



world **skills** uk
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COMPETITION RULES

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The WorldSkills UK competition rules should be read in conjunction with the competition-specific rules, where applicable. In the event of a conflict, the competition-specific rules will override the rules outlined in this document.

Responsibility for the overall conduct of the competitions; passive stages, qualifiers and National Finals rests with the Competition Organising Partner approved in this role by WorldSkills UK.

1. TERMS AND CONDITIONS

a. Conditions of entry

To be eligible to enter WorldSkills UK Competitions, including Inclusive Skills Competitions in 2019, participants must be at least 16 years of age on 1st September 2018 and must also meet at least one of the following criteria:

- Employed in the UK
- Studying towards a relevant UK qualification
- Working towards an apprenticeship in a relevant trade in the UK

Additionally, for inclusive skills competitions the participant must be challenged at the level of the competition and may be asked to provide accreditation and/or RARPA based evidence of participants' level and specific learning and support needs.

Participants who fall into these categories are not eligible to enter WorldSkills UK Competitions:

- Gold Medal winners cannot compete in the same competition in subsequent years
- Squad UK and Team UK members forfeit their right to participate in national competitions if they sign up to join Squad UK after a Squad Selection event
- Those who have been employed within the industry, of the chosen skill, for more than three years, prior to registration

Competitors may only enter one competition in any given competition year.

By registering to compete in a WorldSkills UK Competition, participants and their representatives are declaring that they will abide by the Terms and Conditions, Competition Rules and Competition-Specific Rules.

b. Support from colleges, training providers, universities and/or employers (representatives)

Participants must have the support of their representative to participate in a WorldSkills UK Competition. This support must extend to the participant being free to participate in all relevant competition events.

Representatives and participants must ensure that all competition materials are read thoroughly and that they are confident with all aspects of the requirements of the competition.

Representatives are responsible for covering any travel, subsistence or accommodation expenses incurred from involvement in WorldSkills UK Competitions, unless advised otherwise.

c. Entry criteria (participants)

WorldSkills UK provides the quality kitemark for skills competitions in the UK, promoting quality and access for all. For each skills competition there is a clear outline of the requirements for entering the competitions.

As part of the competition registration process, representatives registering participants, will be asked to confirm the participants they are entering are able to meet the entry criteria and core competencies outlined against each skills competition and are not under, or over-qualified.

Participants who fail to meet the criteria for entering will not be eligible to participate in the competition. This decision will be made between the Competition Organising Partner and Competition Judges, in consultation with WorldSkills UK.

d. Selection for Squad UK and international competitions

To be considered for a place in Squad UK, competitors must:

- Enter the relevant skills competition. Representatives should be aware that not all WorldSkills UK Competitions lead to the international competitions. Please visit our website for more information
- Meet the WorldSkills eligibility criteria, competitors for Shanghai 2021 must be born on or after 1 January 1999 for all skills apart from Mechatronics, Manufacturing Team Challenge, Aeronautical Engineering, Cloud Computing and Cyber Security where competitors must be born on or after 1 January 1996
- Meet the performance criteria as outlined in section 3 during LIVE 2019

e. Changes to participants and / or the organisation they represent

Changes to participants after the close of the registration (5 April 2019) will only be permitted by WorldSkills UK in exceptional circumstances; organisations entering participants into competitions must take care to ensure that they are registering the individual(s) who will be competing.

Participants who arrive onsite and are not registered to compete will not be able to take part in the competition.

We understand that it may be necessary, on occasion, to make changes to the composition of teams entering competitions. WorldSkills UK does not permit more than 33% of the team to change during the course of a national cycle after the registration period has closed.

A competitor may not change the organisation which they are representing in 2019 after the point of registration.

f. Non – attendance fees

If a participant fails to attend a competition they have entered, and WorldSkills UK or the Competition Organising Partner has not been notified at least five days in advance of the first day of competition, the Competition Organising Partner is authorised to charge a non-attendance fee. Only National Qualifiers and UK National Finals are subject to non-attendance fees, which are charged at £150 per Competitor or Team, and at the discretion of the Competition Organising Partner.

g. Reasonable adjustments

Special dispensation may be granted by the Competition Organising Partner for those that have declared a physical, sensory or learning difficulty prior to the competition. They will also endeavor to provide reasonable adjustments, where possible, for participants who declare a physical, sensory or learning difficulty to them at any stage of the competition.

h. Safeguarding

WorldSkills UK is committed to safeguarding and promoting the welfare of children and young people involved in our programmes of activity. WorldSkills UK believes it is unacceptable for any child or young person to experience abuse of any kind and providing a safe environment for skills development is core to our work.

Our commitment is to promote and share good practice in safeguarding with Competition Organising Partners. Supporting the development of each Competition Organising Partners principles and processes to be person-centered and outcome-focused; making sure an individual's wellbeing is promoted; protecting all participants in vulnerable circumstances, reducing and preventing risks. The WorldSkills UK Safeguarding Lead is Chris Herron, who can be contacted by email at CHerron@worldskillsuk.org or by phone on 07557 311617.

i. Quality Assurance Charter

Our Charter sets out our commitment and responsibilities to assure the integrity and transparency of our competition processes and practices delivered by us and our Competition Organising Partners.

Our commitment is to continually monitor and review the standards of competition activity delivered on our behalf to promote improvement and good practice; and ensure Competition Organising Partners involved in WorldSkills UK act with the highest level of integrity, honesty and fairness to ensure equal opportunity for all participants.

j. Feeding back to us

In collaboration with our Competition Organising Partners we aim to provide a high standard of quality and care in all our services.

Our competitors' and their representatives' views are important to us and help to ensure the competition related services offered by us and our Competition Organising Partners are consistently meeting the needs of our stakeholders. If you find you are unhappy with any of our services it is important that you let us know by following the guidelines in our complaints and feedback procedure.

k. Photography and filming

In order to promote WorldSkills UK Competitions, we will, for the purposes of publicity in relation to vocational education, training and the competition, use relevant photographs and video film created during the competition. This may include details of the competition itself, ie qualifier, name of competition, location, name of competitor and organisation etc.

You will always have a choice as to whether this information is used and will be given an opportunity to exercise this choice when you sign the competition register.

2. COMPETITION RULES - NATIONAL COMPETITIONS

a. Health and Safety

Occupational Health and Safety (OH&S) legislation applying to the competition and event derives from The Health & Safety at Work Act 1974 and all applicable regulations included under this legislation.

All activities must comply with the relevant national regulation and proven best practices. Any breaches of health, safety and welfare must be reported to the Competition Organising Partner or Lead Judge.

The Competition Organising Partner or Lead Judge will carry out a safety check of the competition site prior to the competition.

All competitors, representatives, and Competition Judges will receive a health and safety briefing before the start of the competition.

b. During the competition

Competitors who arrive late for the competition will not automatically receive additional time. However, this may be granted in exceptional circumstances by the Competition Organising Partner or Lead Judge.

Unless otherwise stated there must be no communication between fellow competitors, the audience, representatives or competition staff during the competition itself.

Competitors must start and finish work when instructed to do so by the Competition Organising Partner or Lead Judge.

Competitors may be allowed a familiarisation period before the start of the competition. Additional information may be distributed / circulated in advance by the Competition Organising Partner or Lead Judge. Competitors may ask questions during this defined period.

Competitors wishing to leave the competition area while the competition is in progress must obtain the permission of the Competition Organising Partner or Lead Judge.

Competitors may leave before the competition time has elapsed but will be required to declare that they are finished to the Lead Judge and may not re-enter the competition area once they have left.

In some competitions at the qualifier stage there may be an option to ask the judges to fix a fault or provide a solution that is beyond the capability of the competitor for reasons other than time. Should the competitor choose to do this they will sacrifice all available marks for these criteria but may then be able to gain extra marks later for sequential but dependent tasks. The option to do this will be permitted solely at the discretion of the Lead Judge. This option will not exist at UK National Finals.

Should a competitor feel unwell at any stage of the competition, he or she should make the Competition Organising Partner or Lead Judge aware immediately.

Competitors who need to repair their own tools or equipment during the competition will not be given additional time unless agreed by the Competition Organising Partner or Lead Judge.

Competitors are not permitted to take any of the following into the competition area unless otherwise instructed: personal electronic hand-held devices including mobile phones, electronic cigarettes, vaping devices, tablets, MP3 players, or written notes, sketches and special aids.

The Competition Organising Partner or Lead Judge will ensure that marking is undertaken fairly and will calculate marks to establish places and awards.

Judges are not allowed to discuss marks or provide one to one feedback to competitors unless it has been built into the competition schedule. This feedback should be consistent and follow the same format for all competitors.

Should a competitor feel at a disadvantage for any reason before or during the competition, he or she should bring it to the Competition Organising Partner or Lead Judge's attention immediately, following the Complaints Procedure.

Competitors must wear appropriate clothing and safety equipment in accordance with health and safety regulations for the skill, such as safety glasses, gloves and ear defenders.

All electrical equipment brought by competitors or representatives should be PAT tested within the last 12 months and used at the competitor's own risk.

Adhering to health and safety practices is the responsibility of each competitor. Failure to do so may result in disqualification from the competition and being asked to leave the competition venue.

Safe work practices of the relevant industry and the venue must be adhered to at all times.

c. Code of conduct for representatives and visitors to competitions

WorldSkills UK is hugely grateful of your support for competitors and asks for all supporters to abide by the WorldSkills UK Competition rules to ensure a fair and enjoyable competition for all:

Interference by visitors that may assist a competitor in the completion of their competition project is forbidden and may result in that competitor being disqualified or penalty points deducted from their overall score.

During the formal competition time, visitors are not allowed to talk to competitors. Failure to comply with this, may result in that competitor being disqualified or penalty points deducted from their overall score.

Visitors are not allowed to hand anything over to competitors at any time.

Visitors are requested not to stand at the competition for long periods of time as this can be very off-putting for competitors and you may be asked to leave the premises and/or competition area.

d. After the National Qualifiers

First, second and third places are awarded at national qualifiers where possible.

Depending on the type of competition, it may not be possible for results to be disclosed on the day of the competition. It will be clearly explained at the beginning of the competition, as part of the briefing, if this is the case.

Competition results may be announced at the end of each qualifier, at the discretion of the Competition Organising Partner.

WorldSkills UK plays a key role in certifying and validating the verification of results at each stage of the competition journey, providing quality assurance of standards and the accuracy of information, following each stage of competition, in partnership with our Competition Organising Partners. We quality assure results following the close of all national qualifiers and at the UK National Finals before results are announced.

Competitors taking part in qualifiers will receive their certificates of participation at the end of the competition. A summary of their marks will be sent by email after the last competition qualifier has taken place.

Competitors submitting work to a passive stage will receive their certificates of participation by post to the address entered at the point of registration. A summary of their marks will be sent by email after the competition judging has taken place.

The competitors who achieve the highest marks across all qualifiers/passive competitions are invited to participate in the UK National Final. Winning a national qualifier does not guarantee a place in the UK National Final.

Once all qualifiers have taken place and finalists have been quality assured by WorldSkills UK, the Competition Organising Partner will communicate with all competitors to notify those who have secured a place in the UK National Final at WorldSkills UK LIVE 2019. This communication will occur from August to September 2019. WorldSkills UK will publish the list of all finalists online from September 2019.

e. After the UK National Final

Gold, Silver, Bronze and Highly Commended Medals are awarded at the UK National Final.

WorldSkills UK will verify the results. The medals will be announced at the end of the UK National Finals at WorldSkills UK LIVE, provided that all the results have been verified.

The following describes the procedure for awarding medals at UK National Finals:

- Competitors/teams achieving the highest score will receive a Gold Medal
- Competitors/teams achieving the second highest score will receive a Silver Medal
- Competitors/teams achieving the third highest score will receive a Bronze Medal
- If Competitors/teams scores are equal, joint Gold, Silver or Bronze Medals will be awarded
- Competitors/teams achieving above the average score will be sent Highly Commended awards after the event to the address entered at point of registration.

The completed project work is the property of the Competition Organising Partner, who may pass it back to competitors, where possible, and at their own discretion.

Competitors at UK National Finals will receive a summary of their marks by email after the competition has taken place. If results cannot be announced after the competition, medals will be sent by post to the address entered at the point of registration. Certificates for medal winners will also be sent at this time.

Selection for Squad UK for WorldSkills Shanghai 2021 will take place at WorldSkills UK LIVE 2019.

WorldSkills UK will invite past eligible Squad UK competitors (not including Team UK members) from the WorldSkills Kazan 2019 cycle and eligible competitors from the National Finals of the WorldSkills UK Competitions 2018 to participate alongside finalists at WorldSkills UK LIVE 2019 for a place in Squad UK.

Past Squad UK competitors and finalists from 2018 are competing for a place in Squad UK only and will not be formally competing in the UK National Finals, therefore they are not eligible to achieve a medal or award.

3. SELECTION PROCESS FOR WORLDSKILLS SHANGHAI

a. Phase 1: National Finals

The following outlines the progression of competitors and teams from 2018 to Squad UK Selection:

Up to three highest scoring age-eligible competitors who achieve a minimum score of 65% at WorldSkills UK LIVE 2018 will be invited to WorldSkills UK LIVE 2019 to compete for a place in Squad UK for WorldSkills Shanghai 2021 only. They will not be eligible for a UK medal or award at this event

Up to two highest scoring age-eligible teams who achieve a minimum score of 65% at WorldSkills UK LIVE 2018 will be invited to WorldSkills UK LIVE 2019 to compete for a place in Squad UK for WorldSkills Shanghai 2021 only. They will not be eligible for a UK medal or award at this event

b. Phase 2: Squad Selection for Shanghai

The Squad UK selection competitions for WorldSkills Shanghai 2021 will take place alongside the National Finals at WorldSkills UK LIVE 2019.

Up to five (subject to review) highest scoring eligible competitors/teams in each skill who achieve a minimum score of 65% will be considered for a place in Squad UK at WorldSkills UK LIVE 2019, where Squad UK for WorldSkills Shanghai 2021 will be decided.

Squad UK for WorldSkills Shanghai 2021 will be announced in November 2019.

Further details will be shared with those selected for Squad UK, and their organisations, about the WorldSkills Shanghai 2021 programme by December 2019.

c. Squad UK place not filled at WorldSkills UK LIVE 2019

Following WorldSkills UK LIVE 2019, should any of the Squad UK places not be filled, WorldSkills UK has the right to identify alternative competitors/teams from other sources. If suitable candidates cannot be sourced, WorldSkills UK may take the decision not to progress the competition to WorldSkills.

d. UK participation in international skills competitions

If a WorldSkills UK Competition is aligned to WorldSkills, WorldSkills UK reserves the right not to progress the competition internationally, this may be on the grounds of our resources, performance outcomes following the Squad UK Selection event or not being able to recruit a UK Training Manager.

A predetermined list of skills in which WorldSkills UK competes is available from our website. Please note the listing is subject to change and we will exercise this policy with care and make every effort to ensure competitors and their representatives are informed of any such decision.

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