

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Competition Rules

For the organization and execution of WorldSkills Competitions

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1 About the Competition Rules

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 Technical Committee and are ratified by the General Assembly.

All Members and Participants must abide by the Competition Rules.

In all WorldSkills International documentation, any words and/or phrases implying male gender shall automatically imply female gender.

1.2 Basic principles

1.2.1 Selection of the Host Member/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.

1.2.2 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.

1.2.3 Rights

The Host Member shall be responsible for organising 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).

1.2.4 Values

The core values of WorldSkills International are integrity, transparency, fairness, partnership and innovation. These are often referred to as the pillars of WorldSkills International.

1.2.5 Technical Committee decisions

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

1.3 Definition of terms (Glossary)

Refer to www.worldskills.org/glossary

2 Competition organization

2.1 Host Member/Competition Organizer duties

2.1.1 Provision of infrastructure

The Competition Organizer is responsible for providing a suitable workshop area and equipment for each skill, in accordance with its Technical Description and Infrastructure List. The concept for this must be approved by the Board of Directors. (Refer to 10.3)

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, tools and samples of materials in accordance with the decisions of the Technical Committee.

The Competition Organizer shall provide optimal facilities and infrastructure for the Competition, as set out in the Technical Descriptions, Infrastructure Lists, the Competition Organising Guide 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 Technical 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
- Offices for the President, CEO, and for the Chairs and Vice Chairs of the Technical and Strategy Committees

Any other offices specified in the Competition Organising Guide

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

2.1.2 Competition Program

In conjunction with and managed by the CEO, the Competition Organizer shall prepare an overall Competition Program 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.

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 Organising Guide. The Competition Host 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.

2.2 WorldSkills International and Member duties

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 skills via the WorldSkills International website (www.worldskills.org/registration). The deadline shall be 12 months before the Competition.

Members must register

- i) the skill(s), and
- ii) 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 skills they will participate in). No further changes may be made without the permission of the Competition Organizer and the WorldSkills International the Technical Director.

Stage 4 – Registering Participant Details

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

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

Competitor, Team Leader, Interpreter/translator and Official Delegate 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 capitalisation of participants' names.

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

3 Communications (including Marketing, Media and Public Relations)

3.1 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.

3.2 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.

3.3 Member communications

Communications (marketing, media and public relations) activities in individual Member countries/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 WSI.

4 Skills to be hosted

4.1 Number of skills

The total number of skills at the Competition is determined by the application of the Guiding Principles (Appendix 1) to ensure that the skills reflect our mission and, our competition goals and represent the skill needs of the global economy.

4.2 Admission of skills

4.2.1 Introduction of a new skill

Members may propose new skills by presenting them to the Technical Committee (Refer to Appendix 2). If the proposed skill competition meets the criteria in the Guiding Principles (Appendix 1), it shall be offered as a potential Demonstration Skill.

4.2.2 Demonstration Skills

For the initial admission of a Demonstration Skill, a minimum of 6 competitors or teams must be registered at Provisional Registration. Refer to Appendix 2 for the rules and guidelines for the introduction of a Demonstration Skill.

4.2.3 Reintroduction of a skill

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 in the 3 official languages 18 months before the Competition.
- Have 12 Members registered at Provisional Registration.

4.2.4 Host Member Skills

Refer to Guiding Principle 5 (Appendix 1).

4.2.5 Presentation Skills

The Host Member 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 Host Member. These awards cannot be WSI official medals, medallions or certificates and the associated results will not be included in the WorldSkills International official awards lists. The Host Member may invite other Members to participate in these Presentation Skills.

4.2.6 Exhibitions

The Competition Organizer/Host Member may, at its own cost, present or showcase a new aspect of a competition or a possible new skill 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/Host Member may however acknowledge demonstrators with certificates provided they are approved by WorldSkills International.

4.3 Minimum numbers of Competitors per skill

4.3.1 Official Skill - first time at Competition

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

4.3.2 **Official Skill - second time at Competition**

Where a skill is regarded as 'Official' for the second time, it must have a minimum of 10 Members registered at Provisional Registration.

4.3.3 **Official Skills - third or more times at Competition**

Where a skill has been established as 'Official' for more than 2 Competitions, a minimum of 12 Members must register at Provisional Registration.

4.3.4 **Team skills**

Where a team skill is regarded as 'Official' for the second time or more, it requires a minimum of 8 registrations at Provisional Registration.

4.3.5 **Competition Organizer support**

These rules about minimum numbers of Competitors per skill will not apply if the Competition Organizer is already contractually bound to run a Competition for the skill 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.

4.3.6 **Skills 'on notice' and removal of skills**

Skills will go 'on notice' or be removed from the list of skills to be offered for registration for the following Competition according to the Guiding Principles if competitions are conducted with less than the required number of registrations. Refer to the Guiding Principles in Appendix 1 for complete details.

5 Sustainability

5.1 Policy and procedures

All activities associated with the Competition shall be carried out in accordance with the WSI Sustainability Policy which documents the key sustainability principles of the 5Rs – reduce, recycle, reuse, reformat and regenerate.

<< Note: WSI Sustainability Policy under development as part of Action Plan 2012-15.>>

5.2 WorldSkills International Secretariat

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

5.3 Competition Organizer responsibility

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

5.4 Technical Delegates' responsibilities

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

5.5 Experts' responsibility

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

6 Health & Safety

6.1 Policies and procedures

6.1.1 Health and Safety policy at the Competition

All accredited persons must comply with the Health and Safety legislation specified by the Competition Organizer.

Where a Member's own national Health and Safety regulations are higher or more strict than Competition Organizer's regulations then the higher/more strict regulation shall prevail in respect of that particular Member at the Competition.

6.1.2 Competition Organizer is responsible for Health and Safety

The Competition Organizer is responsible for all infrastructure, equipment and setup to be fully in accordance with the Host country/region's legislation. The Competition Organizer must produce Health and Safety documentation for the event and for all competitions in all official languages. Documentation must include accurate information in respect of testing and approval of Competitor electrical hand tools brought to the Competition. The complete Health and Safety documentation shall be provided on the WSI website six months before the Competition.

6.1.3 Technical Delegate responsibility

The Technical Delegate is responsible for ensuring that all compatriot Competitors and compatriot Experts have been given correct and full information about the Competition Organizer's Health and Safety regulations before the Competition.

Where a particular Member's own national safety regulation is higher/more strict than the Host country/region regulation, the Technical Delegate is responsible for ensuring that such accredited participants adhere to their own national regulation.

6.1.4 Expert and Workshop Supervisor responsibility

Experts and Workshop Supervisors are responsible for planning and running the Competition according to all Health and Safety regulations, including Host country/region regulations, their own Member's specific national regulations and also the Health and Safety requirements contained in the Technical Description.

6.2 Health and Safety training and implementation

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

On completion of training and prior to any equipment being used in the workshops, those persons specified above, having receiving Health and Safety training are required to sign the Health and Safety Agreement on completion of training. The Competition Organizer Health and Safety representative will countersign these forms and store them in the Competition Binder.

Workshop Supervisors and the Skill Management Teams are responsible for ensuring that Experts, Competitors, and other personnel comply with the safety regulations for the skill and Competition site as documented in 6.1.4.

7 Accredited participants

7.1 Competitors (C)

7.1.1 Number of Competitors

Each Member may enter 1 Competitor or team per skill.

7.1.2 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 must be proposed by the Experts, agreed by the Technical 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.

7.1.3 Compete once only

A Competitor may compete in only one WorldSkills Competition.

7.1.4 Competitors with disabilities

WorldSkills International promotes cooperation with the International Abilitylympics 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 Technical 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.

7.1.5 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 WSI website
www.worldskills.org/competitorcentre where all relevant documentation is provided.
- Relevant Technical Description and Infrastructure List.
- Competition Rules.
- Code of Ethics
- Health and Safety documentation from the Competition Organizer.
- Test Projects circulated before the Competition (e.g. 3 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 pre-filled Objective Marking Forms, Subjective Marking Forms (if applicable) and Mark Summary Form.
- Detailed information regarding auxiliary materials and aids which may or may not be used (e.g. templates, drawings/prints, patterns, gauges, etc.).

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

- The Health and Safety 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 workplace, and the conditions under which such entries and exits may be allowed.
- Information on when and how machines may be tested.
- Information as to the nature and scope of sanctions that may arise from breaches of these Competition Rules.

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.
- A daily check of toolboxes will take place in all competitions.

7.1.6 Workstation assignment

Workstations will be assigned to Competitors by drawing lots. This may be drawn prior to the Competition by the Technical Director or at the Competition by either the Experts or the Competitors.

7.1.7 Familiarization

Before the Competition starts, Competitors shall have at least 8 hours in which to prepare their workplaces, and to check and prepare tools and materials. Under the guidance of Experts and Workshop Supervisors they 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.

7.1.8 Checking of measuring instruments

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

7.1.9 Personal details and language preference

Competitors are required to provide their passports/ID cards to validate identities and dates of birth. A passport/ID card does not necessarily have to be of the same country/region that he/she is representing at the Competition. In addition, the language in which the Competitor has to receive the Test Project and the marking scheme will be checked and recorded.

7.1.10 **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

7.1.11 **Missing items**

Missing items (materials and/or equipment) which are listed on the Infrastructure List must be reported to the Chief Expert who will arrange through the Workshop Supervisor for its replacements. Where a Competitor is missing an item that was listed in the Technical Description from their personal toolbox, the Chief Expert will be notified. If time allows, the Workshop Supervisor should assist with finding a locally available substitute. The cost of any such item shall be the responsibility of the Competitor).

7.1.12 **Substitute materials**

A Competitor may ask for substitute material to be provided if what was originally provided has been lost or damaged, but any such substitution may lead to a reduction in the marks awarded. The Jury must determine the scale of any such deductions before the Competition and inform the Competitors prior to commencement.

7.1.13 **Starting and finishing work**

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

7.1.14 **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.

7.1.15 **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.

7.1.16 **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 procedure described in Section 16.

7.1.17 **Health and Safety**

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

7.1.18 **Review Test Project and marking scheme**

Immediately before the start of the Competition, Experts shall give the Competitors the Test Project and marking scheme. A minimum of 1 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 marking scheme 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 (refer to 12.5.7).

After the Competition

7.1.19 **Exchange of views and experiences**

When the Competition is over, Competitors shall be given 1 hour to exchange views and experiences with other Competitors and Experts.

7.1.20 **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 and Safety regulations must occur during this period.

7.1.21 **Duty of Care**

Each Competitor is guaranteed to be provided with the following:

- Familiarization 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 7.1.14.
- Access to their Interpreter/Translator whenever necessary
- Access to their Team Leader(s) at all times

7.1.22 **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
- Marking schemes 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 Competitors in the completion of their Test Project shall be neither allowed nor tolerated.
- Accredited personnel at the Competition shall ensure that the above principles of honesty, fairness and transparency are observed at all times.

7.2 Team Leaders (TL)

7.2.1 Definition

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

7.2.2 Number

Each Member team may have 2 Team Leaders regardless of the size of the team.
Teams with more than 20 Competitors may have 3 Team Leaders.
Teams with more than 30 Competitors may have 4 Team Leaders.

7.2.3 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.

7.2.4 Accident/illness

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.

7.3 Expert (E)

7.3.1 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.

7.3.2 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 WSI 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.
- Know and abide by the Competition Rules, the Technical Description and other official Competition documentation.

7.3.3 Personal qualities and ethical criteria

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

7.3.4 Nomination and accreditation

Each Member may nominate 1 Expert for each skill 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 9 months before the Competition.

Where a Member has not registered the name of an Expert up to 1 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.

7.3.5 Responsibilities

Before the Competition

Before attending the Competition, the Expert must:

- Complete his/her Expert profile (including qualifications, industry and competition experience) on the WorldSkills International Who-is-Who web page: www.worldskills.org/whoiswho
- Access the Expert Centre on the WSI website www.worldskills.org/expertcentre to view all relevant documentation.
- Complete the online Expert generic and skill-specific test
- Review the Code of Ethics.
- 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.
- Complete the necessary pre-Competition requirements as per these Competition Rules, their Technical Description, and all other official Competition documentation.

At the Competition

- Before the Competition begins, Experts shall assist the 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 Technical Descriptions 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 Chief Expert and the Jury President.
- Ensure that all Competitors are aware of both the Host's Health and Safety regulations and any relevant skill-specific regulations and subsequently to ensure strict adherence to these rules throughout the Competition.

7.3.6 Toolbox check

Each day 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 his 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.

7.3.7 **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.

7.3.8 **Secrecy**

Experts are not permitted to convey any information about the Test Project to a Competitor or any other person except where agreed by the 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.

7.3.9 **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 Jury President or the Chief Expert for decision.

7.3.10 **Experts with Special Responsibilities (ESR)**

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

- Health and Safety
- Skill development
- Assessment
- Sustainability
- Skills competitions promotion

Experts with Special Responsibilities are appointed by the Skill Management Team during the Competition Preparation Week 6 months before the Competition.

Refer to Appendix 8 for the roles and responsibilities of an ESR.

7.3.11 **Competitors – Duty of Care and honesty, fairness and transparency**

Experts are to refer to paragraph 7.1.21 and 7.1.22.

7.3.12 **Summary of Expert participation in Test Project preparation and assessment**

Refer to Appendix 7 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.

7.3.13 **Communication and preparation via Discussion Forum**

Experts, Technical Delegates, Jury Presidents, Workshop Supervisors and others, either associated or invited will use the WorldSkills International Discussion Forums to communicate, collaborate and coordinate development of the Test Project and the overall development of the skill for the WorldSkills 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).

7.3.14 **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 (Refer to 7.6.3).

A quorum is achieved when at least two thirds of the Experts from the Members registered for a particular skill participate in the vote. A vote will be open for a period of at least 2 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.

7.3.15 **Breach of Competition Rules or Code of Ethics**

If an Expert allegedly breaches the rules or Code of Ethics, he/she will be subject to the Dispute and Issue Resolution procedures described in Section 16.

7.4 **Chief Expert (CE)**

7.4.1 **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.

7.4.2 **Qualifications and experience and personal qualities and ethical criteria**

In addition to the qualifications and experience and personal qualities and ethical criteria associated with being an Expert (7.3.2 & 7.3.3), a Chief Expert must:

- Be able to communicate in English
- Have been an Expert for at least 2 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 WSI Technical Director
- Communicate with and respond to WSI between Competitions

7.4.3 **Nomination and accreditation**

At each Competition, separate elections shall be held for the nominations of Chief Expert (CE) and Deputy Chief Expert (DCE) for the next Competition. This shall be done when the competition marking has been completed. These elections must be completed by 4pm 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 Technical Committee.

The Jury President, on behalf of the Technical Committee, is responsible for conducting the election process according to the Competition Rules. Refer to Appendix 3 for this procedure.

Note: these elections are only in respect of the nomination of the CE and DCE and their reserves.

After nomination, the CE and DCE must be:

- recommended by the Jury President
- supported by their Member organization and then
- approved by the Chair and Vice Chair of the Technical Committee.

The Jury President must submit a recommendation on the CE and the DCE nominations and for all reserves to the Technical Director at the Competition along with the election results.

Within 2 months of the nomination of the CE and DCE, the Technical Director 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 Technical 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 Technical Committee, the CE and DCE shall be appointed. The list of all approved CEs and DCEs shall be published prior to the TC meeting 12 months before the Competition.

Where no CE and DCE are nominated for the next Competition that particular skill will not be offered for registration.

For skills which have not had an Expert for 2 previous Competitions, the Technical Committee shall appoint the CE on the recommendation of the Jury President. The decision is required to be ratified by the Chair and Vice Chair of the Technical Committee.

7.4.4 Contact with Technical Committee and Secretariat

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

7.4.5 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.

7.4.6 Responsibilities

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

7.4.7 Breach of Competition Rules or Code of Ethics

If a Chief Expert allegedly breaches the rules or Code of Ethics, they will be subject to the Dispute and Issue Resolution procedures described in Section 16.

7.5 Deputy Chief Expert (DCE)

7.5.1 Definition

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

7.5.2 Qualifications, experience, personal qualities and ethical criteria

In addition to the qualifications and experience and personal qualities and ethical criteria of being an Expert (7.3.2 & 7.3.3), 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 Technical Director.
- Communicate with and respond to WSI between Competitions.

7.5.3 Nomination and accreditation

(Same as 7.4.3)

7.5.4 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 Technical Descriptions 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 WorldSkills International Secretariat digitally.

7.5.5 Breach of Competition Rules or Code of Ethics

If a Deputy Chief Expert allegedly breaches the rules or Code of Ethics, they will be subject to the Dispute and Issue Resolution procedures described in Section 16.

7.6 Jury

7.6.1 Definition

The Jury President and a group of Experts that shall include CE and DCE who are responsible for assessing Test Projects within that skill. A Jury will be appointed for each skill.

7.6.2 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 Technical Committee and the Jury at its meetings.

7.6.3 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.

7.7 Technical Delegate (TD)

7.7.1 Definition

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

7.7.2 Timely provision of information

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

7.7.3 Provision of information to Competitors

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

7.7.4 Provision of information to Experts

Technical Delegates are responsible for informing their Chief Experts, Deputy Chief Experts and Experts of their detailed responsibilities and ensuring that they have the required Technical Description (information about the preparation of the Test Project), the Competition Rules, Health & Safety regulations plus all other official Competition documentation. The Technical Delegate is responsible for ensuring that all Experts are registered on the WorldSkills International website so they can access all documentation and resources directly via the Expert Centre. www.worldskills.org/expertcentre

7.7.5 Breach of Competition Rules or Code of Ethics

If a Technical Delegate allegedly breaches the rules or Code of Ethics, they will be subject to the Dispute and Issue Resolution procedures described in Section 16.

7.8 Technical Delegate Assistant (TDA)

7.8.1 Definition

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

7.8.2 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 Technical Committee meetings and Jury President meetings during the Competition.
- Can only enter the skill competition workshop in which they have an Expert or their Technical Delegate is a Jury President.
- Cannot act as a Jury President (but may observe their Technical Delegate in their role as Jury President)
- Can visit the Competitors Village

- Can access all Discussion Forums (read-only access) – all comments to be made by Technical Delegate

7.8.3 Qualifications and experience

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

7.9 Jury President (JP)

7.9.1 Definition

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

7.9.2 Qualification

A Jury President must be able to communicate in one of the three official languages. Members have the right to call in a translator.

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

7.9.3 Appointment

The Jury President is a Technical Delegate appointed by the Chair and Vice Chair on behalf of the Technical Committee. A Technical Delegate may be president of more than one Jury at a Competition.

To be eligible for appointment as a Jury President a Technical Delegate must have attended the Competition Preparation Week meetings.

7.9.4 Responsibilities

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

7.9.5 Before attending the Competition

Before attending the Competition, the Jury President must:

- Complete the online Jury President Test
- Become familiar with the Technical Description for the skill in which they are Jury President.

7.9.6 Breach of Competition Rules or Code of Ethics

If a Jury President allegedly breaches the rules, they will be subject to the Dispute and Issue Resolution procedures described in Section 16.

7.10 Interpreter (I)

7.10.1 Definition

In WorldSkills International's documentation the word "translator" and "interpreter" may refer to either oral or written translation of text or language. WorldSkills International has adopted the word Interpreter (I) 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.

7.10.2 **Qualification**

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

7.10.3 **Former Experts cannot be Interpreters**

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

7.10.4 **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.

7.10.5 **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.

7.10.6 **Contact with Competitors**

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

7.10.7 **Accreditation**

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

7.10.8 **Conduct in the workshop area**

- 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 when entering or leaving the workshop area. At other times, it would be a courtesy to do this.
- The Interpreter must ensure that a 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.

7.10.9 **Confidentiality of information**

Competitors must not receive additional information as a result of interpretation/translation work. Any Interpreters or Competitors allegedly breaching this rule will be subject to Dispute and Issue Resolution procedures described in Section 16.

7.11 **Workshop Supervisor (WSS)**

7.11.1 **Definition**

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

7.11.2 **Appointment**

The Host Member/Competition Organizer shall appoint a Workshop Supervisor for each skill.

7.11.3 Reporting

Workshop Supervisors report to the Host Member/Competition Organizer. For technical matters, Workshop Supervisors also report to the Chief Expert.

7.11.4 Special arrangements

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

7.11.5 Presence

The Workshop Supervisor 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.

7.11.6 Neutrality

The Workshop Supervisors' 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 Supervisor if the need arises.

7.11.7 Responsibilities

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

7.11.8 Breach of Competition Rules or Code of Ethics

If a Workshop Supervisor allegedly breaches the rules or Code of Ethics, they will be subject to the Dispute and Issue Resolution procedures described in Section 16.

7.12 Workshop Supervisor Assistants (WSSA)

7.12.1 Definition

With the agreement of the Chair and Vice Chair of the Technical Committee and the Technical Director, the Host Member/Competition Organizer may appoint an assistant(s) who will comply with the same rules as the Workshop Supervisor. The WSSA reports to the WSS.

7.13 Observers

7.13.1 Types

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

7.13.2 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.

7.13.3 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 Host Member/Competition Organizer.

7.13.4 **Observers (O)**

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

7.13.5 **Technical Observers (TO)**

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

7.13.6 **Future Host Observers**

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

7.13.7 **Number of Observers**

Every Member is entitled to invite, at its own expense, 2 Official Observers and any number of other Observers to a Competition.

7.13.8 **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.

7.14 **Chair of the Technical Committee**

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

7.15 **Vice Chair of the Technical Committee**

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

7.16 **Chief Executive Officer (CEO)**

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

7.17 **Technical Director**

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

7.18 **Secretariat**

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

7.19 **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 Technical Committee.

7.20 **Assessment Advisor (AA)**

The Assessment Advisor oversees the WorldSkills International assessment system including the development of best practice assessment incorporating clearly defined Competency 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 Assessment Advisor is nominated by the Chair and Vice Chair of the Technical Committee.

8 Competition Management

8.1 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.

8.2 Competition Management Team (technical and administrative)

The Chair and Vice Chair of the Technical Committee, the CEO and the Technical Director form the Competition Management Team and are responsible for all aspects of the technical and administrative management of the Competition.

8.3 Management of the skill competitions

The Technical Committee lead by the Chair and Vice Chair are responsible for the management of all skill competitions.

8.4 Management of each particular skill – Skill Management Team

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).

9 Access (Accreditation)

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

9.2 Access to the Workshops

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

Members of the Board of Directors, Official Delegates, Technical Delegates, Technical Delegate Assistants, Secretariat personnel, Quality Auditor, Assessment Advisor, and CIS support staff have access to all workshops at any time. However they are not permitted to contact their compatriot Competitors unless accompanied by a 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.

Official Observers, Observers and their interpreters are not permitted access to the workshops or to the Jury Presidents' meetings.

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

Access to the workshops by Future Host Observers is to be accredited on a 'case-by-case basis' by the CEO or Technical Director.

9.3 Access to Competition Site before Competition

Access to the Competition site before 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 CEO or Technical Director.

9.4 Access to Secretariat and WorldSkills International area

Access to the Secretariat and WorldSkills International area is restricted to officially accredited persons.

9.5 Filming and photography

9.5.1 Before the Competition

Filming or photography in the halls/buildings and workshops before the start of the Competition is forbidden. However, an exception may be granted to WorldSkills International Official Media personnel and Host Member Official Media personnel, with approval of the Chair and Vice Chair of the Technical Committee, CEO, Technical Director or Communications and Marketing Director.

9.5.2 **During the Competition**

Filming or photography at workstations during the Competition is subject to the approval of the Chief Expert responsible for the skill, in agreement, if necessary, with the Chair and Vice of the Technical Committee or Technical Director.

Filming or photographing Test Projects or project components during the Competition and discussion of these with Competitors before the end of the Competition is prohibited. Persons alleged to be in breach of this rule will be subject to the Dispute and Issue Resolution procedure described in Section 16.

10 Technical Descriptions

10.1 Definition

Each skill has a Technical Description that defines the name of the skill, the competency specification and scope of work, the development, selection, validation, change (if appropriate) and circulation of the Test Project, the conduct of the competition, and any skill-specific safety requirements.

It defines those materials and equipment to be supplied by Competitors and Experts and defines those that are prohibited in the workshop.

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

It may not define materials and equipment provided by the Host Member/Competition Organizer – these are defined in the Infrastructure List.

10.2 Precedence

In the event of any conflict within the different languages of the Technical Descriptions, the English version shall take precedence.

Technical Descriptions cannot overrule the Competition Rules. In all cases of discrepancy, the Competition Rules take precedence.

10.3 Availability

The Technical Descriptions shall be available in English on the WSI website 12 months prior to the Competition. The source files and tracked changes from the previous Technical Description shall be available from the WSI website to allow Members translate the Technical Descriptions into any language.

10.4 Updating and validity

Technical Descriptions shall be updated in each Competition cycle by the Experts to include the latest technical advances, to be submitted to the Secretariat. Technical Descriptions must be updated and validated by signature by at least 80% of the Experts at the Competition. If this is not done the current Technical Description stays active for the next Competition.

When a Technical Description is updated or newly created, the TDXX template is to be used.

Updating the Technical Description must be completed by 4 pm on day C+1. Exceptions to this must be agreed previously with the Chair and Vice Chair of the Technical Committee or the Technical Director.

10.5 Circulation

Decisions and recommendations concerning Technical Descriptions must be circulated to Members at least 12 months before they are implemented.

11 Infrastructure Lists

11.1 Definition

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

11.2 Development

The Infrastructure List shall be reviewed and updated online by the Technical Observer in consultation with the Experts at the previous Competition. The Competition Organizer organizes the infrastructure according to local laws and regulations and locally available materials and equipment.

11.3 Publication

The Host Member/Competition Organizer shall update the Infrastructure List progressively on the WorldSkills International website. Experts may view this information and print from the WorldSkills International website www.worldskills.org/infrastructure.

12 Test Projects

12.1 Definition

Each skill has a Test Project for the competition to be attempted by the Competitors to demonstrate mastery of their skill. The Technical Description specifies the competencies, scope of work, format/structure, development, validation, selection, circulation and change (if appropriate) of the Test Project.

12.2 Duration and format

12.2.1 Duration of Test Project

Test Projects shall be designed to take between 15 and 22 hours working time, within a period not exceeding 4 days. The Test Project shall be designed to enable competitors to demonstrate the skills documented in the Technical Description. It should enable discrimination between competitors by ensuring a good range of marks and should minimise space, infrastructure and resource requirements.

12.2.2 Extension of time

If an extension of time is required to complete a module or project, the Chief Expert must first obtain the approval of the Jury President and then the approval of the Chair or Vice Chair of the Technical Committee and the Technical Director no later than the end of C2 (day 2 of the Competition). All possible alternative solutions must be investigated before an extension of time is approved. This does not include individual days running briefly overtime on a daily basis.

12.3 Ethical criteria

All Experts are required to conduct themselves with the highest levels of integrity, honesty and fairness. One of the most important requirements in this regard is to ensure that no unfair advantage accrues to any Competitor or group of Competitors through receiving advance information about the Test Project that other Competitors do not receive. Refer to paragraph 7.3.5 – Experts are to review the Code of Ethics.

12.4 Development

12.4.1 Form

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

Test Project proposals presented at one Competition for the next Competition are to be submitted in digital form to the Secretariat by 4 pm on C+1 (24 hours after the end of the Competition on day 4).

12.4.2 External design

The Test Project, draft assessment criteria and material and equipment lists may be developed by an external agency. The Experts must obtain written approval from the Technical Director prior to following the process of engaging an external agency.

Any such agency shall initially consult the Experts about the competencies to be tested, the suitability of certain designs and the format of the Test Project. The agency shall then follow the development process made available by the Technical Director.

The agency shall study and understand the Code of Ethics and shall sign a WorldSkills Confidentiality and Professionalism Agreement.

12.5 Selection, validation and circulation

Selection, validation and circulation of the Test Project are defined in the Technical Description.

12.5.1 Circulation

Circulation of the Test Project requires it to be made available to Experts and Competitors a minimum of 3 months before the Competition. The Technical Description defines this process.

12.5.2 Validation

The Test Project must be accompanied by proof of function / proof of construction / proof of completion in a time frame appropriate to the skill (for example, a photograph of a project completed according to the Test Project within material, equipment, knowledge and time constraints). The Test Project must be capable of completion using only the equipment and materials specified in the Infrastructure List and tools brought by the Competitor. The Technical Description shall define this process.

12.5.3 Selection

The Test Project for the Competition is decided either by a vote of the Experts (at the previous Competition, on the Discussion Forum or at the Competition) or by a random draw carried out by the Technical Director before the Competition or by the Jury at the Competition). The Technical Description shall define this process.

12.5.4 Confidentiality of information

- Information on the Test Project is to be distributed according to two key principles:
 - (1) Need to know – only to those who need it to perform a task.
 - (2) Just in time – when they need it.
- It is essential that no one except the Experts of the Jury or a specific group of Experts within the Jury know the contents of the Test Project. This also means that Experts MAY NOT involve any other person from their country/region or industry to assist them in this.
- Workshop Supervisors may request access to the Test Project from the Secretariat for the purpose of preparing materials and equipment for the Competition. The Technical Director will determine exactly when this information is provided.
- In situations where Experts need to involve external people (for example, a drafts person to produce professional drawings or persons involved in shipping hardware), the following two actions must be taken BEFORE involving that person:
 - (1) Obtain written approval from the Technical Director.
 - (2) Get the person to study and understand the Code of Ethics and sign a WorldSkills Confidentiality and Professionalism Agreement.
- In situations where the Test Project is designed by an external agency where Experts are consulted but do not actually see the Test Project before the Competition, the following two actions must be taken BEFORE involving that agency:
 - (1) Obtain written approval from the Technical Director.
 - (2) Get the agency to review and agree to the Code of Ethics and sign a WorldSkills Confidentiality and Professionalism Agreement.
- Once Experts begin the preparation work on the Test Project at the Competition, all papers, drawings, notes, laptops, memory sticks and other data storage devices must remain in the workshop area and be secured in the storage unit provided.
- Responsibility for security and confidentiality rests with the Experts. A breach of security may bring the integrity of WorldSkills International and the Expert's Member organization into disrepute.

12.5.5 **Assessment criteria**

Every Test Project shall be accompanied by a Marking Scheme created according to the requirements stated in the Technical Description, as well as a detailed list of Aspects of Sub Criteria defined on Objective Marking Forms and (if appropriate) Subjective Marking Forms.

It is a requirement that there be majority agreement (50%+1) between Experts on the accepted marking scheme.

12.5.6 **30% change**

Where the Test Project has been circulated to Competitors in advance, Experts shall change a minimum of 30% of the work content within the limitations of the equipment and materials provided by the Competition Organizer. This 30% change is decided at the Competition. Evidence of the changes must be documented and approved by the Jury President before the start of the Competition. The form is to be stored in the Competition Binder. As soon as the 30% change is officially confirmed and signed by the Jury, the QAMS Council representative and the Jury President all Competitors must be informed of the details of the 30% change.

12.5.7 **Test Project and assessment briefing**

In the case of non-modular Test Projects, the Competitor will be given the complete Test Project, related explanatory material and pre-filled Marking Forms immediately before the start of the Competition. Competitors will be allowed a minimum of 1 hour – not to be included in the competition time – to study these and to ask questions.

In the case of modular Test Projects, Competitors will be given relevant documents, explanatory material and pre-filled Marking Forms for that particular module at the commencement of each module. The assigned Expert for each module shall provide clarification to Competitors if required. Competitors will be allowed a minimum of 15 minutes – not to be included in the competition time – to study these and to ask questions

12.5.8 **Translation**

The Test Project is finalized by the Experts during the preparation period. The Experts study the Test Project and the assessment criteria and translate the pertinent text into the Competitors' languages of choice.

12.5.9 **Sharing intellectual property**

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

12.5.10 **Security of completed projects**

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

12.5.11 **Ownership of Test Projects**

The Test Projects are owned or are the property of the Competition Organizer and WorldSkills International and may not be removed from the Competition Site or used in any way without the permission of both these parties. Tool boxes are not to be locked and removed from the Competition site until the ownership of the TP has been determined and an audit has been completed of the supplied Infrastructure.

13 Assessment

13.1 Assessment criteria

13.1.1 Definition

The completed Test Projects are assessed in accordance with the WorldSkills International assessment procedures on the basis of the Competency Specifications defined in the Technical Description and these Competition Rules. All scores and marks are recorded in the Competition Information System (CIS).

13.1.2 Changes

The assessment criteria are the main headings for the Marking Scheme. Assessment Sub Criteria are the headings for the Marking Forms.

13.1.3 Aspects of Sub Criteria

Each Criterion is broken down into one or more Sub Criteria. Each Sub Criterion is broken down into a number of Aspects of Sub Criteria, for which marks shall be awarded. Aspects may be either subjective or objective.

13.1.4 Number of Aspects

Ideally there will be between 50 and 300 marking Aspects. Where a skill exceeds 300 marking Aspects the Skill Management Team must confirm to the Chair and Vice Chair of the Technical Committee and/or the Technical Director that the Jury will be able to complete the marking comfortably within the allocated marking time.

13.1.5 Maximize objective marking

Skill competitions should make every attempt to maximize objective marking.

13.1.6 Validation, Marking Scale and Standardisation

Test Projects shall assess only those competencies contained within the Skill Competence Specification in the Technical Description. Within each skill the Experts shall determine competition results using a scale of 100 marks. Conversion from the 0–100 mark scale to the 500 point scale shall be done by the Competition Information System (CIS).

13.2 Subjective marking

13.2.1 Procedure for using flashcards

Five Experts shall be assigned to assess each Aspect of a Sub Criterion. Each Expert shall award a score between 1 and 10 to be displayed on flashcards. The flashcards must be used correctly – Experts must first select their score privately and then all Experts must display their score at the same time as directed by the Chief Expert.

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

13.2.2 Calculating the awarded mark

Each Expert shall award a score of between 1 and 10 for each Aspect of a Sub Criterion. These scores must not differ by more than 3. After meeting that requirement, the scores are entered into the CIS, which will remove the highest (or one of the highest if there is more than one) and the lowest (or one of the lowest if there is more than one) awarded scores. The average of the three remaining scores is divided by 10 and multiplied by the maximum mark to give the actual mark to be awarded.

Where a Competitor has not attempted a particular Aspect of a Sub Criterion the score awarded by the Experts will be zero. This will be entered into the CIS by clicking a “non-attempt” check box.

13.2.3 Use of marking forms

For each Criterion in the Technical Description, the Jury must describe and enter, onto the Subjective Marking Forms, the details of the Sub Criteria and the Aspects of a Sub Criterion to be marked together with the maximum mark for each Aspect of a Sub Criterion. The appropriate Subjective Marking Form must be used to record the scores awarded.

Where landscape Subjective Marking Forms containing more than one Competitor name are used a master form shall be created onto which all the scores from each of the individual Expert forms shall be transcribed for data entry into the CIS. This shall be retained for audit trail.

13.2.4 Variation of procedure

Under exceptional circumstances, the Chair and Vice Chair of the Technical Committee may agree to a variation of this procedure arising from a written request from the Skill Management Team.

13.3 Objective marking

13.3.1 Process

Three Experts are assigned to assess each Aspect of a Sub Criterion.

13.3.2 Use of forms

For each Criterion in the Technical Description, the Jury must describe and enter, into the Objective Marking Forms, the details of the Sub Criteria and Aspects of a Sub Criterion to be marked together with the maximum mark for each Aspect. The appropriate Objective Marking Form must be used to record the marks awarded.

Where landscape Objective Marking Forms containing more than one Competitor name are used a master form shall be created onto which all the scores from each of the individual Expert forms shall be transcribed for data entry into the CIS. This shall be retained for audit trail.

13.4 Marking process

13.4.1 Competition commencement

Before the CIS is made available for commencement of the competition the Chief Expert must notify the CIS team and confirm that all preparation tasks are completed.

13.4.2 Subjective marking must precede objective marking

Where there is both subjective and objective marking, the subjective marking must be completed first. The recording of marks on the hand written forms must be completed in ink. Any change to this rule must be approved by the Chair and Vice Chair of the Technical Committee.

13.4.3 Marking groups

The Experts of a Jury shall be organized in such a way that, for objective marking, 3 Experts must be assigned to assess each Aspect of a Sub Criterion and, for subjective marking, 5 Experts must be assigned to assess each Aspect of a Sub Criterion. Each marking group must mark the same Aspects of a Sub Criterion for every Competitor, to ensure standardization of marking. For equality of marking, each marking group should, where possible, mark a similar percentage of overall marks.

13.4.4 Experts and the marking of their compatriot Competitors

Ideally Experts will not assess their compatriot Competitors. However this creates difficulties in assessment standardization. Standardisation can only be assured when the same group of Experts assess every Competitor for every one of the aspects that they are marking. There are several ways in which this matter may be resolved.

- An additional Expert joins each marking group and the assessment of the additional Expert replaces that of the compatriot Expert in each case.
- In objective marking (where three Experts form a marking group) the assessment of the compatriot Expert is excluded from the decision about the mark awarded.
- In subjective marking (where five Experts form a marking group) the average of the other four Expert's scores is awarded to the Competitor as the award of the compatriot Expert.
- The members of the Jury all agree that Experts shall be allowed to assess their compatriot Competitor.

Whichever scenario is selected from the above list must be approved by the Assessment Advisor.

13.4.5 No marking in presence of Competitor

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

13.4.6 Daily Assessment

The marking day for every Sub Criteria is defined in the CIS. The Sub Criteria defined to be assessed on a given day must have assessment results entered into the CIS, approved and signed-off by the Jury before 12 noon on the following day. The CIS sign-off form must be received before 13.00 on that day. The exception is C4 where assessment and CIS entry must occur before 22.00 on the same day. Approval and sign-off must be received by the CIS team before 10.00 on C+1.

13.4.7 Checking forms

Scores and/or marks are transferred from the hand written marking forms into the CIS as assessment progresses.

When the marks and/or scores for all marking forms for a specified marking day (or all the marks and scores for the complete competition for skills who have not specified marking days) have been entered, CIS mark entry for that day (or the complete competition) is locked.

When CIS mark entry has been locked, all the marking forms, including the Mark Summary Form, for the specified marking day must be printed and placed in the skill marking box. The Jury must then be given an opportunity to review the printed results against the handwritten results and raise any concerns that they may have with the Chief Expert.

In the case of a mark needing to be amended, each Expert in the marking group for that aspect must countersign the form to their agreement of the amendment.

The Jury must then sign the Mark Entry Acceptance Form (or Final Mark Entry Acceptance Form in the case of day 4) to confirm their acceptance of the printed marking forms for the specified marking day (with the exception of any objections already raised and being dealt with). The signed Mark Entry Acceptance Form (or Final Mark Entry Acceptance Form) must then be delivered to the CIS office.

On receipt of the completed Mark Entry Acceptance Form (or Final Mark Entry Acceptance Form) the CIS team shall lock the CIS for that part of the completed assessment. No further/new objections to the accepted marks shall be raised once this procedure has been completed.

13.4.8 **Completion of marking**

Assessment of Test Projects and entry of marks into the CIS must be completed by 22.00 on C4 (the last day of the Competition).

13.4.9 **Competition completion**

The Jury must not be released from their assessment duties until the Skill Management Team has delivered the skill marking box and all other assessment material to the CIS team and received signed confirmation from the CIS team that necessary tasks have been completed.

The Jury must not be released from their competition duties until the Skill Management Team has delivered all required information and paperwork to Competition Support and received signed confirmation from Competition Support that all necessary information and paperwork has been received.

13.5 **Competition Information System CIS**

13.5.1 **500 scale**

To enable comparison between skills, results based on 100 marks are standardized on a 500 point scale by the CIS. This procedure awards all Competitors with an average score in their skill at the 500 point position.

13.5.2 **Rounding**

The mark awarded for each subjective or objective Aspect of a Sub Criterion is rounded to a maximum of 2 decimal places. Figures where the third decimal place is equal to or greater than 5 must be rounded up; those where the third decimal place is less than 5 must be rounded down. (Example 1.055 becomes 1.06 and 1.054 becomes 1.05).

13.6 **Error handling**

When errors are discovered they shall be reported immediately to the Assessment Advisor. Where it is agreed that an error has occurred the marks must be re-entered into the CIS and new printed copies of the Marking Forms and the Mark Summary Form produced for all members of the Jury to review and sign. Both the original and the replacement forms must be retained to provide an audit trail.

13.7 **Appeals**

13.7.1 **Appeals regarding results**

Appeals concerning results shall be accepted until the Technical Committee meeting on C+1 that confirms the results. Once ratified by the General Assembly (after the Technical Committee meeting), the results shall be final and there shall be no further right of appeal unless clear evidence that a major error took place which deprived a Competitor of an award is presented to the CEO or to the Chair and Vice Chair of the Technical Committee within eight weeks of the Closing Ceremony. In such a case, the final decision will be made by the Board of Directors.

13.7.2 **Security of completed Test Projects**

All completed Test Projects must be secured until the competition results are approved by the Technical Committee and ratified by the General Assembly. Should this prove impossible for technical reasons, photographs should be taken under the supervision of the Jury Presidents.

These photographs, in addition to the retained assessment papers, must remain in a secure place, as they may prove necessary to ascertain whether the original assessment was or was not correct.

13.8 **Publication of results**

Members shall be provided with a series of results listing comparison 'by average medal points', 'by average points score', 'by total medal points', 'by total points score' and 'alphabetical with total medal points and average medal points'.

The Official Results for each skill listing all Competitors, their points, medal and medallions are also to be provided to Members and posted to the WorldSkills International website.

14 Medals and awards

14.1 Gold, silver and bronze medals

Gold, silver and bronze medals shall be awarded to the Competitors who come first, second and third respectively in all Official, Demonstration and Host Member Skills.

14.2 Tied medals

If the difference between Competitors is no more than 2 points on the 500 scale, then ex-aequo (tied) medals will be awarded as described below. However, variations may be accepted if recommended by the Technical Committee and agreed by the General Assembly at the meetings at which Competition results are ratified. Ex-aequo (tied) medals will normally be awarded as follows:

14.2.1 Gold

- Two (2) gold medals, no silver medal, one (1) or more bronze medals.
- Three (3) or more gold medals, no silver medal. In addition, one or more bronze medals when the difference between the last gold medal winner(s) and the next Competitor(s) is not more than 2 points.

14.2.2 Silver

- One (1) gold medal, two (2) or more silver medals. In addition, one or more bronze medals when the difference between the last silver medal winner(s) and the next Competitor(s) is not more than two points.

14.2.3 Bronze

- One (1) gold medal, one (1) silver medal, two (2) or more bronze medals.

14.3 Medallion for Excellence

Competitors who have obtained a score of 500 or more but who are not awarded a medal shall be awarded a Medallion for Excellence.

14.4 Best of Nation

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

14.5 Albert Vidal Award

The Competitor with the highest points at the Competition receives the Albert Vidal award.

14.6 Certificate of Participation

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

15 Quality Assurance

15.1 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 Technical Committee to coordinate responsibility for the following:

- Competitors and Team Leaders
- Professional Development
- Health and Safety
- Skill development
- Assessment
- Sustainability
- Skills competitions promotion

15.2 Health and Safety

Audit teams for Health and Safety shall conduct quality audits.

16 Issue Resolution (incorporating Dispute Resolution)

<<Note: The Board and CEO will be reviewing the procedures and recommendations from WSC2011 and the TC meeting at GA2012 around Issue Resolution and Dispute Resolution at their November 2012 meeting. Any updates will be added to Appendix 5 and immediately communicated. >>

16.1 Issue Resolution

If there is any disagreement, argument, conflict or dispute then the Issue Resolution procedure shall be followed. Refer to diagram and detailed procedure in Appendix 5. In all instances the issues should first try to be solved within the skill by the Skill Management Team and/or the Jury President and/or the Expert's Technical Delegate.

If the issue is raised by a Competitor or Team Leader, then it is fed into this process via their Expert or Technical Delegate.

If the issue cannot be solved or a resolution cannot be reached within the skill, then it continues along the process to the Jury Presidents meeting or, if the Technical Delegate or Jury President or Skill Management Team believe that it could involve a breach of the Rules or dishonest conduct, then the issue is taken directly to the Hearings Committee.

If the issue is taken to the Jury Presidents meeting and a resolution is not reached, then the Chair and Vice Chair become involved or, if the Jury Presidents believe that it could involve a breach of the Rules or dishonest conduct, then the issue is taken directly to the Hearings Committee.

The Chair and Vice Chair resolve the issue or, if they believe that it involves a breach of the Rules or dishonest conduct, then the issue is passed to the Hearings Committee.

All disputes must be recorded (along with the resolution) and submitted to the WSI Technical Director.

16.2 Dispute Resolution

The Hearings Committee becomes involved when the Issue Resolution procedure is being followed and any parties believe that the issue could involve a breach of the Rules or dishonest conduct. The Skill Management Team should attempt a local resolution first. If the proposed resolution is not accepted by the accused or the accuser then the issue is taken to the Hearings Committee.

The Hearings Committee must reach a decision in all cases. This decision is final. However, if the accused or accuser does not accept that due process was followed in reaching this decision then the matter will be taken to the Appeal Committee.

The Appeal Committee cannot change the decision of the Hearings Committee. It can only decide whether or not the accused and the accuser were given a fair and complete hearing and due process was carried out. If the Appeal Committee determines that the process has not been fair or complete or the Rules were incorrectly interpreted, then the case goes back to the Hearings Committee.

17 Pilot Projects

17.1 Definition and purpose

A Pilot Project is a project that is agreed and specified by the Technical Committee and trialled (piloted) at the next Competition and reviewed afterwards.

17.2 Process

A Pilot Project may be proposed by Technical Delegates to the Chair and Vice Chair of the Technical Committee and then presented to the Technical Committee for acceptance. If accepted, the proposal is trialled at the next WorldSkills Competition as a Pilot Project. The Pilot Projects are listed in Appendix 6.

After the Competition, Pilot Projects and their results will be reviewed by relevant Technical Delegate(s) and the Competition Management Team. The results and recommendations are presented to the Technical Committee whose decision shall be acted upon.

Appendix 1

Guiding Principles

Guiding Principle 1

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

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

This balance needs to take into account the overall limits of space and physical resources available to host a WorldSkills Competition at or equivalent to what is available at leading international exhibition centres across the world.

Guiding Principle 2

WorldSkills International aims to develop a complementary range of skills 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;
- Skills that highlight tradition and cultural heritage.

Guiding Principle 3

Between Competitions at least 25% of the skills in each of the six sectors are to be externally audited and benchmarked to global relevance, best practice and industry standards in order to achieve a 100% review of all skills over the period of 4 Competition events (every 8 years). The Competition Quality Auditor's report should be considered in conjunction with the Technical Committee's recommendations in determining the priority order of skills to be externally reviewed between Competitions.

Guiding Principle 4

Demonstration Skills are important as the introductory step for a skill proceeding to an Official Skill. WorldSkills International should encourage the introduction of skills and should guarantee a minimum number of 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 and include at least 3 of the following criteria (design skills, manufacturing skills, communication skills and/or marketing skills). Priority is given to skills that will provide a balance across the six sectors.

Guiding Principle 5

In order to support Host Members wishing to promote and reinstate past skills to the Competition, each Host Member has the right to host up to 5 Host Member Skills. These skills require registration from at least 5 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 abide by Principle 1 in determining the range of their Host Member Skills.

Guiding Principle 6

When an Official Skill fails to meet the required minimum number of registrations by 1 or 2, then the skill can still be conducted. If the skill is conducted with 1 or 2 fewer competitors than is required at Provisional Registration then this skill 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.

WorldSkills International types of skills

	Minimum No. Competitors	CIS	Competition Rules	WSI Medals	Final Member score	"One time only"
Official Skills	8,10,12	✓	✓	✓	✓	
Official Team Skills	8	✓	✓	✓	✓	
Demonstration Skills	6	✓	✓	✓	✓	
Host Member Skills	1+5	✓	✓	✓	x	✓
Presentation Skill	N/A	x	x	x	x	
Exhibitions	N/A	x	x	x	x	

The status of a skill is from Provisional Registration WSC20XX to Provisional Registration WSC20YY. 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 next Provisional Registration.

For example, a skill with the required registrations is 'labelled' an Official Skill at Provisional Registration for WSC2011 and will stay listed as an Official Skill until Provisional Registration for WSC2013 when it is up for selection again.

The selection of skills for the WorldSkills Competition

(The actual number of skills 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. Therefore the selection of skills is determined by a prioritized listing of the skill categories, based on the Guiding Principles, into the available space.)

The selection of skills 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 8 or more registrations)
2. All new Official Skills – 1st year with 8 or more registrations/ 2nd year with 10 or more registrations/Team skills with 8 or more registrations
3. 3 x Demonstration Skills
4. Host Member Skills – up to a maximum of 5 skills
5. 3rd year or later Official Skills with 10 or 11 registrations - final decision by Host Member.
6. Remaining Demonstration skills
7. Presentation Skills
8. Exhibitions

Clarifying notes:

- 1st year Official Skills with 7 or less registrations, 2nd year Official Skills with 9 or less registrations and 3rd year or greater Official Skills with 9 or less registrations are not selected and removed immediately from the list of Official Skills.
- If there are more than 3 Demonstration Skills with the necessary registrations then the first 3 to be selected will be based upon an appropriate balance/representation across agreed sector classifications of WorldSkills International supported by the necessary information. If this is not possible then it will be determined by voting by the Technical Committee.
- Any (3rd year or later) Official Skill with 10 or 11 registrations may be conducted but the final decision is up to the Host Member. This decision has to 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.
- Any (3rd year or later) Official Skill that is conducted with 10 or 11 competitors is 'on notice'.

- Any (3rd year or later) Official Skill that is conducted but has 9 or less competitors at the Competition is removed immediately from the list of Official Skills.
- 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 Host Member contracts are jeopardized then it can be hosted after all remaining Demonstration Skills are hosted).

Tables showing the various scenarios for registrations of Official Skills

WSC2013 Prov Registration	WSC2013 actual competitors	Action
9 or less (5 or less)	-	Removed from WSC2013. Immediately removed as Official Skill. (Team Skill)
10, 11 (6,7)	9 or less (5 or less)	May be conducted at WSC2013 but immediately removed as Official Skill. (Can be conducted in WSC2015 as reinstated skill requiring 12 or more registrations at Provisional Registration plus an updated Technical Description) (Team Skill)
10, 11 (6,7)	10, 11 (6,7)	Skill is 'on notice' after WSC2013. Must have 12 or more registrations at Provisional Registration for WSC2015. (Team Skill)
10, 11 (6,7)	12 or more (8 or more)	Official Skill for WSC2013. It is not 'on notice' because it was conducted with 12 or more competitors. (Team Skill)
12 or more (8 or more)	9 or less (5 or less)	Conducted at WSC2013 but immediately removed as Official Skill. (Can be conducted in WSC2015 as reinstated skill requiring 12 or more registrations at Provisional Registration plus an updated Technical Description). (Team Skill)
12 or more (8 or more)	10, 11 (6,7)	Skill is 'on notice' after WSC2013. Must have 12 or more registrations at Provisional Registration for WSC2015. (Team Skill)
12 or more (8 or more)	12 or more (8 or more)	Official Skill for WSC2015. (Team Skill)

Status from WSC2011	WSC2013 Prov Registration	WSC2013 actual competitors	Action
"on notice"	9 or less (5 or less)	-	Removed from WSC2013. Immediately removed as Official Skill. (Team Skill)
"on notice"	10, 11 (6,7)	-	Removed from WSC2013. Immediately removed as Official Skill. (Team Skill)
"on notice"	12 or more (8 or more)	9 or less (5 or less)	Because the skill had 12 or more at Provisional Registration it will be hosted at WSC2013. But because it was conducted with 9 or less at WSC2013 it is immediately removed as an Official Skill at that time. (Team Skill)
"on notice"	12 or more (8 or more)	10, 11 (6,7)	Because the skill had 12 or more at Provisional Registration it will be hosted at WSC2013. But because it was 'on notice' for WSC2013, it is immediately removed as an Official Skill at that time because it is the second time it is 'on notice'. (Team Skill)
"on notice"	12 or more (8 or more)	12 or more (8 or more)	Official Skill but the 'on notice' status carries through to WSC2015 selection. (Team Skill)

The selection of the skills for the WorldSkills Competition is done by the Chair and Vice Chair of the Technical Committee, WorldSkills International's CEO and Technical Director 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.

Host Member Skills

The Host Member must inform the Chair and Vice Chair of the Technical Committee and Technical Director of any skills 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 5 skills competitions as Host Member Skills.

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.

Recommendation

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

Inclusions for new Demonstration Skills

New Demonstration Skills are required to i) include at least 3 of the below criteria and/or ii) metrics and substantiation of the skill's representation and importance in the global economy.

	Design Skills	Manufacturing Skills	Communication Skills	Marketing Skills
Skill XX	x%	y%	z%	a%
	Must have this element.	Must have this element.		

We need to do the following in many of our skills – move from:

- Subjective to objective marking
- Individual to team competitions
- Old fashioned to modern skills
- Mono skill to multi skill
- Having the competition based on training systems to be based on working life

We need to think differently – share resources and infrastructure.

Definitions of skill criterion

The following table provides definitions of the skills required – manufacturing skills, design skills, marketing skills and communication skills.

Criteria	Definition
Manufacturing skills	<ul style="list-style-type: none"> • Refers to the skills involved in the manufacturing process of finished goods. • Manufacturing includes: <ul style="list-style-type: none"> – the physical or chemical transformation or the adding of value, by machinery, hand tools or labour, of materials or components into new products. – the fabrication of materials or components to make up something artificial or untrue. – the organized action of making of goods and services for sale. – the act of creating something that is different from the materials that went into it. – the act of fabricating something in a particular shape. • Simply transformed manufactures include products such as basic metal shapes, cement, and basic organic and inorganic chemicals. • Moderately transformed manufactures include products such as wire rods, metal pipes and tubes, basic glass, soap and detergents, textile fabrics and tissue paper. • Elaborately transformed manufactures include goods such as prefabricated metal buildings, wire products, glassware, ceramic products, paints, medicines and perfumes. This group also includes a range of engineering products, transport equipment and motor vehicles, and electronic and other equipment.

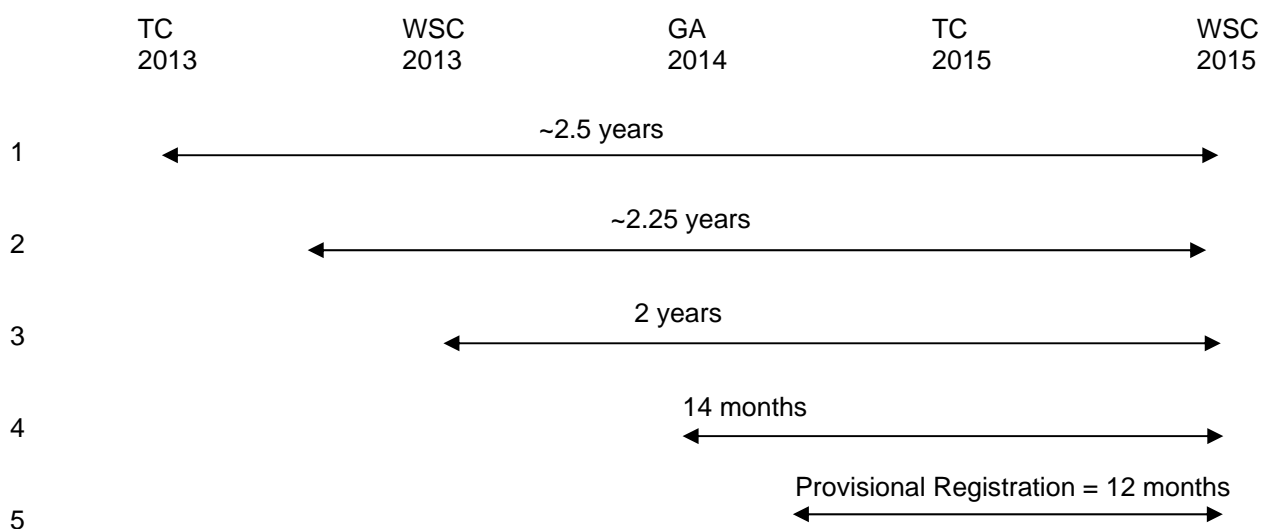
Criteria	Definition
Design skills	<ul style="list-style-type: none"> • Refers to the skills involved with the designing process of a product or component • Design includes: <ul style="list-style-type: none"> – the rational, logical and sequential process intended to solve problems. – an anticipated outcome that is intended or that guides your planned actions. – the act of working out the form of something. – the invention, execution or creation of something in the mind. – a preliminary sketch indicating the plan for something. – the blueprint of something intended as a guide for making something else. – the purposeful or inventive arrangement of parts or details • The design process begins with the identification and analysis of a problem or need and proceeds through a structured sequence in which information is researched and ideas explored and evaluated until the optimum solution to the problem or need is devised.
Marketing skills	<ul style="list-style-type: none"> • Refers to the skills involved with marketing a product or service • Marketing includes: <ul style="list-style-type: none"> – the anticipation and identification of the wants and needs of a target market of consumers, then satisfying those needs in order to make a profit – understanding and researching customers needs – translating customer needs into products or services – communicating the products or services effectively – assisting in the design of the product – creating a suitable pricing strategy – promoting a product or service – identifying how the product should be distributed – specifying customer service levels – analysis of current trends in the market place, present findings, develop marketing solutions to business problems, as well as create advertising and other promotional materials • Marketing is the process by which companies create customer interest in products or services. It generates the strategy that underlies sales techniques, business communication, and business development. It is an integrated process through which companies build strong customer relationships and create value for their customers and for themselves.

Criteria	Definition
Communication skills	<ul style="list-style-type: none"> • Refers to the skills involved with the communication or transfer of information between people • Communication includes: <ul style="list-style-type: none"> – the process of imparting knowledge, the interchange of thoughts, opinions, or information by speech, writing, or signs in an attempt to create shared understanding. – choosing the most effective communications channel, the technical knowledge to use the channel appropriately, the presentation of information in an appropriate manner for the target audience, and the ability to understand messages and responses received from others. – skills that enable people to communicate effectively with one another. – the ability to establish and develop mutual understanding, trust, and cooperation is also important. More specifically, communication skills include the ability to speak in public, make presentations, write letters and reports, chair committees and meetings, and conduct negotiations. – the skills needed to use language (spoken, written, signed, or otherwise communicated) to interact with others. – the ability to use language (receptive) and express (expressive) information. – the set of skills that enables a person to convey information so that it is received and understood.

Appendix 2

Rules and guidelines for the introduction of a Demonstration Skill

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



Timetable (refer above diagram)

Step 1

At the Technical Committee meeting approximately 2.5 years before the Competition, Members can give a 5 minute (maximum) presentation on the proposed new competition. This presentation must include certain information – contact the Technical Director for the template.

Step 2

Members who made a presentation at the TC meeting will then be asked to complete a submission to WorldSkills including i) demonstration the skill adheres to the requirements of the Guiding Principles and ii) metrics and substantiation of the skill's representation and importance in the global economy. The Technical Director will send the submission forms to the relevant Members.

The Competitions Management Team reviews these submissions and advises Members their proposal has been accepted or a request is made for further information. The proposed skills successfully completing step 2 will be invited to proceed to step 3.

Step 3

At the Technical Committee meeting (at the preceding Competition) approximately 2 years before the Competition, Members can give a further 4 minute (maximum) presentation on the proposed new competition.

If the proposed competition was presented at the previous Technical Committee meeting then it is expected that the presentation includes updated information.

The presentation must include certain information – contact the Technical Director for the template.

The Member proposing the new skill competition should also organize a meeting for interested Members and stakeholders at the Competition to further develop the proposal. These meetings can be coordinated via the Secretariat.

Step 4

If the Member(s) proposing the new skill competition believes there is sufficient interest, then further discussion and collaboration between these Members is recommended. A draft of the Technical Description is to be developed circulated 14 months before the Competition (=2 months before Provisional Registration).

Step 5

Demonstration Skills for the next Competition are determined at Provisional Registration (refer to registration requirements for Demonstration Skills).

Documentation

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

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

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
- Competency Specifications for the skill
- Space requirements for 6 competitors and other workshop space requirements plus the space requirement for each additional competitor
- Indication of infrastructure requirements
- Competition format

All Demonstration skills are required to include at least 3 of the following criteria (design skills, manufacturing skills, communication skills and/or marketing skills). Priority is given to skills that will provide a balance across the six sectors.

The selection of skills at a Competition is documented in the Rules (based on Guiding Principles). In line with the sustainability and cost management of the Competition, WorldSkills International and the host will have the final decision on whether a new skill can be hosted if the proposed skill requires too much space and/or infrastructure.

Appendix 3

Nomination of Chief Experts and Deputy Chief Experts

(From 7.4.3 and 7.5.3)

Criteria for nomination of Chief Expert & Deputy Chief Expert

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

- Be able to communicate in English
- Chief Expert to have been an Expert for at least 2 previous Competitions
- Deputy Chief Expert to have been an Expert for at least one previous Competition
- Be a person of the highest integrity
- Be highly competent & 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 Technical Director
- Communicate with and respond to WSI from Competition to Competition
- Persons nominated in DCE role should be willing to take on CE role if nominated CE list is exhausted

Procedure

On C2 the Jury President informs the experts that election for the position of Chief and Deputy Chief Expert for the next Competition takes place at end of marking process. He requests all experts to give serious thought to the election, are they eligible, interested and to consider who are the most suitable candidates for these two prestigious positions.

The election is carried out after the marking process has been completed.

The Jury President presides over the election process.

1. The Jury President asks who wishes to be nominated and confirms the eligibility of nominees.
2. A secret ballot is conducted for the Chief Expert position using the ballot sheets provided in the Competition Binder. Note: a nomination by 'show of hands' is not valid.
3. Each Expert lists their choice of three Experts in order of preference.
4. The Jury President collects the ballot papers and allocates a score of three (3) points to each Expert's first preference, two (2) points to the second preference and one (1) point to the third preference.
5. The Jury President records the results – including reserves – on the Nomination Results sheet from the Competition Binder.
6. In the event of a tie, the Jury President will arrange an agreed solution.
7. Repeat steps 1 – 5 for the Deputy Chief Expert nomination.
8. All Experts and the Jury President sign both Nomination Results sheets.
9. The Jury President must submit their recommendation on the CE and the DCE and all reserves to the Technical Director at the Competition. It is to be submitted with the election results.

Appendix 4

The Skill Management Team: Definition of Roles

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

The CE and DCE have been democratically nominated by their peers in each skill area as technically competent persons of high integrity. Each CE/DCE appointment is ratified by the Chair of the Technical Committee on the recommendation of the Jury President. WorldSkills International then seeks permission from the Official Delegate (copy to Technical Delegate) of the Member Organization for their Expert(s) to act as Chief Expert and Deputy Chief Expert.

Role of the Chief Expert (CE)

The role of the CE is very important in the management of the competition in each of the specific skill areas 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 pillars of Integrity, Fairness, Transparency, Partnership and Innovation.

The Role of the Deputy Chief Expert (DCE)

The role of DCE is to support the CE and undertake duties assigned by the CE but the primary responsibility is the coordination of the revision of the Technical Description for which he must have the necessary computer and IT Skills.

The Role of the Jury President (JP)

The JP is a Technical Delegate appointed by the Chair of the TC to represent the TC in the overall management of one or two competition skill areas.

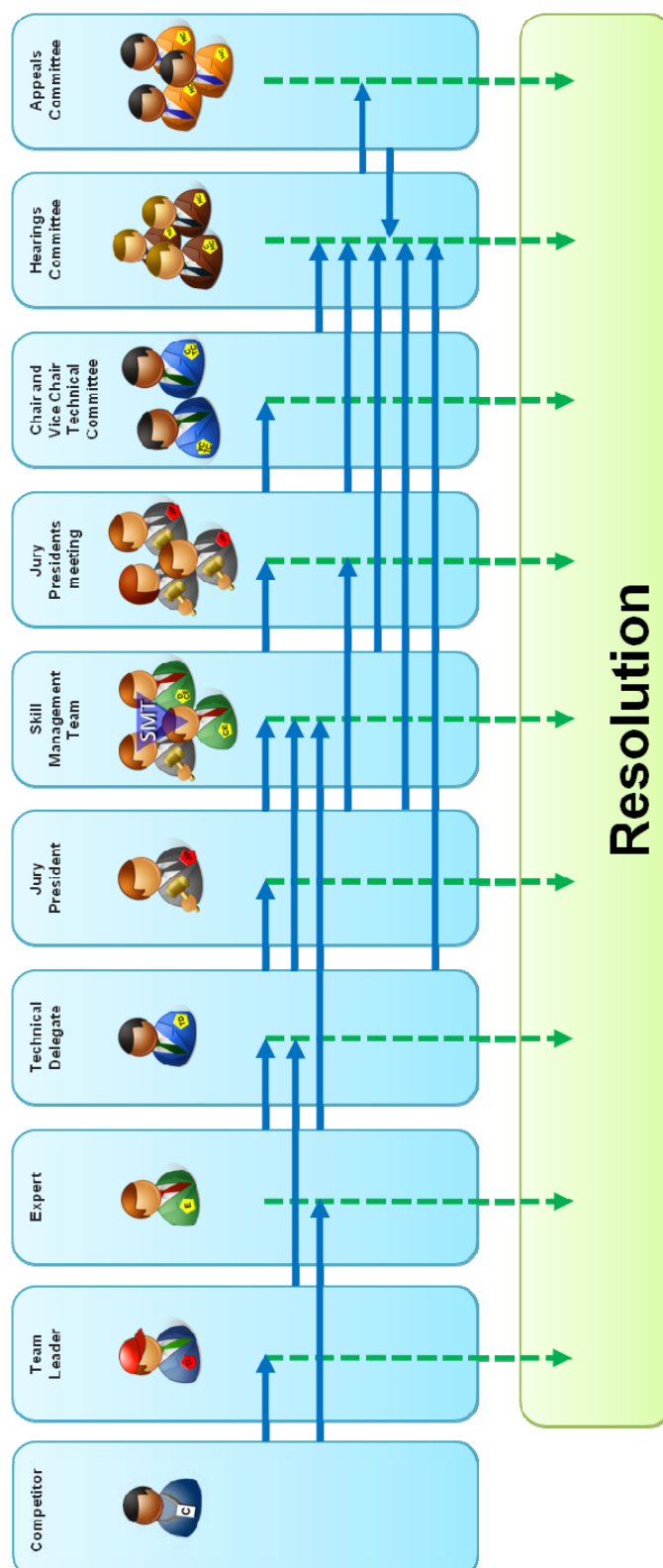
The JP, as an impartial member of the skill management team, works in cooperation with the CE and DCE to ensure that a professional competition is conducted. As part of the role the JP will act as advisor, mediator, and critical friend and ensure that the competition rules and regulations are implemented in accordance with the decisions of the TC.

In addition, the Jury President:

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

Appendix 5 Issue Resolution

A5.1 Issue Resolution diagram



A5.2 Issue and Dispute Resolution procedure

A5.2.1 Scope

Any holder of WorldSkills International accreditation accused of dishonest conduct that refuses to comply with the Competition Rules or the directions of the organizers' (WSI & Competition Organizer) officers, or who behaves in a manner prejudicial to the proper conduct of the Competition will be subject to the dispute resolution procedures and possible subsequent penalties.

A5.2.2 Reporting

Any person who has substantial evidence there has been a breach of the Rules must immediately raise the issue with a member of the Skill Management Team. If the issue involves the Skill Management Team then it is to be reported directly to the Chair of the Hearings Committee who in turn, will advise the Chair and Vice Chair of the Technical Committee.

A5.2.3 Process

Skill Management Team - attempt local resolution

The Skill Management Team for that skill will seek a resolution to the issue by meeting with the accuser and the accused separately. All persons involved must be heard. All meetings must conclude within two hours of the issue/dispute being registered.

The Skill Management Team can propose a resolution or defer it to the Hearings Committee. The resolution can be either a penalty on the accused or the dispute is dismissed.

<Note: Guidelines will be developed to ensure appropriate and consistent 'penalties for offences' for all skills>

If the accused and the accuser accept the resolution then it is implemented and the dispute is formally recorded and then closed.

If either the accused or the accuser does not accept the resolution then the matter can be taken to the Hearings Committee. If the matter is requested to go to the Hearings Committee, then a member of the Skill Management Team is responsible for immediately contacting the Chair of the Hearings Committee. The Chair of the Hearings Committee will advise the Chair and Vice Chair of the Technical Committee and contact those Technical Delegate/s who need to be advised of the case.

All disputes must be recorded using Dispute Form A (even if the dispute is dismissed). This form can be completed online or printed and completed offline and submitted to the WSI Technical Director.

A5.2.4 Hearings Committee

The Hearings Committee will formally meet with all parties involved in the dispute and all parties must have the opportunity to present their case.

Persons involved may be accompanied by their Technical and/or Official Delegate, and Competitors may also be accompanied by their Team Leader. All parties may call witnesses.

The Hearings Committee must reach a decision in all cases. The decision can be either a penalty against the accused or dismissal of the dispute. This decision is final – it is then implemented and the dispute is closed.

The Hearings Committee will ideally meet on the day that the dispute is registered with them if the dispute is registered by 18.00. Otherwise the Hearings Committee will meet at 9.00 the following morning. The Hearings Committee must reach a decision within 3 hours after the hearing.

If either the accused or accuser does not accept that due process was followed in reaching this decision then the matter will be taken to the Appeal Committee. This must be done within 1 hour of the Hearing Committee's decision by advising the Chair of the Hearing Committee. The Chair of the Hearing Committee will immediately contact the Chair of the Appeal Committee and CEO.

Dispute Forms B must be completed (even if the dispute is dismissed) by the Chair of the Hearings Committee. This form can be completed online or printed and completed offline and submitted to the CEO.

A5.2.5 Appeal Committee

An appeal shall be limited to the matters raised in the Appellant's appeal.

In other words, the Appeal Committee cannot change the decision of the Hearings Committee. It can only decide whether or not the accused and the accuser were given a fair and complete hearing and due process was carried out.

No determination of fact by the Hearings Committee shall be set aside unless shown to be manifestly incorrect. The Appellant can only call witnesses who gave evidence to the Hearing Committee.

The Appeal Committee must meet on the day of the appeal if the appeal is registered by 18.00. Otherwise the Appeal Committee will meet at 9.00 the following morning. The Appeal Committee must reach a decision within 1 hour after the meeting.

If the Appeal Committee determines that the process has not been fair or complete or the Rules were incorrectly interpreted, then the case goes back to the Hearings Committee.

The Appeal Form must be completed by the Chair of the Appeals Committee. This form can be completed online or printed and completed offline and submitted to the CEO.

A5.2.6 Competitor care

Competitors must be able to continue their work while the dispute resolution process is being conducted. If the Competitor is involved in meetings then the time lost may be made up.

Hearings Committee members

The Hearings Committee will consist of a Chair and two delegates. The Chair will be an independent person* appointed by the Board of Directors.

There will be two delegates drawn from a panel of possible delegates**. The possible delegates are appointed by the Competitions Management Team and CEO 6 months before the Competition.

For each dispute, the Chair of the Hearings Committee will select the two delegates to ensure no Member bias exists.

(* This person's only role at the Competition will be to Chair the Hearings Committee. Ideally they will have a working knowledge of the WorldSkills Competition and have experience in this type of role. A legal background would be a benefit.

** The delegates may be current Official Delegates, Honorary Members or persons with appropriate experience.)

A5.2.7 Appeal Committee members

The Appeal Committee shall consist of two Board members and one member of the panel who was not part of the Hearings Committee for this case and has no Member bias. Alternatively, the Appeal Committee shall consist of three Board members. The Chair of the Appeal Committee shall be nominated by the Board of Directors.

A5.2.8 Penalties

For Competitors, penalties applied will range from a warning through to disqualification (score = 400 and included in Member score). The Member involved may also be banned from participating in this skill at the next Competition.

For accredited persons involved in running the competitions, penalties applied will range from a warning through to immediate cancellation of accreditation at the Competition and a ban on future participation.

For non-accredited persons 'observing' the competitions, penalties applied will range from a warning through to eviction from the Competition site.

A5.2.9 Documentation required

It is essential that complete and accurate records are kept at each stage of the Dispute Resolution process. The Jury President of the SMT is responsible for ensuring complete documentation is provided to the WSI Technical Director for all disputes they deal with.

The Chair of the Hearings Committee and the Chair of the Appeals Committee are responsible for ensuring complete documentation is provided to the CEO for any disputes they deal with.

Over time, the documentation will allow WSI to build a database indicating 'offence' and the associated 'penalty' thereby improving our consistency and equity of applying penalties (precedence system).

Appendix 6

Pilot Projects for WSC2013

A6.1 Dual marking for Objective assessment

The objective of this Pilot Project is to avoid problems or challenges in the future with the need to re-assess Aspects, there will be two objective Assessment Teams for the same Aspect of Sub Criterion in some skills. These Assessment Teams are required to have two Experts. After the assessment both Assessment Teams compare their assessment results. If differences are found in certain assessed Aspects both Assessment Teams together will re-assess these Aspects again to achieve agreement. This will be implemented in up to five skills competitions.

A6.2 Compatriot support Expert for Chief Experts

The objective of this Pilot Project is to provide the Chief Expert to opportunity to continue their responsibilities while the compatriot Competitor has the undivided attention of a compatriot support Expert particularly during familiarization, briefings and Competitor Communication. This will be implemented in up to five skills competitions with more than 25 registrations.

A6.3 Reduction of paper

The objective of this Pilot Project is to reduce the volume of paper used across all skill related processes including the printing of Marking Sheets for handwritten results. Using handheld digital devices data will be directly input to the Competition Information System (CIS) in a minimum of 3 skills. In addition the selected skills will complete procedures required by Competition Support using the supplied devices.

Appendix 7

Summary of Expert participation in Test Project preparation and assessment

	Expert ¹ scenario	Required to provide a Test Project proposal	Equal Test Project selection and 30% change voting rights	Active participation in Test Project development	Equal Technical Description voting rights	Active participation in assessment	Active participation on the Discussion Forum
1	Expert ¹ who DOES NOT bring a Test Project but is required to as per the Technical Description.	Yes	No (²)	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes
2	Expert ¹ who is not required to bring a Test Project as per the Technical Description.	No	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes
3	Expert ¹ who DOES NOT bring a required 30% change proposal but is required to as per the Technical Description.	-	No (²)	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes
4	Expert ¹ who is not required to bring a 30% change proposal as per the Technical Description.	-	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes
5	Expert ³ without a Competitor (**)	Same as Expert with a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor

¹ Note: There is no differentiation between an Expert who is participating in their first Competition and an Expert who has participated before.

² In the case of a new Expert not bringing a Test Project, they can participate in the Test Project selection and 30% change vote if they have passed the Expert Test and the Jury agrees to allow the new Expert to participate.

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

Appendix 8

Experts with Special Responsibilities: Definition of roles

(CR 7.3.10)

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.

ESR for Health and Safety

- The ESR for Health and Safety ESR must understand the Host Country Health and Safety documentation and ensure that the requirements are met by all participants of their skill.
- This person must know the emergency procedures for evacuation, medical, fires and spills,
- In conjunction with the WSS this person must conduct a Health and Safety 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 and Safety requirements for their skill.
- This person must co-ordinate a hazard and risk assessment of the workshop to establish additional Health and Safety requirements not covered in the Host document.
- This person is required to assist the WSS in developing a Health and Safety sign off document listing critical issues such as training received on machines/equipment, escape routes and additional items of awareness not covered in the Host document.
- This person is required to participate with the Host Health and Safety Inspectors during their visits to the workshop.
- This person must communicate Health and Safety 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.
- This person must 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 and Safety Manager.
- Liaise with the Workshop Supervisor on safety issues when necessary.
- Continually observe Experts and Competitors with regards to use of Personal Protective Equipment (PPE) and Health and Safety behaviour.

ESR for Skills competitions promotion

- The ESR for Skill Media Promotion must understand their skill very well, be comfortable in front of the camera and able to convey a story of interest well.
- This person coordinates the identification of media stories to promote their skill. Stories such as Competitor profiles, sustainability initiatives, Test Project initiatives, etc.
- This person is 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.
- This person must be easily identifiable to visitors and media.
- Liaise with WSI's marketing, communication and special events office on media related issues.
- Collect photographs, where possible, taken in the workshop by Experts and supply to WSI's marketing, communication and special events office for publishing on the web.
- Ensure the Test Project drawings/documentation and the practical work by Competitors is easily understood by visitors and media.

ESR for Sustainability

- The ESR for Sustainability is required to think, speak, breathe 'sustainability' so that everyone (Experts, Competitors, visitors) may be educated and be positively influenced.
- This person must 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 4R (reduce, reuse, recycle, 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.
- Work with the Chief Expert to identify good sustainability practices which can be documented in the Sustainability Award application form.

ESR for Assessment

- The ESR for Skill Marking should be familiar with the latest version of the Competition Information System (CIS) and have experience at a number of Competitions.
- This person is aware of and able to use the latest URLs for the training version of the CIS, the Standard Spreadsheet and the CIS HELP file.
- This person is aware of and understands how to use the latest version of the Standard Spreadsheet.
- Is able to differentiate between Objective and Subjective assessment.
- Understands the need to clearly and concisely define each marking 'Aspect' and its allocated Mark.
- Understands the purpose of an 'Add Row' to more clearly define objective 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 involved and their potential use.
- Works with 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.
- This person understands the Competition Assessment Procedures as published by WSI and the purpose of the competition commencement and completion forms.
- This person is responsible for ensuring that the necessary marking forms are signed by appropriate people.

ESR for Skills Development

- The ESR for Technical Description 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
- Facilitate discussions between Experts on the Discussion Forum regarding revision and improvement to the Technical Description.
- Lead the Technical Description development and be responsible for ensuring that the competencies agreed upon by the experts are written in competency based form in the Skill Competency Specification.
- Ensure that all changes are compiled into a single document for approval and voting by the Experts
- Conduct a vote of the Experts for the approval of the Technical Description for the following Competition
- Deliver the source file of the approved Technical Description to the WorldSkills International Secretariat by 4pm on C+1 of the Competition