

National Competitions

 Funded by
UK Government

Foundation Skills: Digital Technical Handbook 2026

Table of Contents

WorldSkills UK	Error! Bookmark not defined.
Sector Overview	Error! Bookmark not defined.
Career Pathway	Error! Bookmark not defined.
Competition Cycle	Error! Bookmark not defined.
Competition Overview	Error! Bookmark not defined.
Entry Criteria	Error! Bookmark not defined.
Competition specific rules	Error! Bookmark not defined.
Pre-competition Activity	Error! Bookmark not defined.
Entry Stage	6
National Qualifier	Error! Bookmark not defined.
National Final	Error! Bookmark not defined.
Judges Top Tips	Error! Bookmark not defined.
Contacting Us	Error! Bookmark not defined.

WorldSkills UK

WorldSkills UK is an independent charity and a partnership between employers, education and governments. Together, they are raising standards in apprenticeships and technical education to enable more young people get the best start in work and life. They are leading the charge to ensure that all young people have equal access to high quality apprenticeships and technical education, by:

- *Inspiring young people through their careers advice resources, to choose excellence through apprenticeships and technical education as a prestigious career route on their path to reaching their potential, whatever their background.*
- *Developing excellence in young people by testing and assessing their skills and knowledge against their peers through their national and international competitions programmes, improving their confidence and potential.*
- *Innovating to mainstream global excellence to help improve the standard of teaching, training and assessment through international benchmarking to help young people, employers and the UK economy succeed.*

They are also part of WorldSkills, a global movement supported by over 80 member countries, which celebrates young people achieving world-class standards in the biennial 'skills Olympics'.

[This link](#) can be used to access more information about WorldSkills UK and the work it undertakes:

Sector Overview

The competition is an opportunity for young people who may be aspiring to work in the IT industry, or in any job where it's important to have good IT skills and knowledge, to showcase their talent and demonstrate their journey towards work-readiness.

Career Pathway

- a) Data entry
- b) Office Assistant
- c) Working for a club or charity

Competition Cycle

Date	Stage
2 March – 27 March	Registration
20 April – 29 April	Entry Stage
W/C 22 nd June 2026	National Qualifier
6 July	Announcement of finalists
W/C 16 November	National Finals

Competition Overview

About the Competition

This competition assesses the skills and abilities of competitors entering the field of IT.

This competition consists of:

- At Entry Stage a remote assessment in which you must complete work in your own time and submit this for judging.
- A qualifying heat, which will be held at NWSLC Nuneaton Campus W/C 22nd June 2026. You must attend and complete a series of tasks on a specific day, or a set of tasks that you will be sent and must be completed within a given timescale.
- A UK national final, taking place in November as part of WorldSkills National Finals.

Core competencies

Competitors taking part in this competition should be able to demonstrate the following competencies:

- a) Word-Processing
- b) Spreadsheets
- c) Formatting data and content
- d) Managing data & workbooks
- e) Email
- f) Presentations
- g) Research using internet

Qualifications

This competition is mapped out to the following qualifications:

The competition is suitable for learners with SEND with an Education health & Care Plan (EHCP), on a vocational, employability or work-skills programme. It is roughly equivalent to a vocational qualification at Entry Level 3 (England and Wales), Level 2 ([Northern](#) Ireland), Access 3 (Scotland)

Assessment Criteria

For this competition the breakdown below will help in how you can go from being competent in the skill to excellent and what the judges will be looking for.

Core Competence	Competent	Excellence
-----------------	-----------	------------

Research & Presentation	Place research into a PowerPoint presentation.	Evidence found research in a structured PowerPoint presentation with links to sourcing points.
Spreadsheet	Can create a base table from provided data.	Evidence where data is sourced from and place into a visual chart.
Email	Can send an email including given data.	Can forward an email including data in an attachment, and copy the relevant receivers in.
Transferable Skills	Answering emails using appropriate language.	Responding to digital communications on the platform appropriate to the query.

Entry Criteria

- The Foundation Skills competitions have been created to showcase the skills of students with special educational needs and disabilities (SEND), additional learning needs (ALN), or who require additional support for learning (ASL). Participants will be tested against core competencies aligned to Entry level 3 or level 1.
- This is an individual competition
- Competitor must be 16 years of age or over

Competition Specific Rules

Specific competition rules can be found here: [Skill-specific-FS-IT-competition-rules.docx](#)

Broader competition rules include:

- Competitors who arrive late for the event will not receive additional time.
- Competitors will start, and finish work as instructed by the judges.
- If there is a power stoppage, breakdown of equipment or accident, the competitors must act accordingly to the instruction of the organiser.
- If during the competition a competitor feels they must leave their work (e.g.: medical reasons, toilet break), they will have the time recorded on a 'time out' sheet by a member of staff.
- No mobile telephones are allowed in the competition room.
- Photographs will be taken during the event that may be used for marketing/publicity purposes – if the competitor / support staff cannot have their photo taken it is the responsibility of the college entering the competition to notify the organisers beforehand and at the event.

Pre-competition Activity

Before registering to enter students and apprentices to take part in a WorldSkills UK Competition, it can be helpful to enable them to practice, test and challenge their technical and mental skills by getting involved available on the bottom of the webpage.

- [Practice-paper.pdf](#)
- [Practice-Marking-scheme.pdf](#)

Additionally, the following activities could be used to support prospective competitors to get a feel for what will be expected of them in a WorldSkills UK Competition, whilst still in an environment with which they are familiar:

- On and off the job training and work experience.
- WorldSkills UK or other externally run competitions.
- Internal competitions e.g. internal to an employer, specially designed competitions using WSUK competition briefs.
- Local competitions e.g. in colleges and training providers.

Entry Stage

As well as being judged on vocational competence and work-readiness, competitors may be required to provide evidence of guided tasks carried out in preparation for the competition, and/or learning activities embedded in their normal curriculum delivery which are relevant to the competition.

The registration period for the 2025 National Competitions cycle is from 2 March to 27 March 2025. The Entry Task will be sent out to competitors once registration is complete.

- This task will be a remote assessment in which you must complete work in your own time and submit this for judging.
- **The competition entry task forms the first stage of a wider, ongoing project designed to progressively develop skills and capability. Completion of the entry task provides a foundation for assessment and learning, with outcomes and feedback directly informing the next phase. Successful participants will then progress to a more advanced qualifier task, aligning with the standards and expectations of the WorldSkills competition pathway.**

National Qualifier

For competitors who have managed to pass through the Entry stage the next step is the national qualifiers. This is stage will be held at North Warwickshire and South Leicestershire College Nuneaton Campus w/c 22nd June 2026, where competitors will have the chance to demonstrate their skillset.

This stage will be marked by WorldSkills UK expert judges. The top eight highest scores from the national qualifiers will then go through to the next round, the national finals.

National Final

The 8 highest scoring competitor from across the National Qualifier heats will be invited to compete at the finals – held in location across South Wales in the week commencing 16 November 2026, the exact location will be announced at a later date.

The competition will be an in-person competition and will take place over 1 day where the competitor can showcase their skills in a live environment

Judges Top Tips

- Read the brief carefully and use this as a checklist to ensure all tasks are completed.
- Plan your presentation layout/content before you begin the tasks.
- Think carefully about the type of chart to best represent the data in question.
- Ensure the email address is accurately entered before sending and ensure an appropriate subject and body text is included (greeting, contents, closure.)
- Ensure you cite your research sources and proofread your work for accuracy.

Contact Details

For further information please contact Pami Johal via email at pami.johal@nwslc.ac.uk



WorldSkills UK is registered at
52-54 St John Street
London EC1M 4HF

T: 0800 612 0742
E: getintouch@worldskillsuk.org
W: worldskillsuk.org



Charity number 1001586, Company number 02535199
VAT registration number GB945610716