

Future Skills **COMPETITION RULES**



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1 INTRODUCTION

The WorldSkills Competition is the peak vocational skills competition for young people across the world. Competitors qualify by achieving success in national and/or regional/continental skills competitions. The competitions focus on the skills and capabilities of young people who have recently entered, or are about to enter, a skilled profession.

These Competition Rules define the resolutions and rules for conduct of the Future WorldSkills competition.

All Participants must abide by the Competition Rules.

As part of the 45th WorldSkills competition in Kazan in 2019, Future Skills will be held, which follows these adapted Rules.

1.1 DEFINITION OF TERMS

Refer to www.worldskills.org/glossary

1.2 CORE VALUES

The core values of Future Skills and WorldSkills International are diversity, excellence, fairness, innovation, integrity, partnership, and transparency.

All accredited persons promote and support the values and principles laid out in its Code of Ethics and Conduct and demonstrate their commitment by conducting themselves with the highest levels of integrity, honesty, and fairness.

1.3 DISCIPLINARY ACTION

Any accredited person accused of dishonest conduct or who refuses to comply with regulations and/or directions or who behaves in a manner prejudicial to the proper conduct of the Competition will be subject to the procedures described in section 12.

1.4 OFFICIAL COMPETITION DOCUMENTATION

The documentation for the Future Skills competition includes these Competition Rules, the appropriate Health, Safety, and Environment Policy and Guideline. Technical Description and Infrastructure List for each skill, and all other official Competition documentation.

1.5 COMPETITION TIMELINE

The preparations and execution of the Future Skills competition has many milestones, which involve various people and have a specific timeline. A summary of these milestones referred to in these Rules is in Appendix 1.

2 COMPETITION ORGANIZATION

2.1 OVERALL EVENT MANAGEMENT

The WorldSkills Russia as the Competition Organizer and the Organizing Committee are responsible for overall management of the Future Skills competition event. Within this remit, they assign appropriate powers and responsibilities to the WorldSkills Russia CEO.

2.2 COMPETITION ORGANIZER

2.2.1 PROVISION OF INFRASTRUCTURE

The Competition Organizer must provide optimal facilities and infrastructure for the Competition.

The Competition Organizer must provide a suitable workshop area and equipment for each skill competition in accordance with the skill's Technical Description and Infrastructure List.

At C-9 months, the Competition Organizer must provide detailed information on current machines, equipment, and tools in the Infrastructure Lists..

In addition to providing the Competition venue and workshops, these include offices equipped with technical equipment required by the Future Skills Secretariat.

The Competition Organizer must also meet the requirements of these Competition Rules (for Future Skills).

2.2.2 ACCREDITATION PACKAGES

The Competition Organizer must draw up Accreditation Packages and present these for approval before publication. Details must be made available to Members **by C-12 months** and must include the cost per participant, including the cost of all excursions and receptions.

All Members and their guests must be accepted as participants without restriction, provided that all invoiced costs are duly paid in full.

2.2.3 COMPETITION PROGRAMME

In conjunction with and managed by the WSI CEO, the Competition Organizer must prepare an overall Competition Programme that includes arrangements for accommodation and board for all participants. In particular, the precise procedures for the Opening and Closing Ceremonies and Farewell Party must be approved by the Board **by C-4 months**.

2.2.4 HEALTH, SAFETY, AND ENVIRONMENT

See section **14.1**.

3 REGISTRATION

3.1 REGISTRATION

Registration for the Competition is completed in five stages.

STAGE 1 – PROVISIONAL REGISTRATION

Members register for participation in their selected skill competitions and inform by sending the participation intention using the form (Appendix 2) to the email: futureskills@worldskillskazan2019.com

The deadline for sending the form is C-4 months.

Members must provisionally register:

The skill competition(s) they are entering.

All participants, that is: Competitors, Experts, Technical Delegates (if exist) or Partner Organization Leader, Technical Delegate Assistants, Team Leaders, Observers, Interpreters and Accompanying person.

STAGE 2 – REGISTRATION OF EXPERTS

Full details of Experts and Competitors must be provided **by C-4 months** (to ensure participation in skill competition development and preparation, such as Discussion Forums).

STAGE 3 – UPDATES TO PROVISIONAL REGISTRATION

Members may update their registrations during the period between Provisional Registration and Definitive Registration (Stage 4, C- 3 months). The Future Skills Secretariat and Competition Organizer are automatically advised of all updates.

STAGE 4 – DEFINITIVE REGISTRATION OF SKILLS COMPETITIONS

By C- 2 months, Members or Partners Organizations must finalize their registrations, that is, the skill competitions they will participate in. No further changes may be made without the permission of the Future Skills Competition Organizer.

STAGE 5 – REGISTERING PARTICIPANT DETAILS

The Member or Partners Organizations provide the full name, email address, and photograph for each participant requiring accreditation via the WorldSkills Kazan website

Full details of Competitors, Team Leaders, Interpreters/translators, Accompanying Person (as shown under Stage 3) must be provided **by C-2 months**. Failure to do so will mean that participant details are not included in printed materials and signage. Members or Partners Organizations are directly responsible for forwarding correct spelling, formatting and capitalization of participants' names.

Other participant details must be provided as required for the Competition Organizer's accreditation packages.

4 NOMINATION OF CE AND DCE

INDEPENDENT EXPERTS AND EXPERTS WITH SPECIAL (ADDITIONAL) ROLES

For Future Skills competition in Kazan 2019 CEs are selected from those experts who contributed the most into development of the skill. The decision about CE nomination is made with agreement by the Future Skills Technical Director.

DCE and Special Experts with additional roles at workshop are appointed by voting or own choice by themselves during days C-6 and C-3 (according to the Skill Management Plan).

Description for Experts with special responsibilities are in Appendix 3. Decision is fixed by Protocol and all Experts sign the results to approve the nomination, see in Appendix 4.

Participation for Independent Expert is agreed in advance with CE (must be provided **by C- 2 months**) the decision about taking part in Assessment is made with agreement by the CE in consultation with Competition Organizer. The decision is fixed by protocol with signature of CE.

5 ACCESS AND ACCREDITATION

5.1 RESPONSIBILITIES

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

The Competition Organizer is responsible for defining access and approving accreditation related to the Accreditation Packages.

WorldSkills International must be part of this process.

5.2 ACCESS TO THE COMPETITION VENUE

Access to the competition venue before the competition is generally prohibited to Observers, media, and the general public **before C1** and **after C4**. Special access to Observers and media may be granted on a case-by-case basis by the Competition Organizer, WSI CEO, Director of Skills Competitions, Future Skills Technical Director, or Director of Marketing and Communication.

5.3 ACCESS TO WORKSHOPS

Only people with official accreditation are permitted to access workshops. Experts, Workshop Managers, Workshop Manager Assistants, and Interpreters, may only access the workshop for which they are accredited.

5.3.1 ACCESS AT ANY TIME

The following persons have access to the workshops at any time:

- Technical Delegates (if exist) or Partner Organization Leader
- Future Skills Secretariat and Competition Support staff

However, they are not permitted to contact compatriot Competitors unless accompanied by a Chief Expert or an Expert from another Member.

5.3.2 ACCESS UNDER SPECIFIC CIRCUMSTANCES

The following persons have access to the workshops under specific circumstances, but must introduce themselves to a member of the Skill Management Team on their first visit to the workshop:

- Team Leaders may have access to all workshops in which they have compatriot Competitors at any time and may contact their Competitors directly
- Technical Delegate Assistants may only enter skill competition workshops in which they have an Expert

Access to the workshops by the following persons is to be accredited on a case-by-case basis by the WSI CEO, WSI Director of Skills Competitions, Future Skills Technical Director.

- Competition Organizer staff and volunteers
- Future Competition Organizer Observers
- Equipment supplier technicians (under unforeseen circumstances)

Official Observers, Observers, and their Interpreters are not permitted access to the workshops or to the Skill Management meetings.

6 ROLES

6.1 COMPETITOR (C)

6.1.1 NUMBER OF COMPETITORS

Each Member or Partner Organization may enter one Competitor – or, in the case of team skill competitions, the defined number of Competitors – per skill competition.

Team skill competitions are

Virtual and augmented reality (2), Blockchain-based solutions (2), Composite technologies (2), Internet of things (2), Life-cycle Management (8 -10), Building Information Modeling (BIM) (2) Space systems engineering (2), Digital Factory (3), Robotic Welding (2), Robot Systems Integration (2).

6.1.2 AGE LIMIT

For most skill competitions, Competitors must not be older than 28 years in the calendar year of the Competition. Current exceptions to this rule are:

- Robot systems integration
- Building Information Modelling (BIM)
- Robotic Welding
- Industry 4.0

Where Competitors must not be older than 25 years in the year of the Competition.

6.1.3 COMPETE ONCE ONLY

A Competitor may only compete in Future Skills competition once.

6.1.4 COMPETITORS WITH DISABILITIES

WorldSkills International promotes cooperation with the International Abilympics Federation.

- Competitors with disabilities may participate in the Competition if their disability does not prevent them from carrying out Test Projects within the set time. Additional time may be provided for work preparation and installation of the workplace.
- Their Test Projects are assessed in accordance with WorldSkills International guidelines.
- Exceptions to the maximum age limit are recommended by the Competitions Committee and subject to ratification by the General Assembly at its meeting at C-12 months.
- In parallel to the WorldSkills Competition – the Competition Organizer may conduct a competition for Competitors with disabilities using separate guidelines. In this case, Test Projects are assessed using separately defined criteria, and awards are presented at the official Closing Ceremony following presentation of the WorldSkills International awards.

6.1.5 DUTY OF CARE

See section 7.1.1.

6.2 TEAM LEADER (TL)

6.2.1 DEFINITION

Each Member or Partner Organization selects Team Leaders to liaise with the Competitors during the Competition. The key role of the Team Leaders is to look after the mental and physical well-being, discipline, and behavior of their young Competitors who are away from home and under considerable stress.

Members may decide whether their Team Leaders are assigned to specific skills or share responsibility for their entire compatriot Competitors.

6.2.2 NUMBER

Each Member or Partner Organization team may have two Team Leaders regardless of the size of their team.

Teams with more than 20 Competitors may have three Team Leaders.

Teams with more than 30 Competitors may have four Team Leaders.

6.2.3 ACCESS

During the Competition, Team Leaders must have unlimited access to their Competitors, but no exchange of technical information or any information related to the competition task, assessment, and possible solutions is permitted.

6.2.4 ILLNESS OR ACCIDENT

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

6.3 SKILL MANAGEMENT TEAM (SMT)

For Future Skills competition in Kazan 2019, SMT consists of Chief Expert (CE), and Deputy Chief Expert (DCE).

6.3.1 RESPONSIBILITIES

The Skill Management Team is responsible for the proper preparation and conduct of the skill competition, for compliance with Competition Rules, and for implementing its own decisions.

6.3.2 SKILL MANAGEMENT PLAN

The Skill Management Team prepares a Skill Management Plan that details the planning, scheduling, and tasks required to conduct the competition from “before the Competition” right through until “Competition completion”.

Skill Management Plans are prepared by the Chief Expert (CE) and published on the Experts forum after April 22, 2019.

6.4 CHIEF EXPERT (CE)

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

The Chief Expert is responsible for providing management, guidance, and leadership during the development and conduct of the skill competition from C-4 months to C+1 month. During this time, the CE works with the Competition Organizer, the Future Skills Technical Director.

In particular, the CE ensures that a competition environment is created which allows each Competitor to produce the best possible work over the four (three) days of competition and plays a crucial role in managing the Experts' preparation, execution, assessment and marking. The CE is ultimately responsible for the integrity and safety of the skill competition and for ensuring compliance with all pertinent rules, procedures, and assessment practices.

6.4.1 QUALIFICATIONS, EXPERIENCE, PERSONAL QUALITIES, AND ETHICAL CRITERIA

In addition to the requirements for Experts (see section 6.6), a Chief Expert must meet the following criteria:

- Be able to communicate in both written and spoken English (or have an interpreter)
- Have been an Expert for at least one previous Competition, for Future Skills be an accepted Expert in their Member's national/regional competition)
- Have advanced knowledge, understanding, and expertise in standards and assessment in vocational education and training (VET) and/or in relevant industry sector(s)
- Be highly competent and experienced in the relevant work role(s) or occupation(s)
- Have good management and leadership skills
- Have good interpersonal relationship Skills
- Have good written and spoken communication skills
- Be capable of using a computer and communicating via the Internet – including to facilitate the Discussion Forum for their skill and for their work in partnership with the Director of Skills Competitions
- Communicate with and respond to WorldSkills International between Competitions
- Be of the highest integrity – be honest, objective and fair, and prepared to cooperate with others as required
- Be willing to accept either the CE or the DCE role.

6.4.2 MAJORITY DECISION OF EXPERTS

Decisions involving the skill competition are preferably made by a unanimous decision of the Experts. If the Experts are unable to reach a unanimous decision within a reasonable time, the Chief Expert puts the matter to a vote. A simple majority (50% of the Experts present plus one) will stand as the final decision. Absent Experts must be informed of the decision but are unable to change the decision.

6.4.3 EXTERNAL SUPPORT NOT PERMITTED

The 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 except when the Test Project is designed by a third party (see section 10).

6.4.4 NOMINATION, ELECTION, AND APPROVAL

At C-2 months, The Technical Director (or Director Future Skills Competition) of Future Skills Competition informs the Technical Delegates (if exist) or Partner Organization Leader and Experts

who is eligible to stand for the Skill Management Team. Those eligible are asked to confirm to the Technical Director their willingness to nominate. This preliminary list of nominations is posted on the Expert Centre before the Competition for consideration by all Experts.

CEs for Future Skills in Kazan 2019 are selected from those experts who contributed the most into development of the skill. The decision about CE nomination is made with agreement by the Competition Organizer in consultation with WorldSkills International.

At the Competition, or Chief Expert for Future Skills in Kazan 2019 again checks which eligible Experts are willing stand. Any Experts who indicate that they no longer wish to stand are removed from the list and those Experts who now wish to stand are added to the nominations. This process must be completed **by 18:00 on C4** and nominations are closed.

The election commences immediately the nominations are closed and ends **by 14:00 on C+1**. Experts vote for three Experts in their order of preference. Experts allocates three points to the first choice, two points to the second choice, and one point to the third choice. **At 14:00 on C+1**, or earlier if all Experts have voted, Chief Expert for Future Skills in Kazan 2019 summarize the decision of Experts vote.

The final voting decision is fixed by protocol and all Experts sign the results to approve the nomination.

Note: This election is only in respect of the nomination of the Skill Management Team (CE & DCE) and their reserves. The Expert receiving the highest number of points will be nominated Chief Expert, the Expert receiving the second-highest number of points will be nominated Deputy Chief Expert for the next competition.

If supported by the Member Organization (if exist) or Partner Organization and also approved by the FS Technical Director, the CE and DCE are appointed.

TIME	PROCESS
At Competition	<ul style="list-style-type: none"> Chief Expert checks eligible Experts willing to stand and calls for further volunteers and updates list accordingly.
C4	<ul style="list-style-type: none"> Nomination process completed and locked; Election process starts immediately; Experts vote for one Future Skills Experts in order of preference.
C+1 By 14:00	<ul style="list-style-type: none"> Election process completed; Chief Expert generates the results; Chief Expert declares the results; Experts shall sign the results.
Before leaving Competition Venue	Chief Expert submits CE and DCE recommendations to the WSR Technical Director.
About C-12 months	<ul style="list-style-type: none"> Future Skills seeks support from the Technical Delegate (copy to Official Delegate) of the Member Organization (if exist) or Partner Organization for their Future Skills Expert(s) to be designated CE or DCE; If supported by the Member Organization (if exist) or Partner Organization and also approved by, the CE and DCE are appointed; A list of all approved CEs and DCEs is published before the Competitions Committee meeting at C-12 months.

6.5 DEPUTY CHIEF EXPERT (DCE)

6.5.1 DEFINITION

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

6.5.2 QUALIFICATIONS, EXPERIENCE, PERSONAL QUALITIES, AND ETHICAL CRITERIA

See section 6.4.1 for Chief Expert.

6.5.3 RESPONSIBILITIES

The Deputy Chief Expert fulfills required duties assigned by the Chief Expert and works with the Chief Expert as a part of the Skill Management Team. Their primary responsibility is to support the Chief Expert.

The Deputy Chief Expert also ensures that all changes to the Technical Description are complete, agreed to, signed by at least 80% of the Experts, and delivered to the Secretariat in digital form **by 16:00 on C+1**.

6.5.4 NOMINATION, ELECTION, AND APPROVAL

See section 6.4.5

6.6 EXPERT (E)

6.6.1 DEFINITION

A person with experience in a skill, trade, or technology who is representing a Member (if exist) or Partner Organization in the skill competition related to their particular expertise.

6.6.2 QUALIFICATIONS AND EXPERIENCE

Experts must:

- Have a formal/recognized qualification with proven industrial and/or practical experience in the skill in which they are accredited
- Have proven knowledge, understanding, and expertise in standards and assessment in vocational education and training (VET) and/or in relevant industry sector(s)
- Be an accepted Expert in their Member's national/regional competition
- Have endorsement from the Technical Delegate (if exist) or Partner Organization Leaders for Future Skills in Kazan 2019 that the relevant industry organization or educational institution in their country/region accepts their technical competence
- Have relevant and current competition and/or judging experience
- Know and abide by the Competition Rules, the Technical Description, and other official Competition documentation
- Be of the highest integrity – they must be honest, objective and fair, and prepared to cooperate with others as required

6.6.3 NOMINATION AND ACCREDITATION

Each Member or Partner Organization may nominate one Expert for each skill competition for which they are registered. No Member or Partner Organization may have a second Expert in the workshop. An Expert must be affiliated to the Member or Partner Organization to which they are accredited. An Expert cannot be affiliated to a third party, such as a sponsor. Experts' names must be registered by their Member Organization on the WorldSkills International registration system **at C- 4 months**.

If a Member has not registered the name of an Expert **by C- 4 months**, involvement of that Expert in any aspect of preparation and assessment at the Competition is at the discretion of the Skill Management Team. If the Skill Management Team does not sanction involvement in all or parts of preparation and assessment, the Expert may observe the skill competition inside the workshop.

6.6.4 RESPONSIBILITIES

BEFORE THE COMPETITION

Before attending the Competition, the Expert must:

- Complete their curriculum vitae (including qualifications, industry and competition experience) in the template provided and submit to their Future Skills Secretariat.
- Review the Code of Ethics and Conduct and agree to abide by the Code by signing 'WorldSkills Code of Ethics and Conduct: Personal Undertaking'.
- Study the Competition Rules, the appropriate Health, Safety, and Environment Policy and Guideline, Standards and Assessments Guide, Skill Management Plan, Technical Description and the Infrastructure List for each skill, and all other Official Competition documentation.
- Produce a proposed Test Project or module(s) as specified in the Technical Description (if required).
- Prepare proposals for updating the Technical Description.

- Complete the necessary pre-Competition requirements as per these Competition Rules, their Technical Description, and all other Official Competition documentation.

AT THE COMPETITION

At the Competition, the Experts must:

- Before the Competition begins, where appropriate, assist the Chief and Deputy Chief Expert to finalize 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 Sub Criterion
- Participate in Mandatory Assessment Training
- Contribute to the update of the Technical Description (coordinated by the Skill Management Team)
- Present their proposed Test Project or module(s) (if required)
- Protect the confidentiality of the Test Project
- Assist in making 30% change to the Test Project in the case of circulated Test Projects
- Select the final Test Project (if required) and ensure it is translated into their compatriot Competitor's language of choice
- Experts involved in marking teams must assess Competitors' performance in an objective and fair way following instructions from the Skill Management Team
- Participate in the preparation and execution of the skill competition and in the development and selection of the Test Project for the following Competition, where applicable
- Ensure that all Competitors are aware of the Health, Safety, and Environment regulations and subsequently to ensure strict adherence to these rules throughout the Competition

6.6.5 ETHICAL CRITERIA

All Experts are required to conduct themselves with the highest levels of integrity, honesty, and fairness. One of the most important requirements in this regard is to ensure that no unfair advantage accrues to any Competitor or group of Competitors through receiving advance information about the Test Project that other Competitors do not receive.

6.6.6 TOOLBOX CHECK

See section 9.7.6.

6.6.7 SECRECY

Experts are not permitted to convey any information about the Test Project to a Competitor or any other person except where agreed by the Experts.

The relevant Technical Description, Test Project requirements, and lists of duties described in this section of the Competition Rules are fully binding on Experts.

6.6.8 COMMUNICATION WITH COMPATRIOT COMPETITOR

See section 7.3.3.

6.6.9 COMPETITORS – DUTY OF CARE AND HONESTY, FAIRNESS, AND TRANSPARENCY

See section 7.1.

6.6.10 EXPERT PARTICIPATION IN TEST PROJECT PREPARATION AND ASSESSMENT

<https://worldskills.org/internal/competition-documentation/worldskills-kazan-2019/test-projects/>

6.6.11 DISCUSSION FORUM

Experts, Technical Delegates (if exist) or Partner Organization Leader, Workshop Managers, and others – either associated or invited – use the Discussion Forums to communicate and coordinate development of the Test Project and the overall development of the skill competition. The link for the forums is <http://forums.worldskills.org>. The Chief Expert – or an Expert nominated by the Chief Expert – acts as moderator the forum (supported by the Secretariat).

6.6.12 DECISIONS MADE ON THE DISCUSSION FORUM

Decisions by Experts on the Discussion Forum made during the preparation period for the Competition and in accordance with the majority decision of Experts (see section 6.5.2) are binding.

A quorum is achieved when at least two thirds of the Experts from the Members registered for a particular skill competition participate in the vote. A vote must be open for at least two weeks following its announcement on the forum.

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

6.7 TECHNICAL DELEGATE (TD)

6.7.1 DEFINITION

Each Member is represented by an and a Technical Delegate (TD).

Each Partner Organization is represented by a **Team Leader**.

Each Member nominates one Technical Delegate as well Partner Organization nominates their representative on the Future Skills Competitions Committee.

6.7.2 TIMELY PROVISION OF INFORMATION AND COMPLETION OF TASKS

Technical Delegates (if exist) or Partner Organization Leader (Team Leader) must ensure timely provision of information to their Competitors and Experts.

6.7.3 PROVISION OF INFORMATION TO COMPETITORS

Technical Delegates (if exist) or Partner Organization Leader (Team Leader) must ensure that all their Competitors have the relevant Technical Description, Competition Rules, and Health, Safety, and Environment regulations and all other Official Competition documentation. The Technical Delegate must also ensure that all Competitors are registered on the website so they can access all resources directly via the Competitor Centre: www.worldskills.org/competitorcentre.

6.7.4 PROVISION OF INFORMATION TO EXPERTS

Technical Delegates (if exist) or Partner Organization Leader (Team Leader) must inform their Experts of their detailed responsibilities and ensure that they have the required Technical Description, the Competition Rules, and Health, Safety, and Environment regulations and all other Official Competition documentation. The Technical Delegate must also ensure that all Experts are registered on the website so they can access all resources directly via the Expert Centre: www.worldskills.org/expertcentre.

6.7.5 QUALITY ASSURANCE

Quality Assurance portfolios are assigned to Technical Delegates (if exist) or Partner Organization Leader (Team Leader) for each Competition. These are assigned by the Competitions Committee to coordinate responsibility for:

- Competitors and Team Leaders
- Health, Safety, and Environment
- Sustainability

6.8 INTERPRETER (I)

The terms 'translator' and 'interpreter' refer to persons undertaking written or oral language translation. WorldSkills International has adopted the term Interpreter to cover both interpreting and translating.

WorldSkills International fully recognizes the value and importance of Interpreters because they allow Experts to work together without communication difficulties and to ensure that all Competitors get the same information, enabling them to compete on an equal footing.

6.8.1 ENTITLEMENT

Every Member is entitled to bring, at their own expense, Interpreters to translate and communicate about Test Projects and assist in communication during the skill competition.

6.8.2 QUALIFICATION

Ideally, Interpreters should have knowledge of the technical terms appropriate to the skill competition(s) for which they are working. Interpreters must have successfully completed the Competition Rules quiz.

6.8.3 APPOINTMENT

Members may not use former Experts or Competitors as Interpreters in the skill competition in which they were formerly an Expert or Competitor.

Former Interpreters who become Experts cannot have an Interpreter for their native language to English.

6.8.4 ASSIGNMENT

Interpreters are registered to a pool by the Member. **At C-4 months**, these Interpreters are randomly assigned to the Member's skill competitions, irrespective of industry sector. The outcome of the automated random assignment process is available in the Registration System.

6.8.5 CONTACT WITH COMPETITORS

Interpreters must not have direct contact with compatriot Competitors in the workshop except when permitted by the Chief Expert or Deputy Chief Expert.

6.8.6 CONDUCT IN THE WORKSHOP

- The compatriot Expert must introduce the Interpreter at the first Expert meeting
- After the official commencement of the Competition, Interpreters are to remain in the central workshop area – or elsewhere as specified by the Chief Expert – and be readily available, as required

- From C1 to C4, the Interpreter must inform the Chief Expert or Deputy Chief Expert when entering or leaving the workshop area during competition time
- The Interpreter must ensure that a digital file, photocopy, or the original of any translated documentation is given to the Chief Expert for archiving
- The Chief Expert submits these translations to the Secretariat at the end of the Competition

6.8.7 CONFIDENTIALITY OF INFORMATION

Competitors must not receive additional information as a result of the Interpreter's work.

6.9 WORKSHOP MANAGER (WM)

6.9.1 DEFINITION

The Workshop Manager is a person with qualifications and experience in their accredited skill who is responsible for

- Workshop installations
- Preparation of materials
- Workshop security
- Health, Safety, and Environment
- General tidiness and neatness of the workshop area

6.9.2 APPOINTMENT

The Competition Organizer appoints a Workshop Manager for each skill.

6.9.3 REPORTING

Workshop Managers report to the Competition Organizer. For technical matters, Workshop Managers also report to their Chief Expert.

6.9.4 SPECIAL ARRANGEMENTS

Workshop Managers are briefed by Sector Manager Future Skills about any special arrangements and/or circumstances relating to the conduct of their competition.

6.9.5 PRESENCE

The Workshop Manager 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 assessments and the Experts' other tasks have been completed (normally **C-4 to C+1**).

6.9.6 NEUTRALITY

The behavior of the Workshop Manager towards Competitors must be neutral. They may not participate in discussions on Test Project selection and assessment and, where practical, should be absent when blind marking takes place. The Experts may consult with the Workshop Manager if the need arises.

6.9.7 CONTACT WITH NATIONAL ORGANIZATION AND COMPETITORS

Workshop Managers can participate in all activities with their national organization **until the announcement of the Competitors (or squad), or C-12 months**, whichever comes first. At that point, the Workshop Manager must cease all skill-specific training of the Competitor or squad. Participation in team building and team development – such as developing mental attitude, physical

activities to bring the team closer together, and presentations by sports psychologists and nutritionists – is permitted.

Workshop Managers may remain on committees and boards for their national organization and may participate in judging at provincial and/or state competitions for the following round of competitions.

Workshop Managers invited to assist in skill-specific training of Competitors for other national organizations should decline the invitation **after the announcement of the Competitors (or squad) for the WorldSkills Competition, or C-12 months**, whichever comes first. The same applies if they are invited to judge at a national or regional competition in a different country/region.

6.10 WORKSHOP MANAGER ASSISTANT (WMA)

6.10.1 DEFINITION

The Competition Organizer may appoint one or more assistants who will comply with the same rules as the Workshop Manager. The Workshop Manager Assistant reports to the Workshop Manager.

6.11 WORKSHOP SECTOR MANAGER (WSM)

The Workshop Sector Manager is a person with qualifications and experience in one of the skills in the industry sector to which they are appointed. The WSM is responsible for overseeing the Workshop Managers in their industry sector.

6.11.1 APPOINTMENT

The Competition Organizer appoints a Workshop Sector Manager for each industry sector.

6.11.2 REPORTING

Workshop Sector Managers report to the Competition Organizer. For technical matters, Workshop Sector Managers also report to the appropriate Chief Expert(s).

6.11.3 NEUTRALITY

The behavior of the Workshop Sector Manager towards Competitors must be neutral. They may not participate in the discussions on Test Project selection and assessment. The Skill Management Team may consult with the Workshop Sector Manager if the need arises.

6.11.4 CONTACT WITH NATIONAL ORGANIZATION AND COMPETITORS

Workshop Sector Managers can participate in all activities with their national organization **until the announcement of the Competitors (or squad), or C-12 months**, whichever comes first. At that point, the Workshop Sector Manager must cease all skill-specific training of the Competitor or squad. Participation in team building and team development – such as developing mental attitude, physical activities to bring the team closer together, and presentations by sports psychologists and nutritionists

– is permitted.

Workshop Sector Managers may remain on committees and boards for their national organization and may participate in judging at provincial and/or state competitions for the following round of competitions.

Workshop Sector Managers invited to assist in skill-specific training of Competitors for other national organizations should decline the invitation **after the announcement of the Competitors (or squad) for the WorldSkills Competition, or C-12 months**, whichever comes first. The same applies if they are invited to judge at a national or regional competition in a different country/region.

6.12 TECHNICAL DIRECTOR

The WSR Technical Director is responsible for managing the preparation and execution of skills competitions in close collaboration with the Competition Organizer, the Secretariat staff, and the Competitions Committee.

6.13 FUTURE SKILLS SECRETARIAT

The Secretariat is responsible for providing management services and efficient administration of the Competition in close collaboration with the Competition Organizer.

6.14 AUDIT TEAMS FOR HEALTH, SAFETY, AND ENVIRONMENT

Audit teams for Health, Safety, and Environment conduct quality audits, taking into account [the Health, Safety, and Environment requirements of these Competition Rules](#) (see section 14).

6.15 ACCOMPANYING PERSON

Accompanying person is a person who looks after Competitor and responsible for support and communication with his Competitor during whole stay in the country (or region) of Future Skills Competition.

Accompanying person is responsible to ensure that Competitor follows the Competition programme, the inner regime of allocated residence, and the disciplinary rules and policies during excursion or cultural programmes, if any, are provided in the programme.

Accompanying person must not perform the role of an expert-compatriot for the Competitor during the Competition. Accompanying person may communicate with the Competitor any time except during competition time.

Any type of communication is forbidden when the Competitor stays in the working area unless the permission for it is given by the Chief Expert. If anything threatens life, health or safety of the Competitor outside the Competition working area, the accompanying person must immediately inform the Team Leader and the Future Skills Secretariat representative responsible for communication with Accompanying person.

7 SKILL MANAGEMENT

7.1 IN THE LEAD-UP TO THE COMPETITION

7.1.1 DUTY OF CARE TOWARDS COMPETITORS

Each Competitor must be provided with the following:

ACTION/ DELIVERABLE	RESPONSIBLE
Registration on the website so that they can access all resources directly via the Competitor Centre.	Technical Delegate (if exist) or Partner Organization Leaders Or Team Leader Or Accompanying person
Technical Description, Competition Rules, and Health, Safety, and Environment policy and regulations, and all other Official Competition documentation.	Technical Delegate (if exist) or Partner Organization Leaders or compatriot Expert
Written Test Project instructions in their language of choice.	Compatriot Expert
Mark Summary Form for the Test Project	SMT
Familiarization time (see section 7.2.2)	SMT
Compatriot Communication (see section 7.3.3)	Compatriot Expert
Access to their Interpreter whenever necessary	SMT, compatriot Expert
Access to their Team Leader(s) at all times	SMT, compatriot Expert
Competition timetable	SMT
Health, Safety, and Environment Agreement	Workshop Manager
Code of Ethics and Conduct	Team Leader
Communication Card	SMT

7.1.2 TECHNICAL DELEGATE (IF EXISTS) OR PARTNER ORGANIZATION LEADER (TEAM LEADER) FOR FUTURE SKILLS IN KAZAN 2019 RESPONSIBILITIES TO COMPETITORS

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

- Access to the Competitor Centre on the website www.worldskills.org/competitorcentre, where all relevant documentation is provided
- Relevant Technical Description and Infrastructure List
- Competition Rules
- Code of Ethics and Conduct
- Health, Safety, and Environment documentation
- Test Projects circulated before the Competition as specified in the Technical Description
- Briefing on any additional tools and/or any equipment or material(s) that may be required
- Culture, customs, and laws of the Host country/region

7.1.3 HONESTY, FAIRNESS, AND TRANSPARENCY

Competitors have the right to expect fairness, honesty, and transparency during the Competition, including that:

- Clear and unambiguous written instructions are provided
- All necessary equipment and materials specified in the Technical Description and Infrastructure List are provided
- No Competitor receives any unfair advantage, including that
 - The same information about the Test Project is provided (in the Competitor's language of choice) at the same time.
 - The Mark Summary Form is the same for all Competitors.
 - Assistance provided by Experts and officials to ensure that Competitors are able to complete the Test Project is uniform.
 - No interference by officials or spectators occurs that may hinder or assist Competitors.
 - Accredited personnel at the Competition ensure that the above principles of honesty, fairness and transparency are observed at all times

7.2 AT THE COMPETITION

Competitors must receive detailed information about the Test Project and its assessment in the language of their choice (English or Russian), with particular reference to:

- Information on assessment criteria including the Mark Summary Form, but not the final detailed Marking Forms
- Detailed information regarding auxiliary materials and aids which may or may not be used (such as templates, drawings/prints, patterns, gauges)

Competitors must receive detailed information about the organization of the Competition, including:

- The Health, Safety, and Environment Agreement including measures arising from non-compliance
- Competition timetables indicating lunch breaks and Test Project/module completion times
- Information on regulations governing workshop entry and exit times and conditions
- Information on when and how machines may be tested
- Information on the nature and scope of sanctions and penalties that may arise from breaches of the Competition Rules and the Code of Ethics and Conduct

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 Competition commencement, Experts will conduct a check for prohibited materials, tools, or equipment in accordance with the Technical Description.
- A daily check of toolboxes will take place in all skill competitions.

All Competitors are provided with a Communication Card with one red side and one green side with symbols to facilitate visual communication.

All Competitors who are present at the workshop area shall sign the Protocols, see Appendix 4.

7.2.1 ASSIGNMENT OF WORKSTATIONS

Workstations are assigned randomly to Competitors by drawing lots. This may occur prior to the Competition by the Technical Director or at the Competition by either the Experts or Competitors.

(All Competitors who are present at the workshop area shall sign the Protocols, see Appendix 4).

7.2.2 FAMILIARIZATION

Before the Competition starts, Competitors have a minimum of five hours and a maximum of eight hours in which to prepare their workplaces, and to check and prepare tools and materials. Any exceptions to this rule require the approval of **no later than C-1 months**.

Under the guidance of Experts and Workshop Managers, Competitors will have this time and support to become familiar with equipment, tools, materials, and processes, and to practice using equipment and materials to be used in the Competition.

Competitors have the right to ask questions. Where processes are particularly difficult, a subject matter instructor must be available to demonstrate the processes and Competitors are to be given an opportunity to practice.

At the end of the familiarization period, Competitors must confirm that they are familiar with everything by signing the Familiarization Agreement (Protocol, see Appendix 4).

7.2.3 CHECKING OF MEASURING INSTRUMENTS

To rule out errors, Competitor's measuring instruments must be compared with those used for assessment.

7.2.4 PERSONAL DETAILS AND LANGUAGE PREFERENCE

Competitors are required to provide their passports or ID cards to validate their identity and date of birth. A passport or ID card does not have to be from the country/region they are representing at the Competition. The language in which the Competitor wishes to receive the Test Project and the Mark Summary Form is also checked and recorded.

All Experts and Competitors who are present at the workshop area shall sign the Protocols, see Appendix 4.

7.3 DURING THE COMPETITION

7.3.1 STARTING AND FINISHING WORK

Competitors must wait for the Chief Expert to give the order to start work. For skills where competition is "against the clock", they must follow the Chief Expert's order to finish.

7.3.2 EXTENSION OF TIME

An extension of time is extra time granted to allow the completion of a Test Project or Test Project module, for example if the Experts agree that Competitors need 15 hours instead of 12 hours. It does not include individual days running briefly overtime.

If an extension of time is required for a non-modular Test Project, the Chief Expert must first obtain the approval of the Skill Competition Manager (if exists) and then the approval of the Competitions Committee and the Technical Director **no later than the end of C1**. All possible alternative solutions must be investigated before an extension of time is granted.

An extension of time may be granted for modular Test Projects on a particular day, in which case the Team Leaders are informed.

The decision is fixed by Protocol and all Experts sign the results to approve the nomination, see in Appendix 4.

7.3.3 COMPATRIOT COMMUNICATION AND CONTACT DURING COMPETITION TIME

Competition time is the time spent by the Competitor at their workstation on their Test Project. No contact may be made with the compatriot Expert during competition time without the presence of a non-compatriot Expert. No contact may be made with other Competitors or guests during competition time without the permission of the Chief Expert.

COMPATRIOT COMMUNICATION

Periods of 15 to 30 minutes are to be scheduled each morning and evening of the Competition for official communication between compatriot Experts and Competitors (compatriot communication). Communication must be verbal only. The use of any equipment to record or exchange information – such as pens, paper, mobile phones, and electronic devices – is prohibited.

Experts are not permitted to give any help to Competitors to interpret the Test Project unless agreed by the Jury before the start of the skill competition. Any questions arising must be referred to the Skill Management Team.

OUTSIDE COMPETITION TIME

Competitors and their compatriot Expert may communicate at any time outside competition time, except skill competitions involving fault-finding. In these cases, Competitors are served lunch in the workshop.

7.3.4 SKILLS INVOLVING FAULT-FINDING

Fault-finding elements are independently designed. The faults are set by independent persons working behind screens. The Experts are not aware of the faults set.

7.3.5 ILLNESS OR ACCIDENT

The Chief Expert and the Competitor's Team Leader and Expert must be informed immediately if any Competitor becomes ill or has an accident. The Skill Management Team will decide whether or not lost time can be made up. If a Competitor has to withdraw due to illness or accident, marks will be awarded for any work completed. Every effort will be made to facilitate the return of the Competitor and to allow for lost time. This must be recorded on both the Accident/Incident Form and Competitor Timeout Form.

7.3.6 HEALTH, SAFETY, AND ENVIRONMENT

A Competitor who fails to comply with safety instructions may incur a loss of marks. Continuous and/or repeated unsafe practice may result in Competitors being temporarily or permanently removed from the Competition. The Experts must determine the scale of any such deductions and inform Competitors **by C-1**.

7.3.7 REVIEW OF TEST PROJECT AND MARK SUMMARY FORM

See section **10.10**.

7.4 AFTER THE COMPETITION

7.4.1 EXCHANGE OF VIEWS AND EXPERIENCES

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

7.4.2 PACKING UP

The Chief Expert will give instructions on packing of tools and equipment. The workshop – including materials, tools, and equipment – must be left neat and tidy.

8 TECHNICAL DESCRIPTIONS

8.1 CONTENT AND SCOPE

Each skill competition has a Technical Description that specifies the following:

- Name of the skill competition
- Associated work role or occupation
- WorldSkills Standards Specification
- Assessment guidance
- Marking Scheme
- Format/ structure
- Procedures for the development, selection, validation, circulation and 30% change of the Test Project
- Conduct of the skill competition
- Any skill-specific Health, Safety, and Environment requirements
- Materials and equipment to be supplied by Competitors and Experts
- Materials and equipment prohibited in the workshop

The Technical Description may also give examples of the skill competition area layout, typically from previous Competitions.

The Technical Description does not define materials and equipment provided by the Competition Organizer. These are defined in the Infrastructure List.

8.2 PRECEDENCE

In the event of any conflict between Technical Descriptions in different languages – the English version takes precedence.

Technical Descriptions cannot overrule the Competition Rules – the Competition Rules take precedence.

8.3 AVAILABILITY

The Technical Descriptions will be made available in English on the website **at C-12 months**. The source files and tracked changes from the previous Technical Description will be available from the Future Skills Technical Director to allow Members to translate the Technical Descriptions into any language.

8.4 UPDATING AND VALIDITY

The Technical Description is to be updated by the Experts during each Competition cycle to reflect best worldwide by industry, commerce, and business practice.

Updating may include:

- The addition of new special tools or equipment.
- Changes to any of the specifications listed under section **8.1**.
- Skill-specific rules (see section **8.5**).

The recommended updates to the Technical Description for the following Competition are to be signed by at least 80% of the Experts **by 16:00 on C+1**. Exceptions to this timing must be agreed previously with the Competitions Committee or the Director of Skills Competitions.

The TDXX template is to be used for creation or update of Technical Descriptions.

Once updated, validated, and submitted, the Future Skills Standards Specification in the Technical Description will be reviewed to ensure its currency and relevance to industry and business. Any significant differences or comments will be discussed with the Chief Expert.

All Experts shall sign the Protocols, see Appendix 4.

8.5 SKILL-SPECIFIC RULES

At the Competition, the Experts must develop any rules that apply specifically to their skill competition.

These skill-specific rules are agreed by vote of the Experts as part of the Technical Description update.

As stated in section **8.2**, skill-specific rules cannot overrule the Competition Rules – the **Competition Rules take precedence**.

Skill-specific rules are intended to provide specific details and clarity in areas specific to the skill competition. This includes, but is not limited to, personal IT equipment, data storage devices, Internet access, procedures and workflow, and documentation management and distribution.

9 INFRASTRUCTURE LISTS

9.1 DEFINITION

The Infrastructure List is a list of materials and equipment to be provided by the Competition Organizer for the conduct of a skill competition.

9.2 DEVELOPMENT

The Infrastructure List is reviewed and updated online by the Technical Director or Workshop Manager for the following Competition in consultation with the Skill Competition Manager (if exist) or Chief Expert (if exist) in the **12-months following the Competition**.

The Workshop Manager and the Chief Expert finalize the Infrastructure List at Competition Preparation Week (**around C-8 to C-4 months**). No further changes can be made after this time and the Test Project must be developed based on the agreed items in the Infrastructure List.

9.3 PUBLICATION

The Competition Organizer updates the Infrastructure List progressively on the website. Members can access and print this information at www.worldskills.org/infrastructure.

9.4 SUPPLY OF MATERIALS AND EQUIPMENT

The Competition Organizer must supply all equipment and materials listed in the Infrastructure List for each skill competition.

The Competition Organizer provides infrastructure in compliance with local laws and regulations, and selects products and brands that are industry-standard and – wherever possible – globally available.

9.5 MISSING ITEMS

Any items (materials and/or equipment) listed on the Infrastructure List that are found to be missing must be reported to the Chief Expert, who will arrange through the Workshop Manager for their provision.

If a piece of equipment or material listed in the Infrastructure List is missing at the Competition, the Competition Organizer is responsible for ensuring its timely provision.

9.6 SUBSTITUTE/ ADDITIONAL MATERIALS

A Competitor may ask for substitute/additional materials to be provided if originally provided material has been lost or damaged. This may lead to a reduction in the marks awarded. The Experts must determine the scale of any such deductions and inform Competitors before the Competition commences **by C-1**.

9.7 COMPETITOR'S PERSONAL TOOLS

9.7.1 DEFINITION

Competitors may only bring equipment NOT listed in the Infrastructure List that is either

- Listed in section **8.2** of their Technical Description **or**
- Approved by the Experts in the Discussion Forum prior to the Competition.

Equipment listed in the Infrastructure List and provided by the Competition Organizer must be used by all Competitors. Competitors are not permitted to use their own equipment with functionality identical to equipment provided.

All Experts shall sign the Protocols, see Appendix 4.

9.7.2 TOOLBOXES

A Competitor toolbox is any container holding the tools and/or equipment provided by the Competitor for the completion of the Test Project as documented in the Technical Description. The toolbox may be shipped from the Member country or region by a logistics company, or taken as cabin or checked baggage by the Competitor.

9.7.3 PRINCIPLES

Competitor toolboxes have impacts on the following stakeholders:

Members or Partner Organization – cost of freight (volume, weight, type of shipping, and distance)

Competition Organizer – cost of storage and transport needs to be minimized needs to be minimal

WorldSkills recognizes that it cannot define the size of the Competitor toolboxes, as in many cases Members or Competitors have already purchased toolboxes, or had them custom built, and use them from one Competition to the next. The size of toolbox is the Member's responsibility.

The Experts' knowledge of personal tools that must be brought by Competitors to the Competition must be respected. Experts must clearly define the number and type of personal tools (not the brand) to be included in a toolbox and ensure they are clearly documented in Section 8 of the Technical Description. Once this list is defined, the maximum size of the toolbox can easily be identified.

It is important that the defined number of personal tools is respected to ensure fairness of competition.

9.7.4 SIZE OF TOOLBOX

The maximum size of the toolbox that can be kept inside the Competitor workstation is documented in section 8 of the Technical Description. Experts are expected to monitor toolbox size.

If a toolbox is larger than specified, the Competitor will be asked to remove their toolbox from the workshop, with the assistance of the Workshop Manager, until after the Competition. Competitors will be permitted to use the equivalent number of tools to those that fit in permitted toolbox size. These may be kept at their workplace. The Competition Organizer will ensure security of those tools.

9.7.5 MISSING ITEMS

If a Competitor's personal toolbox is missing an item listed in the Technical Description the Chief Expert is notified. If time allows, the Workshop Manager assists in finding a locally available substitute. The cost of any such item must be borne by the Competitor.

9.7.6 TOOLBOX CHECK

Each day from C-2 to C4, a team of Experts must thoroughly examine the contents of all toolboxes. This examination is to ensure removal of any unauthorized items that might give an unfair advantage to a Competitor. The Competitor must be present at all times during the toolbox check. Special tools listed in the Technical Description are permitted.

If the Experts find any suspect or unauthorized equipment, they must inform the Chief Expert and compatriot Expert immediately. The compatriot Expert and Competitor are then given the opportunity to provide details or an explanation. Unauthorized items are secured or removed from the workshop and returned to the Competitor following the completion of the skill competition. Under no circumstances may Experts interfere with any Competitor's equipment. Any action required must be undertaken by the Competitor in the presence of their compatriot Expert and another Expert.

9.7.7 REMOVAL FROM COMPETITION VENUE

Toolboxes are not to be locked or removed from the Competition venue until the ownership of the completed Test Projects has been determined and an audit of supplied equipment has been completed.

Reasons for this include:

- Valuable equipment may be returned to the sponsor/provider or donated to educational institutions
- An audit allows any necessary changes to the Infrastructure List to be identified
- Completed Test Projects are the property of the WorldSkills International and the Competition Organizer, and must not be removed without their permission

10 TEST PROJECTS

10.1 DEFINITION

Each skill competition has a Test Project that describes the work to be undertaken by Competitors to demonstrate excellence in their skill.

10.2 DURATION AND SCOPE

The Test Project must be designed to require between 15 and 22 hours of work over the full period of three days (**C1 to C3**) (* for **Future Skills in Kazan 2019**).

C4 – The day for team challenges and Try-a-Skill. All suggested activities must be terminated not later than 16:00 (4 pm) in accordance with the time of host country.

The Test Project must enable Competitors to perform and compete according to the authentic requirements of the related work role or occupation, as set out in the Technical Description, including the WorldSkills Standards Specification. The design of the Marking Scheme and Test Project must ensure that the performance of Competitors will be differentiated across their job-related and transversal (generic, multidisciplinary) skills. Space, infrastructure, and resource requirements must be minimized.

10.3 MATERIALS AND EQUIPMENT USED

The Test Project must be able to be completed using the materials and equipment listed in the Infrastructure List and/or brought by Competitors as finalized at Competition Preparation Week. No additional major items can be requested after this time. As some quantities in the Infrastructure List are initially specified “per Competitor”, “per x Competitors” etc., exact quantities and details for consumables in some skills are specified following Definitive Registration at C-4 months.

10.4 FORMAT

The Test Project is prepared in ISO A and/or ISO E as specified in the Technical Description. All Test Projects (drawings and documents) must be available in digital form using the WorldSkills International template TPXX (available from the website or Secretariat).

Test Project proposals for the following Competition are to be submitted in digital form to the Secretariat by **16:00 on C+1**.

10.5 THIRD-PARTY INVOLVEMENT

The Test Project, draft Assessment Criteria, and material and equipment lists may be developed by a third party.

In situations where the Chief Expert needs to involve third parties (for example, for design of the Test Project, or a draftsman to produce professional drawings, or persons involved in shipping hardware), the following two conditions must be met BEFORE involving that person:

- Written approval must be obtained from the Future Skills Technical Director
- The third party/parties must study and understand the Code of Ethics and Conduct and sign a WorldSkills Confidentiality and Professionalism Agreement

Where the third party undertakes design, they must consult the Chief Expert about the standards to be tested, the suitability of certain designs, and the format of the Test Project. They must then follow the development process specified by the Future Skills Technical Director.

10.6 VALIDATION

The Test Project must be accompanied by proof of function, construction, or completion in a time frame appropriate to the skill competition (for example, a photograph of a project completed according to the Test Project within material, equipment, knowledge, and time constraints).

10.7 SELECTION

The Test Project is selected either:

- By a simple majority vote of the Experts at the previous Competition, on the Discussion Forum, or at the current Competition **or**
- By a random draw carried out by the Future Skills Technical Director before the Competition or by the Experts at the Competition

The Technical Description defines this process.

Where the Test Project is designed by a third party, the Experts are not involved in the selection process.

10.8 CONFIDENTIALITY

Information on the Test Project is to be distributed according to two key 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 or a specific group of Experts knows the content of the Test Project during its development. This also **means that Experts MUST NOT involve** any other person from their country/region or industry in the Test Project in any way without the prior approval of the Technical Director (see section 10.5).

Workshop Managers may request access to the Test Project from the Secretariat for the purpose of preparing materials and equipment for the Competition. The Technical Director will determine exactly when this information is to be provided.

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 and be secured in the storage unit provided.

Responsibility for security and confidentiality rests with the Experts. A breach of security may bring the integrity of WorldSkills International and the Expert's Member organization into disrepute.

10.9 CIRCULATED AND UNCIRCULATED TEST PROJECTS

10.9.1 OVERVIEW

	Circulated non-modular Test Project	Circulated modular Test Project	Uncirculated non-modular Test Project	Uncirculated modular Test Project
Approved by Experts	C+1 of previous Competition or as per the Technical Description	C+1 of previous Competition or as per the Technical Description	Independently designed	Independently designed
Circulated to Competitors	Immediately		Not circulated before Competition	
Mark Summary Form	Not circulated before Competition		Not circulated before Competition	
30% change	Independently or by Experts at Competition on or before C-3		None	None
Provided to Competitors	Immediately before start of Competition	By module as required on C1, C2, and C3	Immediately before start of Competition	By module as required on C1, C2, and C3
Mark Summary Form	Provided to Competitors at start of Competition		Provided to Competitors at start of Competition	

10.9.2 TEST PROJECT CIRCULATION

The timeline for the circulation of the Test Project is defined in the Technical Description and depends on whether it is designed by Experts or independently:

- Test Projects for the following Competition selected on C+1 are circulated immediately
- Some have 30% change undertaken at the Competition
- Some have independently designed 30% change

- Some are not circulated at all until either **C-3, C-2, or C1** and then progressively day by day to Competitors.
- Modular Test Projects may be circulated by module as required on **C1, C2, and C3**.

When circulated, each Test Project must be accompanied by the Mark Summary Form.

In the case of Test Projects that are circulated to Competitors in advance, Experts or an independent person must change a minimum of 30% of the work content within the limitations of the equipment and materials provided by the Competition Organizer. This is to ensure security and to prevent Competitors from preparing for the specific tasks involved in the Test Project.

This “30% change” is decided by vote of the Experts on or before C-3. Evidence of the changes to the work content must be documented and approved by the Chief Expert before the start of the Competition. All Competitors must be informed of the details as soon as the 30% change is released to the Experts.

Following 30% change, the Competitors only receive the Mark Summary Form. Competitors do not receive details of the Measurement and Judgement Marking Forms.

The Experts must approve the Mark Summary Form by a majority (50%+1).

If the 30% change to a circulated Test Project and Marking Scheme has been designed by a third party for release at the Competition, the Experts only approve the Mark Summary Form. A majority (50% +1) is required.

The final decision is fixed by Protocol (C-4) and all Experts sign the results see in Appendix 4.

10.9.3 **UNCIRCULATED TEST PROJECTS**

In the case of a Test Project and Marking Scheme that has been designed by a third party and not circulated ahead of the Competition, the Experts are not required to approve the Mark Summary Form.

10.10 **COMPETITOR BRIEFING ON TEST PROJECT AND ASSESSMENT**

There are two types of Test Project:

- A non-modular Test Project is an entire Test Project that is not marked until work is completed
- A modular Test Project is divided into modules that are marked as they are completed

10.10.1 **NON-MODULAR TEST PROJECTS**

Competitors are given the complete Test Project, related explanatory material and information on the assessment criteria (that is, the Mark Summary Form) immediately before the start of the Competition. Competitors will be allowed a minimum of one hour to study these and to ask questions. This time is not included in the competition time.

10.10.2 **MODULAR TEST PROJECTS**

Competitors will be given relevant documents, explanatory material, and information on the assessment criteria (that is, the Mark Summary Form) for each module immediately before commencement of that module. The assigned Expert for each module provides clarification to Competitors, if required. Competitors will be allowed a minimum of 15 minutes to study these documents and ask questions. This time is not included in the competition time.

10.10.3 MEASUREMENT AND JUDGEMENT MARKING

Competitors are not provided with details of the Measurement and Judgement Marking Forms.

10.11 TRANSLATION

The Test Project is finalized by the Experts during the preparation period (C-4 to C-1). The Experts study the Test Project and the assessment criteria, and organize translation into their compatriot Competitor’s language of choice.

10.12 SHARING INTELLECTUAL PROPERTY

Test Projects that are selected and declared suitable for a Competition by the Experts are kept by the Secretariat for future use by Members. These Test Projects are to be submitted digitally to the Secretariat.

10.13 SECURITY OF COMPLETED TEST PROJECTS

The removal/destruction of completed 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 Chief Expert.

10.14 OWNERSHIP OF COMPLETED TEST PROJECTS

The completed Test Projects are the property of the Competition Organizer and WorldSkills International and may not be removed from the Competition Venue or used in any way without the permission of both of these parties.

10.15 SUMMARY OF EXPERT PARTICIPATION IN TEST PROJECT PREPARATION AND ASSESSMENT

EXPERT SCENARIO	Required to provide a Test Project proposal	Equal Test Project election and 30% change voting rights	Active participation in Test Project development Equal Technical Description voting rights Active participation In Assessment	Forum on the discussion Active participation
Expert who DOES NOT bring a Test Project as required	Yes	No ₂		
Expert who is not			Yes	

required to bring a Test Project	No	Yes		Yes
Expert who DOES NOT bring a 30% change proposal as required	-	No ²		
Expert who is not required to bring a 30% change proposal		Yes		
Expert ³ without a Competitor	Same as Expert with a Competitor			
Expert who has not successfully completed the mandatory Access Programme modules, preparedness requirements, and Mandatory Assessment Training	-		No	Yes

² Subject to Expert agreement, new Experts who do not bring a Test Project can participate in Test Project selection and the 30% change vote.

³ An Expert without a Competitor has same rights and responsibilities as an Expert with a Competitor.

11 ASSESSMENT AND MARKING

11.1 ABOUT

The WorldSkills Assessment Strategy establishes the principles and techniques to which WorldSkills assessment must conform.

Assessment at the Future Skills competition involves two main methods – measurement and judgement

– as defined below. Explicit benchmarks are essential for both methods. The benchmarks must relate to best practice in industry and business.

The main instruments used to support assessment are the relevant Standards Specification, Marking Scheme, Test Project, and the Competition Information System (CIS).

11.1.1 DEFINITIONS

Assessment is a broad term and includes marking. It covers both the methods used and the outcomes.

Marking is a narrower term referring to the assignment of scales or numbers.

Marks is the generic term for the results of assessment. For the WSC it actually comprises marks, and scores which convert to marks.

11.2 FUTURE SKILLS STANDARDS SPECIFICATION

There is a Future Skills Standards Specification for each skill competition. It specifies the knowledge, understanding, skills, and capabilities that underpin international best practice in technical and vocational performance.

11.2.1 WEIGHTINGS

The Future Skills Standards Specification is divided into sections, each assigned a percentage of the total marks indicating its relative importance to determine the allocation of marks within the Marking Scheme. A tolerance of 5% is permitted, provided that the balance of weightings within the Standards Specification is maintained. The Standards and Assessment Advisor must approve any variations and check that the balance is maintained.

11.3 ASSESSMENT METHODS

There are two assessment methods: measurement and judgement.

Measurement is used to assess accuracy, precision, and other performance that can be measured objectively. It is used where ambiguity must be avoided.

Judgement is used to assess the quality of performance about which there may be small differences of view when applying the external benchmarks.

Both measurement and judgement must demonstrate that their assessment and marking are based on explicit external benchmarks drawn from best industry and business practice. The baseline for the award of any marks is the achievement of an acceptable industry standard.

11.3.1 BENCHMARKS

All assessments must have explicit benchmarks set out in the Marking Scheme. These must be adhered to in practice. All Competitors are to be assessed against these benchmarks. Ranking of Competitors for assessment and marking purposes is not permitted under any circumstances.

11.4 ASSESSMENT TRAINING

Mandatory Assessment Training for Experts (MAT) to ensure that assessment is of high quality, professional and conforms to the rules and procedures, is to be conducted immediately before the Competition (C-4 to C-1). The training comprises

- Briefings on assessment and marking, their management, organization and expectations
- Tests of Experts' expertise in areas of the occupation deemed to require that expertise
- Tests of Experts' understanding and capacity to assess and mark to international standards, including by accurate interpretation of benchmarks and descriptors

11.5 MARKING SCHEME

The Marking Scheme sets down the criteria by which a Test Project is assessed based on the Standards Specification in the Technical Description.

11.5.1 SCALE OF MARKS

Each skill competition has a Marking Scheme with a scale of 100 marks.

11.5.2 ASSESSMENT CRITERIA

The main headings of the Marking Scheme are the Assessment Criteria. There are normally between five and nine Assessment Criteria. These are not necessarily the same as the sections of the Standards Specification or the Test Project. Irrespective of the way the Assessment Criteria are structured, the allocation of marks to Aspects of Sub Criterion must reflect the weightings in the WorldSkills Standards Specification for the skill (see section 11.2).

11.5.3 ASSESSMENT SUB CRITERIA

Each Criterion is broken down into one or more Sub Criteria. Marking Forms are organized by Sub Criteria. One marking team is allocated to each Sub Criterion and will mark all Aspects within that Sub Criterion.

11.5.4 ASPECTS OF SUB CRITERION

Each Sub Criterion is broken down into one or more Aspects, to which marks are assigned. Aspects are categorized as measurement or judgement to reflect the assessment method. Each Aspect must be related to one (and only one) section of the WorldSkills Standard Specification.

Ideally, the Marking Scheme has between 100 and 200 Aspects. It must have no fewer than 50 and no more than 300.

11.5.5 ALLOCATION OF MARKS

No Aspect shall be worth more than two marks (Equals two per cent of the total marks available.)

11.5.6 PREPARATION AND USE OF MARKING FORMS

The CIS generates one Marking Form for each Sub Criterion. This Marking Form contains:

- All Aspects, whether assessed by judgement or measurement, or both
- Details of the Aspects of Sub Criterion with benchmarks for assessment
- Maximum mark for each Aspect
- The marking team responsible for assessment of the Sub Criterion

11.5.7 **LANDSCAPE-FORMAT MARKING FORMS**

Marking Forms in landscape format can be used to allow more than one Competitor's marks to be recorded on a single page. The landscape Marking Form can be used to record scores and marks for both judgement and measurement.

Where landscape Marking Forms are used, all marks and scores from each of the Experts are to be transcribed to the CIS-generated portrait-format marking forms for data entry into the CIS.

11.5.8 **THE USE OF CIS CALCULATIONS FOR MEASUREMENT**

Where the design of measurement Aspects requires calculations, the CIS calculation facility is to be used.

11.5.9 **VARIATION OF SPECIFICATION**

Under exceptional circumstances, the Competitions Committee may agree to a variation of this specification based on a written request from the Chief Expert submitted **before C1**.

11.6 **ASSESSMENT AND MARKING PROCEDURES**

11.6.1 **COMPETITION COMMENCEMENT**

Before the CIS is made available for commencement of the competition, the Chief Expert must confirm that all preparatory tasks have been completed.

All Experts review the assessment scheme and discussing the focal points inside competence, they should understand all aspects (formulate correctly, unambiguously, correspond to the terminology) after the final decision is fixed by Protocol and all Experts sign the results to approve the nomination, see in Appendix 4 (C-4 day).

11.6.2 **TEAMS FOR ASSESSMENT AND MARKING**

Each marking team shall be made up of three Experts. If number of teams is less than three, all experts make up an assessment team.

These three Experts shall be supervised by a fourth Expert, who will also:

- Coordinate scores for judgement
- Replace an Expert to prevent compatriot marking

As long as the efficient conduct of the assessment and marking process is ensured, one or more additional Experts may join the marking team for observation and training under the supervision of the fourth Expert.

11.6.3 PROCEDURES FOR ASSESSMENT BY MEASUREMENT

The assessment decisions available to a marking team for measurement are either

- Binary: yes or no, **or**
- Against a pre-determined scale of conformity to a given benchmark

The use of either of these methods must correspond to best industry and business practice.

11.6.4 PROCEDURES FOR ASSESSMENT BY JUDGEMENT

A score is the award given by one jury member for a judgement Aspect of Sub Criterion. The score must be between 0 and 3. The mark awarded is calculated from the scores awarded by three Experts in the marking team.

Each of the three Experts assesses each Aspect of Sub Criterion, whether the Competitor has attempted the work or not. The scores from 0 to 3 relate to industry and business standards as follows:

- 0: Performance below industry standard, including a non-attempt
- 1: Performance meets industry standard
- 2: Performance surpasses industry standard
- 3: Excellent or outstanding performance relative to industry expectations

The benchmarks in the Marking Scheme (and recorded on the marking forms) provide a context for these standards and act as a reference point for the marking team.

The following procedure is used for scoring when using paper marking forms:

- Each Expert decides independently on a score (between 0 and 3) for an Aspect of Sub Criterion by comparing the Competitor's performance to the benchmark
- Each Expert prepares the appropriate flash card for display
- All three Experts display their flash cards at the same time when directed by the Expert coordinating the recording of scores
- Where the range of scores awarded for an Aspect is greater than 1, Experts must re-score that Aspect
- A brief discussion with reference to the benchmarks is permitted to reduce the range to 1 or 0

BUT

- Benchmarks must be agreed when finalizing the Marking Scheme and must not be changed during assessment and scoring

11.6.5 ENTRY OF MARKS INTO THE CIS

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

Where paperless marking is used, the Expert awarding the score enters it directly into the CIS via a tablet.

11.6.6 ORDER OF ASSESSMENT AND MARKING

Since all assessment and marking is based on external benchmarks, the order of assessment and marking (judgement/measurement) should not be a matter for concern. However, in cases of disagreement or the perception of unfair marking practices, the Skill Advisor may require judgement to precede measurement.

11.6.7 NO ASSESSMENT OR MARKING IN PRESENCE OF COMPETITOR

Assessment and marking shall not to be done in the presence of the Competitor unless otherwise specified in the Technical Description.

11.6.8 DAILY ASSESSMENT AND MARKING

The assessment day for each Sub Criterion is defined in the CIS. The scores and marks for Sub Criteria to be assessed on a given day must have been entered into the CIS, approved, and signed off by the Experts by 12 noon the following day. The CIS sign-off form must be received by the **CIS team by 13:00 on that day**.

The exception is C3, where assessment and CIS entry must **occur before 22:00 on C3** and approval and sign-off must be received by the **CIS team by 10:00 on C4**.

11.7 FINALIZATION OF MARKS

11.7.1 CHECKING FORMS

Scores and marks are transferred from the handwritten marking forms into the CIS as assessment progresses. Alternatively, scores and/or marks may be entered directly into the CIS using a tablet, in which case no marking forms are required.

CIS mark entry is locked by the Chief Expert for each Sub Criterion when marking for that Sub Criterion is complete for that day.

When CIS mark entry has been locked, a PDF of all the marking forms for the specified marking day – including the Mark Summary Form – is created and placed in a folder on the desktop of the CIS computer in the relevant workshop.

The Experts must then be given the opportunity to review the PDF of the results for their compatriot Competitor against the handwritten marks and raise any concerns with the Skill Competition Manager (if exists) or Chief Expert.

The main purpose of this review is to identify and correct discrepancies between the handwritten sheets and the marks entered into the CIS.

If an Expert wishes to challenge the actual assessment and marking of their compatriot Competitor, they must inform the Skill Competition Manager (if exists) or Chief Expert of the reason for the challenge. If it appears that the challenge may be justified, the Skill Management Team resolves the matter, including by reassessment and re-marking if required.

If a mark needs to be amended, the Technical Director unlocks the Aspect, makes the change, and re-locks the Aspect. Each Expert in the marking group for that Aspect must countersign the form to confirm that they agree to the amendment.

The Experts must then sign the Mark Entry Acceptance Form – or, on C3, the Final Mark Entry Acceptance Form – to confirm their acceptance of the printed marking forms for the specified marking day.

If any challenges have been raised, signature is deferred until the challenge has been dealt with. Any changes to marks are signed on the handwritten form or the CIS-generated form, providing a paper trail.

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

No further objections to the marks will be accepted once this procedure has been completed.

11.7.2 COMPLETION OF ASSESSMENT AND MARKING

Assessment and the entry of marks into the CIS must be completed **by 22:00 on C3**.

11.7.3 COMPETITION COMPLETION

The Experts shall not be released from their competition duties until the Skill Management Team has delivered all required information and paperwork to Competition Support and received signed confirmation from Competition Support that all necessary information and paperwork has been received.

11.7.4 COMPETITION INFORMATION SYSTEM CIS

WORLDSKILLS SCALE

WorldSkills uses points to bring the results of all the skills competitions into a common scale: the WorldSkills Scale, enabling comparison between the skills competitions. Results based on 100 marks are standardized on the WorldSkills scale by the CIS. This procedure sets the median mark in their skill competition at the 700-point position.

ROUNDING

The mark awarded for each Aspect of a Sub Criterion is rounded to two decimal places. Marks where the third decimal place is equal to or greater than 5 will be rounded up; those where the third decimal place is less than five will be rounded down, so 1.055 becomes 1.06 and 1.054 becomes 1.05.

11.7.5 ERROR HANDLING

Any data entry errors discovered must be reported immediately to the Standards and Assessment Advisor for Future Skills. If 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 Experts to review and sign. Both the original and the replacement forms must be retained as an audit trail.

11.8 SECURITY OF COMPLETED TEST PROJECTS

All completed Test Projects are to be secured until marking is complete and the Mark Summary Form has been signed for all Competitors. Should this prove impossible for technical reasons, photographs must be taken under the supervision of the Chief Expert.

These photographs, in addition to the retained assessment papers, must be kept in a secure place, since they may prove necessary to ascertain the validity of the original assessment.

11.9 PUBLICATION OF RESULTS

Members are provided with the Official Results for each skill competition listing all Competitors, their points, medals and medallions plus a series of results listing Member 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”.

These are provided to the Technical and Official Delegates on the day of the Closing Ceremony. Delegates must not share these results with anyone until after the Closing Ceremony. The Official Results are posted to the <https://worldskills2019.com> website as medal winners are announced at the Closing Award (C4).

11.10 MEDALS AND AWARDS

11.10.1 GOLD, SILVER, AND BRONZE MEDALS

Gold, silver, and bronze medals are awarded to the Competitors who come first, second and third respectively in Future Skills, which have more than three work places.

Future Skills that have three or less participants have only gold medal.

11.10.2 TIED MEDALS

If the difference between two or more Competitors is no more than two points on the 700 scale, then *ex æquo* (tied) medals are awarded as described below. Variations may be recommended by the Competitions Committee

GOLD

Two gold medals, no silver medal, one or more bronze medals

Three or more gold medals, no silver medal. In addition, one or more bronze medals when the difference between the last gold medal winner(s) and the next Competitor(s) is not more than two points

SILVER

One gold medal, two or more silver medals. In addition, one or more bronze medals when the difference between the last silver medal winner(s) and the next Competitor(s) is not more than two points

BRONZE

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

12 DISPUTE RESOLUTION

12.1 DEFINITION OF TERMS

The use of terms "issue" and "dispute" for Future Skills in Kazan 2019 will be as follows:

- "Issues" are topics or problems for discussion or debate that relate to managing and running a skill competition. All issues should be resolved within the skill competition by the Skill Management Team.
- "Disputes" are disagreements or arguments that occur due to the escalation of an unresolved issue and are placed for consideration by the Appeals Committee.

All Experts who are present at the workshop area shall sign the Protocols with decision about problems, issues and disputes which might occur at competition area, see Appendix 4.

12.2 PROCESS AND PRINCIPLES OVERVIEW

12.2.1 PROCESS

The issue and dispute resolution process shall be followed to resolve any problems or disagreements in a skill competition. **The Skill Management Team should firstly attempt resolution to every issue within the skill competition.** The Skill Management Team is responsible for conducting all necessary consultations. All decisions must be documented by the Protocol, with the signatures of all Experts (which was registered at the Skill). The Chief Expert announces voting to adjudicate the matter and the final decision is formed by a simple majority of votes of Experts (50% + 1 vote).

The decision made on a relevant skill shall be formalized by a Protocol indicating the reasons and circumstances that called for punishment (if applicable). The Protocol must be drawn up and submitted to the Competition Committee (Future Skills) immediately after the decision is made. In respect of each case, the Competition Committee may order additional investigation into the causes and circumstances. In this case, written and oral explanations may be requested from all Experts in this skill, including the Chief Expert, and if necessary, from the Competitors, who were affected by the violation being considered. If the Competitor raises the issue then an accredited compatriot Expert takes up the matter. If the issue cannot be resolved within the framework of a skill competition (inside of Expert community), then it falls into the category of disputes and may be taken to the Appeals Committee after an appeal is filed. The decision of the Appeals Committee is final. The Appeals Committee makes the final decision, which is not subject to appeal or change. The Appeals Committee is available during the competition days.

12.2.2 APPEAL CONSIDERATION PROCESS

The decision is made within the framework of a competition before the date of closure of the Competition Information System (CIS), CIS must be completed by 22:00 on C3. The quorum is formed when all members of the Appeals Committee are present at the meeting. At the request of the Appeals Committee, the following persons may attend the meeting:

- Appellant;
- Appellee;
- Competitor.

The Appeals Committee decides on the merits of a matter set forth in the appeal. When making a decision, the Appeals Committee is guided by the Competition Rules for Future Skills in KAZAN 2019. The decision of the Appeals Committee is recorded in the final Protocol of the meeting. The Chairman and all members of the Committee sign the final Protocol. The final Protocol is submitted to the Future Skills Secretariat. All persons involved in the dispute must execute decisions of the Appeals Committee.

12.2.3 PRINCIPLES

The following basic principles should be applied to all issues and disputes:

- The Appeals Panel discusses the issue;
- Natural justice must apply, i.e. innocent until proven guilty and everyone deserves a fair hearing. Everyone must be careful about what they say especially in an accusing manner;
- Each member of the Appeals Committee has one vote. In the case of an equal number of votes, the Chairman of the Appeals Committee has the exclusive right to an additional vote;
- The Appeals Committee must decide in all cases. The decision is final.

12.2.4 ROLE OF THE APPEALS COMMITTEE

The Appeals Committee considers the dispute and all documents submitted by the applicant. If necessary, it hears the opinion of the applicant and the respondent on appeal.

12.3 PENALTIES

If there is clear evidence of the action of an individual coupled with a clear and unambiguous rule, the following sanctions apply.

- If a Competitor breaches the Competition Rules for Future Skills in Kazan 2019 or skill-specific rules, the Competitor will receive the deduction of points must be proportional (decided by the Appeals Committee) to the size of the acquired advantage. In this case, the assessment results will be adjusted before the official results are finalized.
- If an Expert breaches the Competition Rules for Future Skills in Kazan 2019 or skill-specific rules, the penalty should be that the Expert is removed from the Assessment and has no further contact with their Competitor during the competition. In case the Expert's violation has brought an advantage to the Competitor, the Competitor's points must be deducted. The deduction of points must be proportional (decided by the Appeals Committee) to the size of the acquired advantage.
- If any other accredited personnel (in Future Skills) breaches the Competition Rules for Future Skills in Kazan 2019 or any skill-specific rules, the penalty should be that they are removed from accessing certain workshops and have no further contact with certain categories of accredited personnel during the competition, and the Competitor's points should be deducted. The deduction of points must be proportional (decided by the Appeals Committee) to the size of the acquired advantage.

12.4 APPEALS PROCESS AND TIMING

The appeal must be sent to the Appeal Committee competition.center@worldskillskazan2019.com no later than 9pm on the day the dispute arises in case the Expert Community in skill is unable to make a decision agreed with all Experts; in accordance with the Competition Rules, in case a dispute arises after 9pm, the appeal can be submitted until 9am the next day, and the time of the dispute arousal must be recorded together with the Chief Expert on the appeal with their signature. The Appeals Committee must meet on the day the appeal is filed, if it was registered

before 6pm. Otherwise, they must meet before 11am the next morning. The appeals process shall concern only the disputed issues. All factual circumstances should be taken into account only if it is not established that they do not correspond to reality. The Appeals Committee may involve witnesses.

- in a free form indicating the names of all persons involved in resolving the dispute;
- the appeal must contain a description of the claim with points of rules that were violated.

12.5 RECORD KEEPING, COMMUNICATION AND RESULTS

12.5.1 RECORD KEEPING

All decisions on issues must be documented by a Protocol signed by all Experts. All decisions on disputes must be documented by a Protocol signed by all members of the Appeals Committee.

12.5.2 COMMUNICATION AND RESULTS

The Chairman of the Appeals Committee is responsible for providing information in writing (within 1 hour) about the decision made to the Skill Management Team. The Skill Management Team must provide information on the decision made to all Experts in their skill.

12.6 ORDER OF FORMATION OF THE APPEAL COMMISSION

The Appeal Commission is created C-1 month before the start of the competition on the initiative of the Competition Committee (Future Skills) from among the authorized (no more than one person), International Experts WSI, Skills Managers and/or Chief Experts, and in case of their absence – from among Chief Experts, Official or Technical Delegates, Honorary Members (representative from WSI), or persons with appropriate experience, have a working knowledge of the WorldSkills Competition. A legal background would be of benefit.

The Appeals Committee must include five people. The Chairman is elected by simple majority of votes at the first meeting of the Appeals Committee.

13 COMMUNICATIONS

13.1 COMPETITION ORGANIZER

13.1.1 INFORMATION TO MEDIA

The Competition Organizer is responsible for publicity and providing information to local and international media. All documents must reference the Host Member, Competition Organizer, and WorldSkills Russia with WSI (as consultation) in accordance with the Competition Organizing Guide. All documents and releases must be approved by WorldSkills Russia with WSI (as consultation) prior to release.

13.1.2 INFORMATION TO MEMBERS

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

13.1.3 INFORMATION TO VISITORS

The Competition Organizer is responsible for providing information to Competition visitors.

13.2 MEMBER OR PARTNER ORGANIZATIONS COMMUNICATIONS

Communications (marketing, media, and public relations) activities in individual Member countries and regions is left to the discretion of the Members themselves. However, the Competition Organizer supports other Members' communications work in those areas defined by the Memorandum of Understanding (MOU) between the Competition Organizer and WorldSkills International.

13.3 FILMING AND PHOTOGRAPHY

13.3.1 MEDIA

BEFORE THE COMPETITION

Filming or photography in the halls/buildings and workshops before the start of the Competition is strictly prohibited for all persons except WorldSkills Official Media.

DURING THE COMPETITION

Filming or photography at workstations during the Competition is subject to the approval of the Chief Expert responsible for the skill competition, if necessary, in agreement with the Competitions Committee, Director of Skills Competitions or the Technical Director.

Filming or photographing Test Projects or project components during the Competition and discussion of these with Competitors before the end of the Competition is strictly prohibited for all persons except official WorldSkills media personnel.

Visitors may film and photograph the skill competitions for their own private use. They may not communicate with anyone inside the workshop.

13.3.2 OTHER ACCREDITED PERSONNEL

BEFORE THE COMPETITION

Filming or photography in the workshops or at the workstations before the start of the Competition is subject to the skill-specific rules in the Technical Description. Exceptions may be granted with approval of the Competitions Committee.

DURING THE COMPETITION

Filming and photography in the workshops or at the workstations during the Competition is subject to the skill-specific rules in the Technical Description.

14 HEALTH, SAFETY, AND ENVIRONMENT

14.1 COMPETITION ORGANIZER

The Competition Organizer must produce Health and Safety documentation for the event. The Competition Organizer is responsible for ensuring that all infrastructure, equipment and setup is fully compliant with

- Relevant Host country/region legislation
- The individual WorldSkills Health, Safety, and Environment Policy and Regulations for skill competitions

All Experts and Competitors who are present at the workshop area shall sign the Protocols, see Appendix 4.

14.1.1 TRAINING AND IMPLEMENTATION

The Competition Organizer must liaise with the Skill Management Teams to provide Experts, Competitors and all other personnel who may be in the workshop with the information and training required to ensure a safe Competition.

14.1.2 HEALTH, SAFETY, AND ENVIRONMENT AGREEMENT

On completion of training and prior to any equipment being used in the workshops, persons who have received Health, Safety, and Environment training are required to sign the Health, Safety, and Environment Agreement. The Competition Organizer's Health, Safety, and Environment representative countersigns these forms.

All accredited personnel must comply with the following regulations at all times, including when packing up after the Competition:

- Health, Safety, and Environment regulations specified by the Competition Organizer
- WorldSkills Health, Safety, and Environment Policy and Regulations for skill competitions
- There is one WorldSkills Health, Safety, and Environment Policy and Regulations document for each skill competition

14.1.3 QUALITY AUDITS

Audit teams for Health, Safety, and Environment conduct quality audits, taking into account the Health, Safety, and Environment regulations laid out in these Competition Rules.

14.2 MEMBERS OR PARTNER ORGANIZATIONS

Where a Member's national Health, Safety, and Environment regulations are higher or stricter than the hosting country's regulations, the higher/stricter regulations will apply to that Member or Partner Organization at the Competition.

14.3 TECHNICAL DELEGATES OR PARTNER ORGANIZATION LEADER (FOR FUTURE SKILLS)

The Technical Delegate or Partner Organization Leader (for Future Skills) is responsible for ensuring that all compatriot Competitors and compatriot Experts have been briefed on the correct

information about the Competition Organizer’s Health, Safety, and Environment regulations and the WorldSkills Health, Safety, and Environment Policy and Regulations before the Competition.

14.4 EXPERTS

Where a Member’s national Health, Safety, and Environment regulations are higher or stricter than the Competition Organizer’s regulations, the compatriot Expert must apply the higher/stricter regulations for their Competitor at the Competition.

14.5 SKILL MANAGEMENT TEAM, EXPERTS, AND WORKSHOP MANAGER

Skill Management Teams, Experts, and Workshop Managers are responsible for planning and running the skill competitions in compliance with

- Host country/region regulations
- Their own Member country/region specific national regulations (if more stringent than the Host country/region)
- Health, Safety, and Environment requirements in the WorldSkills Health, Safety, and Environment Policy and Regulations
- Skill-specific requirements in the Technical Description

They are also responsible for ensuring that Experts, Competitors, and other personnel comply with above regulations.

14.6 WORLDSKILLS SECRETARIAT

The WorldSkills Secretariat must produce and maintain the documentation for Health, Safety, and Environment Policy and Regulations for skill competitions.

Documentation must include accurate information on testing and approval of Competitors’ electrical hand tools brought to the Competition. All Health, Safety, and Environment documentation must be available on the website at **C-4 months**.

14.7 AUDIT TEAMS

Audit teams for Health, Safety, and Environment shall conduct quality audits taking these Competition Rules into account.

14.8 SUSTAINABILITY

14.8.1 POLICY AND PROCEDURES

All activities associated with the Competition must be carried out in accordance with the WorldSkills International Sustainability Policy which documents the key sustainability principles of the five Rs: reduce, recycle, reuse, reformat, and regenerate.

14.8.2 WORLDSKILLS SECRETARIAT

The WorldSkills Secretariat is responsible for implementing the key sustainability principles.

14.8.3 **COMPETITION ORGANIZER**

The Competition Organizer is responsible for implementing the key sustainability principles and initiatives in the procurement of infrastructure and their choice of Competition venue and accommodation packages.

14.8.4 **TECHNICAL DELEGATES OR PARTNER ORGANIZATION LEADER (FOR FUTURE SKILLS)**

Technical Delegates or Partner Organization Leader (for Future Skills) must ensure that skill competitions formats and equipment brought by Competitors or supplied by the Competition Organizer support sustainability principles and initiatives.

14.8.5 **EXPERTS**

Experts are responsible for planning and running their skill competitions in accordance with the key sustainability principles and initiatives, including in the development of the skill competition, Test Project design and required infrastructure.

15 APPENDIX 1 COMPETITION MILESTONES AND TIMELINE

ABBREVIATION	ROLE
CO	Competition Organizer
M	Member
OD	Official Delegate
TD	Technical Delegate
CEO	Chief Executive Officer
DSC	Director of Skills Competitions
CC	Competitions Committee
SCM	Skill Competition Manager
SMT	Skill Management Team
CE	Chief Expert
DCE	Deputy Chief Expert
E	Expert
C	Competitor
WM, WSM	Workshop Manage, Workshop Sector Manager
WSJ	WorldSkills Juniors

DEADLINE	TASK	CO	M	OD	TD	CEO	DSC	C, VC CC	SCM	SMT	CE	DCE	E	C	WM, WSM
C-12 months	Pre-Provisional Registration														
≈ C-12 months	General Assembly														
≈ C-10 months	Technical Descriptions available on the website in English.														
≈ C-10 months	Deadline for Members to undertake Provisional Registration for their selected skills competitions														
≈ C-10 months	Competition Organizer presents Accreditation Packages (developed with CEO) to the Members														
≈ C-10 months or announcement of Competitor squad, whichever is earlier	Workshop (Sector) Managers and SCM must cease all skill-specific training of the national competitor or squad.														
≈ C-4 months	Expert and Technical Delegate details must be provided (to ensure participation in skill competition development and preparation, such as Discussion Forums).														

DEADLINE	TASK	CO	M	OD	TD	CEO	DSC	C, VC CC	SCM	SMT	CE	DCE	E	C	WM, WSM
C-4 to C-1	Preparation period														
≈C-4 to C-1	Experts finalize Test Project and organize translation into compatriot Competitor's language of choice														
C-4 to C-1	Mandatory assessment training for Experts.														
C-3	Deadline for Experts' decision on 30% change (for circulated Test Projects)														
C-2	Familiarization														
C-2 to C4	Toolbox Check														
C-4 to C+1	Workshop Manager present in the workshop area.														
C1	Deadline for SMT to apply in writing to the Competitions for a variation of assessment procedure														
C1 to C4	Observers, media and general public permitted to access Competition site														
C2, C3, C4	Sub Criteria from previous day (C1 to C3) the entered into														

16 APPENDIX 2 FUTURE SKILLS REGISTRATION

MEMBER DETAILS	
Organization	
Last name of the responsible person	
First name of the responsible person	
Job title/position of the responsible person	
Email	
Phone (including international dialling code)	

Please indicate which skill competitions you wish to register for

	SKILL	EXPERTS (YES/NO)	COMPETITOR/TEAM (YES/NO)
FS01	Rapid prototyping		
FS02	Agricultural Biotechnology		
FS03	Virtual and augmented reality (VR/AR)		
FS04	Blockchain-based Solutions		
FS05	Composite Technologies		
FS06	Enterprise Information Systems Security		
FS07	Industrial Design Technology		
FS08	Robot Systems Integration		
FS09	Internet of Things		
FS10	Machine Learning and Big Data		
FS11	Mobile Applications Development		
FS12	Quantum Technology		
FS13	Mechanical Reverse Engineering		

FS14	Drone Operation		
FS15	Building Information Modelling (BIM)		

Please indicate how many participants you wish to register for each Skill showcase.

SKILL SHOWCASE	EXPERTS (YES/NO)	COMPETITOR/TEAM (YES/NO)
Digital Factory		
Digital Farming		
Digital Fashion Designer		
Robotic welding		
Neural Interfaces Design		
Life-cycle Management		
Smart Grid		
Mineral Synthesis and Processing		
Laser Technology		
Industry 4.0		
Space Systems Engineering		

Please indicate how many Team Leaders you wish to register

POSITION	NUMBER
Team Leader or Partner Organization Leader	

17 APPENDIX 3

ROLE AT THE SITE	FUNCTIONS	DECISION EXPERT'S NAME
Deputy Chief Expert	Assistance to the Chief Expert in working on the sight	
Work with CIS	Entering evaluations into the CIS system	
Occupational Health and Safety	Control over fulfilling the conditions of safe presence and working on the site.	
Environmental protection	Control over compliance with measures for limiting the negative impact of human activity on the environment.	
Time tracking	Recording of time to perform the work by the competitors.	
Contacts with visitors and the press	Communication with visitors, the press, team leaders.	
Development of skill	Analysis of possibilities to develop competition documents for the next competitions. Formulating bids for the expert community.	
Documents	Check of documents, compilation and collection of protocols.	
Independent Expert	Participation of an independent expert	
Judgment	Division of Experts by judgment groups Group 1 Group 2 Group 3	

18 APPENDIX 4 PROTOCOLS

Future Skills in Kazan 2019 Protocol concerning registration of the Competition Experts on the Workshop Layout

Skill: _____

Chief Expert: _____

№	FCs	Date of Birth	Signature
1			
2			
3			
4			
5			
6			

Date: _____

Chief Expert _____

(signature)

Future Skills in Kazan 2019 Protocol concerning familiarization of the Experts with the OHSE rules

Skill: _____

Chief Expert: _____

OHSE instructions were provided by: _____

№	FCs	Comments	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			

Date: _____

Chief Expert _____

(signature)

Future Skills in Kazan 2019 on the outcome of voting in favour of the SMT selection for the next Competition

Skill: _____

Chief Expert: _____

No	FCs
1	
2	
3	
4	
5	
6	

No	FCs	Amount of votes
1		
2		
3		

No	FCs	Amount of votes
1		
2		
3		

Date: _____

Chief Expert _____

(signature)

Future Skills in Kazan 2019 protocol concerning familiarization of the Experts with the updated test projects and Assessment Criteria (after introducing 30% of changes)

Skill: _____

Chief Expert: _____

№	FCs	Comments	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Date: _____

Chief Expert _____

(signature)

Future Skills in Kazan 2019 protocol concerning the Marking form familiarization

Chief Expert: _____

Time stamp on bills _____

We, the undersigned Experts, have carefully studied the Marking forms with the specified temporary blocking stamp, have read each aspect and notes to it (if available) and hereby confirm that all aspects are formulated in a correct manner and have no ambiguity, conform to the terminology accepted for this skill and may be used for assessment of the presented Test Project.

№	FCs	Signature
1		
2		
3		
4		
5		
6		
7		
8		

Date: _____

Chief Expert _____

(signature)

Future Skills in Kazan 2019

Protocol concerning distribution of judges' roles at the Competition

Skill: _____

Chief Expert: _____

We, the undersigned, have been familiarized with this protocol, hereby confirm that we are competent to perform the assigned functions and confirm our consent to perform them:

FCs Experts	Area of responsibility	Functional
	Deputy Chief Expert	Assistance to the Chief Expert in working on the site
	Work with CIS	Entering evaluations into the CIS system
	Occupational Health and Safety	Control over fulfilling the conditions of safe presence and working on the site.
	Environmental protection	Control over compliance with measures for limiting the negative impact of human activity on the environment.
	Time tracking	Recording of time to perform the work by the competitors.
	Contacts with visitors and the press	Communication with visitors, the press, team leaders.
	Development of skill	Analysis of possibilities to develop competition documents for the next competitions. Formulating bids for the expert community.
	Documents	Check of documents, compilation and collection of protocols.
	Independent Expert	Participation of an independent expert
	Judgment	Division of Experts by judgment groups Group 1 Group 2 Group 3

Date: _____

Chief Expert _____

(signature)

Future Skills in Kazan 2019 protocol concerning the drawing procedure to concerning the Marking form familiarization allocate the contest numbers

Skill: _____

Chief Expert: _____

№	FCs	Comments	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Date: _____

Chief Expert _____

(signature)

Future Skills in Kazan 2019 protocol concerning registration of Competitors and meeting the age requirements

Skill: _____

Chief Expert: _____

Expert responsible for checking documents: _____

№	FCs	Date of Birth	Signature
1			
2			
3			
4			
5			
6			
7			
8			

Date: _____

Chief Expert _____

(signature)

Future Skills in Kazan 2019 protocol concerning familiarization of the participants with the Competition documents, equipment and workstations

Skill: _____

Chief Expert: _____

We, the undersigned, hereby confirm that we have been provided an opportunity to get fully familiar with the Test Project, Assessment Criteria, Competition Procedures, Code of Ethics, as well as equipment and workstations on the site, to test the equipment within the time necessary to get familiar with it (not less than 2 hours), we have received and studied the manuals to use the tools and consumables. I have studied the competition documents carefully, have no questions, I hereby confirm my skills to use the equipment and consumables. I have received the OHS instructions in full, and I hereby promise to follow all the requirements.

№	FCs	Comments	Signature
1			
2			
3			
4			
5			

Date: _____

Chief Expert _____
(signature)

Future Skills in Kazan 2019 protocol concerning familiarization of the participants with regulatory documents

Skill: _____

Chief Expert: _____

We, the undersigned, confirm that we had the opportunity to study the actual Test Project in full. I have carefully studied the Competition documentation, I have no further questions

№	FCs	Comments	Signature
1			
2			
3			
4			
5			

Date: _____

Chief Expert _____

(signature)

Future Skills in Kazan 2019 protocol concerning familiarization of the participants with Competition documents

Skill: _____

Chief Expert: _____

We, the undersigned, confirm that we had the opportunity to study the actual Test Project in full. I have carefully studied the Competition documentation, I have no further questions

No	FCs	Comments	Signature
1			
2			
3			
4			
5			

Date: _____

Chief Expert _____

(signature)

Future Skills in Kazan 2019 protocol concerning the Competitor's toolbox checking

Skill: _____

Chief Expert: _____

Toolboxes were not submitted for checking. Participants use the site equipment.

№	FCs	Comments	Signature
1			
2			
3			
4			
5			

Date: _____

Chief Expert _____
(signature)

Future Skills in Kazan 2019 protocol concerning the hazard agreement (about abnormal situations)

Skill: _____

Chief Expert: _____

№	Workplace №	Problem	Decision	Signature
1				
2				
3				
4				
5				

Date: _____

Chief Expert _____

(signature)

Future Skills in Kazan 2019 protocol concerning the time tracking

Skill: _____

Chief Expert: _____

No	Workplace No	Stop time	Start time	Signature

Date: _____

Chief Expert _____

(signature)

Future Skills in Kazan 2019 protocol

Workshop Layouts acceptance with the consideration of HSE

Skill: _____

Chief Expert: _____

Question	Not required	The site is accepted*	
		yes	no
Communications:			
Electricity connection			
The network voltage complies with the stated one			
Presence of electrical wires in the participants and Experts passage area			
Presence of obvious electrical risks			
Exhaust system connection			
Water connection			
Availability of adequate quantities of drinking water			
Sufficient illumination of participants' workstations			
Sire fencing and cleaning:			
The skill site is fenced			
The site has a safe exit			
Competitors' workstations are safe			
Absence of the object falling hazard			
Availability of the sufficient quantity of garbage/waste bins			
Separate collection of garbage/waste is organized			
The garbage/waste removal is organized			
Site wet cleaning is organized			
Combustible waste containers are provided			

Floor unevenness (tripping and falling hazard)		
Availability of the first aid instruction		
Availability of sealed eye irrigation means		
Availability of the Occupational health and safety instructions		
Fire safety:		
Fire extinguisher near the workstation (fire hazardous works)		
Fire extinguisher at the site		
No fire hazard at the site		
Obstacles on the way to the fire escape		
Visibility of evacuation signs from the site		
Good audibility of the emergency warning signal		
Competitors' workstations:		
The manifested quantity of equipment pieces is installed		
All equipment is connected		
Safety equipment, interlocking means, safety fencing are in order		
Sound and color signals are in order		
Electrical tools are tested		
Electrical tools and manual tools are in order and ready for use		
Auxiliary mechanisms and equipment are in order		
A place for safe storage of tools and devices is provided		
Safe storage of raw products and materials is provided		
Safe distance between the workstation and equipment (machine tool, oven and so on)		
Working tables are in order		
Chairs are in order		

Personal protection equipment (PPE):			
Availability of required number of the standard PPE (eye protectors, earpieces, gloves etc.)			
Availability of the special clothes for participants			
Availability of the special clothes for Experts			
Availability of special shoes for participants			
Availability of special shoes for Experts			
	*comments and requests to the Competition site development		

The workshop layouts acceptance			
	Chief Expert _____		

Date: _____

Chief Expert _____

(signature)

Confidentiality and Professionalism Agreement: THIRD-PARTY INVOLVEMENT

As a Third Party Involvement at WorldSkills Kazan 2019 I declare that I will not discuss the details of the Test Project or Marking Scheme, nor do I intend to give any information, any details of material relating to the Test Project or Marking Scheme, or part thereof, to any other person except for the Chief Expert and the WorldSkills FS Secretariat.

I understand the confidentiality requirements for the Test Project and Marking Scheme preparation, from an ethical point of view as explained in this document, the Code of Ethics and Conduct, and the Competition Rules. I will carry out the work relating to the role of skill competition actor or model to the best of my ability and will follow these guidelines and requirements.

I have read and agree to follow these confidentiality and professionalism requirements.

AGREED BY THIRD PARTY INVOLVEMENT

Name

Skill

Signature

Date

Updating The Technical Description and Test Project for next competition

Skill: _____

Chief Expert: _____

№	FCs	Comments	Signature
1			
2			
3			
4			
5			

Date: _____

Chief Expert _____
(signature)