

INTERNATIONAL APPRENTICE COMPETITION

Instructions for the Technical Committee Juries and Workshop Foremen.

The Council of the International Apprentice Competitions at its meeting in October 1967 decided to lay down fundamental instructions for the Technical Committee, the Juries, and the Workshop Foremen using the experiences already acquired as a starting point. These rules will regulate the constitutions as well as the work and responsibility of the Technical Committee, Juries etc. mentioned above.

1.- Technical Committee

Constitution

- 1.- Technical Delegates of the member Countries, General Secretary or a person delegated by the Council to do the work of the Secretariat.
- 2.- A Chairman named by the Council for each Competition who shall be a member of the Technical Committee. He may be re-elected. The Chairman of this Committee must not be at the same time Chairman of the Jury.

WORK AND RESPONSIBILITY

- 1.- To set down the rules for the work of the Juries and Workshop Foremen.
- 2.- To arrange the organization of the work to be carried out in the Competition, and to set down the Technical standards and the headings for the marking systems.
- 3.- To inform the Council about the exercises chosen for the Competition and their marking headings.
- 4.- To determine the materials, machines, tools, and apparatus or instruments necessary for all trades.

- 5.- To ensure that the translation for these materials, tools etc. are correct and complete. To solve any problems which could arise in the meanings of words or phrases. This will be done from the language in which the text has been written.
- 6.- To inform the Council about the results of the marking and to submit recommendations for medals and honorary mentions. For each trade one gold medal, one silver medal and one bronze medal only will be awarded.

2.- Juries

Constitution

- 1.- A chairman who will be the Technical Delegate nominated by the Council. He may temporarily delegate his responsibility to an expert.
- 2.- There will be two experts for each trade entered. They must be competent and experienced specialists in the trade concerned. In exceptional and justifiable cases and with the agreement of the Technical Committee more experts may be assigned to a certain trade where more assistance may be needed.

WORK AND RESPONSIBILITY

The Chairman shall give the necessary instructions to the experts and the workshop Foremen. He shall be the Representative of the Jury in the Technical Committee and in the Council.

The Juries carry the responsibility for the experts, who in agreement with them will carry out the following work:

- 1.- To examine the installation, machines, tools, materials, apparatus and instruments prepared by the Organizing Country before the Competition takes place.
- 2.- To select the exercises set down the marking headings, determine the maximum time limits, to make up the materials lists, and decide upon the instructions for the competitions.

- 3.- To send the details decided upon to the General Secretary.
- 4.- To work in conjunction with the translators so that at the beginning of the Competition they may hand over all the necessary data to the competitors in their respective languages.
- 5.- To prepare the materials in conjunction with the workshop foremen.
- 6.- To distribute, by means of a draw, the places of work, the machines, apparatus or instruments, and materials, to be allotted to the competitors.
- 7.- To decide upon the amount of time needed by the competitors to study the drawings, and try out the materials, machines and apparatus or instruments given to them.
- 8.- To prepare the necessary measuring apparatus to be used in the marking of the tests. Time must be given to the competitors to compare and regulate their own measuring instruments with those already mentioned.
- 9.-
 - a) To observe the competitors and to inspect their work.
 - b) To prevent any unauthorised methods of working and the use of unauthorised tools.
 - c) To make sure that, during the Competition, no technical information shall be given out. Necessary information will be given to the group as a whole.
 - d) To record the time taken by each competitor in his work and to inform the same of the amount of time available.
 - e) To make sure that the workshops shall be shut before the work has ended. When the work has been done outside and not in a workshop they must bring the pieces inside if possible so that nothing can be altered on them.

They must make sure that no unauthorised person enters the workshops neither should competitors who have already finished their own work. During the breaks and after work hours, drawings and other documents must be taken from the competitors and put into the custody of the Jury and kept either under lock and key or strict supervision.

f) To hand out and make a note of materials given out in place of those used, or damaged by the competitor taking this into account in the marking.

g) To prevent any persons who are not members of the Council from talking to the competitors during their work.

10.- To ensure maximum security with regard to the results of the marking.

11.- If necessary, and before three-quarters of the time allotted is up, to submit proposals to the Technical Committee for the extension of time allowed. If this committee judges it to be a valid case it may grant an extension of a further 15% of the time originally allowed.

3.- WORKSHOP FOREMEN

The Workshop foremen must answer to the National Organisation Committee with reference to general matters of organisation and to the Juries in technical matters. The Host Country will provide the necessary workshop foremen.

WORK AND RESPONSIBILITY

- 1.- To prepare the workshops, machines, tools, apparatus or instruments used during the Competition and to keep them in good order.
- 2.- To prepare the materials needed according to the instructions given by the Juries using as a basis the samples received.
- 3.- To work in conjunction with the Juries so as to ensure that the competitors may carry out their work.
- 4.- To arrange the daily cleaning of the workshops.

- 5.- To refrain from criticising the exercises in the presence of the competitors.
- 6.- To be present at the final marking of the exercises and to speak only when expressly invited by the Chairman of the Jury.

4.- GENERAL ADMINISTRATIVE POINTS.

1. Control of registration cards at the beginning of the Competition.

The Chairman of the Jury must check the following and make sure that all have been written correctly.

Date of birth, nationality, language, names, surnames, and name of trade.

2. Names, surnames and age of experts as well as their professional position in Schools or in Industrial or Commercial firms must be sent to the General Secretariat and to the Organising Country at least a month before the beginning of the Competition.
 3. Competitors must be given all the following documents in their own languages, plans, working instructions, technical standards, marking headings, rules of organisation and behaviour.
 4. If a Jury cannot agree over the marking, the Chairman of that Jury will have the deciding vote. In the exceptional case of the Chairman not wishing to cast this vote, he should notify the Chairman of the Technical Committee of his decision, who will decide upon the most suitable solution.
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