

UK·SKILLS

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35th World Skills Competition (Skill Olympics), Montreal, 1999 Composition, roles and responsibilities of the UK team

1. Introduction

UK SKILLS is the representative UK body in membership of the International Vocational Training Organisation (IVTO). As such, it appoints the official and technical delegates to IVTO, selects and enters the UK team of competitors and associated technical experts, and appoints official observers.

2. Composition

The UK SKILLS party, totalling 72 people, will consist of

- (a) **Competitors (31)**
- (b) **Official Delegate to IVTO**
Sir John Cassels CB, Chairman UK SKILLS
- (c) **Technical Delegate to IVTO**
Jim Hammer CB, UK SKILLS Board member, Chairman of the UK SKILLS Skill Olympics National Committee
- (d) **Official observers**
Patricia Snell OBE, Chief Executive UK SKILLS
Neil Fountain, Chief Executive MIDAS (Manchester Investment & Development Agency Service)
- (e) **UK SKILLS staff**
Hilary Jennings, Head of Operations and Development
Jonathan Freeman, Head of Communications
Basil Henson, Adviser (Policy & Strategy)
Heidi Agbenyo, Project Officer
- (f) **Training Development Adviser**
Peter Neate, consultant
- (g) **Technical experts (30)**
- (h) **Team leaders**

Charles Turner, Operations Manager UK SKILLS (to travel out with the first party to assist with initial arrangements for the team)
Ian Wyatt, Senior Training Instructor Ford Motor Company

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3. Travel

Apart from a few exceptions, the party will travel out in two groups on 4 and 7 November, returning to London on 19 November. Details will be circulated separately.

4. Roles and responsibilities

Overall responsibility for the UK party attending the Skill Olympics, and for ensuring compliance with the regulations of IVTO and the Canadian organising committee, rests with Patricia Snell as the **Chief Executive**, who devolves responsibility for decisions and action on administrative/executive and technical matters to particular individuals. All concerned have a responsibility to keep the Chief Executive fully informed and daily meetings will be held with the Official Delegate, the Technical Delegate, Official Observer, UK SKILLS staff and the team leaders so that this may be done.

5. Organisation

The organisation chart attached sets out the relationship between the various members of the party and the reporting channels to be used. Individual roles and responsibilities are as follows:

- (a) **Competitors:** details are given in the IVTO competition regulations.
- (b) **Official Delegate (Sir John Cassels):** represents the UK at the IVTO General Assembly (the governing body) and on the IVTO Administrative committee.
- (c) **Technical Delegate (Jim Hammer):** has the final responsibility for the overall performance of the UK SKILLS team. He represents the UK on the IVTO Technical Committee, attends the General Assembly and safeguards the interests of the UK and of the technical experts at the competition on all technical issues connected with the competition, including technical descriptions, test specifications, competitor training schedules, preparation of test projects and briefing of technical experts. He maintains general liaison with the experts on technical matters and must hold regular daily meetings with them. He also has a range of duties on behalf of IVTO and chairs the jury panels for one or more trades.
- (d) **Official observers (Patricia Snell and Neil Fountain):** have certain privileges during the competition under IVTO regulations.
- (e) **UK SKILLS staff**
 - (i) **Hilary Jennings (Head of Operations and Development):** on arrival with the second party, she will direct and co-ordinate support for the team, visitors and VIPs as well as assisting and advising the Official Delegate, Technical Delegate and Chief Executive as required.

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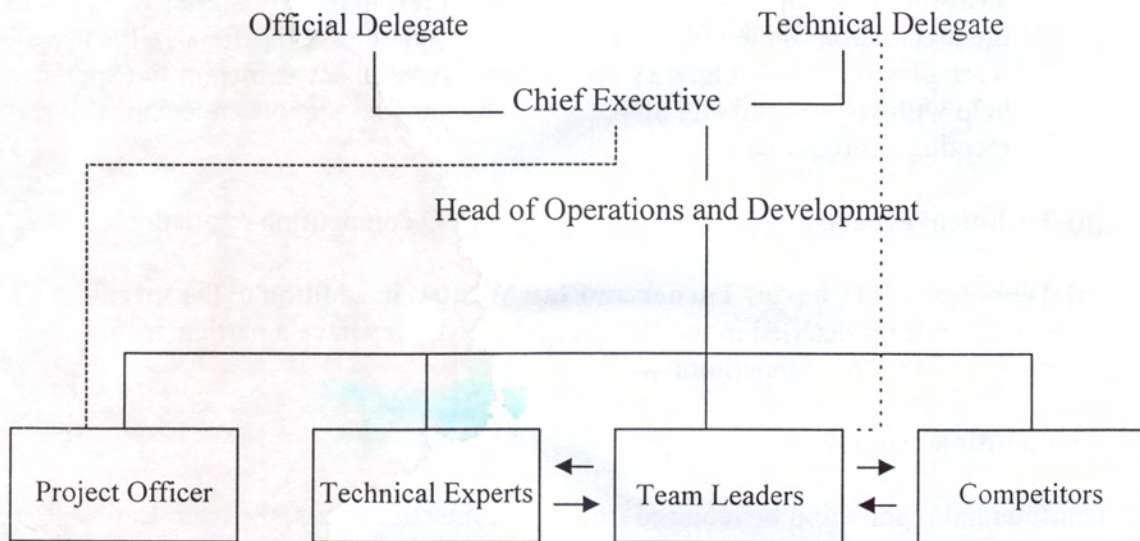
- (ii) **Jonathan Freeman (Head of Communications, 9 to 14 November):** responsible for publicity including the video project and the programme for the photographer.
- (iii) **Basil Henson (Adviser, Policy & Strategy):** has certain specific responsibilities to the Official Delegate and Chief Executive regarding international developments and VIP visitors.
- (iv) **Heidi Agbenyo (Project Officer, 9 to 16 November):** co-ordinate the manning of the UK SKILLS stand and support for visitors, and assisting the Chief Executive as required.
- (f) **Training Development Adviser (Peter Neate):** to report on improvements in the preparation of the UK team (experts, competitors and officials), the use of work planning and on how IVTO trains its experts; act as mentor to experts; help with visitors and UK SKILLS stand; attend and report on technical meetings as required.
- (g) **Technical experts:** details are given in the IVTO competition regulations.
- (h) **Team leaders (Charles Turner and Ian Wyatt):** in addition to the specific responsibilities detailed in the IVTO regulations, they have a particular responsibility for competitors' welfare.

6. Competition reports

Confidential reports will be required from the technical experts, the team leaders, the competitors, the Technical Delegate and the official observers. These will be collated and edited to produce the official UK SKILLS' report to be submitted to the Department for Education and Employment. In addition to comments on individual performance, the reports will address wider issues such as the relevance of the technical descriptions and the test projects, comparisons with the performance of competitors from other countries, benefits obtained from participation and recommendations for any desirable improvements in the preparation of the UK competitors or the arrangements for the competition. More detailed requirements will be circulated separately.

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Responsibilities and Duties at the World Skills Competition



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