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International Vocational Training Organisation

The International Youth Skills Competition for World Class Skills Standards

Competition Rules

of the
International Vocational Training Organisation

for the organisation and execution of
International Youth Skills Competitions

of 9 October 1996

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Scope

This document is part of the Standing Orders and encompasses resolutions which are valid for the organisation and execution of the International Youth Skills Competitions as well as for the corresponding host country.

Lists of duties and checklists are an integral part of the regulations and set out in appendix.

Basic principles

The execution of an International Youth Skills Competition is assigned to a Member of the IVTO by decision of the General Assembly, after careful consideration by the Executive Board. The Member is the organiser responsible for the Competition. The IVTO is the promotor with all rights, including approval of all PR and publicity during the Competition.

In the event that the Member assigns the organisation of the Competition to a national committee or any other body, the Member's responsibility towards the IVTO remains the same. The corresponding relations with the IV must be ensured and any contracts must be presented to the Executive Board for inspection.

I ORGANISATION

1.1 Duties of the Competition organiser

1) The Competition organiser of the Member in whose country a Competition is held, is responsible for providing suitable central workshop accommodation and equipment, in accordance with technical descriptions. Twelve months before the Competition, the Competition organiser supplies all Technical Delegates with detailed documentation on current machines and equipment, and tools and samples of the material in accordance with the decision of the Technical Committee, and he informs on special regulations prevailing in the country (power supplies, prevention of accidents, etc.).

2) The Competition organiser provides an optimal infrastructure for the Competition, as set out in the technical descriptions and appendix 6; particularly

- a permanent meeting room for the Technical Committee
- a permanent meeting room for the Official Delegates
- offices and technical equipment for the General Secretariat as set out in appendix 6

- an office each for the President of the IVTO, the three Vice-Presidents and a joint office for the two deputies of the Vice-Presidents
- an office for eight interpreters with the technical equipment set out in appendix 6
- a meeting room for the team leaders
- permanent contact persons for the team leaders

3) In liaison with the Executive Board, the Competition organiser prepares an overall Competition programme and accommodation and board for all participants, as set out in appendix 6. Particularly, the definitive procedure for the opening and closing ceremonies, including the farewell party, is to be approved by the Executive Board six months prior to the event.

4) At least 12 months before the Competition, the Competition organiser publishes an indicative price per participant, including all excursions and receptions. He undertakes to accept as participants all Members and their guests, with no restrictions, provided that the overall costs invoiced were duly paid for.

5) The organiser sees to it that participants have an opportunity of obtaining the widest possible insight into the vocational training system in his country. In cooperation with the Secretary General, he organises the appropriate seminars and visits to training centres and industries, for the benefit of all participating in the Competition.

6) The Competition organiser assists the Secretary General in providing information to the competitors on their work at the end of the Competition.

1.2 Duration

1) A test project takes 22 to 24 hours spread over a period of four days.

2) In addition, one hour is to be allowed for the introduction of test projects. At the end of the competitors' work, one hour is to be allowed for a general exchange of experience before packing tools.

3) 18 hours are allowed for test project assessment and the updating of technical descriptions, to start directly after the end of the Competition. The updated technical descriptions in the three official languages and three

completed test project proposals for the next Competition are to be handed over to the General Secretariat together with the assessments. Exceptions must be agreed previously with the Secretary General.

4) Disassembly of the workshops and installations may not start before all assessments have been completed.

1.3 Number of trades

1) The number of trades is limited to 40. Once this limit is reached, an existing trade must be withdrawn before a new trade may be admitted.

2) The Technical Committee decides on the admission of new trades. For this purpose, a technical description in the three official languages must have been presented. In addition, the new trade must be tested during an IVTO Competition under current competition conditions.

3) For the admission of a demonstration trade *at least six* Members must be definitely registered.

4) The Member organising a Skills Competition may refuse to allow a demonstration trade to be carried out should the definitive resolutions have been made less than 12 months before the Skills Competition. In this case, the decision will be effective at the next-but-one Skills Competition.

1.4 Technical descriptions

1) The technical descriptions, available for Members in the three official languages, are updated regularly by the jury panels or other experts outside the jury panels to include the latest technical advances, and are submitted to the General Secretariat.

2) On receipt of comments, the Secretary General sends a revised version to all Technical Delegates for approval at the next Technical Committee meeting.

3) Decisions and recommendations concerning technical descriptions must be circulated to Members at least one year before they are implemented.

1.5 Test projects

1) The bases for the preparation of test projects are the technical descriptions and the experts' test projects resulting from the two last Competitions.

2) The test projects are prepared by impartial persons in ISO A and ISO E under the supervision of the Technical Committee Chairman and his deputy and in liaison with the Secretary General. The accompanying texts are drawn up in the three official languages.

3) A list of the available material must be sent by the host organisation to the Technical Delegates at least 5 months before the Competition.

4) The corresponding material lists / parts lists are handed over to the Competition organiser at least two months before the Competition.

5) The test project prepared is handed over to the juries at the beginning of their work. The experts study the test project and the assessment criteria and translate the pertinent texts into the languages of the corresponding competitors. If necessary, the General Secretariat may assist by providing translators.

6) The Technical Committee determines in which trades which Members' experts are to bring along, for the Competition to be held after the next one, a complete test project in ISO A and ISO E, in accordance with the technical description. It is left to the Technical Delegates to demand preparation of a test project from all their experts.

7) The expert is to participate actively in the preparation and execution of the Competition as well as in the selection of the test project for the next Competition. For each assessment item, small groups (3 experts) are formed. Exceptions require the approval of the Technical Committee.

8) Copies of test projects from previous years may be obtained at cost price from the General Secretariat if available.

9) Test projects both selected and declared suitable for a Competition by the jury-panel, are kept by the General Secretariat.

II PARTIES CONCERNED

2.1 Competitors

1) Each Member may enter one competitor per trade set out in the trade list.

2) Competitors must not be older than 22 in the year of Competition. Any exception must be agreed upon by the General Assembly 18 months before the Competition.

3) A competitor may compete in one International Skills Competition only.

4) All competitors must be supplied with the relevant technical description and the «Guidelines for competitors» (appendix 1). Six months before the Competition they must be informed of safety rules and regulations all applicable for the prevention of accidents currently in force in the host country.

2.2 Disabled persons

1) The IVTO promotes cooperation with the «International Organisation for Competitions for the Disabled».

2) Disabled persons may participate in the Competition as long as, basically, their impediment does not prevent them from carrying out the test projects within the time-limit set. On the other hand, more time may be provided for work preparation and installation of the workplace.

3) The test project is assessed in accordance with the IVTO guidelines.

4) Exceptions concerning maximum age limit are dealt with benevolently by the General Assembly.

5) The Competition organiser may carry out, simultaneously with the IVTO Skills Competition, a special competition for disabled persons using different guidelines. In this case, test projects will be assessed following different rules, and the awards will be handed out at the official closing ceremony following the handing out of the awards of the IVTO trades.

2.3 Minimum number of competitors per trade

1) A minimum of *eight competitors* must be entered for a trade if it is to be included in a Competition, and at least seven must compete. If less than seven competitors are entered for a trade, it will be eliminated from the Competition. The General Assembly will decide on a complete withdrawal from the trade list following a proposal from the Technical Committee.

2.4 Jury panels

1) A jury panel comprising the jury-president (a Technical Delegate appointed by the Technical Committee), the chief expert and the experts is established for each trade to supervise all matters related to that trade.

Details are laid down in the list of duties for the jury panels (appendix 2).

2) A Technical Delegate may chair more than one jury panel. He must be able to communicate in English or German. (Members are reserved the right to call in an interpreter.)

2.5 Experts

1) Each Member may nominate one expert per trade. The Member registers the experts by means of presenting a special form to the General Secretariat four months before the Competition.

2) Experts must have skills-related experience and be active in their skills area. Experience in national competitions or in skill testing is essential.

3) Basically, the expert must be objective, fair and prepared to cooperate. Any information on the test project is forbidden.

4) The expert is familiarised with his work by the chief expert. The relevant technical description, test project

requirements and lists of duties (appendices 2, 3 and 4) are binding.

5) Every Member has the duty to inform his chief experts and experts in detail on their tasks and hand over the corresponding technical description, Competition Rules and lists of duties.

2.6 Chief experts

1) The chief expert is appointed by the Technical Committee at least half a year before the Competition.

2) The chief expert must be able to communicate in English or German and should have experience as an expert of at least two Competitions. (Members are reserved the right to call in an interpreter).

3) Chief experts play a crucial role as managers in the planning and overseeing of the experts' work and are responsible for:

- the careful selection, revision and translation of test projects and the handing over of these to the competitors in the competitors' mother tongue, together with instructions on all details and assessment criteria
- ensuring that at the start of the Competition all necessary machines, tools and materials are available
- completion of assessment forms
- signing of Competition results
- compliance with safety standards
- ensuring that no unauthorised contacts take place
- requesting any changes in the timing of adjustments related to machines or material
- the assessments, by establishing small groups of experts for each position
- revision of the technical descriptions in liaison with the jury panel
- validating with their signature the correct in-put of the scores into the BIC systems

4) Chief experts may have direct contact with the Technical Committee Chairman, his deputy or the General Secretariat on matters relating to the preparation of test projects and their translation. They may be asked to attend meetings of the Technical Committee.

5) For those trades in which there is no expert with experience of two Competitions, the Technical Committee appoints the chief expert on the proposal of the jury president.

6) The responsibilities of a chief expert are laid down in the list of duties for the chief experts (appendix 3).

2.7 Team Leaders

1) Team Leaders attend special coordination sessions which must be prepared by the Competition organiser. A room must be made available for them throughout the whole Competition.

2) Team Leaders take care that no unauthorised contacts take place between competitors and experts before and outside the Competition.

3) During the Competition, team leaders have unlimited access to their competitors, but no exchange of technical information or possible solutions may take place.

4) A team with more than 15 competitors is entitled to two team leaders.

5) In the event of accidents the teamleader must be notified without delay. He ensures that his delegates are informed.

2.8 Workshop supervisors

1) The Competition organiser makes available for each trade a qualified workshop supervisor on the first day after the experts' arrival, to assist the experts in their duties. The workshop supervisor is responsible for workshop installations, preparation of materials, security and general tidiness and neatness and supports the experts in their work. The appointment of an assistant is permitted.

2) The workshop supervisor may not influence the assessment procedure. His behaviour towards the Competition must be neutral.

3) The responsibilities of the workshop supervisor are laid down in the list of duties for the workshop supervisor (appendix 5).

2.9 Access to workplaces

1) Members of the Executive Board, Official Delegates, Technical Delegates, team leaders and the Secretary General and his assistants have permanent access to all workplaces of the competitors.

2) Official observers have access to a workplace only in the presence of an expert, a Technical Delegate an Official Delegate or the team leader of another member.

2.10 Observers

1) Continual contacts among the observers, official observers and experts for an exchange of ideas and experiences are desirable.

III THE COMPETITION

3.1 Registration

1) Competitors, experts, observers and guests are registered in three stages:

- some 18 months before the Competition, the Technical Committee announces the numbers estimated
- 8 to 12 months before the Competition, the estimated numbers are updated and amended.
- Some 3 months before the opening of the Competition,

participants are registered definitely on a special form under their name.

2) The Secretary General is responsible for the coordination of the schedule, the necessary documentation and information, in liaison with the Competition organiser. Details are laid out in the checklist (appendix 6).

3) The Competition organiser and the General Secretariat must ensure that qualified translators are available. Experts or Technical Delegates may be called upon to help with translations. Members whose mother tongue is none of the official languages, may appoint for every three competitors a translator who translates the test projects. During this period of time, they report to the Secretary General. Competitors may not receive information as a result of the translation work, and any translators and competitors violating this rule are excluded, by decision of the Technical Committee.

4) Competitors receive detailed information in their mother tongue on the test projects, assessment criteria and safety standards.

3.2 Assessment

1) The completed Competition test projects are assessed in accordance with the IVTO's assessment system and on the basis of predetermined assessment criteria as laid down in the technical descriptions. The assessment criteria may not be changed without permission from the Technical Committee.

The juries are distributed in such a way that for each position to be assessed, small groups (3 experts) are assigned.

2) Marks awarded on a 1-10 scale by the experts for each part of the test project, may be rounded to a maximum of two decimal places. Numbers up to 0.5 resp. 0.05 are rounded down and from 0.5 resp. 0.05 rounded up.

3) In all trades, test projects are assessed following set criteria (technical descriptions) and converted by computer to a 400-600 scale. A score of 500 or more indicates «World Class Standard».

4) The jury panel must use the appropriate forms and procedures which are part of the Organisation's assessment system.

3.3 IVTO medals and awards

Gold, silver and bronze medals are awarded to the competitors coming first, second and third respectively. The medals are produced by the Competition organiser following indications from the IVTO.

If the difference between competitors is no more than 2 points, then ex-aequo medals will be awarded, as follows:
for gold:

- two gold medals, no silver medal, one or more bronze medals
- three or more gold medals, no silver or bronze medals

for silver:

- one gold medal, two or more silver medals, no bronze medal

for bronze:

- one gold medal, one silver medal, two or more bronze medals

2) Competitors gaining a score of 500 or more, are awarded the Diploma of Excellence in the event they have not yet received a medal.

3) As a rule, the competitor who gains the highest classified medal amongst medal winners of his country and also has the highest score, will be awarded the «Best of the nation» medal. In case of doubt, the corresponding Member's Technical Delegate takes the relevant decision.

4) The female competitor with the highest score in a male-dominated trade receives a special award. Before the Competition, the Technical Committee determines the «male-dominated trades».

5) The competitors with the highest score receive the Vidal award.

6) Each competitor who has not obtained either a medal or a special award, receives a Certificate of Participation

7) By approving the ranking lists, the General Assembly validates the results. There is no right of appeal.

3.4 Public Relations

1) The Competition organiser is in charge of providing information to the local media. All documents must mention the Competition organiser and the promoter of the Competition, following the directives of the IVTO.

2) Detailed and continual information must be provided on the preparation of the Competition, the host country, its educational system, industry and culture, in order to instruct the delegations before the Competition.

3) Public relations in individual member countries are left to the discretion of the Members themselves. The Com-

petition organiser supports by every possible means the other Members' PR work in all areas. The most modern equipment is necessary.

4) Access to the Competition should be made possible for the media provided they do not disturb work progress. Movie and video filming in the workshops without supervision before commencement of the Competition is forbidden.

5) Movie and video filming at the work stations during the Competition is subject to the approval of the chief expert responsible for the trade in question, in agreement with the Technical Committee Chairman or the Secretary General.

6) It is not allowed to film or photograph test projects or project components during the Competition and discuss these with the competitors before the end of the Competition.

3.5 General Secretariat

The General Secretariat is responsible for an efficient administration of the Competition, in close collaboration with the Competition organiser and the Committee chairmen. Access to the General Secretariat is restricted to duly authorised persons.

IV RESPONSIBILITY

1) The Technical Delegates are responsible for the information on the current Competition Rules, the guidelines for their Member's competitors and the lists of duties for the experts reporting to them. They provide detailed information two months before the Competition.

2) Any remarks from competitors or experts that they were not informed in detail, cannot be taken into consideration during the Competition.

3) With regard to all matters not mentioned in these Competition Rules, the Technical Committee will decide with the approval of the Executive Board.

Johannesburg, 1996-10-09

**IVTO**

International Vocational Training Organisation

The International Youth Skills Competition for World Class Skills Standards

Appendix 1

1

Guidelines for competitors

1. Preparations before departing for the Competition

The competitors shall receive from their national organisation the «Competition Rules» and the technical description. They shall be briefed on the tools and auxiliary material to be taken, the general assessment criteria and the manners and customs of the host country.

2. Preparations immediately before the Competition

1) On the day before the Competition starts, at least three hours will be available to the competitor in which to prepare the workplace (by drawing lots), to check tools and, under the guidance of experts and workshop supervisors, become familiar with machines and auxiliary material. The competitor's attention will be drawn to the rules for accident prevention.

2) The competitor has the right to ask questions and, by the end of the preparation period, he/she must confirm verbally that he/she is familiar with everything. On this occasion, the jury panels will be checking personal details against passports or identity cards which must be kept available for inspection. In addition, the language in which the competitor has to receive documentation, will be checked.

3) Immediately before the start of the Competition, the competitor will be handed over his test project, explanatory material and instructions on the assessment system. One hour which is not included in the Competition time, is allowed in which to study these and to ask questions.

4) Before the start of the Competition, the competitor is informed on the detailed running of the Competition, the maximum score obtainable and the weighting factors.

3. Preparations during the Competition

The competitor

1) is responsible for his tools, instruments and auxiliary materials.

2) If anything is found to be missing, contact must be made with the chief expert who will arrange for the provision of a substitute from what is available locally.

3) Measuring instruments must be compared with those of the jury panel in order to avoid errors.

4) Each competitor will be given a personal number which must be used in the test project and papers submitted for assessment at the end.

5) The competitor must wait for the chief expert to give the order to start and finish work.

6) No contact may be made with other competitors or guests during the work periods without the permission of the chief expert. Moreover, no contact may be made with the compatriot expert in the period immediately before or at any time during the Competition without the presence of a non-compatriot expert.

7) The 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 panels determine the scale before the Competition.

8) All safety and protection standards laid down in the technical description or by the experts must be followed exactly. Any defect in machines or equipment must be reported immediately. Safety goggles must be used in all material removing operations. Shoes and clothing must comply with safety standards.

9) The chief expert must be told immediately if any competitor becomes ill. The jury panel will decide whether or not time lost can be made up.

10) Competitors who are found guilty of dishonest conduct, or refuse to comply with the regulations or the directions of the Organisation's officers, or behave in a manner prejudicial to the proper conduct of the Competition, will be disqualified from the Competition.

4. Duties after the Competition

1) When the Competition is over, competitors will have an opportunity to exchange views and experiences with other competitors and with the experts. This exchange of views should be confined to methods, tools, machines, etc. and must not relate to the test project itself.

2) The chief expert will give instructions for the packing of tools and equipment and the workplace must be left neat and tidy.

5. Information

All information about the progress of the Competition away from the workplace will be given through the team-leader.

Johannesburg, 1996-10-09

Appendix 2**List of duties for jury panels**

Jury panels are responsible for the adequate preparation and running of the Competition, for compliance with the guidelines, implementation of Technical Committee decisions and for directing and supervising the assessment.

The jury president reports to the chairman of the Technical Committee and may delegate technical duties related to the trade to the chief expert.

The jury president, in liaison with the members of the jury panel, controls the proper enforcement of the lists of duties for chief experts, experts and workshop supervisors.

Duties:

- Checking, in liaison with the chief expert and before the Competition begins, the installations, machines, tools, materials, equipment and instruments prepared by the Competition organiser.
- Study of the test project, the assessment criteria and the instructions for the competitors.
- Working with the translators to ensure that competitors have all the information in their own language at the start of the Competition.
- Making sure, in cooperation with the chief experts, that all necessary materials, tools and machines are available before the start of the Competition.
- Preparing the necessary measuring instruments for assessing the test projects. Competitors must be given enough time to compare their instruments with those of the jury panel.
- Observing the competitors constantly and supervising their work.
- Making sure that all technical data required by the competitors is transmitted to them alone. No competitor may receive technical information that is not made available to the others.
- Making sure that all contacts with the competitors take place only through the chief expert or the jury president.
- Noting the working time of all competitors and informing them of the working time still left.
- Handing over substitution material and noting it down for the assessment.
- Preventing any talking with unauthorised persons during the Competition.
- Keeping the results of the assessment secret.
- 18 hours are allowed for test project assessment to start directly after the end of the Competition. The updated technical descriptions in the three official languages and three completed test projects proposals for the next Competition must be handed over to the General Secretariat together with the assessments. Exceptions must be agreed in good time with the Secretary General.
- Experts or chief experts who are found guilty of dishonest conduct, or refuse to comply with the regulations or the directions of the Organisation's officers, or behave in a manner prejudicial to the proper conduct of the Competition, will be disqualified from the Competition.

Appendix 3**List of duties for chief experts**

The chief expert reports to the jury president. The chief expert plans the experts' tasks in the phases of preparation, execution and marking. He ensures compliance with guidelines and assessment criteria. In liaison with the experts, he regularly updates technical descriptions to include the latest technical advances.

The chief expert must be provided with the Competition Rules and technical description.

Duties:

- To check, in liaison with the workshop supervisor and before the Competition begins, the installations, machines, tools, materials, equipment and instruments prepared by the Competition organiser.
- To check, in liaison with the jury panels and before the Competition begins, the correctness of the competitors' registration forms as regards date of birth, nationality, name and language.
- To make sure, in liaison with the workshop supervisor, that all necessary material is available.
- To assign by drawing lots, workplaces, machines and equipment to the competitors.
- To make sure that the competitors have enough time for testing materials, machines, equipment and instruments.
- To make sure that competitors have enough time for calibrating their instruments against those of the jury panels.
- To transmit all technical data to the competitors and make sure that no competitor receives technical information that is not made available to others.
- To check constantly that all contacts with competitors take place only through him or the jury presidents.
- To make sure that the working time of all competitors is properly noted down and to inform them of the working time still left.
- To hand out substitution material and note it down for the assessment.
- Revision and updating of the technical descriptions by the experts during the competition.
- To assign the experts in small groups (3 experts) per assessment position.
- To make sure that competitors have no contacts with unauthorised persons during the Competition.
- To make sure that results of the assessment are kept secret.
- To hand over to the General Secretariat the assessment results of the jury panels in the prescribed form and validate with his signature the correct in-put into the BIC system.
- 18 hours are allowed for test project assessment, to start directly after the end of the Competition. The updated technical descriptions in the three official languages and three completed test projects proposals for the next Competition are to be handed over to the General Secretariat together with the assessments. Exceptions are to be agreed previously with the Secretary General.
- Chief experts who are found guilty of dishonest conduct, or refuse to comply with the regulations or the directions of the Organisation's officers, or behave in a manner prejudicial to the proper conduct of the Competition, will be disqualified from the Competition.

Johannesburg, 1996-10-09

Appendix 4

List of duties for experts

Duties:

The experts report to the chief expert. The expert is expected to be objective, fair and prepared to cooperate. Communication with a compatriot competitor is not permitted except in the presence of a non-compatriot expert.

- Experts must be provided with the Competition Rules and the technical description.
- Experts must make sure that competitors comply with Competition rules and regulations. Non-compliance may lead to disqualification.
- Experts assess test projects in an objective and fair way following instructions from the chief expert and the jury president. Disregard of this regulation may lead to exclusion from the jury.
- Experts are not allowed to assess compatriot competitors.
- Experts are not allowed to assess test projects of the competitor in his/her presence. Results must be reported to the chief expert only.
- Experts are not allowed to give any help to competitors in the interpretation of the test project. If any questions arise, they must be referred to the jury president or the chief expert for decision.
- Experts are responsible for the completeness of all documents.
- The jury president must be informed if a competitor becomes ill.
- Experts make sure that moving parts and dangerous areas of machines are properly protected. Any defects in machines, protective devices, equipment or installations must be corrected.
- Experts must make sure that all competitors are aware of the need to comply with accident prevention standards.
- Experts may be requested that they prepare a test project for the next-but-one Competition.
- Experts are responsible for updating the technical descriptions under the guidance of the chief expert.
- Experts who are found guilty of dishonest conduct, or refuse to comply with the regulations or the directions of the Organisation's officers, or behave in a manner prejudicial to the proper conduct of the Competition, will be disqualified from the Competition.

Johannesburg, 1996-10-09



Appendix 5

List of duties for workshop supervisors

The Competition organiser appoints one workshop supervisor per trade who will start work on the first day after the experts' arrival.

Duties

- Workshop supervisors report to the Competition organiser. During a seminar, they will be briefed by the Technical Committee Chairman and the Secretary General on special circumstances and the procedure of the Competition.
- In agreement with the jury panel, the Competition organiser may appoint an assistant who has to comply with the same rules. If necessary, the Competition organiser may appoint coordinators for skills categories encompassing various trades. These coordinators have free access to the corresponding workplaces.
- Workshop supervisors may participate as so-called «technical observers» in the previous Competition in order to gain experience.
- Workshop supervisors report concerning all technical matters to the jury president.
- Workshop supervisors must ensure that enough room is available for machines and workplaces. Workplaces must be properly lit by natural or artificial light, suitable for industry and the particular type of work to be done.
- The workshop supervisors' behaviour towards competitors must be neutral. They are not to participate in the discussions on test project selection and assessments.

Nevertheless, the jury panel may consult workshop supervisors as the occasion arises.

Specific duties include:

- Responsibility for all workshop installations, machines, tools, electrical and water connections, and all special items mentioned in the technical description.
- Organisation of test project material in accordance with the decisions of the jury panels.
- Responsibility for maintaining order and tidiness in the workshops.
- Instructions on safety measures and their application.
- Facilities for locking up test project papers and drawings.
- Preparation of instruments and equipment for the assessments.
- Workshop supervisors who are found guilty of dishonest conduct, or refuse to comply with the regulations or the directions of the Organisation's officers, or behave in a manner prejudicial to the proper conduct of the Competition, will be disqualified from the Competition.

Johannesburg, 1996-10-09



Appendix 6

Checklist for the organisation of International Youth Skills Competitions

1. PRINCIPLE

1.1 Scope

This checklist encompasses regulations which must be **carried out and enforced** by the organiser of an International Youth Skills Competition.

The checklist is based on regulations laid down in the Constitution, Standing Orders, Competition Rules and technical descriptions.

2. RESPONSIBILITIES

2.1 Overall schedule

At least five years before planning to hold a Competition, the Member must apply in writing to the Executive Board of the International Organisation to organise the Competition. The corresponding regulations are set out in the Standing Orders. (example: page 13).

In addition, article 5.1.2 of the Standing Orders shall apply.

2.1.2

The following odd years are competition years: 1997, 1999, 2001, 2003, 2005, etc.

2.1.3

Local conditions and experiences from former years must be discussed in good time with the Secretary General.

2.2. Before the Competition

18 months

- Estimating the approximate number of competitors, experts, observers and guests to plan for accommodation.
- Indication of specifications of machines and tools and the layout of installations.
- Determining the exact date and provisional overall programme.

12 months

- Revision of the overall programme; determining test procedure, excursions, evening programme, receptions

and committee meetings. Information on the access of the media from the various countries.

- Organisation of interpretation and translation in liaison with the Secretary General .
- Handing out samples of materials and conditions for test materials to the Technical Delegates.
- Fixing the costs for accomodation and meals per participant.

8 months

- Submission of definite registration papers.
- Submission of programme with additional information, leaflets, etc.
- Checking of machines and tools by the Technical Committee; checking of overall safety measures.
- Revision of the list of work assignment at the venue with the Secretary General.

4 months

- Receipt of registrations, constant updating with the General Secretariat.
- Receipt of down-payments.
- Design of competition programme, diplomas, medals, etc.; determining number.
- Preparation of speeches of third parties, PR-texts, etc.
- Checking the overall programme at the venue, including all meetings, receptions and other events.
- Determining in detail the procedure for the opening and closing ceremonies.
- Decision on gifts to national bodies: honours, receptions, etc.
- Checking accommodation, meals planned, costs, etc.
- Facilities and support for media from other countries.

2 days

- Final checking with the Secretary General of all sites and installations for the General Secretariat.

Test preparation phase

- Well-situated workplaces for experts and jury presidents at the venue to watch machines, etc.
- Installations and infrastructure for General Secretariat
- Support for experts' training.
- Detailed discussions on opening and closing ceremonies.

- Checking competition installations, information at workplaces, etc.
- Details on receptions, participants.
- Flow of information between Competition organiser and IVTO.
- Access for media, etc.
- Handing over cards containing names, etc.
- Diplomatic reception.
- Information in hotels and living quarters.
- Appointment of contact person for team leaders.
- Meetings for team leaders.
- Assignment of interpreters and translators.
- Events for guests, etc.
- VIP.
- Registration of all persons, different access permits.
- Control, safety, medical care, press office, etc.
- Programmes for accompanying persons.
- Reception and transport for delegations.
- Diplomas, certificates, medals.
- Accident prevention measures.
- Transportation of tools in Competition halls.

Competition phase

- Daily at 18:00 h meeting of persons responsible for the Competition; exchange of ideas, conclusions.
- Continuous updating of schedules for interpreters, etc.
- Press releases.
- Safety.
- Cleaning service.
- Organisation of transport (buses) for experts and Delegates to the various events and appointments.

After the Competition

- The General Secretariat stays for another day to finish work.
- Assessments.
- Settlement of accounts, etc.
- Considerations, analysis, possible improvements for the future.

3. COOPERATION

The «International Vocational Training Organisation» is the promoter of the Competition. The Competition organiser carries out the Competition on behalf of the International Organisation. National conditions must be taken into account as far as possible.

The Competition organiser and the General Secretariat will work closely together. With the help of this checklist, they will set up a valid, clearly scheduled time-table, which will be approved two years prior to the Competition by the General Assembly.



Confirmation example:

IVTO General Secretariat
Im Zentrum 11
CH-8604 Volketswil
Switzerland

Confirmation

We undertake to hold the International Youth Skills Competition in the year and undertake to comply with the contents of the Constitution, Standing Orders, Competition Rules and checklist.

Venue of the Competition:

Name of the organisation in charge of the Competition: _____

Date: _____

Approximate costs for

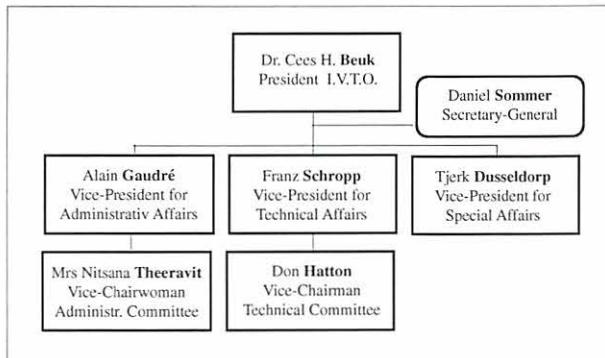
- competitors _____

- others _____

Notes:

Place and date: _____ On behalf of the Member: _____

Organisation chart of the Executive Board



A sponsors' list is allowed but should be placed appropriately. The Executive Board is to be consulted.

Badges

Badges are to be handed out to the following persons:

- Executive Board
- Official Delegates, Technical Delegates
- Official observers, observers, accompanying persons
- Chief experts, experts, workshop supervisors
- Competitors, team leaders

The badges contain surname, first name, function and member-code

Competition venue

The Competition must take place centrally, with a suitable infrastructure:

- in an suitable vocational training school;
- in a public hall, adapted to this purpose;
- and include an information centre.

Accommodation

Accommodation for competitors must be suitable, near by or within a maximum of 30 minutes by bus.

Accommodation for accompanying persons should be, if possible, within walking distance of the venue and be situated in such a way that experts cannot communicate with competitors either before or during the Competition.

Workshops

Competition workshops must comply with safety regulations. Workstations must be partitioned off from visitors prevent unnecessary acces and avoid disturbances to competitors. The distance between visitors and competitors must be at least 150 cm.

Separate male and female changing rooms and washrooms must be available.

Experts need lockers for test projects, a working table of appropriate size and chairs. Workshops must have blackboards and boards on which to pin drawings, etc., both for competitors and visitors.

Notice boards in workshops

The following information for visitors must appear in legible form:

- Trade name and number
- Competitors' name and Member
- Chief experts' name and Member
- Experts' name and Member
- Workshop supervisor's name
- Jury president's name and Member

Duration

The Competition should not last longer than 17 days. Seminars, etc. must be included in this period. The standard programme must be basically followed. Modifications are possible as long as the following is taken into account:

- minimum time necessary for preparation of the Competition by the experts
- time for translations
- running of the Competition
- time for marking and assessments

Standard programme

The distribution of the four Competition days is of major importance:

- Some extra time should be available to avoid mistakes in marking and the assessment of results.
- Official meetings should be kept to a minimum and run consecutively in order to save costs.
- An overall programme including information on vocational training in the host country.
- The General Secretariat should be fully installed and prepared one day before the arrival of the Technical Delegates and experts.
- Workshop supervisors and translators should be fully informed on their duties, time involved and responsibilities before the experts start working.

Day	morning	afternoon
1.	Techn.Del. + experts	arrival until 16:00h
2.	experts' training	TC meeting
3.	test project preparation	test project preparation
4.	test project preparation	technical descriptions
5.	translations	translations
6.	competitors' arrival	final inspection
7.	TC meeting	AC meeting, excursion
8.	General Assembly	excursion
9.	workplace installation	workplace installation
10.-13.	competition	competition
14.-14	assessments/excursions	assessments/excursions
16.-17.	TC meeting + GA	closing ceremony/farewell party

Time	Day before	1st day	2nd day	3rd day	4th day
09:00	drawing of lots for workplaces	familiarisation with Competition work	half of all competitors tour Competition	half of all competitors tour Competition	
10:00		Competition	Competition	Competition	Competition
11:00	installation of workplaces			Competition Diplomatic reception	
12:00					
13:30			half of all competitors tour Competition		
14:30	installation of workplaces	Competition	Competition	Competition	Competition
15:30					
16:30					16:00 h end, exchange of experience 16:45 h packing of tools 17:30 h assessment
17:30					

Organisation during the Competition

Duties and responsibilities are clearly specified in the International Organisation.

The Competition organiser will inform in time on his organisational structure and assign a person responsible for all contacts with the General Secretariat.

Costs

Participants' expenses may not exceed:

Competitors:

SFr. 115.– per day, full board, on the basis of a double room.

Others:

SFr. 180.— per day/person.

while the juries are working. Delegates, official observers and observers will pay for their own meals outside the Competition venue.

The Competition organiser should ask the Members' representatives in time if there are any special wishes regarding meals (e.g. own cook, cooking possibilities, etc.) These costs will be the responsibility of the Member. During the Competition, the Competition organiser will supply and pay for, every morning and afternoon, drinks and some nutritious food for competitors and experts.

All other expenses are the responsibility of the Competition organiser. Any exceptions (e.g. special seminars, etc.) must be announced in time and approved by the General Assembly when the decision on allocation of the Competition is made.

Handy hints:

The approximate number of participants should be established as soon as possible so that the Competition organiser can arrange everything at the most reasonable cost.

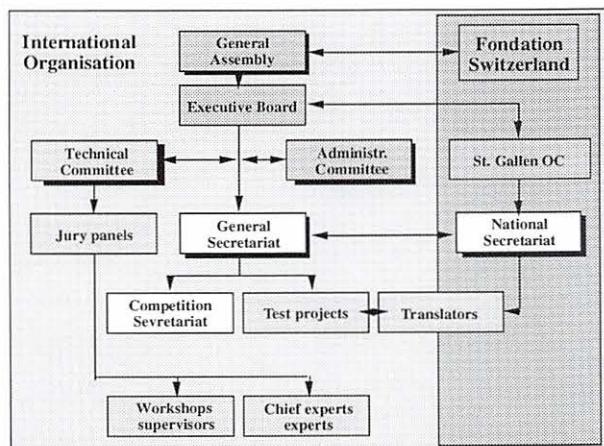
The Competition organiser is free to decide on the arrangements. The enclosed list is only meant to be a suggestion.

The Technical Committee decides on experts and competitors. This has nothing to do with the accommodation.

Definite and nominal registrations are only possible three months prior to the Competition.

Eight months before the Competition, the Competition organiser is allowed to request, on the basis of the provisional registrations, a down-payment of 25 %. This down-payment will be discounted from the total amount at the time of the definite registration.

We recommend that the Competition organiser submit the invoices indicating the final amount immediately at the time of the definite, nominal registration. Admission to the Competition is subject to these payments. The Gene-



The accommodation should be of normal standard and include shower/bath and toilet. At the hotel, credit cards should be accepted.

The Competition organiser will pay for the meals of the experts, chief experts, jury presidents, interpreters, members of the Executive Board and General Secretariat

ral Secretariat is not liable for any outstanding payments of the Members.

Invoices are issued in the currency of the host country.

Principle

The Competition organiser will, in liaison with the Secretary General, set up the overall and detailed programmes on the basis of the standard programme.

Evening events must be scheduled in such a way that

1. they do not disturb work;
2. there is no contact between competitors and jury.

Observers are to be included in the excursions free of charge.

All participants and guests should have access to the opening and closing ceremonies free of charge. The programme is to be discussed with the Secretary General.

Interpreters/translators

The General Secretariat is responsible for providing interpreters for the International Organisation's meetings. The Competition organiser is responsible for the costs.

Translators (approx. 50) are provided in the workshops by the Competition organiser. They will assist experts from test project selection to assessments.

The interpreters' and translators' schedule will be set up jointly after receipt of the definite registrations of all competitors.

Samples of material

The Competition organiser must, of his own accord, hand out to the Technical Delegates samples of material for those trades which may need special material such as wood, stone, chemical products, electronic components, etc. The Technical Committee may make special requests.

All samples must be handed over at the latest during the last Technical Committee meeting before the Competition (about 12 months).

Registration

The final registration forms must be requested in a similar way to the provisional registration.

Separately, the General Secretariat will submit the registration forms for competitors and experts. A copy of the registration forms will be forwarded to the Competition organiser. A constant double checking will take place.

Programme

The Competition organiser will send to all Members the approved programme with supplementary information on hotels, places of interest, etc. in the official languages.

Minimum installations

Offices and work rooms must be lockable as one single unit. The area must be organised to allow easy, effective door control.

Office No.1

Secretary General; approx. 40 m², containing:

- 4 desks and chairs
- 1 telephone
- 1 table to keep files
- 1 waste-paper basket
- 1 wardrobe with lock, for clothes, etc.
- 1 cupboard with shelves about 8 m long

Meeting room

next to the General Secretariat, for approx. 8 persons, completely furnished, with flip-chart.

Office No.2; President

approx. 15 m², containing:

- 1 desk and chair
- 1 telephone
- 1 table with chairs for 6 persons
- 1 waste-paper basket
- 1 wardrobe with lock, for clothes and documents

Office No.3; Technical Committee Chairman

approx. 15 m², containing:

- 1 desk and chair
- 1 telephone
- 1 table with chairs for 6 persons
- 1 waste-paper basket
- 1 wardrobe with lock, for clothes and documents

Office Nr.4; Administrative Committee Chairman and Vicepresident for «Special Affairs»

approx. 20 m², containing:

- 2 adequate desks and chairs
- telephone
- 1 wardrobe with lock, for clothes, etc.
- waste-paper basket
- filing cabinet for papers, etc.

Office No.5; collection of test projects

approx. 50 m², containing:

- 1 desk and chair
- open shelves or tables, approx. 24 m

Office No.6; technical equipment

- 2 copying machines, automatic, for A4 and A3
- 1 blueprint copying machine, «Rank Xerox 2510», for A3 to A0
- 1 blueprint cutting machine

1 table, approx. 5 m²
1 large trash can
paper:
some 8000 sheets A4
some 3000 sheets A3
some 2000 sheets A2
some 1500 sheets A1
some 3000 sheets A0

Office No.7; translations

8 work tables and chairs
4 typewriters (keyboards: 1 German, 3 English)
- waste-paper baskets
- open shelves, approx. 10 m

Meeting room

The programme will be organised in such a way that Committees will not meet simultaneously

- seating accommodation with tables for 65
- 1 complete simultaneous translation equipment, if possible wireless, with a microphone each for the President, 3 Vicepresidents, Secretary General, and 1 microphone for every 4 Delegates
- 4 two-seater translator cubicles
- 1 sound mixing board with technician
- 5 waste-paper baskets
- name cards for each participant with Member-code

Meeting room

for Official Delegates, with the same equipment as that for the Technical Delegates.

Conference room

for daily meetings with all Technical Delegates and chief experts, containing:

- seating accommodation with tables for 50
- presidential table for 3 persons
- daylight projector
- screen
- slide projector
- name cards for presidential table
- equipment for simultaneous translation
- 6 microphones at presidential table
- 3 microphones in the room or else wireless hand microphones

Meeting room

for daily meetings of team leaders and as a possible day room with approx. 40 seats.

Press room

With all necessary facilities corresponding to the number of reporters

- workstations
 - computers with Word/Exel/PageMaker
 - laser printer
 - scanner
 - modem with connection
- telephone, fax
- transmission of pictures
- broadcast editing station (analog and digital)

- high-grade sound lines
- separate interview room
- video editing station
- video transmission
- assistant with several languages
- documentation, articles, photos
- fridge with free drinks
- coffee maker
- sandwiches, snacks

Conference room for General Assembly and training seminars

seating accommodation for about 160, with tables, with complete infrastructure for interpreting.

This room may also be used for the experts' training at the start of the Competition. For training, three groups of experts will be established.

Translators / interpreters

- interpreters for simultaneous translation in the official languages
- per trade and per workshop 1 interpreter corresponding to the languages of the experts
- approx. 55 translators for workshops

Material

1500 personal folders (for delivery of test projects)

Office material

To be supplied (minimum number):

- 30 feltpens in different colours
- 30 each blue and red ballpoint pens
- 30 pencils
- 1 set of markers for daylight projector, 10 each red, blue and black waterproof felt markers
- 3 perforators, two holes files with clips
- 1 box of carbon paper
- 4 pairs of scissors
- 20 A4 writing blocks, with 4 mm squares
- 5 decimal rulers 30 cm long
- 10 reels of Scotch tape
- 1000 C4 envelopes
- 500 C5 envelopes
- 100 transparent plastic files for A4 documents
- 3 pencil sharpeners
- 10 cardboard files, approx. 4 mm thick
- 3 boxes of paper clips
- 3 ink-pads
- 2000 sheets A4 typing paper
- 4 each pencil and ink erasers
- 1 numbering stamp 0-9, size of numbers approx. 15 mm

Sufficient

- documentation and brochures on Competition programme
- badges
- name cards

- information on the country
- coupons for excursions and meals

Dealing with

- Mailing, including postage expenses.
- 24 hour First Aid Cover.

All material must be available upon arrival of the General Secretariat.

The General Secretariat will have available at least one room for final tasks on the day of general departure.

EDP equipment

Specifications will be indicated at least 12 months before the Competition. The specifications set out on page 19 serve as a standard for the General Secretariat.

In a separate room, 5 computers must be made available for the revision of technical descriptions by the experts (3 DOS, 2 MAC).

Diplomas/medals

Diplomas will be prepared and taken by the General Secretariat.

Medals are to be supplied by the Competition organiser in sufficient numbers (remember *ex aequo!*) but without mentioning name or trade. The «best of the nation» will also receive a medal which must be quite different from the others.

In the design of the medals, the Competition organiser must comply with the minimum guidelines of the IVTO. One set of medals and diplomas will be stored by the General Secretariat.

Diplomas, certificates and medals will be presented following the Competition Rules.

Opening and closing ceremony

The opening ceremony is dedicated to youth whereas the closing ceremony should be solemn and serious. Details must be discussed with the General Secretariat:

- schedule
- speakers
- President's speech
- competitors marching in
- music, symbols
- presentation of awards
- presentation of diplomas of honour/gifts
- use of the official competition flag with the international symbol

The Competition is opened and closed with a speech by the President of the International Organisation.

Medals and awards are handed over by the President of the IVTO. Supplementary solutions are possible in agreement with the Competition organiser.

The official Competition flag is handed over to the representative of the Member organising the next Competition.

Gifts

The Competition organiser must inform in time on which occasions gifts will be exchanged.

Johannesburg, 1996-10-09