

Competition Rules

For the organisation and execution of EuroSkills Competitions

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1. ABOUT THE COMPETITION RULES

1.1 Scope

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

All Members and participants must abide by the Competition Rules.

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

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 Outline and Infrastructure List. The concept for this must be approved by the Board of Directors.

Nine months before the Competition, the Competition Organiser supplies all Technical Delegates and Experts with detailed information in the Infrastructure Lists on current machines, equipment, tools and samples of materials in accordance with the decisions of the Technical Committee. (Refer to 9.3)

The Competition Organiser provides optimal facilities and infrastructure for the Competition, as set out in the Technical Outlines, Infrastructure Lists and other official documentation. In addition to the Competition site and workshops, this includes:

- A plenary meeting room for the Competition Development 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, Secretary General, Chair and Vice Chair Competition Development Committee

2.1.2 Competition Program

In conjunction with and managed by the Secretary General, 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. The Competition Host must provide full transparency of package pricing to the Secretary General and the Accreditation Packages are approved by the Board of Directors before informing Members.

2.2 WorldSkills Europe and Member duties

2.2.1 Registration

Registration for the EuroSkills Competition is completed in four stages.

Stage 1 – Provisional Registration

Members register for participation in their selected Skills Competitions via the WorldSkills Europe website. The deadline is **12 months** before the EuroSkills Competition. Members register i) for the skill and ii) the participants i.e. Competitors, Experts, Official Delegates, Technical Delegates, Technical Delegate Assistants, Team Leaders, Official Observers and Observers. 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 Competition Organiser are automatically advised of all updates.

Stage 3 – Definitive Registration

Four months before the EuroSkills Competition, Members must finalise their registrations (i.e. the Skills Competitions they will participate in). No further changes may be made without the permission of the Competition Organiser and the WorldSkills Europe Secretary General or Technical Manager.

Stage 4 – Registering Participant Details

Each Member is to provide the full name and email address of all participants to be accredited to the Secretariat and Competition Organiser (via the Competition Registration section of the WSE website).

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

Competitor, Team Leader and Official Delegate details must be provided **at least two months** before the EuroSkills Competition. Failure to do so will mean that participant details are not included in printed materials and signage. It is the Member's responsibility to ensure the correct spelling, format and capitalisation of participants' names.

Other participant details are to be provided as required by the Competition Organiser'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 Europe in accordance with WorldSkills Europe guidelines. All documents and releases must be approved by WorldSkills Europe prior to being sent.

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 as defined by the MOU between the Competition Organiser and WSE.

4. SKILLS COMPETITIONS

4.1 Competition formats

4.1.1 Individual Competitions:

In this format single Competitors per Skills Competition perform their tasks.

4.1.2 One Trade Team Competition:

A team of competitors of one trade, work together to find a solution for their Test Project and to reach a team goal. The maximum number of Competitors for a One Trade Team Competition is set to three (3).

4.1.3 Multi Trade Team Competition:

A team of competitors of different trades, work together to perform individual Test Projects to reach a team goal. The maximum number of trades for a Multi Trade Team Competitions is set to three (3).

4.2 Admission of skills competitions

4.2.1 Introduction of a new Skills Competition

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

4.2.2 Demonstration Skills Competitions

For the admission of a Demonstration Skills Competition, a minimum of 4 competitors or teams must be registered at Provisional Registration.

4.2.3 Presentation Skills Competition

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

4.3 Minimum numbers of Competitors per Skills Competition

4.3.1 Official Skills Competition - first time at Competition

Where a Skills Competition is taking place as 'Official' for the first time, it must have a minimum of 6 Members registered at Provisional Registration.

4.3.2 Skills Competition 'on notice' and removal of Skills Competitions

Skills Competitions will go 'on notice' or be removed from the list of Official Skills Competitions if the competitions are conducted with less than the required registrations.

5. HEALTH & SAFETY

5.1 Policies and procedures

5.1.1 Health and Safety policy at the Competition

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

If a difference exists where a Member's Health and Safety regulations are higher or different to the Competition Organiser's regulations then the higher or more strict regulation prevails for that Member at the Competition.

5.1.2 Competition Organiser is responsible for Health and Safety

The Competition Organiser is responsible for all infrastructure, equipment and setup to be according to the Host country/region's legislation. The Competition Organiser must produce Health and Safety documentation for the event and all competitions. The documentation must include accurate information regarding testing and approval of electrical hand tools brought by Competitors to the Competition. The complete Health and Safety documentation is to be provided on the WSE website six months before the Competition.

5.1.3 Technical Delegate responsibility

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

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

5.1.4 Expert and Workshop Supervisor responsibility

Experts and Workshop Supervisors are responsible for planning and running the Competition according to all Health and Safety regulations (Host country/region regulations, their own Member's regulations and as specified in the Technical Outline).

5.2 Health and Safety training and implementation

The Competition Organiser will work with the Skill Management Team to provide Experts, Competitors and any other personnel who need to be in the workshop with the information and training required to ensure a safe Competition.

Prior to any equipment being used in the workshops, persons receiving Health and Safety training will sign the Health and Safety Agreement on completion of training.

Workshop Supervisors and the Skill Management Team are responsible for ensuring that all Experts, Competitors, and other personnel comply with the safety regulations for the skill and Competition site as documented in 5.1.4.

6. ACCREDITED PARTICIPANTS

6.1 Competitors (C)

6.1.1 Number of Competitors

Each Member may enter 1 Competitor or team per trade. Registered Competitors from a member have to have their place of residence in that member country!

- 6.1.2 Age limit
Competitors must not be older than 25 in the year of the Competition. Any exceptions for a certain trade must be proposed by the Experts, agreed by the Competition Development Committee and ratified by the General Assembly at its meeting about 12 months before the Competition.
- 6.1.3 Compete once only
A Competitor may compete in 1 EuroSkills Competition only.
- 6.1.4 Team competitions
A Member may enter full teams for One Trade or Multi Trade Team Competitions only.
- 6.1.5 Competitors with disabilities
- 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.
- 6.1.6 Competitors – Duty of Care
Each Competitor is guaranteed to be provided with the following:
- Familiarisation time - refer to 6.1.9.
 - Competition timetable
 - Written Test Project instructions
 - Health and Safety Agreement
 - Code of Ethics
 - Competitor Communication – refer to 6.1.17.
 - Access to their Team Leader(s) at all times
- 6.1.7 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:

- Access to the Competitor Centre on the WSE website where all relevant documentation is provided.
- Relevant Technical Outline and Infrastructure List.
- General assessment criteria.
- Competition Rules.
- Code of Ethics
- Health and Safety documentation from the Competition Organiser.
- Test Projects that are circulated before the Competition (e.g. 3 months before, except for skills competitions with fault finding)
- Briefing on tools and any additional equipment or material to be taken.
- Culture, customs and laws of the Host country/region.

Competitors – At the Competition

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

- Information on the assessment criteria.
- 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:

- The Health and Safety Agreement including measures concerning non-compliance.
- Competition timetable reflecting the timing of lunch and the 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.
- All consequences that may result from breaches of these Competition Rules.

Competitors must be informed that:

- They are responsible for the safe use of all tools, machines, instruments and auxiliary materials they bring in accordance with the safety regulations of the host country.
- Before commencement of the Competition, Experts will conduct a check for prohibited materials, tools or equipment in accordance with the Technical Outline.
- A daily check of toolboxes will take place in all competitions.

6.1.8 Workstation assignment

Workstations will be assigned to Competitors by drawing lots.

6.1.9 Familiarisation

Before the Competition starts, Competitors will have a minimum of 5 hours and a maximum of 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 equipment and materials to be used in the Competition.

Exceptions to this timeframe will require approval from the Chair or Vice Chair of the Competition Development Committee, and any such requests must be made by C-3 months.

Competitors have the right to ask questions. Where processes are particularly difficult, a subject matter instructor 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 that they are familiar with everything by signing the Familiarisation Agreement.

6.1.10 Checking of measuring instruments

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

6.1.11 Personal details

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.

6.1.12 Communication Card

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

Competitors – During the Competition

6.1.13 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 written 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 Outline 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
- Accredited personnel at the Competition ensure that the above principles of honesty, fairness and transparency are observed at all times.

6.1.14 Missing items

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

6.1.15 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 (not in the case where it is not the fault of the competitor). The Jury must determine the scale before the Competition.

6.1.16 Start and finish of work

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

6.1.17 Competitor communication and contact

Competitors and their compatriot Expert may communicate at any time except when the competition work is being done. This open communication includes the lunch period. The exception is skills in which there is fault-finding. When these skills are doing the fault-finding modules Competitors will be served lunch in the workshop.

No contact may be made with the compatriot Expert during competition time without the presence of a non-compatriot Expert. In addition no contact may be made with other Competitors or guests during competition time without the permission of the Chief Expert.

Periods of time (15-30 minutes) are to be timetabled each morning and each evening of the Competition for official communication between compatriot Experts and Competitors (Competitor Communication).

6.1.18 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.

6.1.19 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 Dispute Resolution procedure described in Section 14.

6.1.20 Health and Safety

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

- 6.1.21 Review Test Project and marking scheme
Immediately before the start of the Competition, Experts give the Competitors the Test Project. A minimum of 1 hour, which is not included in the competition time, is allowed to study these and to ask questions. If the Test Project is modular, then the Experts give the Test Project to the Competitors before each module but the minimum time to study the information is 15 minutes (refer to 11.5.6).

Competitors – After the Competition

- 6.1.22 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.
- 6.1.23 Packing up
The Chief Expert will give instructions for the packing of tools and equipment. The workshop, including materials, tools and equipment, must be left neat and tidy. Strict adherence to Health and Safety regulations must occur during this period.

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 EuroSkills Competition.
- 6.2.2 Number
Each Member team may have 2 Team Leaders.
Teams with more than 20 Competitors may have 3 Team Leaders.
Teams with more than 30 Competitors may have 4 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.
- 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 Expert (E)

- 6.3.1 Definition
A person with experience in a skill, trade or technology representing a Member in the skill competition related to their expertise.
- 6.3.2 Qualifications & experience
Experts must:
- Have a formal and/or recognised qualification with proven industrial and/or practical experience in the trade in which they are accredited. Experts must complete or update their WSE related personal profile before each Competition.
 - Be an accepted Expert in their Member's national/regional competition.
 - Have good understanding of technical English (written and spoken).
 - 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 Outline and other official Competition documentation.

6.3.3 Personal qualities & ethical criteria

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

6.3.4 Nomination and accreditation

Each Member may nominate 1 Expert per trade in which they are registered. 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' names are to be registered by their Member Organisation on the WorldSkills Europe registration system 9 months before the Competition.

Where a Member has not registered the name of an Expert by 1 month before the Competition, the involvement of that Expert in all aspects of preparation and assessment at the Competition is at the discretion of the Skill Management Team. In the case of the Skill Management Team not allowing involvement in all or parts of the preparation and assessment, the Expert will be allowed to observe the competition inside the workshop.

6.3.5 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 Europe Who-is-Who web page.
- Access the Expert Centre on the WSE website to view all relevant documentation.
- Complete the online Expert Test – generic and skill-specific
- Review the Code of Ethics.
- Study the Competition Rules, their Technical Outline and other official Competition documentation.
- Produce a proposed Test Project or module(s) if required, as specified in the Technical Outline.
- Prepare proposals for updating the Technical Outline.
- Complete the necessary pre-Competition requirements as per these Competition Rules, their Technical Outline, 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 Sub Criteria to be used for assessment and the marks to be allocated to each Aspect of a Sub Criterion.
- Update the Technical Outline (coordinated by the ESR for Technical Outlines).
- Produce a proposed Test Project or module(s) if required, as specified in the Technical Outline.
- Protect the confidentiality of the 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 and Safety regulations of the Host and any skill-specific regulations and ensure strict adherence throughout the Competition.

6.3.6 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

and another Expert. Special tools listed in the Technical Outline will be permitted. New special tools may be added to the list for use at the next Competition.

6.3.7 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.

6.3.8 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 Outline, Test Project requirements and lists of duties described in this section of the Competition Rules are binding.

6.3.9 Communication with compatriot Competitor

Competitors and their compatriot Expert may communicate at any time except when the competition work is being done. This open communication includes the lunch period. The exception is skills competitions in which there is fault-finding. When these skills competitions are doing the fault-finding modules Competitors will be served lunch in the workshop.

No contact may be made with the compatriot Competitor during competition time 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 official communication between compatriot Experts and Competitors (Competitor Communication).

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.

6.3.10 Experts with Special Responsibilities (ESR)

The ESRs are assigned to their duties by the Chief Expert. Special areas of responsibilities are as follows:

- Assessment
- Health and Safety
- Sustainability
- Technical Outlines
- Any other areas as decided by the SMT
-

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

Refer to Appendix 9 for the roles and responsibilities of an ESR.

6.3.11 Competitors – Duty of Care and honesty, fairness and transparency

Experts are to refer to paragraph 6.1.6 and 6.1.13.

6.3.12 Communication and preparation via Discussion Forum

Experts, Technical Delegates, Jury Presidents, Workshop Supervisors and other associated or invited people will use the WorldSkills Europe Discussion Forums to communicate, collaborate and coordinate development of the Test Project and the overall development of the skill for the EuroSkills Competition. The Chief Expert – or an Expert nominated by the Chief Expert – will be moderator of this forum (supported by the Secretariat).

6.3.13 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 6.6.5).

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

If an Expert is absent from the Discussion Forum at the time that the vote takes place, they have the right to be informed of the decision, but the matter will not be raised or voted upon again.

6.3.14 Breach of rules or Code of Ethics

If an Expert allegedly breaches the rules or Code of Ethics, he/she will be subject to the Issue Resolution and Dispute Resolution procedures described in Section 14.

6.4 Chief Experts (CE)

6.4.1 Definition

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

6.4.2 Qualifications & experience and personal qualities & ethical criteria

In addition to the qualifications & experience and personal qualities & ethical criteria of being an Expert (6.3.2 & 6.3.3), a Chief Expert must:

- Have been an Expert for at least 2 previous Competitions
- Be a person of the highest integrity
- Be highly competent and experienced in the skill
- Have good management and leadership skills
- Have good interpersonal relationship skills
- Have good communication skills – written and spoken
- Be competent using a computer and the Internet – specifically to facilitate the Discussion Forum for their skills competition and work in partnership with the WSE Competition Management Team
- Communicate with and respond to WSE between Competitions

6.4.3 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 1pm on C+1. Exceptions must be agreed previously with the Chair of the Competition Development Committee and the Secretary General.

The Jury President, on behalf of the Competition Development Committee, is responsible for conducting the election process according to the Competition Rules. Refer to Appendix 1 for this procedure.

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

After nomination, the CE and DCE must be i) recommended by the Jury President ii) supported by their Member organisation and then iii) approved by the Chair of the Competition Development Committee.

The Jury President must submit their recommendation on the CE and the DCE and all reserves to the Chair of the Competition Development Committee at the Competition. It is to be submitted with the election results.

Within 2 months of the nomination of the CE and DCE, the Secretary General will advise the compatriot Technical Delegate and seek provisional support. This will ensure continuity of development and communication between Competitions.

Six weeks prior to the Competition Development Committee held about 12 months before the Competition, WorldSkills Europe will seek support from the Technical Delegate (copy to Official Delegate) of the Member Organisation for their Expert(s) to be CE and DCE.

After the support of their Member Organisation and the approval of the Chair of the Competition Development Committee, the CE and DCE are appointed. The list of all approved CE and DCE are published for the Competition Development Committee meeting 12 months before the Competition.

Where there is no CE and DCE nominated for the following Competition that skills competition will not be offered for registration.

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

- 6.4.4 **Contact with Competition Development Committee and Secretariat**
Chief Experts may have direct contact with the Chair and Vice Chair of the Competition Development Committee and/or the Secretary General on matters relating to the preparation and running of their competition. They may be asked to attend the Competition Development Committee and/or Jury President meetings.
- 6.4.5 **External support not permitted**
A Chief Expert is not permitted to enlist the support of an external person or a former Chief Expert or Expert to assist in any aspect of the Competition.
- 6.4.6 **Responsibilities**
Chief Experts play a crucial role as managers in the planning, leading, organising and management of the Experts' work – preparation, execution and assessment – and ensure compliance with all pertinent rules and procedures and with the assessment criteria.
- 6.4.7 **Breach of rules or Code of Ethics**
If a Chief Expert allegedly breaches the rules or Code of Ethics, he/she will be subject to the Issue Resolution and Dispute Resolution procedures described in Section 14.

6.5 Deputy Chief Experts (DCE)

- 6.5.1 **Definition**
An Expert who is responsible for supporting the Chief Expert in the preparation and execution of a skills competition. The Deputy 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 (6.3.2 & 6.3.3), a Deputy Chief Expert must:
- Have been an Expert for at least one previous Competition
 - Be a person of the highest integrity
 - Be highly competent & experienced in the skill
 - Have good management and leadership skills
 - Have good interpersonal relationship skills
 - Have good communication skills – written and spoken

- Be competent using a computer and the Internet – specifically to work in partnership with the Chief Expert and WSE Competition Management Team
- Communicate with and respond to WSE between Competitions

6.5.3 Nomination and accreditation
(Same as 6.4.3)

6.5.4 Responsibilities

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

The Deputy Chief Expert shall coordinate with the ESR for Technical Outlines to ensure that all changes to the Technical Description are complete, that it is agreed to and signed by at least 80% of the Experts, and that it is delivered to the WorldSkills Europe Secretariat digitally.

6.5.5 Breach of rules or Code of Ethics

If a Deputy Chief Expert allegedly breaches the rules or Code of Ethics, he/she will be subject to the Issue Resolution and Dispute Resolution procedures described in Section 14.

6.6 Jury

6.6.1 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.

6.6.2 Composition of the Jury

For each trade a Jury consisting of a Jury President, a Chief Expert, a Deputy Chief Expert and the panel of Experts will be established to supervise all matters relating to assessment

6.6.3 Juries per Trade and Competition

The Skills Promotion process will identify each competition to be one of 3 different formats. The composition of each Jury will depend on the competition format.

For Individual Competitions, there will be:

One Jury (Jury President, Chief Expert, Deputy Chief Expert, Experts).

For One Trade Team Competitions, there will be:

One Jury (Jury President, Chief Expert, Deputy Chief Expert, Experts).

For Multi Trade Team Competitions, there will be:

One Jury (Jury President, Chief Expert, Deputy Chief Expert, Experts) per trade. One Jury President and one Chief Expert will be responsible for all Juries in this competition. The Chief Expert of the competition and Deputy Chief Experts of each trade will form the “overall Jury”, responsible for the overall results.

6.6.4 Responsibilities

The Jury is responsible for the proper preparation and conduct of the competition for its trade, for compliance with these Competition Rules, and the implementation of the decisions made by the Competition Development Committee and the Jury at its meetings.

6.6.5 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 Outline, where the at least 80% is required.

6.7 Technical Delegate (TD)

6.7.1 Definition

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

6.7.2 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.

6.7.3 Provision of information to Competitors

Technical Delegates are responsible for ensuring that all their Competitors have the relevant Technical Outline, 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 Europe website so they can access all documentation and resources directly via the Competitor Centre.

6.7.4 Provision of information to Experts

Technical Delegates are responsible for informing their Chief Experts, Deputy Chief Experts and Experts of their detailed responsibilities and ensuring they have the required Technical Outline (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 Europe website so they can access all documentation and resources directly via the Expert Centre.

6.7.5 Breach of rules or Code of Ethics

If a Technical Delegate allegedly breaches the rules or Code of Ethics, he/she will be subject to the Issue Resolution and Dispute Resolution procedures described in Section 14.

6.8 Technical Delegate Assistant (TDA)

6.8.1 Definition

Members can appoint a Technical Delegate Assistant to support the Technical Delegate due to workload of the Technical Delegate acting as Jury President.

6.8.2 Access, rights, roles and responsibilities

- Is accredited to the Competition via an official package (and accommodated with experts)
- Arrives on site with the Technical Delegates and Experts
- Can attend Competition Development Committee meetings and Jury President meetings during the Competition.
- Can only enter the skill competition workshop in which they have an Expert.
- Cannot act as a Jury President (but may observe their Technical Delegate in their role as Jury President)
- Can visit the Competitors Village
- Can access all Discussion Forums (read-only access) – all comments to be made by Technical Delegate

6.8.3 Qualifications and experience

This person should ideally have previous WorldSkills experience as an Expert or Competitor.

6.9 Jury President (JP)

6.9.1 Definition

A Jury President is the chair of a Jury or of Juries for one or more Skills Competitions.

6.9.2 Qualification

The Jury President must be familiar with all details of the Competition Rules, the Technical Outline and assessment system for the relevant skills competitions 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 Competition Development 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 Competition Development Committee and delegates technical responsibilities and duties related to the skills competition to the Chief Expert.

6.9.5 Before attending the Competition

Before attending the Competition, the Jury President must:

- Complete the online Jury President Test
- Become familiar with the Technical Outline for the skills competition in which they are Jury President.

6.9.6 Breach of rules or Code of Ethics

If a Jury President allegedly breaches the rules or Code of Ethics, he/she will be subject to the Issue Resolution and Dispute Resolution procedures described in Section 14..

6.10 Workshop Supervisor (WSS)

6.10.1 Definition

The Workshop Supervisor is a person with qualifications and experience in their accredited trade 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.

6.10.2 Appointment

The Host Member/Competition Organiser appoints a Workshop Supervisor for each trade. He must have good understanding of technical English (written and spoken).

6.10.3 Reporting

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

6.10.4 Special arrangements

Workshop Supervisors are briefed by the Chair of the Competition Development Committee and the Secretary General on any special arrangements and circumstances for the conduct of the Competition.

6.10.5 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.

- 6.10.6 **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.
- 6.10.7 **Responsibilities**
The Workshop Supervisor is responsible for workshop installations, preparation of materials, workshop security, Health and Safety, and the general tidiness and neatness of the workshop area.
- 6.10.8 **Breach of rules or Code of Ethics**
If a Workshop Supervisor allegedly breaches the rules or Code of Ethics, he/she will be subject to the Issue Resolution and Dispute Resolution procedures described in Section 14.

6.11 Workshop Supervisor Assistants (WSSA)

- 6.11.1 **Definition**
With the agreement of the Chair of the Competition Development Committee and the Secretary General, 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.

6.12 Observers

- 6.12.1 **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).
- 6.12.2 **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.
- 6.12.3 **Official Observers (OO)**
Official Observers are important people from the Member's country/region and have access to WorldSkills Europe meetings and special events of the Host Member/Competition Organiser.
- 6.12.4 **Technical Observers (TO)**
Technical Observers are Workshop Supervisors for the next Competition. They are permitted to enter the workshop areas (for the trade they are accredited to) in order to gain experience. There is to be only one Technical Observer per trade.
- 6.12.5 **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).
- 6.12.6 **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.
- 6.12.7 **Exchange of information**
Discussions between the Official Observers, Observers and Experts to exchange ideas and experiences are to be encouraged but must take place away from the workshop areas.

6.13 Chair of the Competition Development Committee

The Chair of the Competition Development Committee, in accordance with the Bye-Laws, 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.

6.14 Vice Chair of the Competition Development Committee

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

6.15 Secretary General

The Secretary General's primary responsibility is to professionally manage 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 Competition Development Committee and other stakeholders. Details are given in the Bye-Laws, 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.

6.16 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 Competition Development Committee.

6.17 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 Competition Development Committee.

6.18 Assessment Advisor (AA)

The Assessment Advisor oversees the WorldSkills Europe assessment system including the development of best practice assessment incorporating clearly defined Competency Specifications in the Technical Outlines and Marking Schemes. This person must have Competition experience, a broad knowledge of assessment along with WorldSkills-related assessment preparation experience and be familiar with the Competition Information System (CIS). The Assessment Advisor is nominated by the Chair and Vice Chair of the Competition Development Committee.

7. COMPETITION MANAGEMENT

7.1 Overall Event Management

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

7.2 Competition Management Team (technical and administrative)

The Chair and Vice Chair of the Competition Development Committee, the Technical Manager and the Secretary General form the Competition Management Team and are responsible for everything related to the technical and administrative management of the Competition.

7.3 Management of all the skill competitions

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

7.4 Management of each skills competition – Skill Management Team

The Skill Management Team for a skill competition consists of the Chief Expert (CE), the Deputy Chief Expert (DCE) or Deputy Chief Experts (DCE`s) 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 Europe 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 Assistants and Technical Observers are accredited with access to the trade they are registered for.

Members of the Board of Directors, Official Delegates, Technical Delegates, Technical Delegate Assistants, 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 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 and Observers 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 of the Competition Development Committee and Secretary General.

Access to the workshops by Future Host Observers is accredited on a 'case-by-case basis' by the Chair/Vice Chair of the Competition Development Committee and Secretary General.

8.3 Access to Competition Site before Competition

Access to the Competition site before the Competition is prohibited to Observers, media and the general public. Special access to Observers and media is accredited on a case-by-case basis by the Chair and Vice Chair of the Competition Development Committee and/or the Secretary General.

8.4 Access to Secretariat and WorldSkills Europe area

Access to the Secretariat and WorldSkills Europe area is restricted to officially accredited 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 Europe Official Media and the Host Member Official Media but with approval by the Chair/Vice Chair of the Competition Development Committee and Secretary General.

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 Competition Development Committee and Secretary General.

Filming or photographing Test Projects or project components during the Competition and discussion of these with Competitors before the end of the Competition is prohibited. Persons alleged to be in breach of this rule will be subject to the Issue Resolution and Dispute Resolution procedure described in Section 14.

9. TECHNICAL OUTLINES

9.1 Definition

Each skills competition has a Technical Outline that defines the name of the skills competition, the trades, the competency specification and scope of work, the development, selection, validation, change (if appropriate) and circulation of the Test Project, conduct and assessment criteria of the competition, and any trade-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 Outline 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 Outlines, the English version takes precedence.

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

9.3 Availability

The Technical Outlines should be available in English from the WSE website 12 months prior to the Competition.

9.4 Updating and validity

Technical Outlines are updated each Competition cycle by the Experts to include the latest technical advances and are submitted to the Secretariat. Technical Outlines 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 Outline stays active for the next Competition.

When a Technical Outline is updated or newly created, the TOXXX template is to be used.

Update of the Technical Outline is to be completed by 1pm on day C+1. Exceptions must be agreed previously with the Chair of the Competition Development Committee and the Secretary General.

9.5 Circulation

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

10. INFRASTRUCTURE LISTS

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 Technical Observer in consultation with the Experts at the previous Competition. The Competition Organiser adapts the infrastructure according to local laws and regulations and locally available materials and equipment.

10.3 Publication

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

11. TEST PROJECTS

11.1 Definition

Each Skills Competition has a Test Project for the competition. It is performed by the Competitors to demonstrate their mastery of their skill. The Technical Outline 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 and format

A Test Project is 14-18 hours nominal and must not exceed a period of 3 days. The duration of a Test Project only needs to be long enough to allow Competitors to demonstrate the skill competencies (as documented in the Technical Outline) to determine the Europe's best and differentiate medal winners – all within realistic constraints of space, infrastructure and other resources.

11.2.1 Extension of time

If an extension of time is required to complete a module or project, the Chief Expert must first obtain the approval of the Jury President and then the approval of the Chair or Vice Chair of the Competition Development Committee and the Secretary General no later than the end of

C1 (day 1 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 of Competitors by them receiving information about the Test Project (before the Competition) that other Competitors do not receive. Refer paragraph 6.3.5 – Experts are to review the Code of Ethics.

11.4 Development

11.4.1 Form

Test Projects are prepared in ISO A and ISO E as specified in the Technical Outline. All Test Projects (drawings and documents) must be available in digital form using the WorldSkills Europe template ES2014_TPnnnn (available from the website or Secretariat).

Test Project proposals presented at the Competition for the next Competition are to be submitted in digital form to the Secretariat by 1pm on C+1.

11.4.2 External design

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

The agency initially consults the Experts about the competencies to be tested, the suitability of certain designs and the form of the Test Project. The agency then follows the development process available from the Chair of the Secretary General.

The agency must review and agree to the Code of Ethics and sign a separate WorldSkills Europe Confidentiality and Professionalism Agreement.

11.5 Selection, validation and circulation

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

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 Outline defines this process. Any skills competition that wishes to circulate their Test Project other than 3 months before the Competition need approval by the Competition Management Team.

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 (for example, a photograph of a project completed according to the Test Project within material, equipment, knowledge and time constraints). The Test Project must be able to be completed using only the equipment and materials specified in the Infrastructure List and tools brought by the Competitor. The Technical Outline 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 Secretary General before the Competition or by the Jury at the Competition). The Technical Outline defines this process.

11.5.4 Confidentiality of information

- 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.
- Workshop Supervisors are able to request access to the Test Project from the Secretariat for the purpose of preparing the materials and equipment for the Competition. The Secretary General will determine the time when this information is provided.
- In situations where Experts need to involve someone else (for example, assistance of a draftsman 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 Secretary General.
 - Get the person to review and understand the Code of Ethics and sign a separate WorldSkills Europe Confidentiality and Professionalism Agreement.
- In situations where the Test Project is designed by an external agency where Experts are consulted but do not see the Test Project before the Competition, the following two actions must be taken BEFORE involving that agency:
 - Obtain written approval from the Secretary General.
 - Get the agency to review and agree to the Code of Ethics and sign a separate WorldSkills Europe 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 Europe 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 Outline, as well as a detailed list of Aspects of Sub 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 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 and explanatory material. 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 and the explanatory material for that module at the commencement of that module. The assigned Expert for that module will provide clarification to Competitors if required. Competitors will be allowed a minimum of 15 minutes – which is not included in the competition time – to study these and to ask questions.

The use of any equipment to record or exchange information such as pens, paper, mobile phones or electronic devices is prohibited.

- 11.5.7 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.
- 11.5.8 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.
- 11.5.9 Ownership of Test Projects
The Test Projects are owned or are the property of the Competition Organiser and WorldSkills Europe and cannot be removed from the Competition Site or used without permission by both parties. Tool boxes are not to be locked and removed from the Competition site until the ownership of the Test Project has been determined and an audit has been completed on the supplied Infrastructure.

12. ASSESSMENT

12.1 Assessment criteria

- 12.1.1 Definition
The completed Test Projects are assessed in accordance with the WorldSkills Europe assessment procedures on the basis of assessment criteria laid down in the Technical Outlines. All scores and marks are recorded in the Competition Information System (CIS).
- 12.1.2 Changes
The assessment criteria specified in the Technical Outline may not be changed within 12 months prior to the Competition without review by the Marking System Advisor and approval of the Competition Management Team.
- 12.1.3 Aspects of Sub Criteria
Each Criterion is broken down into one or more Sub Criteria. Each Sub Criterion is broken down into a number of Aspects of Sub Criteria 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 Competition Development Committee and/or the Secretary General that the Jury will be able to complete their marking well within the allocated marking time.
- 12.1.5 Scale of 100 and standardisation
Test Projects are assessed based on the criteria and skill competencies specified in the Technical Outline. Within each trade 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 Procedure for using flashcards
Five Experts shall be assigned to assess each Aspect of a Sub Criterion. Each Expert shall award a score between 1 and 10 to be displayed on flashcards. The flashcards must be used correctly – Experts must first select their score privately and then all Experts must display their score at the same time as directed by the Chief Expert.

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

12.2.2 Calculating the awarded mark

Each Expert awards a score of between 1 and 10 for each Aspect of a Sub Criterion. The scores awarded by the Experts must not differ by more than 3. 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.

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

12.2.3 Use of Marking Forms

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

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

12.2.4 Variation of procedure

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

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

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

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 Competition Development Committee.

12.4.3 Marking groups

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

12.4.4 Experts and the marking of their compatriot Competitors

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

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

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

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 Outline.

12.4.6 Daily Assessment

The marking day for every Sub Criteria is defined in the CIS. The Sub Criteria defined to be assessed on a given day must have assessment results entered into the CIS, approved and signed-off by the Jury before 12 noon on the following day. The CIS sign-off form must be received before 13.00 on that day. The exception is C3 where assessment and CIS entry must occur before 22.00 on the same day. Approval and sign-off must be received by the CIS team before 10.00 on C+1.

12.4.7 Checking Forms

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

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

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

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

The Jury must then sign the Mark Entry Acceptance Form (or Final Mark Entry Acceptance Form in the case of day 3) to confirm their acceptance of the printed marking forms for the specified marking day (with the exception of any objections already raised and being dealt

with). The signed Mark Entry Acceptance Form (or Final Mark Entry Acceptance Form) must then be delivered to the CIS office.

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

12.4.8 Completion of marking

Assessment of Test Projects and entry of marks into the CIS must be completed by 10 pm on C3 (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 trades, results based on 100 marks are standardised on a 500 point scale by the CIS. This procedure places all Competitors with an average score in their trade at the 500 point position.

12.5.2 Rounding

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

12.6 Error handling

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

12.7 Appeals

12.7.1 Appeals regarding results

Appeals concerning the results may be accepted up until the Competition Development Committee meeting on C+1 that confirms the results. Once approved by the Board of Directors meeting (that is after the Competition Development Committee meeting), the results are final and there is no further right of appeal except when clear evidence is presented to the Secretary General or Chair of the Competition Development 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 made by the Chair of the Competition Development Committee in consultation with the Vice Chair.

12.7.2 Security of completed Test Projects

All completed Test Projects must be secured until the competition results are approved by the Board of Directors. Should this prove impossible for technical reasons, photographs should be taken under the supervision of the Jury Presidents.

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

12.8 Discharge of the Chair and Vice-Chair of the Competition Development Committee

The Board of Directors ratifies the results of the competition in their meeting in the morning of the day where the Awarding Ceremony will take place and discharges the Chair and Vice-Chair of the Competition Development Committee.

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 trade listing all competitors, their points and the medals is also provided to Members and posted to the WorldSkills Europe website.

13. MEDALS AND AWARDS

13.1 Gold, silver and bronze medals

The Competitors and/or teams that achieve first, second and third place in the final results are awarded medals provided by the organizer on the recommendation of WorldSkills Europe.

The first placed Competitor and/or team in each Skills Competition may use the title 'EuroSkills Champion'.

For modular Test Projects, awards can be presented to the winners of individual modules during the competition.

13.2 Medals per Competition format and Official Skills Competitions

13.2.1 Individual Competitions:

Gold, silver and bronze medals are awarded.

13.2.2 One Trade Team Competition:

Gold, silver and bronze medals are awarded to the Competitors for their team result.

13.2.3 Multi Trade Team Competition:

Gold, silver and bronze medals are awarded to the Competitors for their individual result and Gold, silver and bronze medals are awarded to the Competitors for their team result.

13.3 Tied medals

If there is no difference between Competitors on the 500 scale, then ex-aequo (tied) medals will be awarded as described below. However, variations may be accepted if recommended by the

Competition Development Committee and agreed by the Meeting of the Board of Directors at which the competition results are ratified. Ex-aequo (tied) medals will normally be awarded as follows:

13.3.1 Gold

- Two (2) gold medals, no silver medal
- Three (3) or more gold medals, no silver medal and no bronze medal

13.3.2 Silver

- Two (2) or more silver medals, no bronze medal

13.4 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.

13.5 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.

13.6 Europe`s Best

The Competitor with the highest points at the Competition receives the Europe`s Best award. The Competitor with the overall highest points has to be appointed automatically as "Best of Nation" from that member.

13.7 Certificate of Participation

Any Competitor receives a Certificate of Participation.

14. ISSUE RESOLUTION (INCORPORATING DISPUTE RESOLUTION)

14.1 Issue Resolution

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

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

If the issue cannot be solved or a resolution cannot be reached within the skill, then it continues along the process to the Jury Presidents meeting or, if the Technical Delegate or Jury President or Skill Management Team believe that it could involve a breach of the Code of Ethics (which incorporates compliance with the Competition Rules), then the issue is taken directly to the Hearings Committee.

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

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

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

14.2 Dispute Resolution

The Hearings Committee becomes involved when the Issue Resolution procedure is being followed and any parties believe that the issue could involve a breach of the Code of Ethics (Dispute Resolution).

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

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

APPENDIX 1 – GUIDING PRINCIPLES

Guiding Principle 1

WorldSkills Europe aims to achieve and maintain a balance of Skills Competitions reflecting the following sectors in Europe's economy:

- Creative Arts & Fashion
- Information & Communication Technology
- Manufacturing & Engineering Technology
- Construction & Building
- Transportation & Logistics
- Social, Personal & Hospitality Services

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

Guiding Principle 2

WorldSkills Europe aims to develop a complementary range of Skills Competitions within each of the six sectors that properly reflect:

- modern skills necessary for competitiveness and economic success;
- “green” skills necessary for a sustainable and environmentally friendly use of resources;
- Skills in ICT and innovation necessary in the knowledge society;
- Skills that highlight tradition and cultural heritage;
- Social and communication skills needed for work, including creativity, taking initiatives and problem solving, team communication etc.

Guiding Principle 3

Demonstration Skills Competitions are important as the introductory step for a skill proceeding to an Official Skills Competition. WorldSkills Europe should encourage the introduction of skills and should guarantee a minimum number of Demonstration Skills Competitions at each EuroSkills Competition. However, all Demonstration Skills Competitions are required to include metrics and substantiation of the skill's representation and importance in Europe's economy and include at least 3 of the following criteria (design skills, manufacturing skills, communication skills and/or marketing skills). Priority is given to skills that will provide a balance across the six sectors. At least 12 countries in Europe must have an vocational education path in the proposed Demonstration Skills Competition.

Guiding Principle 4

When an Official Skill Competition fails to meet the required minimum number of registrations by 1 or 2 for the first time, then the skill can still be conducted. If the skill is conducted with less competitors than is required then this skill goes 'on notice' and registrations must equal or exceed the minimum registrations at provisional registration for the next EuroSkills Competition for it to stay as on the competition list.

WorldSkills Europe Types of Skills

	Minimum No. Competitors	C I S	Competition Rules	W S E Medals	Final Member score	"One time only"
Official Skills Competitions	6	✓	✓	✓	✓	
Official Team Skills Competitions	6	✓	✓	✓	✓	
Demonstration Skills Competitions	4	✓	✓	✓	✓	
Presentation Skill Competitions	N/A	✗	✗	✗	✗	

The status of a skill is from Provisional Registration ES20XX to Provisional Registration ES20YY.

Clarifying notes:

- Any Official Skill Competition that is conducted with 5 or less competitors is 'on notice'.
- Any Official Skill Competitions that is hosted 'on notice' must have 6 or more registrations at Provisional Registration for the next EuroSkills Competition in order for it to be conducted. In other words, it can only be 'on notice' once.

Tables showing the scenario for registrations of Official Skills Competitions

Status from ES2012	ES2014 Prov Registration	Action
"on notice"	5 or less	Removed from ES2014. Immediately removed as Official Skill Competition.

The selection of the Skills Competitions for the EuroSkills Competition is done by the Chair and Vice Chair of the Competition Development Committee, WorldSkills Europe Technical Manager, WorldSkills Europe Secretary General and the Host Member's Technical Manager at Provisional Registration. Provisional Registration is 12 calendar months before the Opening Ceremony. All Members are to be advised of the final selection of Skills Competitions within one week of Provisional Registration.

Recommendation

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

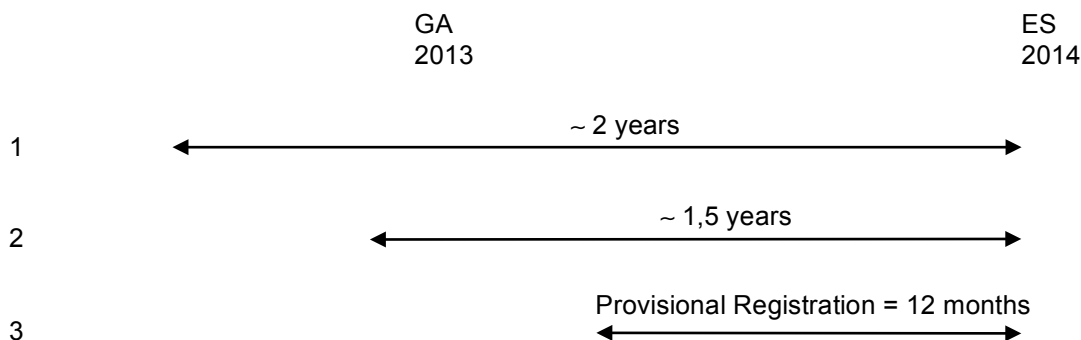
Inclusions for new Demonstration Skills Competitions

New Demonstration Skills Competitions are required to i) include at least 3 of the below criteria and/or ii) metrics and substantiation of the skill's representation and importance in Europe's economy. At least 12 countries in Europe must have a vocational education path in the proposed Demonstration Skills Competition.

	Design Skills	Manufacturing Skills	Communication Skills	Marketing Skills
Skill XX	x%	y%	z%	a%
Vocational education paths in at least 12 European countries				

APPENDIX 2 – RULES AND GUIDELINES FOR THE INTRODUCTION OF A DEMONSTRATION SKILLS COMPETITIONS

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



Timetable (refer above diagram)

Step 1.

Members who want to make a presentation at the Competition Development Committee meeting will be asked to complete a submission to WorldSkills Europe including i) demonstration the skill adheres to the requirements of the Guiding Principles, ii) metrics and substantiation of the skill's representation and importance in Europe's economy and iii) proof that there are vocational education paths in that skill at least in 12 European countries approximately 2 years before the Competition. The Secretary General will send the submission forms to the relevant Members.

The Competition Management Team reviews these submissions and advises Members their proposal has been accepted or a request is made for further information. The proposed skills successfully completing step 1 will be invited to proceed to step 2.

Step 2.

At the Competition Development Committee meeting (during the GA) approximately 1,5 years before the Competition, Members can give a 15 minute (maximum) presentation on the proposed new skills competition. This presentation must include certain information – contact the Secretary General for the template. After the presentation members will be asked for showing interest. If the proposed skills competition gets the required numbers of competitors a draft of the Technical Outline is to be developed and circulated immediately after the GA (= 3 months before end of Provisional Registration).

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

Step 3.

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

Documentation

The Technical Outline should be based on the WorldSkills Europe Technical Outline template – available from the website or Secretary General.

WorldSkills Europe will manage the Technical Outline and associated documentation after the skill is accepted as a Demonstration Skills Competition.

Points to consider

Demonstration Skills Competition must have been conducted in a national or regional competition before entering the EuroSkills Competition.

The template for the presentation requires information on:

- Metrics and substantiation of the skill's representation and importance in Europe's economy
- Competency Specifications for the skill
- Space requirements for 4 competitors and other workshop space requirements plus the space requirement for each additional competitor
- Indication of infrastructure requirements
- Competition format

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

APPENDIX 3 – NOMINATION OF CHIEF EXPERTS AND DEPUTY CHIEF EXPERTS

(From 4.4.3 and 4.5.3)

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 1 pm on C+1. Exceptions must be agreed previously with the Chair of the Competition Development Committee and the Secretary General.

The Jury President, on behalf of the Competition Development 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 and their reserves.

After nomination, the CE and DCE must be i) recommended by the Jury President ii) supported by their Member organisation and then iii) approved by the Chair of the Competition Development Committee.

The Jury President must submit their recommendation on the CE and the DCE and all reserves to the Secretary General at the Competition. It is to be submitted with the election results.

Within 2 months of the nomination of the CE and DCE, the Secretary General will advise the compatriot Technical Delegate and seek provisional support. This will ensure continuity of development and communication between Competitions.

Six weeks prior to the Competition Development Committee held about 12 months before the Competition, WorldSkills Europe will seek support from the Official Delegate (copy to Technical Delegate) of the Member Organisation for their Expert(s) to be CE & DCE.

After the support of their Member Organisation and the approval of the Chair of the Competition Development Committee, the CE and DCE are appointed. The list of all approved CE and DCE are published for the Competition Development Committee meeting 12 months before the Competition.

Where there is no CE and DCE nominated for the following Competition that skills competition will not be offered for registration.

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

- Chief Expert to have been an Expert for at least 2 previous Competitions
- Deputy Chief Expert to have been an Expert for at least one previous Competition
- Be a person of the highest integrity
- Be highly competent & experienced in the skill
- Have good management and leadership skills
- Have good interpersonal relationship skills
- Have good communication skills – written and spoken
- Be competent using a computer and the Internet – specifically to work in partnership with the Skill Management Team and Secretary General
- Communicate with and respond to WSE from Competition to Competition
- 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 must submit their recommendation on the CE and the DCE and all reserves to the Secretary General Director at the Competition. It is to be submitted with the election results.

Note (for the case of a Multi Trade Team Competition)

10. All experts of all trades elect the CE.
11. DCE's are elected by the experts of their trade only.

APPENDIX 4 – THE SKILL MANAGEMENT TEAM: DEFINITION OF ROLES

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

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

Role of the Chief Expert (CE)

The role of the CE is very important in the management of the competition in each of the specific skill areas because that person has the main responsibility and authority to plan and manage the technical aspects of the competition. In particular, the CE ensures that a competition environment is created which allows each competitor to produce the best possible work over the four days of competition. The competition procedures must be in accordance with WorldSkills Europe pillars of Integrity, Fairness, Transparency, Partnership and Innovation.

The Role of the Deputy Chief Expert (DCE)

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

The Role of the Jury President (JP)

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

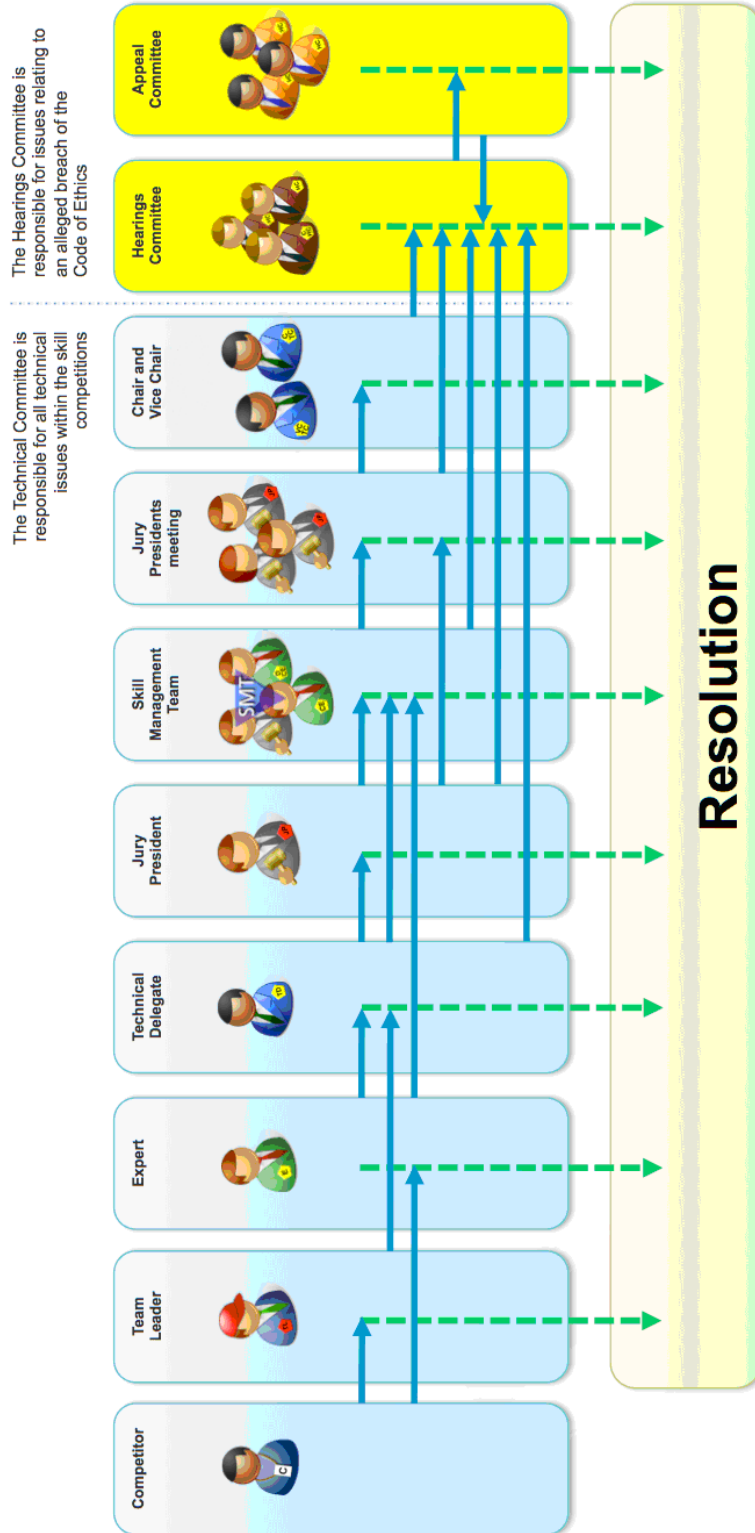
The JP, as an impartial member of the skill management team, works in cooperation with the CE and DCE to ensure that a professional competition is conducted. As part of the role the JP will act as advisor, mediator, and critical friend and ensure that the competition rules and regulations are implemented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

In addition, the Jury President:

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

APPENDIX 5 – ISSUE RESOLUTION (INCORPORATING DISPUTE RESOLUTION)

A5.1 Issue and Dispute Resolution diagram



A5.2 Issue and Dispute Resolution procedure

A5.2.1 Scope

(Refer to Section 14)

Clarifications, disagreements, arguments, conflicts or disputes within skill competitions can be classified into two categories for resolution. The first category is those that relate to the management and running of the skill competitions and are fully within the responsibility of the Competition Development Committee (Issue Resolution). The second category is those that relate to a breaking or alleged breaking of the Rules and codes of conduct and these are the responsibility of the Hearings Committee (Dispute Resolution).

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

A5.2.2 Process

As per the diagram in sub-section A5.1, the process must start with the Competitor talking to their Team Leader and/or their Expert. The process then follows the diagram with either resolution or escalation at each step.

If any person believes there has been a breach of the Rules then refer to A5.2.3.

The Competitor/Expert should discuss the issue with their Technical Delegate and if it is to be pursued then it should try to be resolved within the skill by the Skill Management Team.

The Skill Management Team for that skill will seek a resolution to the issue by meeting with the accuser and the accused separately. All persons involved must be heard. All meetings must conclude within two hours of the issue being registered. The Skill Management Team can propose a resolution or defer it to the Jury Presidents meeting. The resolution can be either a penalty on the accused or the dispute is dismissed.

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

If either the accused or the accuser does not accept the resolution then the issue can escalate up to the Competition Development Committee (which meets daily at the Competition in the Jury Presidents meeting) and finally to the Chair and Vice Chair of the Competition Development Committee. If the process gets to this step (and the issue does not involve breaking or alleged breaking of the Rules), then the decision by the Chair and Vice Chair is final.

All issues must be recorded using the Issue Dispute Form (even if the issue is dismissed). This form can be completed online or printed and completed offline and submitted to the WSE Technical Manager.

A5.2.3 Reporting (alleged) breach of Code of Ethics

Any person who has substantial evidence there has been a breach of the Codes of Ethics must immediately raise the issue with a member of the Skill Management Team. If the issue involves the Skill Management Team then it is to be reported directly to the Chair of the Hearings Committee. If the issue does not involve the Skill Management Team, then a member of the Skill Management Team is responsible for immediately contacting the Chair of the Hearings Committee. The Chair of the Hearings Committee will advise the Chair and Vice Chair of the Competition Development Committee and the Technical Manager/Secretary General, and contact those Technical Delegate/s who need to be advised of the case.

This evidence could be against accredited personnel and/or visitors (i.e. without official accreditation) and could be before, during or after the Competition.

A5.2.4 Hearings Committee

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

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

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

Refer to A5.2.9 for the range of penalties.

The Hearings Committee will ideally meet on the day that the dispute is registered with them if the dispute is registered by 18.00. Otherwise the Hearings Committee will meet at 09.00 the following morning. The Hearings Committee must reach a decision within 3 hours after the hearing.

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

All disputes must be recorded using the Dispute Forms (even if the dispute is dismissed) by the Chair of the Hearings Committee. This form can be completed online or printed and completed offline and submitted to the Secretary General.

A5.2.5 Appeal Committee

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

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

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

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

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

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

A5.2.6 Competitor care

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

A5.2.7 Hearings Committee members

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

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

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

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

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

A5.2.8 Appeal Committee members

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

A5.2.9 Penalties

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

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

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

This table provides a starting guideline for penalties. The Hearings Committee will create a detailed table to cover the complexity and range of penalties – this will be part of a knowledge bank for future reference and precedence.

	Minor offence	Medium offence	Major offence
Competitors	Complete the competition but have a penalty of 0-10 marks deducted from their final mark.	Complete the competition but only receive a maximum mark of 499 (thereby being excluded from a Medallion of Excellence).	Disqualification with a mark of 400 being awarded and included in the Members results. No future involvement in WorldSkills in any accredited position.
Experts	Green card warning - Assessment not accepted for those aspects where there is an issue.	Yellow card warning – Expert no longer able to take part in assessment and must remain in the expert room.	Red card warning – Expert to immediately have their accreditation removed. No future involvement in WorldSkills in any accredited position.
Members	1 penalty point recorded for each breach.	2 penalty points recorded for each breach.	5 penalty points recorded for each breach. Where a Member has more than 10 penalty points recorded cumulatively across all skills/breaches the Member will be restricted to a participation at the next Competition equal to 50% of the skills at the current Competition.

A5.2.10 Documentation required

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

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

Over time, the documentation will allow WSE to build a database indicating 'offence' and the associated 'penalty' thereby improving our consistency and equity of applying penalties (precedence system) as referenced in A5.2.9.

APPENDIX 6 – EXPERT WITH SPECIAL RESPONSIBILITIES: DEFINITION OF ROLES

(CR 4.3.10)

Experts with Special Responsibilities (ESRs) are assigned to their duties by the Chief and Deputy Chief Expert. Special areas of responsibilities are as follows:

- Assessment
- Health and Safety
- Sustainability
- Technical Outlines
- Any others areas as decided by the SMT

The following is a Description of the role and responsibility for each of the above ESRs. This is to be used as a guideline and can be modified to suit individual skills.

ESR for Assessment

- The Assessment ESR should be familiar with the latest version of the Competition Information System (CIS) and have experience at a number of Competitions.
- This person is aware of and able to use the latest URLs for the training version of the CIS, the Standard Spreadsheet and the CIS HELP file.
- This person is aware of and understands how to use the latest version of the Standard Spreadsheet.
- Is able to differentiate between Objective and Subjective assessment.
- Understands the need to clearly and concisely define each marking 'Aspect' and its allocated Mark.
- Understands the purpose of an 'Add Row' to more clearly define objective marking, 'Locking' the 'Assessment Specification' prior to jury approval, 'Locking' 'Mark Entry' prior to jury approval of the end of day marks and is aware of the different 'Marking Types', the calculations involved and their potential use.
- Works with CE to plan and enter Day of Marking data into the CIS
- Works with the SMT to keep data entry and marking documentation up-to-date.
- This person understands the Competition Assessment Procedures as published by WSE and the purpose of the competition commencement and completion forms.
- This person is responsible for ensuring that the necessary marking forms are signed by appropriate people.

ESR for Health and Safety

- The Health and Safety ESR must understand the Host Country Health and Safety documentation and ensure that the requirements are met by all participants of their skill.
- This person must know the emergency procedures for evacuation, medical, fires and spills,
- In conjunction with the WSS this person must conduct a Health and Safety presentation to all Experts and Competitors when they first enter the workshop. They are required to ensure all other visitors entering the workshop are familiar with the Health and Safety requirements for their skill.
- This person must co-ordinate a hazard and risk assessment of the workshop to establish additional Health and Safety requirements not covered in the Host document.
- This person is required to assist the WSS in developing a Health and Safety sign off document listing critical issues such as training received on machines/equipment, escape routes and additional items of awareness not covered in the Host document.
- This person is required to participate with the Host Health and Safety Inspectors during their visits to the workshop.
- This person must communicate Health and Safety matters to participants daily before the start of competition to reinforce awareness of possible dangers for the day as well as observations of neglect from the previous day.

- This person must attend to and investigate all incidents including minor ones and submit a written report to the Jury President regarding the circumstances and nature of injury. This will be submitted to the Host Health and Safety Manager.
- Liaise with the Workshop Supervisor on safety issues when necessary.
- Continually observe Experts and Competitors with regards to use of Personal Protective Equipment (PPE) and Health and Safety behaviour.

ESR for Sustainability

- The Sustainability ESR is required to think, speak, breathe 'sustainability' so that everyone (Experts, Competitors, visitors) may be educated and be positively influenced.
- This person must understand sustainability in its entirety – human, economic, environmental, social.
- Take the lead in creating awareness of and implementation of the WorldSkills Europe Sustainability Policy.
- Create a sustainability culture and ensure that the 4R (reduce, reuse, recycle, regenerate) principle applies to all daily operations.
- Update the Sustainability section in the Technical Outline in consultation with fellow experts, and ensure that sustainability is a key consideration in the design of the Technical Outline, Infrastructure List and Test Project.
- Work with the Chief Expert to identify good sustainability practices which can be documented in the Sustainability Award application form.

ESR for Technical Outlines

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