Competition Rules

Jury President Pocket Edition

world**skills**
international

INTRODUCTION

Welcome to all Jury Presidents.

The purpose of this guide is to provide a pocket-sized reference to your responsibilities as a Jury President at WSC2009.

This guide includes:
- A list of the Jury President teams
- An overview of the Jury President responsibilities
- A Jury President checklist for you to keep track of your daily tasks
- An extract from the Competition Rules relevant to the Competition

As the Technical Delegate representative on the Quality Assurance Management System Council (QAMS) in the role of Professional Development of Jury Presidents and Skill Management Teams I look forward to working with each of you to deliver a successful Competition.

Thank you for your terrific contribution.

John Shiel
Technical Delegate, Australia

world**skills**
international

JURY PRESIDENT TEAMS

Team	Skills	Hall	Team members
Team Spada	1, 3, 11	BMOC BMOB	Roberto Spada BR Yuang Kuang Tan TW Mariana Saker CO Peter van den Berg NL
Team Heng	2, 9, 17	GSU GSL	Guan Teck Heng SG Ahmad Alhamd SA Shaun Thorson CA Ali Al Marzouqi AE
Team Hatton	4, 5, 23,	BFU BMOE BFL	Don Hatton US Carlos Fonseca PT Karl-Heinz Pfuendner DE Dr. Genny Gongora MX
Team Mean	6, 7, 8, D1	BMOB BMOC ST5	Jean-Marie Mean BE Marco Frick LI Eugene Incerti UK
Team Praschl	10, 37,D2, HM1, D3	ST3 ST1A BFL	Stefan Praschl AT Hideo Ogawa JP Thomas Pardeller IT Thor Palsson IS
Team Immonen	12, 15, 22, 38	BFL BFU	Hannu Immonen FI Seung-Jik Suh KR Tonis Arvisto EE
Team Cioccarelli	14, 20, 21	AG BMOC	Rico Cioccarelli CH Darko Farago HR Manuel Cabrera Padilla ES
Team Vermeulen	13, 33, 36	BMOD ST4	Andre Vermeulen ZA Thawat Phoawanich TH Kanissery Venugopalan IN
Team Ortolani	16, 18, 19	BFL ST2	Francois Ortolani LU Ling Biu (Phillip) Hung MO Denis Ho BN Abdellatif Hairouf MA

Team	Skills	Hall	Team members
Team Lange	24, 25, 26	ST1B	Elisabeth Lange NO Pontus Slättman SE Faycal Ammar TN Mustaghfirin Amin ID
Team McLean	27, 40, 41	BMOC GSL GSU	Grace McLean JM Zhaleh Omrani IR Judit Csapo HU
Team Shiel	28, 29, 30, 31, 39	BMOA BMOB BFL	John Shiel AU Teresa McNamara NZ Ghalip Spahat MY Hong Minh Nguyen VN
Team Fung	32, 34, 35	BMOE	Michael Fung HK Antoine Kretz FR John Cassidy IE

BMOA = BMO Centre Hall A
BMOB = BMO Centre Hall B
BMOC = BMO Centre Hall C
BMOD = BMO Centre Hall D
BMOE = BMO Centre Hall E
BFU = Big Four Upper
BFL = Big Four Lower
AG = Agriculture Building

GSL = Grand Stand Lower
GSU = Grand Stand Upper
ST1A = Skills Tent 1A
ST1B = Skills Tent 1B
ST2 = Skills Tent 2
ST3 = Skills Tent 3
ST4 = Skills Tent 4
ST5 = Skills Tent 5

JURY PRESIDENT RESPONSIBILITIES

Competition Rule 6.9.4
- The Jury President reports to the Chair of the Technical Committee and delegates technical responsibilities and duties related to the skill to the Chief Expert.
- The Jury President chairs the meetings of his Jury as a neutral supervisor. The Jury President's instructions are to be complied with.
- The Jury President is responsible for implementing decisions taken by the Technical Committee or Jury Presidents' meeting.
- In conjunction with the members of the Jury, the Jury President ensures that the Chief Expert, Deputy Chief Expert, Experts and Workshop Supervisor carry out their duties correctly.
- During the Competition, the Jury Presidents will meet daily under the guidance of the Chair and Vice Chair of the Technical Committee. The Jury Presidents participate in these meetings in their capacity as presidents of the Juries, not as Technical Delegates. They present proposals or requests made by their Juries.
- All questions and problems that cannot be solved by the Jury are raised by the Jury President at the next Jury Presidents' meetings. If required, the Jury President may be accompanied at these meetings by the Chief Expert and/or a translator.
- Jury Presidents and Chief Experts are to monitor the quality of the work of their Experts and recommend to the Chair and Vice Chair of the Technical Committee

JURY PRESIDENT CHECKLIST

Day	Date	Time	Task	Complete
C-6	Aug 27	0830-0930	TC meeting	
		1000-1200	JP/SMT training	
		1230-2030	Excursion and Welcome Reception	
C-5	Aug 28	1000	SMP checked and uploaded to Competition Tracker	
		1000-1200	Skill specific training by SMT, JP chairs the first meeting	
		1300-1400	JP meeting	
		1430	Check progress of Test Project 30% change	
			Check progress of marking form development	

Day	Date	Time	Task	Complete
C-4	Aug 29	1000	SMT meeting – go to your skill to check progress. Collect feedback for JP meeting.	
		1300-1400	JP meeting	
		1500	Check progress of TP translations	
			Check progress of marking form development	
		1500	DCE meeting	
		1600	SMT meeting – go to your skill to check progress. Check all forms are signed and ticked in Competition Tracker.	
C-3	Aug 30	0900-1200	TC meeting	
		1200	SMT meeting – go to your skill to check progress. Collect feedback for JP meeting.	
		1300-1400	JP meeting	
		1600	SMT meeting – go to your skill to check progress. Check all forms are signed and ticked in Competition Tracker.	
		1600	Check that Test Project printing order form has been completed and taken to Competition Support	
		1600	Check progress of marking forms and their translation. Finalise all entry of data into CIS.	
C-2	Aug 31	1000	SMT meeting – go to your skill to check progress. Collect feedback for JP meeting.	
		1000	Competitor site familiarisation - introduce yourself to Competitors	
		0900	TP uploaded to Competition Tracker	
		1300-1400	JP meeting	
		1600	SMT meeting – go to your skill to check progress. Check all forms are signed and ticked in Competition Tracker.	
			GA meeting	

Day	Date	Time	Task	Complete
C-1	Sep 1	0830-1000	GA meeting	
		1000	SMT meeting – go to your skill to check progress. Collect feedback for JP meeting.	
		1400-1500	JP meeting	
		1800-2030	Opening Ceremony	
C1	Sep 2	0830-1400	Go to your skill to check progress. Collect feedback for JP meeting.	
		1400-1500	JP meeting	
		1600-close	Check assessment progress with Jury. All marks entered in CIS for day 1.	
C2	Sep 3	0830-1400	Go to your skill to check progress. Collect feedback for JP meeting.	
		1400-1500	JP meeting	
		1600-close	Check assessment progress with Jury. All marks entered in CIS for day 2.	
C3	Sep 4	0830-1400	Go to your skill to check progress. Collect feedback for JP meeting.	
		1400-1500	JP meeting	
		1600-close	Check assessment progress with Jury. All marks entered in CIS for day 3.	
C4	Sep 5	0830-1100	Go to your skill to check progress. Collect feedback for JP meeting.	
		1100-1200	JP meeting	
		1300-close	Check assessment progress with Jury. All marks entered in CIS for day 4.	
C+1	Sep 6	1000	CIS closes. Mark Summary Form signed and all marking forms to Competition Support.	
		1100	CE and DCE nominations, QAMS questionnaires	
		1230	WSC2011 TDs uploaded, TP 2011 selection, Competition Completion form signed	
		1300-1500	TC meeting	
		1500-1600	GA meeting	
		1600	Go to Competition Support Office to check if all requirements are complete for your skill	
		1800	Closing Ceremony	

Table of Contents

1. ABOUT THE COMPETITION RULES

1.1 Scope

The Competition Rules define the resolutions and rules for the organisation and execution of the WorldSkills Competition incorporating all skills competitions. They are maintained by the Technical Committee and ratified by the General Assembly.

All Members and participants must abide by the Competition Rules.

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

1.2 Basic principles

1.2.1 Selection of the Host Member/Competition Organiser

The execution of a WorldSkills Competition is assigned to a Member of WorldSkills International by decision of the General Assembly, after careful consideration by the Board of Directors.

1.2.2 Competition Organiser who is not a Member

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

1.2.3 Rights

The Host Member is the organiser responsible for hosting the Competition. The Host Member is the organiser responsible for public relations before and publicity during the Competition. WorldSkills International is the promoter with all rights, including approval of all communications (media, marketing and public relations) during the Competition.

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 any decisions required on any matter about the conduct of competitions that is not covered in these Competition Rules.

1.3 Relationship to other documents
<WorldSkills International document map to be inserted – currently being developed>

1.4 Definition of terms (Glossary)
Refer to Appendix 9.

2. COMPETITION ORGANISATION

2.1 Host Member/Competition Organiser duties

2.1.1 Provision of infrastructure

The Competition Organiser 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.

Twelve months before the Competition, the Competition Organiser supplies all Technical Delegates with detailed documentation on current machines, equipment, tools and samples of materials in accordance with the decisions of the Technical Committee, and provides information on special regulations prevailing in the country (Health & Safety regulations, utilities and services for the prevention of accidents, etc).

The Competition Organiser provides an optimal infrastructure for the Competition, as set out in the Technical Descriptions, Infrastructure Lists and in the Competition Organising Guide. In particular, this includes:

- A plenary meeting room for the General Assembly (also used for Technical Committee and Strategy Committee)
- A meeting room for the Official Delegates and Technical Delegates
- A meeting room for the Team Leaders
- Offices with the necessary technical equipment for the Secretariat
- Offices for the President, CEO, Chair and Vice Chair Technical Committee and Chair and Vice Chair Strategy Committee
- An office with the necessary technical equipment for the CIS support team and the Marking System Advisor and team
- Other offices as 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 Organiser prepares an overall Competition Program and makes arrangements for accommodation and board for all participants. In particular, the precise procedure for the opening and closing ceremonies and farewell party is to 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 Organiser informs Members of the costs per participant, including all excursions and receptions. It undertakes to accept all Members and their guests as participants with no restrictions, provided that the overall invoiced costs are duly paid.

2.1.4 Insight into Vocational Education and Training (VET)

The Competition Organiser ensures that participants have an opportunity of obtaining the widest possible insight into the vocational education and training systems in its country/region. In cooperation with the CEO, it organises appropriate seminars and visits to training centres, colleges and industries for the benefit of all participating in the Competition and the associated events.

2.2 WorldSkills International duties

2.2.1 Registration

Registration for the Competition is completed in four stages.

Stage 1 – Provisional Registration

Members register for participation in their selected skills via the WorldSkills International website (Registration section). The deadline is 12 months before the Competition. Members register i) for the skill and ii) the participants i.e. Competitors, Experts, Official Delegates, Technical Delegates, Technical Delegate Assistants, Team Leaders, Team Leader Assistants, 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 up until Definitive Registration (stage 3). The Secretariat and Host Member are automatically advised of all updates.

Stage 3 – Definitive Registration

Three months before the Competition, Members must finalise their registrations (both skill registrations and all participants). No further changes may be made without the permission of the Host Member and the WorldSkills International CEO.

Stage 4 – Participant Details Registration

Each Member is to provide full name and contact details of all participants to the Secretariat (via the website Registration section) and Competition Organiser. Expert and Technical Delegate details are to be provided at least nine months before the Competition (to ensure participation in competition development and preparation e.g. Discussion Forums). Competitor, Team Leader and Interpreter/translator details must be provided at least two months before the Competition. Other participant details are to be provided as required by the Host Member's accreditation packages.

3. COMMUNICATIONS (INCLUDING MARKETING, MEDIA AND PUBLIC RELATIONS)

3.1 Competition Organiser

The Competition Organiser is responsible for providing information to the local and international media. All documents must reference the Host Member/Competition Organiser and WorldSkills International in accordance with WorldSkills International guidelines.

3.2 Information about preparations

The Competition Organiser must provide regular detailed information on the preparation of the Competition, the Host Member, its educational system, industry and culture to Members before the Competition.

3.3 Member communications

Communications (marketing, media and public relations) activities in individual Member countries/regions are left to the discretion of the Members themselves. However, the Competition Organiser supports other Members' communications work in all areas by all possible means. State-of-the-art means of communication or support should be employed.

4. SKILLS TO BE HOSTED

4.1 Number of skills

The total number of skills incorporating a balance of skills across all sectors of industry and commerce is determined by the application of the Guiding Principles (Appendix 1) that will ensure that the skills at our Competition reflect our mission, our Competition goals and are representative of the skill needs of the global economy.

4.2 Admission of skills

4.2.1 Introduction of a new skill

The Technical Committee decides on the admission of new skills.

4.2.2 Demonstration Skills

For the 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.
- Obtain, at the Technical Committee meeting 12 months before the Competition, the support of at least 12 Members willing to register Competitors.

4.2.4 Presentation Skills

The Host Member may, at their own cost, present other skills in order to promote them. Known as Presentation Skills, they are not subject to the Competition Rules and are not officially assessed. Medals, medallions, diplomas or certificates of participation may be awarded at the discretion of the Host Member but will not be included in the WorldSkills International official awards lists. The Host Member may invite other Members to participate in Presentation Skills.

4.2.5 Exhibitions

The Host Member may, at their 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 actual completed work or work being carried out by demonstrators. This exhibition of work cannot be in the format of a competition and WorldSkills International cannot award a medal, certificate or any award of recognition. The Host Member may recognise the demonstrators with a certificate provided it is approved by WorldSkills International's CEO.

4.3 Minimum numbers of Competitors per skill

4.3.1 Official Skill first Competition

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

4.3.2 Official Skill second Competition

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

4.3.3 Official Skills for third Competition or more

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 taking place as 'Official' for the second time or later, it requires a minimum of 8 Members registered at Provisional Registration.

4.3.5 Host Member support

These rules about minimum numbers of Competitors per skill will not apply if the Host Member is already contractually bound to run a Competition for the skill concerned. Any third year or later Official Skill with 10 or 11 registrations may be conducted but the final decision is up to the Host Member.

4.3.6 Skills 'on notice' and removal of skills

Skills will go 'on notice' or be removed from the list of Official Skills according to the Guiding Principles if the competitions are

conducted with less than the required registrations. Refer to the Guiding Principles in Appendix 1 for complete details.

5. HEALTH & SAFETY

5.1 Policies and procedures

5.1.1 Competition Organiser is responsible for Health & Safety

The Competition Organiser is responsible for all infrastructure, equipment and setup to be according to the Host Member's national legislation. The Competition Organiser must produce Health & Safety documentation for the event and all competitions in all official languages. The Health and Safety documentation is be provided at the Technical Committee meeting six months before the Competition.

5.1.2 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 host country Health & Safety regulations before working with equipment and materials.

5.1.3 Expert responsibility

Experts are responsible for planning and running the Competition according to all Health & Safety regulations (host country regulations, Competitor's country regulations and as specified in the Technical Description). Competitions must conform to all Health & Safety regulations.

5.1.4 Differences

If a difference exists where an Expert's/Competitor's country regulations are higher or different to the host country's regulations then the higher Health & Safety regulation prevails for that Expert and Competitor.

5.2 Health & Safety training and implementation

The Competition Organiser will work with the Chief Experts to provide Experts, Competitors and any other personnel for whom they are responsible with the information and training required to ensure a safe Competition.

Prior to any equipment being used in the workshops, persons receiving Health & Safety training will sign the Health & Safety Checklist on completion

of training. The Chief Expert and Competition Organiser Health & Safety representative will countersign these forms and store them in the Competition Binder.

Workshop Supervisors and Experts are responsible for ensuring that all Experts, Competitors, and other personnel comply with the safety regulations for the skill category and Competition site.

6. ACCREDITED PARTICIPANTS

6.1 Competitors (C)

6.1.1 Number of Competitors
Each Member may enter 1 Competitor or team per skill.

6.1.2 Age limit
Competitors must not be older than 22 in the year of the Competition. Any exceptions for a certain skill must be proposed by the Experts, agreed by the Technical Committee, and ratified by the General Assembly at its meeting about 12 months before the Competition. Such recommendations are usually made by the relevant Jury at the previous Competition. Present exceptions are Mechatronics, Manufacturing Team Challenge and Aircraft Maintenance, where Competitors must not be older than 25 in the year of the Competition.

6.1.3 Compete once only
A Competitor may compete in 1 WorldSkills Competition only.

6.1.4 Competitors with disabilities
WorldSkills International promotes cooperation with the International Abilympics Federation.

- Disabled Competitors may participate in the Competition as long as their impediment does not prevent them from carrying out the Test Projects within the set time. However, more time may be provided for work preparation and installation of the workplace.
- The Test Project is assessed in accordance with WorldSkills International guidelines.

- Exceptions concerning maximum age limit are dealt with benevolently by the Technical Committee and ratified by the General Assembly.
- The Competition Organiser may carry out, at the same time as the WorldSkills Competition, a special competition for Competitors with disabilities using different guidelines. In this case, Test Projects will be assessed following different rules, and the awards will be presented at the official closing ceremony following presentation of the WorldSkills International awards.

6.1.5 Competitors – rights and responsibilities

Competitors – Before the Competition

The Technical Delegate (with support from their Member Organisation) is responsible for ensuring that all compatriot Competitors are provided with the following information:

- Relevant Technical Description and Infrastructure List.
- General assessment criteria.
- Competition Rules.
- Health & Safety documentation from the Competition Organiser.
- Access to the Competitor Centre on the WorldSkills International website www.worldskills.org/competitorcentre
- Test Projects that are circulated before the Competition (e.g. 3 months before)
- Briefing on tools and any additional equipment or material to be taken.
- Culture and customs of the host country.

Competitors – At the Competition

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

- Information on the assessment criteria including pre-filled Objective Marking Forms, Subjective Marking Forms (if applicable) and Mark Summary Form.
- Detailed information on which auxiliary materials and aids may be used and which may not be used (templates, drawings/ prints, patterns, gauges, etc.).

Competitors will be given detailed information about the running of the Competition, including:

- Information on the Health & Safety checklist and the Fairness & Transparency checklist including measures concerning non-compliance.
- Detailed timetable reflecting the timing for completion of the Test Project modules.
- Information on the earliest possible time that Competitors may enter or leave the workplace and under what conditions.
- Information on how and at what time the machines may be tested.
- Detailed information on all consequences that may result from breaches of these Competition Rules.

Competitors must be informed that:
- They are responsible for the safety 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.

6.1.6 Workstation assignment

Workstations will be assigned to Competitors by drawing lots.

6.1.7 Workplace familiarisation

Before the Competition starts, Competitors will have at least 8 hours in which to prepare their workplace, check and prepare tools and material. Under the guidance of Experts and Workshop Supervisors they will be given maximum opportunity to become familiar with equipment, tools, materials and processes, and to practice using materials to be used in the Competition.

Competitors have the right to ask questions. Where processes are particularly difficult, a subject matter expert will be available to demonstrate the process and the Competitors will be given the opportunity to practice. By the end of the familiarisation period, Competitors must confirm verbally that they are familiar with everything.

6.1.8 Checking of measuring instruments

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

6.1.9 Personal details and language preference

Competitors have to provide their passport/ID card to validate their identity and date of birth. The 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 documentation will be checked and recorded.

6.1.10 Communication Aid

All competitors are provided with a Communication Aid (card with a red side and a green side with symbols) to assist with easy and visual communication.

Competitors – During the Competition

6.1.11 Missing items

Missing items (materials and/or equipment) must be reported to the Chief Expert who will arrange through the Workshop Supervisor for the provision of a locally available substitute.

6.1.12 Substitute materials

A Competitor may ask for substitute material to be provided if what was originally provided has been lost or damaged, but this may lead to a reduction in the marks awarded. The Jury must determine the scale before the Competition.

6.1.13 Start and finish of work

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

6.1.14 Competitor contact and communication

● No contact may be made with other Competitors or guests during the work periods without the permission of the Chief Expert.
● No contact may be made with the compatriot Expert in the preparation period immediately before or at any time during the competition without the presence of a non-compatriot Expert.
● Periods of time (15-30 minutes) are to be timetabled each morning and each evening of the Competition for open communication between Experts and Competitors (Open Communication). The use of mobile phones or any other electronic equipment for exchanging information is prohibited.

- All information about the progress of the Competition provided to Competitors while away from the competition area will be given via the Team Leader.

6.1.15 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 Jury will decide whether or not time lost can be made up. If a Competitor has to withdraw due to illness or accident, they will receive marks for all work completed. Every effort will be made to facilitate the return of the Competitor and for them to make up lost time. This must be recorded on the Accident/Incident Form and Competitor Timeout Form.

6.1.16 Disciplinary action

Competitors accused of dishonest conduct, 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 disciplinary procedure described in Section 16.

6.1.17 Health & Safety

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

6.1.18 Review Test Project

Immediately before the start of the Competition, Experts give the Competitors the Test Project and instructions on the assessment system (assessment criteria and all Marking Forms). A minimum of 1 hour, which is not included in the competition time, is allowed to study these and to ask questions.

Competitors – After the Competition

6.1.19 Exchange of views and experiences

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

6.1.20 Packing up

The Chief Expert will give instructions for the packing of tools and equipment. The workplace, including materials, tools and equipment, must be left neat and tidy. Strict adherence to Health & Safety regulations must occur during this period.

6.1.21 Competitors – Duty of Care

Each Competitor is guaranteed to be provided with the following:

- Familiarisation time (8 hours minimum)
- Competition timetable
- Written Test Project instructions in his language of choice
- Assessment criteria and all pre-filled Objective and Subjective Marking Forms for the Test Project
- Health and Safety Checklist
- Fairness and Transparency Checklist
- Open communication between himself and his Expert for a period of 15-30 minutes each morning and each evening in the workshop area
- Access to his Interpreter/Translator whenever necessary
- Access to his Team Leader(s) at all times

6.1.22 Competitors – Honesty, fairness and transparency

Competitors have the right to expect fair and honest treatment during the Competition in terms of the following:

- Clear and unambiguous instructions
- Every Competitor has the right to expect that no Competitor will receive unfair assistance or 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 that other Competitors do not receive at the same time
- Marking schemes that provide no advantage to any Competitor
- All necessary equipment and material specified in the Technical Description and Infrastructure List
- The assistance necessary from Experts and officials to ensure that they are able to complete the Test Project. (Any assistance deemed necessary will be provided equally and at the same time to all Competitors).
- No undue interference by officials or spectators that may hinder them in the completion of their Test Project
- All Officials and Experts present at the Competition are expected to ensure that the above principles of honesty, fairness and transparency are observed at all times.

6.2 Team Leaders (TL)

6.2.1 Definition

Team Leaders are people selected by the Members to serve as a liaison with the Competitors during the WorldSkills Competition.

6.2.2 Number

Each Member team may have 2 Team Leaders.

6.2.3 Access

During the Competition, Team Leaders have unlimited access to their Competitors but no exchange of technical information or possible solutions may take place. Team Leaders are to ensure that no unauthorised contact takes place between Competitors and Experts before, during and outside the Competition.

6.2.4 Accident/illness

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

6.3 Team Leader Assistants (TLA)

6.3.1 Definition

Team Leader Assistants are additional Team Leaders for Members with large teams.

6.3.2 Number

Teams with more than 20 Competitors may have 2 Team Leaders + 1 Team Leader Assistant.

Teams with more than 30 Competitors may have 2 Team Leaders + 2 Team Leader Assistants.

6.3.3 Access (accreditation)

Team Leader Assistants have the same access (accreditation) and the same rights and responsibilities as Team Leaders. They are accredited as Team Leader Assistants.

6.4 Expert (E)

6.4.1 Definition

A person with experience in a skill, trade or technology representing a Member in the skill competition related to their expertise.

6.4.2   Qualifications & experience

Experts must:

- Have a formal and/or recognised qualification with proven industrial and/or practical experience in the skill in which they are accredited.
- Be an accepted Expert in their Member's national/regional competition.
- Have endorsement from the Technical Delegate that the relevant industry organisation 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.

6.4.3   Personal qualities & ethical criteria

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

6.4.4   Nomination and accreditation

Each Member may nominate 1 Expert per skill. Apart from the Host Member/Competition Organiser for the following Competition, no Member may have a second Expert in the workshop. An Expert is recognised as being an Expert for the Member to which they are accredited. Experts are to be registered by their Member Organisation on the WorldSkills International registration system 9 months before the Competition.

6.4.5   Responsibilities

Before attending the Competition

Before attending the Competition, the Expert must:

- Complete their Expert profile (including their qualifications, industry and competition experience) on the WorldSkills International Who-is-who web page. http://www.worldskills.org/index.php?option=com_wrapper&Itemid=485
- Complete the online Expert Test.
- Review and sign the Confidentiality and Professionalism Agreement and bring it to the Competition for filing in the Competition Binder.
- Study the Competition Rules, their Technical Description (Experts are to bring these to the Competition) and other official

Competition documentation. Experts must be familiar with all information found on the Competition Preparation page on the WorldSkills International website http://www.worldskills.org/competitionpreparation.

- 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 other official Competition documentation.

At the Competition

- Before the Competition begins, Experts assist the Chief Expert to prepare final details of the Test Project, the aspects of criteria to be used for assessment and the marks to be allocated to each aspect of criteria.
- Update the Technical Description (coordinated by Deputy Chief Expert).
- Develop a Test Project (or modules) either alone or in collaboration with fellow Experts.
- 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.
- 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 the Health & Safety regulations of the host country and any skill-specific regulations and ensure strict adherence throughout the Competition.

6.4.6   Toolbox check

Each day a team of Experts will examine in detail the contents of all toolboxes. This examination will ensure that any items found that will 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 unauthorised 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. 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.

6.4.7   Conduct of the competition
Experts are 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.

6.4.8   Secrecy
Experts are not permitted to pass on any information about the Test Project to a Competitor or any other person unless specifically authorised. The relevant Technical Description, Test Project requirements and lists of duties described in this section of the Competition Rules are binding.

6.4.9   Communication with compatriot Competitor
There is a scheduled Open Communication period each day of the competition where the Expert and their compatriot Competitor can communicate – refer paragraph 6.2.8. At all other times, communication is not permitted except in the presence of a non-compatriot Expert. Experts are not 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.

6.4.10   Experts with Special Responsibilities (ESR)
The ESRs are assigned to their duties by the Chief Expert. Special areas of responsibilities are as follows:
● Skill Marking Team Leader
● Health & Safety training and competitors Check List
● Fairness and Transparency
● Sustainability
● Skill media promotion
● Any other areas as decided by the SMT

6.4.11   Competitors – Duty of Care and honesty, fairness and transparency
Experts are to refer to paragraph 6.1.20 and 6.1.21.

6.4.12 Summary of Expert participation in Test Project preparation and assessment

Refer to Appendix 8 for a Summary of an Expert's participation in Test Project selection, 30% change voting rights, Technical Description voting rights and participation in assessment.

6.4.13 Communication and preparation via Discussion Forum

Experts, Technical Delegates, Jury Presidents, Workshop Supervisors and other associated or invited people 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://www.worldskills.org/forums. The Chief Expert – or an Expert nominated by the Chief Expert – will be moderator of this forum (supported by the Secretariat).

6.4.14 Decisions made on the Discussion Forum

Any decisions made by the Experts on the Discussion Forum in the preparation period for the Competition will stand provided they were made according to the Competition Rules (Refer to 6.7.3). In other words, if the proposal was supported by 50% +1 of Experts from Members registered for the skill then the decision stands. If the proposal related to updating the Technical Description then support from 80% of Experts from Members registered for the skill is needed.

6.4.15 Breach of rules or Code of Ethics

If an Expert breaches the rules, they will be subject to the disciplinary procedures described in Section 16.

6.5 Chief Experts (CE)

6.5.1 Definition

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

6.5.2 Qualifications & experience and personal qualities & ethical criteria

In addition to the qualifications & experience and personal qualities & ethical criteria of being an Expert (6.4.2 & 6.4.3), a Chief Expert must:

● Be able to communicate in one of the official languages (preferably in English)

- Have been an Expert for at least 2 previous Competitions
- 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
- Be competent using a computer and the Internet – specifically to facilitate the Discussion Forum for their skill

6.5.3   Nomination and accreditation

At each Competition, separate elections will be held for the nominations of Chief Expert (CE) and Deputy Chief Expert (DCE) for the next Competition. This is done when the competition marking is completed. The elections must be completed by 4pm on C+1 (24 hours after the Competition finishes). Exceptions must be agreed previously with the Chair of the Technical Committee and the CEO.

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

Note: these elections are only for the nomination of the CE and DCE. The nominated CE and DCE must be approved by the Chair of the Technical Committee based upon the recommendation of the Jury President for that skill. WorldSkills International then seeks permission from the Official Delegate (copy to Technical Delegate) of the Member Organisation for their Expert(s) to act as CE & DCE. After the approval of the Chair of the Technical Committee and the support of their Member Organisation, the CE and DCE are appointed.

For those skills where there has not been an Expert for 2 previous Competitions, the Technical Committee appoints the CE on the recommendation of the Jury President. The decision is ratified by the Chair and Vice Chair of the Technical Committee.

Refer to Appendix 3 for the procedure.

6.5.4   Contact with Technical Committee and Secretariat

Chief Experts may have direct contact with the Chair and Vice Chair of the Technical Committee or the CEO/Secretariat on matters relating to the preparation of Test Projects and their translation. They may be asked to attend the Technical Committee and/or Jury President meetings.

6.5.5   External support not permitted

A Chief Expert is not permitted to enlist the support of an external person or a former Chief Expert or Expert to assist in any aspect of the Competition.

6.5.6   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 and procedures and with the assessment criteria.

Prepare Skill Management Plan

The Chief Expert, with the assistance of the Deputy Chief Expert and the Jury President, prepares a Skill Management Plan (SMP) that details the planning, scheduling and tasks required to conduct the competition from 'before the Competition' right through until 'Competition completion'. All Chief Experts are to use the template SMPXX available from the Secretariat.

The SMP is to be submitted to the Chair of the Technical Committee after being reviewed by the Jury President Team Leaders.

Before attending the Competition

- Act as moderator for the Discussion Forum (Refer to paragraph 11.4.2) or nominate a person to undertake this role.
- Supervise development of the Test Project in accordance with the Test Project design requirements specified in the Technical Description.

At the Competition

- Welcome the Experts and ensure introductions are made.
- Familiarise Experts with their work.
- Appoint the Experts with Special Responsibilities and assigns their tasks (refer to 6.4.10).
- Prepare, with the assistance of all Experts, final details of the Test Project, definition of the aspects of criteria to be assessed and the mark to be allocated for each aspect of criteria.
- Ensure that the Test Project is endorsed by all the Experts and that a copy is signed by all the Experts.

- Supervise careful selection, revision and translation of Test Projects and the handing over of these to the Competitors in the Competitors' language of choice, together with instructions on all details and assessment criteria.
- Check, with the assistance of all Experts and the Workshop Supervisor, the installations, machines, tools, materials, equipment and instruments prepared by the Competition Organiser.
- Assign marking teams ensuring a mix of experienced and less experienced Experts.
- Check, with the assistance of the Jury, the correctness of the Competitors' date of birth, name and language of choice.
- Ensure compliance with the Health & Safety Checklist.
- Supervise preparation of the Fairness & Transparency Checklist.
- Assign workstations, machines and equipment to the Competitors by drawing lots.
- Ensure that Competitors have enough time for testing materials, machines, equipment and instruments.
- Carry out Safety Training as specified in subsection 4.3.
- Provide Experts and Competitors with a briefing on integrity requirements for the Competition, including:
    - Chief Expert's permission is required before any items or materials are brought into or removed from the competition area.
    - Security checks will be carried out each day on Experts and Competitors upon entry to and exit from the competition area.

During the Competition
- Ensure that a daily check of all Competitors' toolboxes takes place (refer to 6.5.6).
- Ensure that, except for Open Communication and where agreed by the Jury before the start of the competition, all contact with Competitors takes place only through the Chief Expert or the Jury President and that Competitors have no contact with unauthorised persons during the Competition.
- Ensure that working time of all Competitors is properly recorded and inform Competitors of working time remaining.

- Provide replacement material where required and record the fact for the assessment phase.
- Ensure daily marking occurs.
- Ensure correct completion of assessment forms.
- Ensure that results of the assessment are kept secret.
- Provide the Secretariat with the assessment results using the prescribed format and, having ensured the correct input is made into the Competition Information System, sign to this effect.
- Ensure, with the assistance of the Deputy Chief Expert and Jury President, that all Competitors, interpreters, officials and judges comply with and maintain the integrity of the Competition
- Ensure that all necessary steps are taken to ensure that:
    - Interpretation and translations to a particular Competitor does not advantage that Competitor.
    - Outside influences do not unduly improve or decrease Competitors' abilities to provide a worthy performance.
- Identify factors that may compromise honesty, fairness and transparency and draw up a checklist for continuous reference.

After the Competition
- Validate and sign off correct entry of scores and marks into the Competition Information System (CIS).
- Ensure the Technical Description has been reviewed and updated by the Experts (coordinated by Deputy Chief Expert).
- Submit the updated Technical Description to the Secretariat.
- Submit all accepted Test Project proposals for the next Competition to the Secretariat.
- Submit the Competition Binder complete with all signed forms and all signed Objective and Subjective Marking Forms and signed Mark Summary Forms to the Secretariat.
- Submit all hand-marked Subjective and Objective Marking Forms to the Secretariat.
- Keep copies or originals of all translations and submit these to the Secretariat.
- Before releasing the Experts, receive confirmation from the Secretariat and CIS team that all tasks are completed (Refer to 12.4.8).

6.5.7 Breach of rules or Code of Ethics

If a Chief Expert breaches the rules, they will be subject to the disciplinary procedures described in Section 16.

6.6 Deputy Chief Experts (DCE)

6.6.1 Definition

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

6.6.2 Qualifications & experience and personal qualities & ethical criteria

In addition to the qualifications & experience and personal qualities & ethical criteria of being an Expert (6.4.2 & 6.4.3), a Deputy Chief Expert must:

- 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
- Be competent using a computer and the Internet – specifically to update the Technical Description.

6.6.3 Nomination and accreditation

(Same as 6.5.3)

At each Competition, separate elections will be held for the nominations of Chief Expert (CE) and Deputy Chief Expert (DCE) for the next Competition. This is done when the competition marking is completed. The elections must be completed by 4pm on C+1 (24 hours after the Competition finishes). Exceptions must be agreed previously with the Chair of the Technical Committee and the CEO.

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

Note: these elections are only for the nomination of the CE and DCE. The nominated CE and DCE must be approved by the Chair of the Technical Committee based upon the recommendation of the Jury President for that skill. WorldSkills International then seeks permission from the Official Delegate (copy to Technical Delegate) of the Member Organisation for their Expert(s) to act as CE & DCE. After the approval of the Chair of the Technical Committee and

the support of their Member Organisation, the CE and DCE are appointed.

For those skills where there has not been an Expert for 2 previous Competitions, the Technical Committee appoints the CE on the recommendation of the Jury President. The decision is ratified by the Chair and Vice Chair of the Technical Committee.

Refer to Appendix 3 for the procedure.

6.6.4 Responsibilities

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

Suggestions and comments for the revision and improvement of the Technical Description are to be provided to the Deputy Chief Expert in writing. The Deputy Chief Expert reduces the information to a single document ready for discussion by all Experts.

Prior to leaving the Competition site, the Chief Expert, the Deputy Chief Expert and the Jury President facilitate the discussion and revision of the Technical Description.

The Deputy Chief Expert will ensure that all changes to the Technical Description are entered, that all Experts sign it, and that it is delivered to the WorldSkills International Secretariat as hard copy and digitally. The updated version must be agreed to and signed by at least 80% of the Experts.

6.6.5 Breach of rules or Code of Ethics

If a Deputy Chief Expert breaches the rules, they will be subject to the disciplinary procedures described in Section 16.

6.7 Jury

6.7.1 Definition

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

6.7.2 Responsibilities

The Jury is responsible for the proper preparation and conduct of the competition for its skill, for compliance with these Competition Rules,

and the implementation of the decisions made by the Technical Committee and the Jury at its meetings.

This includes:

- Fulfilling the Experts' roles, responsibilities and tasks outlined in 6.4.5 – 6 4.11 as a Jury.
- Ensuring that the working time is approved before commencement of the Competition, in accordance with paragraph 11.2.1 of the Competition Rules.
- Checking, as directed by the Chief Expert and before commencement of the Competition, the installations, machines, tools, materials and instruments prepared by the Competition Organiser.
- Preparing the final details of the Test Project, the aspects of criteria to be assessed, the mark to be awarded for each aspect of criteria and the preparation of instructions for Competitors.
- Ensuring that the only materials used are ones supplied by the Competition Organiser unless otherwise specified in the Technical Description.
- Providing, where necessary and approved, replacement material and recording the fact for the assessment phase.
- Working with the Interpreters to ensure that Competitors have all the information in the language of their choice at the start of the competition.
- Preparing the necessary instruments for assessing completed Test Projects. Competitors should be given enough time to calibrate their instruments with those of the Jury.
- Informing Competitors in detail which auxiliary material may be used and which not (templates, drawings/ prints, patterns, gauges, etc/
- Providing detailed information on the consequences of breaches of the rules.
- Carrying out a daily check of toolboxes.
- Setting the earliest daily time for the Competitors to enter or leave their workplaces and under what conditions this may be done.
- Determining how and when machines may be tested.
- Noting the working time of all Competitors and informing them of the working time still left.

● Ensuring that all information required is handed over to the Secretariat together with the assessments. Exceptions must be agreed in good time with the Chair of the Technical Committee or the CEO.

6.7.3 Majority decision of Experts

At any time that a unanimous decision is not achieved within a reasonable time, the Chief Expert will put the matter under discussion to the vote. A simple majority (50% of the Experts present plus one) decides. This decision will be final. If an Expert is absent at the time that the vote takes place, they have the right to be informed of the decision, but the matter will not be raised or voted upon again.

The exception to this majority rule is approval of changes to the Technical Description, where the majority of 80% is required.

6.8 Technical Delegate (TD)

6.8.1 Definition

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

6.8.2 Timely provision of information

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

6.8.3 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 any 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. http://www.worldskills.org/competitorcentre

6.8.4 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 they have the required Technical Description (has information about the preparation of the Test Project), the Competition Rules, Health & Safety regulations plus any 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 Competition Preparation page.

http://www.worldskills.org/competitionpreparation

6.8.5 Breach of rules or Code of Ethics

If a Technical Delegate breaches the rules, they will be subject to the disciplinary procedures described in Section 16.

6.9 Jury President (JP)

6.9.1 Definition

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

6.9.2 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 assessment system for the relevant skills as well as all official Competition documentation.

6.9.3 Appointment

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

6.9.4 Responsibilities

- The Jury President reports to the Chair of the Technical Committee and delegates technical responsibilities and duties related to the skill to the Chief Expert.
- The Jury President chairs the meetings of his Jury as a neutral supervisor. The Jury President's instructions are to be complied with.
- The Jury President is responsible for implementing decisions taken by the Technical Committee or Jury Presidents' meeting.
- In conjunction with the members of the Jury, the Jury President ensures that the Chief Expert, Deputy Chief Expert, Experts and Workshop Supervisor carry out their duties correctly.
- During the Competition, the Jury Presidents will meet daily under the guidance of the Chair and Vice Chair of the Technical Committee. The Jury Presidents participate in these meetings

in their capacity as presidents of the Juries, not as Technical Delegates. They present proposals or requests made by their Juries.

- All questions and problems that cannot be solved by the Jury are raised by the Jury President at the next Jury Presidents' meetings. If required, the Jury President may be accompanied at these meetings by the Chief Expert and/or a translator.

- Jury Presidents and Chief Experts are to monitor the quality of the work of their Experts and recommend to the Chair and Vice Chair of the Technical Committee that those considered unsuitable are not appointed for the following Competition.

6.9.5　Before attending the Competition

Before attending the Competition, the Jury President must complete the online Jury President Test

6.9.6　Breach of rules or Code of Ethics

If a Jury President breaches the rules, they will be subject to the disciplinary procedures described in Section 16.

6.10　Interpreters (I)

6.10.1　Definition

In WorldSkills International's documentation the use of the word "translator" and "interpreter" both imply either the oral or written translation of text or language. WorldSkills International has adopted Interpreter (I) to cover both roles of interpreting and/or translating.

WorldSkills International fully recognises the value and importance of Interpreters because they allow the Experts to work together without communication being a barrier. They also ensure that all Competitors get the same information and can compete with equal opportunity.

6.10.2　Qualification

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

6.10.3　Former Experts cannot be Interpreters.

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

6.10.4 Entitlement

Every Member is entitled to bring, at their own expense, Interpreters to translate and communicate about Test Projects.

6.10.5 Readiness

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, should they be required.

6.10.6 Contact with Competitors

Interpreters must not have direct contact with compatriot Competitors except when permitted by the Chief Expert. Delegates, Official Observers and Chief Experts may be accompanied by their Interpreters to all meetings.

6.10.7 Accreditation

In the same way as all other participants, Interpreters must be registered in advance, stating which skill(s) they will be accredited to. Non-registered Interpreters will have no access.

6.10.8 Conduct in the competition 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 will 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.

6.10.9 Secrecy

Competitors must not receive additional information as a result of interpretation/translation work. Any Interpreters or Competitors violating this rule will be subject to disciplinary action laid down in Section 16.

6.10.10 WorldSkills International Interpreters

The Competition Organiser and the Secretariat must ensure that qualified Interpreters are available. Experts or Technical Delegates may be called upon to help with translations. The Interpreters report to the CEO during the Competition.

6.11 Workshop Supervisor (WSS)

6.11.1 Definition

The Workshop Supervisor is a person with qualifications and experience in their accredited skill who assists the Experts. The Workshop Supervisor is responsible for workshop installations, preparation of materials, workshop security, Health & Safety, and general tidiness and neatness of the workshop area.

6.11.2 Appointment

The Host Member/Competition Organiser appoints a Workshop Supervisor for each skill.

6.11.3 Reporting

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

6.11.4 Special arrangements

Workshop Supervisors are briefed by the Chair of the Technical Committee and the CEO on any special arrangements and circumstances for the conduct of the Competition.

6.11.5 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 and until all assessment and Experts' other tasks have been completed.

6.11.6 Neutrality

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

6.11.7 Responsibilities

● Workshop Supervisors must ensure that enough floor area/ space is available for machines and workstations.

- Workstations, as specified in the Technical Description, must be properly lit by natural or artificial light to the required industrial standards and be suitable for the particular type of work to be undertaken.

Workshop Supervisors are responsible for:

- Compliance with Health & Safety regulations in the workshop area.
- Provision of all workshop installations, machines, tools, electrical and water connections, and all special items listed in the Technical Description and Infrastructure List.
- Provision of materials for Test Projects as specified by the Technical Description and Infrastructure List.
- Maintaining order and tidiness in the workshop.
- Developing and publishing instructions on safety measures and their application.
- Providing facilities for security of Test Project papers and drawings.
- Preparation of instruments and equipment for the assessments.

6.11.8   Breach of rules or Code of Ethics

If a Workshop Supervisor breaches the rules, they will be subject to the disciplinary procedures described in Section 16.

6.12   Workshop Supervisor Assistants (WSSA)

6.12.1   Definition

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

6.13   Observers

6.13.1   Types

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

6.13.2 Registration

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

6.13.3 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 Organiser.

6.13.4 Observers (O)

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

6.13.5 Technical Observers (TO)

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

6.13.6 Future Host Observers

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

6.13.7 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.

6.13.8 Exchange of information

Discussions between the Official Observers, Observers and Experts to exchange ideas and experiences are to be encouraged but should take place away from the workshop areas.

6.14 Chair of the Technical Committee

The Chair of the Technical Committee, in accordance with the Constitution, is responsible for all technical and organisational matters relating to the Competition. He may appoint a substitute Technical Delegate to undertake his role as Technical Delegate. Ideally this person would have Competition experience and be able to communicate in one of the official languages.

6.15 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. Ideally this person would have Competition experience and be able to communicate in one of the official languages.

6.16 Chief Executive Officer (CEO)

The CEO's primary responsibility is to provide professional management for the preparation and execution of the Competition event. This is done in consultation with the Board of Directors, the Competition Organiser, the Chair and Vice Chair of the Technical Committee and other stakeholders. Details are given in the Standing Orders, these Competition Rules, Competition Organising Guide and other Secretariat documents. He is responsible for the coordination of the Competition Program, along with the necessary documentation and information, in conjunction with the Competition Organiser.

6.17 Secretariat

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

6.18 Quality Auditor (QA)

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

6.19 Marking System Advisor (MSA)

The Marking System Advisor is nominated by the Chair of the Technical Committee. This person should be familiar with the Competition Information System (CIS) and have experience at a number of Competitions. The MSA will not engage in any problem solving activities during the Competition. Rather, the MSA will refer any immediate problems to the Chair or Vice Chair of the Technical Committee.

6.20   Panel of Mediators

At the General Assembly meeting prior to the Competition the Chair of the Technical Committee will seek the nomination of five Official Delegates to form the panel. The panel of Mediators reports to the Chair and Vice Chair of the Technical Committee and assists in resolving disputes between Experts that arise during the conduct of the Competition, but only acts on the request of the Chair and Vice Chair of the Technical Committee.

7.   COMPETITION MANAGEMENT

7.1   Competition Management

7.1.1   Overall Event Management

The WorldSkills International Board of Directors and the Competition Organiser Board are responsible for the overall WorldSkills Competition event. They assign appropriate powers and responsibilities to their respective CEOs.

7.1.2   Competition Management Team (technical and administrative)

The Chair and Vice Chair of the Technical Committee and the CEO form the Competition Management Team and are responsible for everything related to the technical and administrative management of the Competition.

7.1.3   Management of all the skill competitions

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

7.1.4   Management of each skill – Skill Management Team

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

8.   ACCESS (ACCREDITATION)

8.1   Responsibility

The Competition Organiser is responsible for providing the accreditation system. The Competition Organiser and the Secretariat will work together to determine the technical and logistical requirements of the accreditation

system – WorldSkills International is responsible for determining and approving accreditation to the competitions and Competition site; the Competition Organiser is responsible for determining and approving accreditation related to accreditation packages.

8.2 Access to the Workshops

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

Members of the Board of Directors, Official Delegates, Technical Delegates, Secretariat, Quality Auditor, Marking System Advisor, and CIS support staff have access to all workshops at any time. They are not permitted to contact their compatriot Competitors unless they are accompanied by a Chief Expert or an Expert from another Member.

Team Leaders and Team Leader Assistants have access to all workshops at any time and can contact their Competitors directly. They should introduce themselves to the Chief Expert and Deputy Chief Expert on their first visit to the workshop.

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

Access to the workshops by staff/volunteers of the Competition Organiser is accredited on a 'case-by-case basis' by the Chair/Vice Chair Technical Committee and CEO.

Access to the workshops by Future Host Observers is accredited on a 'case-by-case basis' by the Chair/Vice Chair Technical Committee and CEO.

8.3 Access to Competition Site before Competition

Access to the Competition site prior to the competition is prohibited to Observers, media and the general public.

8.4 Access to Secretariat and WorldSkills International area

Access to the Secretariat and WorldSkills International area is restricted to duly authorised persons.

8.5 Filming and photography

8.5.1 Before the Competition

Filming or photographing in the halls/buildings and workshops before the start of the competition is forbidden – exception is granted to WorldSkills International Official Media and the Host Member Official Media but with approval by the Chair/Vice Chair of the Technical Committee and CEO.

8.5.2 During the Competition

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

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.

9. TECHNICAL DESCRIPTIONS

9.1 Definition

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

It defines the materials and equipment that are 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 does not define materials and equipment provided by the Host Member/ Competition Organiser – these are defined in the Infrastructure List.

9.2 Precedence

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

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

9.3   Availability

The Technical Descriptions should be available for Members in all official languages. The source files are available from the Secretariat to allow Members to translate the Technical Descriptions into any language.

9.4   Updating and validity

Technical Descriptions are updated each Competition cycle by the Experts to include the latest technical advances and are 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 then 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.

Update of the Technical Description is to be completed by 4 pm on day C+1. Exceptions must be agreed previously with the Chair of the Technical Committee and the CEO.

9.5   Circulation

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

10.   <u>INFRASTRUCTURE LISTS</u>

10.1   Definition

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

10.2   Development

The Infrastructure List is reviewed and updated online by the Experts at the previous Competition. This work is supported by the Technical Observer. The Host Member/Competition Organiser adapts the Infrastructure to local conditions.

10.3   Publication

The Host Member/Competition Organiser progressively updates the Infrastructure List on the WorldSkills International website. Experts can view and print from the WorldSkills International website.

11.   TEST PROJECTS

11.1   Definition

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

11.2   Duration

11.2.1   Time limit for a Test Project.

A Test Project takes 22 hours nominal and must not exceed a period of 4 days.

11.2.2   Extension of time

If an extension of time is required to complete a module or project, the Chief Expert must obtain the approval of the Jury President and Chair or Vice Chair of the Technical Committee 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.

11.3   Ethical criteria

All Experts have to conduct themselves with the highest level of integrity, honesty and fairness. One of the most important requirements to achieve this is to ensure that no unfair advantage is given to a competitor or group or Competitors by them receiving information about the Test Project (before the Competition) that other Competitors do not receive. Refer paragraph 6.4.5 – Experts are to review and sign the Confidentiality and Professionalism Agreement and bring it to the Competition for filing in the Competition Binder.

11.4   Development

11.4.1   Form

Test Projects are prepared in ISO A and ISO E as specified by the Chair of the Technical Committee in conjunction with the Secretariat (refer to Secretariat for details). Any text is to be available in the 3 official languages. All Test Projects (drawings and documents) must be available in digital form using the WorldSkills International template TPXX (available from the website or Secretariat).

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

11.5 Circulation, validation and selection

Circulation, validation and selection of the Test Project are defined in the Technical Description.

11.5.1 Circulation

Circulation of the Test Project means that it is made available to Experts and Competitors 3 months before the Competition. The Technical Description defines this process. Any skill that wishes to circulate their Test Project less than or more than 3 months before the Competition need approval by the Technical Committee.

11.5.2 Validation

The Test Project must be accompanied by proof of function / proof of construction / proof of completion in the set time etc – as appropriate to the skill category (for example, a photograph of a project completed according to the Test Project within material, equipment, knowledge and time constraints). The Technical Description defines this process.

11.5.3 Selection

The Test Project for the Competition is decided by a vote of the Experts (at the previous Competition, on the Discussion Forum or at the Competition) or by a random draw (by the CEO before the Competition or by the Jury at the Competition). The Technical Description defines this process.

11.5.4 Security

- Information on the Test Project is to be distributed according to the following two principles:
  - Need to know – only to those who need it to perform a task.
  - Just in time – when they need it.
- It is essential that no one except the 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 CAN NOT involve any other person from their country/region or industry to assist them.
- In situations where Experts need to involve someone else (for example, assistance of a draftsperson to produce professional drawings or persons involved in shipping of hardware), the

following two actions must be taken BEFORE involving that person:
- Obtain written approval from the CEO.
- Get the person to review, understand and sign a separate 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.
● The 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 organisation into disrepute.

11.5.5   Assessment criteria

Every Test Project must be accompanied by a marking scheme matching the assessment criteria as given in the Technical Description, as well as a detailed list of aspects of criteria defined on Objective Marking Forms and (if appropriate) Subjective Marking Forms.

There is to be a majority agreement (50%+1) between Experts on the accepted marking scheme.

11.5.6   30% change

Where the Test Project has been circulated to Competitors in advance, Experts are to change a minimum of 30% of the work content within the limitations of the equipment and materials provided by the Competition Organiser. Evidence of the changes must be documented and approved by the Chair of the Technical Committee or his nominee (QAMS council member) before the start of the Competition. The form is stored in the Competition Binder. As soon as the 30% change is officially confirmed, all Competitors must be informed.

11.5.7   Test Project and assessment briefing

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

In the case of modular Test Projects, Competitors will be given the documents for each module, the explanatory material and pre-filled Marking Forms for that module at the commencement of that module. The assigned Expert for that module will provide clarification to Competitors if required.

Translation

The Test Project is finalised 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.

11.5.8 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.

11.5.9 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. MARKING SYSTEM AND ASSESSMENT

12.1 Assessment criteria

12.1.1 Definition

The completed Test Projects are assessed in accordance with the WorldSkills International assessment procedures on the basis of assessment criteria laid down in the Technical Descriptions. All scores and marks are recorded in the Competition Information System (CIS).

12.1.2 Changes

The assessment criteria specified in the Technical Description may not be changed without permission of the Technical Committee.

12.1.3 Aspects of Criterion

Each Criterion is broken down into one or more Sub Criteria. Each Sub Criterion is broken down into a number of Aspects against which marks are awarded. Aspects may be subjective or objective.

12.1.4 Number of Aspects

Ideally there will be between 50 and 300 marking aspects. Where a skill exceeds 300 marking aspects then the Skill Management Team must confirm to the Chair of the Technical Committee and/or the CEO that the Jury will be able to complete their marking well within the allocated marking time.

12.1.5 Maximise objective marking

Skill categories should make every attempt to maximise objective marking.

12.1.6 Scale of 100 and standardisation

Test Projects are assessed based on the criteria and skill competencies specified in the Technical Description. Within each skill the Experts determine their competition results based on a scale of 100 marks. Conversion from the 0–100 scale to the 500 scale is done by the Competition Information System (CIS).

12.2 Subjective marking

12.2.1 Process for using flashcards

Five Experts are assigned to assess each Aspect of a Sub Criterion. Each Expert awards a score of between 1 and 10 using flashcards. The flashcards must be used correctly – Experts secretly select their score and then all Experts display their score at the same time.

12.2.2 Calculating the awarded mark

Each Expert awards a score of between 1 and 10 for an Aspect. The scores awarded by the Experts must not differ by more than 4. After meeting that requirement, the scores are entered into the CIS. The CIS 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 mark to be awarded.

12.2.3 Use of Forms

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

12.2.4 Variation of procedure

Under exceptional circumstances, the Chair of the Technical Committee may agree to a variation of this procedure requested in writing from the Jury President or the Chief Expert.

12.3 Objective marking

12.3.1 Process

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

12.3.2 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 to be marked together with the maximum mark for each Aspect. The appropriate Objective Marking Form must be used to record the marks awarded.

12.4 Marking process

12.4.1 Competition commencement

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

12.4.2 Subjective marking must precede objective marking

Where there is both subjective and objective marking, the subjective marking must be completed before the objective marking. Any change to this rule must be approved by the Chair of the Technical Committee.

12.4.3 Marking groups

The Experts of a Jury are organized in such a way that, for objective marking, 3 Experts must be assigned to assess each Aspect and, for subjective marking, 5 Experts must be assigned to assess each Aspect. Each marking group must mark the same 'Aspects' for every competitor to ensure standardisation of marking. For equality of marking, each marking group should, where possible, mark a similar number of Aspects.

12.4.4 Experts and the marking of their compatriot Competitors.

As a general rule, Experts must not mark their compatriot Competitors.

Exceptions:

Subjective marking that requires the Jury to mark a set of criteria for all Competitors. It is important that the same Experts mark all Competitors for whatever Aspect of a Sub Criterion they are marking.

If all members of a Jury are in full agreement then experts in the skill may be allowed to mark their compatriot Competitors. This requires approval of the Chair of the Technical Committee.

12.4.5   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.

12.4.6   Daily and/or modular marking

Every completed module/section will be marked on the same day in which it was completed. These marks are to be entered into the CIS on the same day.

12.4.7   Checking Forms

When a set of scores and marks have been entered using the screen-based Subjective and Objective Marking Forms, the forms are printed for checking. The compatriot Expert of the Competitor (or another independent Expert) must sign the form to confirm acceptance of the printed result. The Jury must then be given an opportunity to review the results and raise any concerns that they may have with the Chief Expert.

When all scores and marks have been entered into Subjective and Objective Marking Forms (or all the marks for one day in the case of modular marking), the CIS allows a Mark Summary Form to be printed. The printed copy of the Mark Summary Form must be confirmed as correct and signed by the Chief Expert, the Jury President and the compatriot Expert. The Jury must then be given an opportunity to review the results and raise any concerns that they may have with the Chief Expert. The signed Mark Summary Form must be given to the Secretariat. On receipt of the completed Mark Summary Form the Secretariat close marking for that part of the completed assessment. No further objections to the accepted marks may be raised when this procedure is completed.

12.4.8   Completion of marking

Assessment of Test Projects and entry of marks into the CIS must be completed by 12.00 midnight on C4 (the last day of the Competition).

12.4.9 Competition completion

The Jury must not be released from their assessment duties until the Skill Management Team has delivered all the assessment material to the CIS staff and received confirmation from the CIS staff that necessary tasks have been done. The Jury must not be released from their competition duties until the Skill Management Team has delivered all required information and paperwork to the Secretariat and received confirmation from the Secretariat that all necessary information and paperwork has been received.

12.5 Competition Information System CIS

12.5.1 500 scale

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

12.5.2 Rounding

The awarded mark for each subjective or objective Aspect of 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).

12.6 Error handling

Errors that are discovered must be reported immediately to the Chair or Vice Chair of the Technical Committee or the Marking System Advisor. Where it is agreed that an error exists, the marks must be re-entered in the CIS and new printed copies of the Marking Forms and the Mark Summary Form produced for all parties to review and for the completion of the necessary signatures. Both the original and the replacement forms must be retained.

12.7 Testing accuracy

To ensure the accuracy of the awards, all marked summary results will be entered, processed and checked on a different computer using software approved by the Quality Auditor and/or the Marking System Advisor.

12.8   Appeals

12.8.1   Appeals regarding results

Appeals concerning the results may be accepted up until the Technical Committee meeting on C+1 that confirms the results. Once approved by the General Assembly (that is after the Technical Committee meeting), the results are final and there is no further right of appeal except when clear evidence is presented to the CEO or Chair of the Technical Committee within eight weeks of the Closing Ceremony that a major error took place depriving a Competitor of an award. The final decision will be taken by the Chair of the Technical Committee in consultation with the Vice Chair.

12.8.2   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. If this is impossible for technical reasons, in addition to the assessment papers, photographs should be taken under supervision of the Jury Presidents which, in case of doubt, may prove that the assessment was correct. These photographs must remain in a secure place.

12.9   Publication of results

Members are 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 and the medals and medallions is also provided to Members and posted to the WorldSkills International website.

13.   <u>MEDALS AND AWARDS</u>

13.1   Gold, silver and bronze medals

Gold, silver and bronze medals are awarded to the Competitors coming first, second and third respectively in all Official and Demonstration Skills.

13.2   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 the competition results are ratified. Ex-aequo (tied) medals will normally be awarded as follows:

13.2.1 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.

13.2.2 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.

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

13.3   Medallion for Excellence

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

13.4   Best of Nation

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

13.5   Albert Vidal Award

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

13.6   Certificate of Participation

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

14. <u>QUALITY ASSURANCE MANAGEMENT SYSTEM</u>

14.1 Quality Assurance Management System

The Quality Assurance Management System (QAMS) was set up in accordance with the Constitution following the Executive Board meeting of 12 November, 2000.

14.2 QAMS audit

A QAMS audit will be conducted at each Competition and will involve questionnaires to be completed by Technical Delegates, Chief Experts, Experts, Team Leaders and Competitors.

14.3 Health & Safety, Fairness & Transparency

Audit teams for Health & Safety and Fairness & Transparency will also conduct quality audits.

14.4 QAMS Council

A QAMS Council is set up for each Competition. Technical Delegates are appointed by the Chair and Vice Chair of the Technical Committee to coordinate responsibility for the following:

- Competitors and Team Leaders
- Health & Safety
- Fairness & Transparency
- Disciplinary System
- Technical documentation
- Professional development of Jury Presidents and Skill Management Teams
- Interpreters and Translators
- Professional development of Experts
- Sustainability/Environmental Officer
- Media Officer

15. <u>CONFLICT RESOLUTION</u>

Refer to Appendix 5.

16. DISCIPLINARY PROCEDURES

16.1 Scope

Any holder of WorldSkills International accreditation accused of dishonest conduct, who refuses to comply with the Competition Rules or the directions of the organisers' officers, or who behaves in a manner prejudicial to the proper conduct of the Competition will be subject to the disciplinary procedures described in this section.

16.2 Reporting

Any person who becomes aware of dishonest conduct should report the matter to the appropriate Chief Expert, Jury President or the Chair of the Mediation and Arbitration Committee.

16.3 Process

16.3.1 Diagram
Refer to Appendix 7.

16.3.2 Attempt local resolution
If the alleged breach of Competition Rules or dishonest conduct is related to the operation of the competition then a resolution will be sought, in the first instance, locally within the skill concerned. The Chief Expert and the Jury President for that skill will seek a resolution of the matter by working with the accuser, the accused, Technical Delegates representing each party and any witnesses. A member of the Mediation and Arbitration Committee should also be present to chair the meeting.

16.3.3 Minor alleged breach of Competition Rules
If the alleged breach of Competition Rules or dishonest conduct is minor and a local resolution and redress can be agreed by all parties, then a brief written report of the incident shall be made by the Jury President to the Chair of the Mediation and Arbitration Committee (with a copy to the CEO).

16.3.4 Serious alleged breach of Competition Rules
If a local resolution cannot be agreed or if the alleged breach of Competition Rules or dishonest conduct is deemed serious, the Jury President will refer the matter to the Mediation and Arbitration Committee.

16.3.5 Hearing all parties, representation

The persons involved must be heard at all stages. Persons involved may be accompanied by their Technical or Official Delegate, or in the case of a Competitor their Team Leader, and may call witnesses.

16.4 Mediation and Arbitration Committee

16.4.1 Appointment of panel members

The Mediation and Arbitration Committee will consist of 3 Technical Delegates drawn from a panel of seven delegates. Six delegates are appointed by the Technical Committee and the Chair is appointed by the Chair of the Technical Committee at the TC meeting 6 months before the Competition.

16.4.2 Mediation and Arbitration Committee

The Chair of the Mediation and Arbitration Committee will decide on the composition of the 3-person committee to ensure no national bias exists.

Members of the committee will act as a Jury and not as Technical Delegates. After reviewing all information, the Mediation and Arbitration Committee will determine the resolution and suitable redress (majority). If necessary, Committee members will vote by secret ballot.

16.4.3 Resolution

If no such agreement can be reached, the case will be presented to the Appeal Committee for a final decision.

If the person accused of breaching the Rules does not accept the decision of the Mediation and Arbitration Committee, then their case is taken to the Appeals Committee.

16.5 Appeal Committee

16.5.1 Members

The Appeal Committee consists of the Chair and the Vice Chair of the Technical Committee and one member of the panel who was not part of the Mediation and Arbitration Committee for this case and has no Member bias.

16.5.2 Decision

The Appeal Committee makes its decision based on available facts and documents and listens to all parties involved according to defined procedures in Appendix 7. The final majority decision of the Appeal Committee will be enforced immediately.

16.6 Minutes and files

The CEO files the decisions in all phases of the negotiations and ensures that the corresponding files are preserved for at least two years.

16.7 Code of Ethics

< WorldSkills International is currently developing a Code of Ethics for the organisation. This Code of Ethics will act as a guide to behaviour and decision-making in accordance with WorldSkills International's values and ethical standards>

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. It is to be reviewed after the Competition.

17.2 Process

A Pilot Project is proposed by Technical Delegate(s) to the Chair of the Technical Committee.

The proposal is 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 7.

After the Competition, the Pilot Projects and results are reviewed by relevant Technical Delegate(s) and the Competition Management Team.

The results and recommendations are presented to the Technical Committee.

The Technical Committee decision is acted upon accordingly.

APPENDICES

Please note: For Appendices 1, 2, 4, 6, 7, 8 and 9 please refer to the full Competition Rules (OD03 Competition Rules V3.0) available from the WorldSkills Website. http://www.worldskills.org/index.php?option=com_content&task=view&id=240&Itemid=454

APPENDIX 3 – NOMINATION OF CHIEF EXPERTS AND DEPUTY CHIEF EXPERTS

(From 6.6.2)
At each Competition, separate elections will be held for the nominations of Chief Expert (CE) and Deputy Chief Expert (DCE) for the next Competition. This is done when the competition marking is completed. The elections must be completed by 4pm on C+1 (24 hours after the Competition finishes). Exceptions must be agreed previously with the Chair of the Technical Committee and the CEO.

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

Note: these elections are only for the nomination of the CE and DCE. The nominated CE and DCE must be approved by the Chair of the Technical Committee based upon the recommendation of the Jury President for that skill. WorldSkills International then seeks permission from the Official Delegate (copy to Technical Delegate) of the Member Organisation for their Expert(s) to act as CE & DCE. After the approval of the Chair of the Technical Committee and the support of their Member Organisation, the CE and DCE are appointed.

For those skills where there has not been an Expert for 2 previous Competitions, the Technical Committee appoints the CE on the recommendation of the Jury President. The decision is ratified by the Chair and Vice Chair of the Technical Committee.

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 one of the official languages (preferably in English)
- Chief Expert to have been an Expert for at least 2 previous Competitions
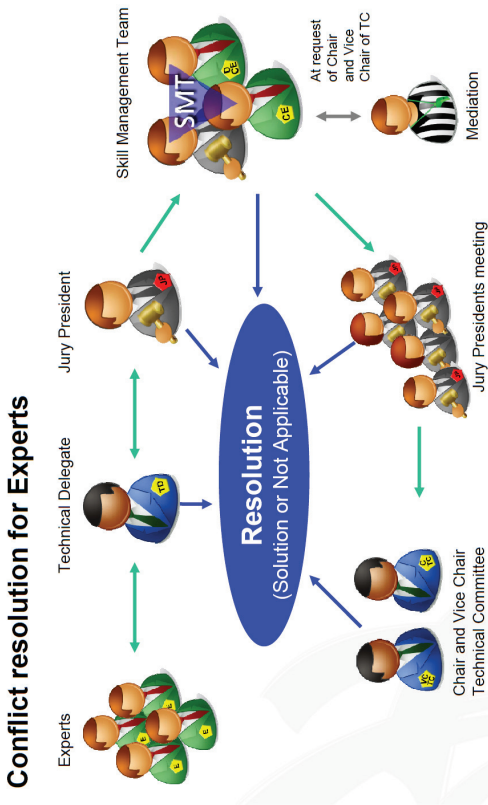- Be a person of the highest integrity

- Be highly competent & experienced in the skill
- Have good management and leadership skills
- Have good interpersonal relationship skills
- Have good communication skills
- Be competent using a computer and the Internet – specifically to facilitate the Discussion Forum for their skill
- Persons nominated in DCE role should be willing to take on CE role if nominated CE list is exhausted

Procedure
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 places the Nomination Results Sheets in the Competition Binder and submits ALL ballot papers to the Secretariat in a sealed envelope.

APPENDIX 5 – CONFLICT RESOLUTION

The following slide is a summary of the Conflict Resolution process. The complete set is available as part of the professional development for experts training modules.