

EuroSkills Competition Rules

*Part B – Rules and procedures
for the management
of the competitions*

(EuroSkills Herning 2025)

Contents

Contents	2
1 About the Competition Rules	4
1.1 Scope	4
1.2 Definition of terms (glossary)	4
2 Health, safety & the environment.....	5
2.1 Policies and procedures.....	5
2.2 Health, safety and environment training and implementation	5
3 Infrastructure and workshop organization	6
3.1 Materials and equipment	6
3.2 Work station assignment	6
4 Technical Descriptions	7
4.1 Definition	7
4.2 Precedence	7
4.3 Availability	7
4.4 Updating and validity	7
4.5 Technical Description Development Workshop	8
4.6 Circulation	8
5 Skill Specific Rules.....	9
6 Assessment overview	10
6.1 General guidance	10
6.2 Selection order	10
6.3 Marking scheme	11
7 Test Projects	12
7.1 Definition	12
7.2 Duration and format.....	12
7.3 Ethical criteria	12
7.4 Development	12
7.5 Selection, validation and circulation	13
7.6 Summary of Expert Participation in Test Project preparation and assessment	17
8 Assessment procedures.....	19
8.1 Assessment methods	19
8.2 Assessment and marking procedures	19
8.3 Finalization of marks.....	21
8.4 Competition Information System (CIS)	21
8.5 Error handling.....	22
8.6 Final results processing	22
8.7 Security of completed Test Projects.....	22
8.8 Publication of results.....	22
9 Medals and awards	23
9.1 Gold, silver and bronze medals	23

9.2 Medal and awards for various competition formats	23
9.3 Tied medals	23
9.4 Medallion for Excellence	23
9.5 Best of Nation	23
9.6 Jos de Goey Best in Europe	23
9.7 Certificate of Participation	24
10 Filming and photography at the competition	25
10.1 Official accredited media	25
10.2 Other accredited personnel	25
11 Pilot projects	26
11.1 Definition and purpose	26
11.2 Process	26
12 Issues and Resolution Process and Procedure	27
12.1 Overview and principles	27
12.2 Penalties	30
12.3 Dispute procedure and timing	31
12.4 Appeal procedure and timing	32
12.5 Record keeping and communication	34
12.6 Appointment of Person(s)	34
13 Appendix A – Definition of terms	35

1 About the Competition Rules

1.1 Scope

The Competition Rules define the resolutions and rules for the organization and execution of the EuroSkill Competition, and incorporate all Skill Competitions. They are updated and ratified by the Competition Committee (CC) after every EuroSkill Competition so that they are ready for the next one.

To be a Member of WorldSkills Europe, it requires all designated persons fulfilling any of the Competition roles outlined in Part A, Section A8, "Accredited Participants", to agree to be governed and regulated by these Competition Rules.

The Competition Rules are divided into two parts:

- Part A. Competition Rules for the operations, organization and planning of the EuroSkill Competition.
- Part B. Competition Rules for the conduct of the Skill Competitions

Parts A and B should be read in conjunction with one another.

1.2 Definition of terms (glossary)

See Appendix A.

2 Health, safety & the environment

2.1 Policies and procedures

2.1.1 Health, safety and environment policy at the Competition

All accredited personnel must comply with the Health, Safety and Environment legislation specified by the Host Organisation (HO) as well as the WorldSkills Europe Health, Safety and Environment Policy and Regulations for Skill Competitions.

Where a Member's own national Health, Safety and Environment regulations are higher or stricter than the Host's regulations, the higher/stricter regulation shall prevail in respect of that particular Member at the Competition.

2.1.2 The Host Organisation (HO) is responsible for health and safety

The HO is responsible for all infrastructure, equipment, and arrangements being fully in accordance with the Host country's/region's relevant legislation as well as with the WorldSkills Europe Health, Safety and Environment Policy and Regulations for Skill Competitions. The HO must produce the appropriate Health and Safety documentation for the Event.

2.1.3 Technical Delegates' responsibility

Each Technical Delegate is responsible for ensuring that all compatriot Competitors and compatriot Experts have been briefed with the correct information regarding the Competition Host's Health, Safety and Environment Regulations and the WorldSkills Europe Health, Safety and Environment Policy and Regulations before the Competition.

2.1.4 Expert and Workshop Manager responsibility

Experts and Workshop Managers are responsible for planning and running the Skill Competitions according to the WorldSkills Europe Health, Safety and Environment policy and regulations, including Host country/region regulations, their own Member's specific national regulations, and also the Health, Safety and Environment requirements contained in the Technical Description.

2.2 Health, safety and environment training and implementation

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

Prior to any equipment being used within the workshops, after receiving the Health, Safety and Environment information and training, all those personnel are required to sign the Health, Safety and Environment Agreement. The HO's Health, Safety and Environment representative will countersign these forms.

Workshop Managers and Skill Management Teams are responsible for ensuring that Experts, Competitors, and other personnel comply with the Health, Safety and Environment Policy and Regulations for the Skill Competitions and Competition site as documented in section A.5.

3 Infrastructure and workshop organization

3.1 Materials and equipment

3.1.1 Definition

The Infrastructure List (IL) is a list of materials and equipment that shall be provided by the HO for use within a Skill Competition. The HO MUST use the IL system as directed by the WSE Competition and Operations Director.

3.1.2 Development

The Infrastructure List shall be reviewed and updated after each EuroSkill Competition, utilising feedback from any Technical Observer who were active during the previous EuroSkill Competition, and information supplied from the previous host. The HO shall facilitate the infrastructure according to local laws, regulations and the WSE Infrastructure policy.

The HO shall update the Infrastructure List progressively using an agreed method and system with the WorldSkills Europe Competition & Operations Director. Chief- and Deputy Chief Experts, along with the Workshop Managers, shall be granted access to this information so that they can update it and offer opportunities for infrastructure reduction or greater utilisation.

The HO shall supply all equipment and materials that are listed in the Infrastructure List for each Skill Competition. When a piece of equipment or material that is listed is missing the HO is responsible for its provision.

3.1.3 Competitor Tool Box Definition

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 as long as the tools arrive in time for any electrical testing by the HO which normally occurs at C-2.

3.1.4 Missing items

Missing items (materials and/or equipment) which are clearly listed on the Infrastructure List must be reported to the Chief Expert, who will arrange through the Workshop Manager for its replacement. Where a Competitor is missing an item from their personal toolbox that was listed in the Technical Description, the Chief Expert will be notified. If time allows, the Workshop Manager should assist in finding a locally available substitute. The cost of any such item shall be the responsibility of the Competitor or the Competitor's Member Country.

3.1.5 Substitute and additional materials

A Competitor may ask for substitute or additional material to be provided, if what was originally provided has been lost or damaged; any such substitution or supply of additional materials may lead to a reduction in the marks awarded. The Jury must determine the scale of any such deductions, and also inform the Competitors, before the Competition starts.

3.2 Workstation assignment

Workstations will be assigned to Competitors randomly by the drawing of lots. These may be drawn prior to arrival at the Competition by the WSE Competitions & Operations Director, or at the Competition by either the Experts or the Competitors.

4 Technical Descriptions

4.1 Definition

Each Skill has a Technical Description that defines the name of the Skill, the associated work role or occupation, the WorldSkills Occupational Standards (WSOS) or where the Skill is either adapted to suit the European labour market, or exclusive to EuroSkills, the WorldSkills Europe Occupational Standard (WSEOS). It also includes the assessment specification, Marking Scheme, procedures for the Test Project's development, selection, validation, change (if appropriate), and circulation of the Test Project as specified in the Technical Description, the conduct of the Skill, and any skill-specific health, safety and environmental requirements. It defines all materials and equipment that are to be supplied by Competitors and Experts and also those that are prohibited in the workshop. The Technical Description may also give examples of the Skill area layout, typically from previous Competitions. It does not define the materials and equipment provided by the Competition Host. These are defined in the Infrastructure List.

4.2 Precedence

Technical Descriptions cannot overrule the Competition Rules. For any discrepancy, the Competition Rules shall take precedence.

4.3 Availability

The final version of each Technical Description shall be available in English on the WorldSkills Europe website two weeks after the end of the Technical Description Development Workshop (TDDW) event which will be held between C-20 month to C-15 months prior to the EuroSkill Competition.

The source files and tracked changes from the previous Technical Description shall be available from the WorldSkills Europe Competition and IT Coordinator to allow Members to translate the Technical Descriptions into any language, should they wish to do so.

4.4 Updating and validity

Technical Descriptions shall be initially updated by the Experts during each Competition cycle in order to reflect best practice by industry, commerce and business across Europe. Any significant changes shall be adopted when at least 80% of the Experts within the Skill and at the Competition, accept the change by giving their signature.

When a Technical Description is updated or newly created, the TDXX template is to be used.

Agreement by the skills Expert group on what is necessary to update and amend within the existing Technical Description must be gathered and collated by C+1 at the EuroSkill Competition. The CE and DCE are responsible for collecting this information.

The Technical Description will be locked from any further changes following the Technical Description Development Workshop (TDDW) event and published two weeks following this. The CE and/or DCE attending the TDDW meeting on behalf of their skill will be empowered to make the necessary refinements or alterations to their Technical Description but with respect to the initial agreements or votes made by the Expert Group during the last C+1 draft Technical Description update. It is the CE and/or DCE attending the meetings responsibility to update and explain back to the Expert group where things may have needed to deviate from any of the initial decision or agreement that had been made.

Once reviewed, updated, and submitted, the Occupational Standard within the Technical Description will, where possible, be consulted upon with recommended industry and business to ensure its currency and relevance. Any significant differences or comments will be discussed with the Chief and Deputy Chief Expert, prior to validation.

4.5 Technical Description Development Workshop

This is a tailored workshop event focused on developing the Technical Description for each skill. It will occur well before the next EuroSkill Competition (C-20 to C-15 months) and normally will occur in the next EuroSkills host country. Either the CE or DCE will be invited to represent the Skill. Its purpose is for the Skills to refine and adjust their Technical Description following the previous C+1 discussion and decisions made by the Expert group. At the end of the workshop the Technical Description will be considered locked from any further alteration or changes by the Skill. This will allow the next host to proceed with confidence to start securing the necessary competition Infrastructure. Only by exception and agreement of the WSE Competitions & Operations Director may they be edited after this point and the next opportunity for a Skill to make updates to their Technical Description happen at the next TDDW event for the following EuroSkill Competition.

4.6 Circulation

Decisions and recommendations concerning the final versions of Technical Descriptions must be available to be circulated to Members via the WorldSkills Europe website two weeks following the TDDW.

5 Skill Specific Rules

The Experts in each Skill Competition shall develop skill-specific rules for their Skill. These skill-specific rules are developed in advance of the Competition and finalised during the CPM. Each SMT is responsible for briefing and seeking the whole Jury's understanding of them prior to the start of the Competition.

Skill-specific rules cannot contradict or take priority over the Competition Rules. They provide specific details and clarity in areas that may vary across the Skill Competitions. This includes, but is not limited to, the use or presence of personal IT equipment, data storage devices, internet access, procedures and work flow, and document management and distribution.

The skills-specific rules comprise a distinct section of each Technical Description and are reviewed and updated during each EuroSkill Competition cycle.

If any accredited person allegedly breaches the skill-specific rules, they will be subject to the Issue and Dispute Resolution procedure described in B.12.

6 Assessment overview

6.1 General guidance

Assessment is implemented according to the WorldSkills Europe Assessment approach. The Assessment approach establishes the principles and techniques to which WorldSkills Europe's assessment shall conform.

Assessment at the EuroSkill Competition shall be by two methods: measurement and judgement. The use of explicit benchmarks is essential for both methods of assessment. The benchmarks shall relate to actual best practice in industry and business.

The main instruments used to support assessment for WorldSkills Europe's Skill Competitions are the relevant Occupational Standard including its weightings, the Marking Scheme, Test Project, and Competition Information System (CIS).

6.2 Selection order

6.2.1 Occupational Specification

The Occupational Standard within each Technical Description determines what shall be assessed within the Skill Competition.

6.2.2 Weightings

The weighting assigned to each section of the Occupational Specification shall determine the allocation of marks within the Skill Competition. A tolerance of 5% is permitted, provided that the balance of weightings within the Occupational Standard is maintained. The Lead Skill Advisor will approve any variations and check that the balance is maintained.

6.2.3 Assessment methods

To reflect the Occupational Standard fully, the full range of assessment methods is advised. Refer to B.8.

6.2.4 Benchmarks

All assessments shall have explicit benchmarks set out in the Marking Scheme, under the heading "Extra Aspect Information", and adhered to in practice. All Competitors shall be assessed against those benchmarks. Ranking of Competitors for assessment and marking purposes is not permitted in any circumstance.

6.2.5 Assessment training for juries

Assessment training for Juries to ensure their assessment is of high quality, professional, and conforms to the Competition Rules and procedures, shall be conducted immediately before the Competition (C-2 to C-1). The training comprises two parts: broad and detailed presentations with discussion and clarification, and practical assessments of expertise both technically and in assessment and marking. Experts found to be deficient either technically or in assessment and marking, will be able to observe the assessment and marking, but not to be a part of the marking team. Both parts of the assessment training are mandatory.

6.3 Marking scheme

6.3.1 Role of the Marking Scheme

The Marking Scheme ties assessment to the standards that represent the Skill Competitions. By reflecting the weightings in the Occupational Standard, it establishes the framework for the Test Project.

6.3.2 Scale of marks

Each Competition shall have a Marking Scheme with a scale of 100 marks.

6.3.3 Assessment Criteria

The main headings of the Marking Scheme are the Assessment Criteria. These may or may not be the same as the sections of the Occupational Standard or the Test Project. There will normally be between five and nine Criteria. Irrespective of the way the Criteria are structured, they shall reflect the weightings in the Occupational Standard (see B.6.2.2).

6.3.4 Assessment sub criteria

Each Criterion is broken down into one or more sub criteria. Marking Forms are organized under sub criteria.

6.3.5 Aspects of sub criteria

Each sub criterion is broken down into one or more Aspects, to which marks are assigned. Aspects are categorized as either measurement or judgement to reflect the assessment method adopted.

6.3.6 Number of aspects

Ideally there will be between 100 and 200 Aspects. The outer limits are 50 and 300 Aspects.

6.3.7 Size and balance of marks

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

6.3.8 Preparation and use of Marking Forms

There shall be one Marking Form for each sub criterion. This Marking Form shall contain all Aspects, whether assessed and marked by judgement or measurement, or both. Each Marking Form shall contain the details of the Aspects of the sub criterion, together with benchmarks for assessment and the maximum mark for each Aspect. One marking team shall mark every Aspect within the sub criterion, without exception.

6.3.9 Landscape marking forms

Landscape Marking Forms can be used where more than one Competitor's marking can be recorded on a single page of marking form. Landscape Marking Forms can be used to record marks for either judgement or measurement.

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

6.3.10 Variation of procedure

Under exceptional circumstances the Chair and Vice Chair of the Competition Committee may agree to a variation of this procedure arising from a written request in advance from the Skill Management Team, endorsed by the Lead Skill Advisor.

7 Test Projects

7.1 Definition

The Test Project is the assessment vehicle for each Skill Competition. The Technical Description specifies the associated work role and standards that the Test Project is required to sample, together with its format/structure, development, validation, selection, circulation and change (if appropriate).

7.2 Duration and format

7.2.1 Duration of Test Project

A Test Project shall be designed to take between 14 and 18 hours' work time over a period of 3 days. The Test Project shall be designed to optimize the opportunity to assess and differentiate the performance of Competitors against the specified standards. It shall also be designed to minimize space, infrastructure and resource requirements.

With prior agreement by the Chair & Vice Chair of the competition committee, where an assessment is constrained by a module rotation schedule with client/customer interactions, the assessment hours may be reduced.

7.2.2 Extension of time

If an extension of time is required to complete a module or project, the Chief Expert must first obtain the approval of the Jury President and then the approval of the Chair or Vice Chair of the Competition Committee and the WSE Competitions & Operations Director no later than the end of C1. All possible alternative solutions must be investigated before an extension of time is approved. Wherever possible these solutions should avoid changing the agreed competition schedule highlighted in the Skill Management Plan. They should never include individual competition days starting earlier than that published. The possibility of operating later than the scheduled time is subject to the agreement of the Chair or Vice Chair of the CC and the Host.

7.3 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 intended unfair advantage occurs for any Competitor or group of Competitors by receiving advance information about the Test Project or a module that other Competitors do not receive (see A.8.1.18).

7.4 Development

7.4.1 Materials and equipment used

Test Projects/modules must be able to be completed using the materials and equipment listed in the infrastructure list and/or brought by Competitors. The Test Projects Plans are finalized at the Competition Preparation Meeting (CPM). No additional major items can be requested after this time; exact quantities and details for consumables in particular Skill Competitions are to be specified four months prior to the Competition.

7.4.2 Form

Test Projects are prepared in ISO A and/or ISO E as specified in the Technical Description. All Test Projects (drawings and documents) are required to be available in digital form using the WorldSkills Europe template TPXX (available from the website or Secretariat).

Test Project proposals presented at one Competition for the next Competition are to be submitted in digital form to the Secretariat by 12:00 noon on C+1.

7.4.3 Independent Developed Test Projects

The Test Project, draft assessment criteria and material and equipment lists may be developed by an external agency or person. This is classified as being an independent Test Project. A Chief Expert must obtain written approval to have an externally designed Test Project for their Skill Competition from the WSE Competitions & Operations Director prior to proceeding to engage an external agency or person.

Any such agency or person must agree to follow the WSE Independent Test project development guide.

The agency or person shall understand and adhere to the Code of Ethics and Conduct and shall sign a WorldSkills Europe Confidentiality and Professionalism Agreement before being allowed to proceed. The process for development, review, verification and delivery shall include strict conditions for preserving confidentiality at all times. This shall include communication with the Skill Management Team. Initial agreement must be reached between WorldSkills Europe and the External design agency or person as to the costs (if any) involved in the test project development and to any commitment, if the agency or person needs to be at the EuroSkill Competition itself to deliver the briefings regarding the test projects or modules.

7.5 Selection, validation and circulation

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

7.5.1 Circulation

The timeline for the circulation of the Test Project is defined in the Technical Description. Test Projects selected at the previous Competition will be circulated immediately following selection.

Independent Developed Test projects (7.4.3) must not be circulated before the competition but presented at the EuroSkill Competition to the Expert group at the appropriate time (7.5.7) in coordination with the CE.

7.5.2 Validation

The Test Project must be accompanied by proof of function or proof of construction or proof of 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). The Test Project must be capable of completion using only the equipment and materials specified in the Infrastructure List and tools brought by the Competitor. The Technical Description shall define this process.

7.5.3 Selection

Where it has been designed and developed by the Experts, the Test Project for the Competition is decided either by a simple majority vote of the Experts (at the previous Competition, on the Discussion Forum or at the Competition) or by a random draw carried out by the WSE Competition & Operations

Director Competitions & Operations Director (before the Competition or by the Jury at the Competition). The Technical Description shall define this process.

7.5.4 Confidentiality of information

- Information within 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.
- For internally designed Test Projects, it is essential that no one except the Experts of the Jury, or a specific group of Experts within the Jury, know the contents of the Test Project during its development. This also means that Experts MAY NOT involve any other person from their country/region or industry to assist them in this without approval of the WSE Competitions & Operations Director.
- Workshop Managers may request access to the Test Project from the Secretariat for the purpose of preparing materials and equipment for the Competition. The WSE Competitions & Operations 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 be controlled in accordance with what has been specified in the Skills Specific Rules for each individual Skill.
- In situations where Experts need to involve external people (for example, a draftsman to produce professional drawings or persons involved in shipping hardware), the following two actions must be taken BEFORE involving that person:
 - Obtain written approval from the WSE Competitions & Operations Director.
 - Get the person to study and understand the Code of Ethics and Conduct and sign a WorldSkills Europe Confidentiality and Professionalism Agreement.
- Responsibility for security and confidentiality rests with the Experts. A breach of security may bring the integrity of WorldSkills Europe and the Expert's Member organization into disrepute.
- In situations where the Test Project is designed by an external agency or person, where Experts are consulted but do not actually see the Test Project before the Competition, the following two actions must be taken BEFORE involving that agency:
 - Obtain written approval from the WSE Competitions & Operations Director.
 - Get the agency or person to review and agree to the Code of Ethics and Conduct and sign a WorldSkills Europe Confidentiality and Professionalism Agreement.
- Once Experts begin the preparation work on the Test Project at the Competition, all papers, drawings, notes, laptops, memory sticks and other data storage devices must be controlled in accordance with what has been specified in the Skills Specific Rules for each individual Skill.
- Responsibility for security and confidentiality rests with the Experts. A breach of security may bring the integrity of WorldSkills Europe and the Expert's Member organization into disrepute.

7.5.5 Test Project Submission

When circulated, each Test Project shall be accompanied by the Mark Summary Form with which it has been designed and developed, in conjunction with a Skill Advisor.

Where circulated in advance, at the Competition the Test Project and Marking Scheme will be subject to a minimum 30% change (see B.7.5.6). Following this change the Experts and Competitors will receive only the Mark Summary Form (also see A.8.1.5). It is a requirement that there be majority agreement (50%+1) on the Mark Summary Form by the Experts.

Mandatory change in work content

Where the Test Project has been circulated to Competitors before arriving at the EuroSkill Competition, Experts shall change a minimum of 30% of the work content within the limitations of the equipment and materials provided by the host. This 30% change is decided by vote of the Jury on or before C-2. Evidence of the changes in the work content must be documented and approved by the assigned Skill Advisor before the start of the Competition. As soon as the 30% change is officially confirmed and signed by the Jury and the Jury President, all Competitors must be informed of the details of the 30% change.

Where the 30% change has been externally designed, the Experts only approve the Mark Summary Form by a majority (50%+1).

7.5.6 Uncirculated test projects and marking schemes

Where Test Projects and Marking Schemes have been independently designed (7.4.3), the Test Project and Mark Summary Form may be circulated on C-2, C-1, C1, or progressively day by day. On the “just in time” principle, the Test Project and Mark Summary Form will be circulated at the same time or different times, based on the Test Project’s complexity and consequent risks to the competition schedule.

Experts are not required to approve the Mark Summary Form.

7.5.7 Quality assurance and control for externally designed Test Projects

The above procedures ensure the viability of internally designed Test Projects. For externally designed Test Projects the following procedure shall be followed.

- Review: for the selection of the external designer, see B.7.5.3. In addition, following appointment, the external designer shall submit their initial ideas and drafts to the CEO, who will seek advice and respond accordingly.
- Verification: this is the intermediate stage of quality assurance and control. It verifies the feasibility, suitability, and optimisation of the draft designs, within the given criteria, Marking Scheme, and Infrastructure List. Where possible it should include a practical test of simulation to give confidence in the final design.
- Validation: see B.7.5.2.

The position of the Chief Expert or Deputy Chief Expert shall not be compromised during this process. At the CPM, Skill Advisors will work with the relevant SMTs to eliminate this and other risks by identifying, agreeing, and recording, an independent process and timetable. An external designer may be responsible for part or all of a Test Project, or for part or all of the external design process. Identities and responsibilities for each part of the design process must be identified and recorded at the CPM. This table refers.

INDEPENDENT TEST PROJECT	REVIEW	VERIFICATION	VALIDATION	DELIVERY
Sponsor, sector, or partner	WSE Sponsor & Partner Director Another expert person from the sponsor, sector, or partner	Another expert person from the sponsor, sector, or partner	WSE: Competition & Ops Director Ref: B.7.5.2	WSE: Competition & Ops Director only
Independent person; trusted non-European	Another expert, independent person, or as above; trusted	Another independent person, or as above;	WSE: Competition	WSE: Competition & Ops

WSE person or past EuroSkills Expert	ideally non-European WSE person.	trusted ideally non European WSE person	& ops Director Ref: B.7.5.2	Director only
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7.5.8 Test Project and assessment briefing at the Competition

In the case of non-modular Test Projects, the Competitor will be given the complete Test Project, related explanatory material and information on the assessment criteria through receipt of the Mark Summary Form immediately before the start of the Competition. Competitors will be allowed a minimum of one hour – not to be included in the Competition time – to study these and to ask questions.

In the case of modular Test Projects, Competitors will be given the entire Mark Summary Form, together with relevant documents, explanatory material and information for that particular module at the commencement of each module. The assigned Expert for each module shall provide clarification to Competitors if required. Competitors will be allowed a minimum of 15 minutes – not to be included in the Competition time – to study these and to ask questions

7.5.9 Sharing intellectual property

Test Projects that are both selected and declared suitable for the competition by the Jury are kept by the Secretariat for future use by Members. These Test Projects are to be submitted digitally to the Secretariat.

7.5.10 Security of completed Test Projects

The removal/destruction of the physical Test Projects and the dismantling of the workshops and installations must not start until all assessment has been completed, unless approval is given by the Chief Expert of that Skill.

7.5.11 Ownership of Test Projects

All Test Projects are owned or are the property of the Competition Host and WorldSkills Europe and may not be removed from the Competition Site or used in any way without the permission of both these parties. Tool boxes are not to be locked and removed from the Competition Site until the ownership of the Test Project has been determined and an audit has been completed of the supplied Infrastructure.

7.6 Summary of Expert Participation in Test Project preparation and assessment

EXPERT ¹ SCENARIO	REQUIRED TO PROVIDE A TEST PROJECT PROPOSAL	EQUAL TEST PROJECT SELECTI ON AND 30% CHANGE VOTING RIGHTS	ACTIVE PARTICIPA TION IN TEST PROJECT DEVELOPM ENT	EQUAL TECHNI CAL DESCRIP TION VOTING RIGHTS	ACTIVE PARTICIPA TION IN ASSESSME NT	ACTIVE PARTICIP ATION ON THE DISCUSSI ON FORUM
An Expert ¹ who DOES NOT bring a Test Project but is required to as per the Technical Description.	Yes	No (²)	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes
An Expert ¹ who is not required to bring a Test Project as per the Technical Description.	No	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes
An Expert ¹ who DOES NOT bring or offer a detailed 30% change proposal but is required to as per the Technical Description.	-	No (²)	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes
An Expert ¹ who is not required to bring a 30% change proposal as per the Technical Description.	-	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes
An Expert ³ without a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor

1. Note: There is no differentiation between an Expert who is participating in their first Competition and an Expert who has participated before.

2. In the case of a new Expert not bringing a Test Project, they can participate in the Test Project selection and 30% change vote if they have passed the Competition Rules test, and other mandatory training and tests.
3. An Expert without a Competitor has the same rights and responsibilities as an Expert with a Competitor.
4. In order for an Expert to be eligible to judge and assess, he/she will first need to pass the Expert quiz. This quiz consists of a series of randomized questions about the Competition Rules.

8 Assessment procedures

8.1 Assessment methods

There are two assessment methods: measurement and judgement. Each has distinct purposes and procedures.

Measurement is used to assess accuracy, precision, and other performance that can and should be measured in a robust way. It is used where there should be no ambiguity.

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 are required to reference their assessment and marking to explicit external benchmarks drawn from best practice in industry and business. The baseline for the award of any marks is the attainment of an acceptable industry standard.

8.2 Assessment and marking procedures

8.2.1 Competition commencement

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

8.2.2 Teams for assessment and marking

In a very small number of competitions, it may be necessary for Experts either

- to observe and mark an action that all Competitors do simultaneously, or
- to mark in such detail that a single marking team cannot mark the work of all Competitors.

This creates a risk of inconsistency, unreliability, and unfairness.

Where on examination of the options there is no better alternative, with the approval of the Chair/Vice-Chair of the CC, the related Skill Advisor will oversee the design and implementation of two-tier marking, in which

- there is an additional advance briefing for the judges involved
- a supervisory marking team observes, samples, reviews, and challenges the marking practice and results of the marking teams involved, and
- teams are rotated, where this exception needs to apply twice or more.

If in some Skill Competitions, there are not enough Experts to create the marking team with the approval of the Chair/Vice-Chair of the CC, the Lead Skill Advisor and the CIS Staff will create the teams with dummy names to the CIS so that the marking can be done.

8.2.3 The organization of assessment and marking teams

The CIS will generate a single Marking Form for each sub criterion. The Marking Form will contain the details of the sub criterion, the Aspects of that sub criterion, benchmarks to direct assessment, and the maximum mark available for each Aspect. Only one marking team shall be responsible for marking and/or scoring each sub criterion. Each Marking Form may contain Aspects to be assessed by measurement, or Aspects to be assessed by judgement, or both measurement Aspects and judgement Aspects.

8.2.4 Specific procedures for assessment and marking 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 design and use of either of these methods must relate to best practice in industry and business. To minimise errors, the CIS's calculations facility should be used wherever appropriate.

8.2.5 Specific procedures for assessment and marking by judgement

Each of the three Experts shall assess each Aspect of sub criterion, whether the Competitor has attempted the work or not. Using flash cards, each Expert shall award a score between 0 and 3 based on the given benchmarks. To do this correctly, Experts shall first select their own score privately by comparing the Competitor's performance with these benchmarks. They then display their scores at the same time, as directed by the Expert coordinating the recording of the scores.

The scores from 0 to 3 shall relate to industry and business as follows:

- 0. performance below industry standard to any extent, including a non-attempt
- 1. performance meets industry standard
- 2. performance meets industry standard and surpasses that standard to some extent
- 3. excellent or outstanding performance relative to industry's expectations.

The benchmarks within the Marking Scheme and recorded on the marking forms contextualize these standards; they apply them to the performance to be assessed and scored to act as a guide to the assessment team. They shall be agreed when finalizing the Marking Scheme and shall not be changed during assessment and scoring.

A (master) handwritten mark sheet shall be created to record the finally agreed scores. This shall be used for data entry into the CIS and kept to provide an audit trail. Where paperless marking is used, scores shall be entered directly into the CIS via a tablet by the Expert awarding the score. Where the range of scores for an Aspect is greater than 1, Experts must remark that Aspect. A brief discussion with reference to the benchmarks is permitted in order to reduce the range to 1 or less.

If a Competitor has not attempted a particular Aspect of a sub criterion the score awarded by each Expert shall be zero.

8.2.6 The order of assessment and marking

Since all assessment and marking is referenced to external benchmarks, the order of assessment and marking should not be a matter for concern. However, in cases where there is disagreement or a risk of unfair marking practices, the Skill Advisor may make the decision that judgement should precede measurement.

8.2.7 No assessment or marking in the presence of a Competitor

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

8.2.8 Daily assessment and marking

The assessment and marking day for every sub criterion is defined in the CIS. The sub criteria defined to be assessed on a given day must have the scores or marks entered into the CIS, approved, and signed-off by the Jury, before 12 noon on the following day. The CIS sign-off form must be received before 13:00 on that day. The exception is C3 where assessment and CIS entry must occur before 22:00 on the same day. Approval and sign-off must be received by the CIS team before 10:00 on C+1.

8.3 Finalization of marks

8.3.1 Checking forms

Scores and/or marks are transferred from the handwritten marking forms into the CIS as assessment progresses. Alternatively, scores and/or marks may also be entered directly into the CIS using a handheld device or as otherwise agreed for ICT-related Skill Competitions. No marking forms are necessary in this case.

When the marks and/or scores for all marking forms for a specified marking day (or all the marks and scores for the complete competition for Skill Competitions which have not specified marking days) have been entered, CIS mark entry for that day (or the complete competition) is locked by the Chief Expert.

When CIS mark entry has been locked, a PDF of all the marking forms, including the Mark Summary Form, for the specified marking day shall be created and placed in a folder on the desktop of the CIS computer in the relevant workshop. The Jury must then be given an opportunity to review the PDF of the results for their compatriot Competitor against the handwritten marks and raise any concerns with the Chief Expert.

The main purpose of this review is to identify and correct transmission errors between the handwritten sheets and the marks entered in the CIS. Where an Expert wishes to challenge the actual assessment and marking of their compatriot Competitor, they must inform the Chief Expert of the reason for the challenge. If it appears that the challenge may have a due cause, an independent person will be asked to investigate the matter and advise on its resolution, including by reassessment and marking if required. In the case of a mark needing to be amended, the Skill Advisor will unlock the Aspect, make the change, and re-lock that Aspect. Each Expert in the marking team for that Aspect must countersign the form to confirm their agreement to the amendment. The Jury must then sign the Mark Entry Acceptance Form (or Final Mark Entry Acceptance Form in the case of C3) to confirm their acceptance of the printed marking forms for the specified marking day (with the exception of any objections already raised and being dealt with). The signed Mark Entry Acceptance Form (or Final Mark Entry Acceptance Form) must then be delivered to the CIS office.

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

8.3.2 Completion of assessment and marking

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

8.3.3 Competition completion

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

8.4 Competition Information System (CIS)

8.4.1 700 scale

To enable comparison between the Skill Competitions, results based on 100 marks are standardized on the WorldSkills scale by the CIS. This procedure positions all Competitors with the median mark in their Skill Competition at the 700-point position.

8.4.2 Rounding

The mark awarded for each Aspect of a sub criterion is rounded to a maximum of two decimal places. Figures 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. (Example 1.055 becomes 1.06 and 1.054 becomes 1.05).

8.5 Error handling

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

8.6 Final results processing

The WorldSkills Europe Board meets at C+1 to ratify the Competition results which are produced automatically from the CIS. The results thereafter shall be final and used at the Closing and Awards Ceremony.

A copy of the results will be distributed during the CC meeting at C+1, given to the Technical Delegate of each Member Country for them to confirm their Competitor to be selected for "Best of Nation Award" (see B.9.5). These results are, however, embargoed for further distribution until the end of the Closing and Awards Ceremony.

If subsequently found and substantiated that an error has occurred which has deprived a Competitor of an award, then, provided that this is brought to the attention of the CEO and /or Chair of the Competition Committee within eight weeks of the Closing Ceremony, a retrospective award may be granted. In such a case, the final decision will be made by the Board .

8.7 Security of completed Test Projects

All completed Test Projects shall 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 shall be taken under the supervision of the Jury President.

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

8.8 Publication of results

Members shall be provided with the Official Results for each Skill Competition, listing all Competitors, their points, medals and medallions, plus a series of results listing a comparison of Members "by average medal points", "by average points score", "by total medal points and "alphabetical with total medal points and average medal points". These are provided to the Technical Delegate (with a copy for the Official Delegate) at the Competition Committee meeting 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 WorldSkills Europe or host website as, or shortly after, the medal winners are announced at the Closing Ceremony.

9 Medals and awards

9.1 Gold, silver and bronze medals

Gold, silver and bronze medals shall be awarded to the Competitors and /or who come first, second and third respectively in all Official Skills operating with seven (7) or more members participating.

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

9.2 Medal and awards for various competition formats

9.2.1 Individual competitor

Gold, silver and bronze medals are awarded

9.2.2 Team competition

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

9.3 Tied medals

Where there is no points difference between Competitors on the 700 scale, then ex-aequo (tied) medals will be awarded as described below. Ex-aequo (tied) medals will normally be awarded as follows:

9.3.1 Gold

- Two gold medals, no silver medal, one or more bronze medals.
- Three or more gold medals, no silver medal and no bronze medals.

9.3.2 Silver

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

9.3.3 Bronze

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

9.4 Medallion for Excellence

Competitors who have obtained 700 or more points but who are not awarded a medal shall be awarded a Medallion for Excellence.

9.5 Best of Nation

Usually, the Competitor who gains the highest points and/or highest medal of their country's/region's team will be awarded the Best of Nation award. The Member's Technical Delegate makes the relevant decision especially if there is more than one Competitor with the same highest score.

9.6 Jos de Goey Best in Europe

The Competitor with the highest points throughout the whole Competition receives the Jos de Goey Best in Europe award. The Competitor with the overall highest points has to be appointed

automatically as “Best in Nation” by that Member. In the event of a tie for the highest score the Jos de Goey Best in Europe award will be shared.

Skill Competitions which operate with less than seven (7) members participating will be excluded from the Jos de Goey Best in Europe award.

9.7 Certificate of Participation

Any Competitor who does not receive a medal or special award shall receive a Certificate of Participation.

10 Filming and photography at the competition

10.1 Official accredited media

10.1.1 Before the Competition

Filming or photographing in the halls/buildings and workshops before the start of the Competition is discouraged. Permission can be granted to WorldSkills Europe and the Host Organisation Official Media personnel to have special access (outside of public opening times) for the purpose of filming or photography. This type of access for film crew or photographers must be accompanied by either a host or WSE personal.

10.1.2 During the Competition

Filming or photographing at workstations within the workshops during the Competition is subject to the approval of the Jury President and Chief Expert responsible for the Skill Competition, in agreement, if necessary, with the Chair and Vice Chair of the Competitions Committee and the WSE Competition & Operations Director.

Filming or photographing Test Projects or project components or modules during the Competition, and discussion or sharing of this information of these with Competitors before the end of the Competition, is prohibited. However, an exception is granted to WorldSkills Europe and Host Organisation Official Media personnel.

Persons alleged to be in breach of this rule will be subject to the Issue and Dispute Resolution procedures described in B.12.

10.2 Other accredited personnel

10.2.1 Before the Competition

Filming or photographing in the workshops or at the workstations before the start of the Competition is subject to the skill-specific rules. Exceptions to this rule may be granted with approval of the Chair and Vice Chair of the Competitions Committee, WSE, CEO, WSE Competitions & Operations Director, and the appointed WSE appointed Marketing and Communications representatives.

10.2.2 During the Competition

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

Persons alleged to be in breach of this rule will be subject to the Issue and Dispute Resolution procedures described in B.12.

11 Pilot projects

11.1 Definition and purpose

A Pilot Project is a project that is agreed and specified by the Competition Committee, trialled (piloted) at the next Competition, and reviewed afterwards.

11.2 Process

A Pilot Project may be proposed by a member, or by the Competition Development Working Group (CDWG) to the Chair and Vice Chair of the Competition Committee and then presented to the Competition Committee for acceptance. If accepted, the proposal is trialled at the next EuroSkill Competition as a Pilot Project. The Pilot Projects for the next EuroSkill Competition are listed in a separate document highlighting all Pilot Projects set against specific EuroSkill Competition.

After the Competition, Pilot Projects and their results will be reviewed by the Secretariat with a recommendation whether to put a proposal to the full Competition Committee to adopt it as normal practice.

12 Issues and Resolution Process and Procedure

12.1 Overview and principles

12.1.1 Purpose

The Issues and Resolution Procedure has been created to support efficient and effective decision-making when disagreements happen during the set-up, management, and operation of a EuroSkill Competition. This procedure becomes active in the days just prior to the Competition (C–3,2,1), during it (C 1,2,3), and closes when the marks of the Skill Competition involved are locked within the CIS system. Outside of this period any issues and disputes will be resolved either by the WorldSkills Europe Secretariat or the Board, depending on the situation arising.

This will be known as the **event period** for the remainder of this Section.

Within the event period the procedure **MUST** be followed when disagreements cannot be concluded fairly, amicably, and in a timely way, between the parties involved. It should also be used when one or more parties believe there is clear evidence that a competition rule, or the Code of Ethics and Conduct, has been breached.

12.1.2 The Boundary of Competition rules and the Code of Ethics and Conduct

If a dispute raised can be directly attributed as being within the scope of the competition rules and has occurred during the event period, then it will fall within the remit of the Competition Management Team (CMT) to manage. This assessment will be conducted by the WSE Competitions & Operations Director on receipt of a petition form. Disputes that occur during the event period but are considered to be outside the remit of the competition rules and therefore the Competition Management Team (CMT), would be as follows:

- Theft (of personal items or competition equipment, materials or consumables)
- Fraud (relating to falsifying information regarding any delegate)
- Physical violence or bullying.
- Indecent Behaviour
- Purposeful damage to assigned accommodation, venue or places relating to any host excursions.
- Deliberately accessing internet sites that contain pornographic or other offensive material while within the competition venue.
- Misuse of confidential competition information.
- Discrimination or harassment of any delegate or member the public.
- Bringing WorldSkills Europe into serious disrepute. (including posting social media which unjustly tarnishes the reputation of WorldSkills Europe or its delegate)
- Offering or accepting bribes.
- Causing loss, damage, or injury to any delegate through serious negligence.
- Incapability due to alcohol or illegal drugs while actively undertaking the assigned competition role.

These type of disputes will be managed by the Ethics Hearings appointed person(s). The above list is not exhaustive but serves to highlight the types of situations that will be directed to the Ethics Hearings person(s), which sits during the event period. In exceptional circumstances, such as its severity, or where complex cultural issues exist, a dispute may be handed over to the WorldSkills Europe CEO and WSE Board to directly manage the situation themselves.

12.1.3 Procedure

The Issue and Dispute Resolution procedure (refer to Flow Diagram 1) shall be followed to resolve any problems or disagreements in a Skill Competition.

The resolution to every issue that does not involve a potential competition rule or a breach of the Code of Ethics and Conduct should be done within the Skill Competition by the Skill Management Team (SMT), and thereafter with the Jury President Team Leader's assistance, and ultimately with the assistance of the WSE Competitions & Operations Director, or Chair/Vice Chair of the CC.

All key decisions made within the Skill Competition should be recorded daily in the decision log within the competition binder. These decisions should be reviewed daily by the Jury Present Team Leader and anything untoward brought to the notice of the Chair and Vice Chair of the CC. The Chair and Vice Chair have the right to overturn any decision made by the Skill Competition's SMT, if they consider that it either contravenes the competition rules, or the required procedure for managing this type of dispute.

The issue becomes a dispute when it falls into one of two types.

- a) If it is an alleged breach of the Code of Ethics and Conduct it shall be initially reviewed by the WSE Competitions & Operations Director and, if confirmed, directed to the Ethics Hearings person(s) to resolve.
- b) If is a potential breach of the Competition Rules the dispute will be resolved by the WSE Competitions & Operations Director together with the Chair or Vice-Chair of the Competition Committee, or their appointed member of the extended secretariat.

To initiate a type (a) or (b) dispute resolution, the Petitioner(s) is/are required to complete the Petition Form. The alleged breach must be fully substantiated and supported with clear and tangible evidence. Once the relevant sections of the Form have been completed by the Petitioner(s), the Form must be submitted to the WSE Competitions & Operations Director, who will activate the necessary decision-making group to resolve the dispute.

Summary notes regarding key findings during the investigation of a petition should also be included on the Form, alongside the record of the decision to escalate the issue to an alleged dispute.

Once submitted, if during the process the Petitioner(s) wishes to withdraw their claim, they must specify their reasons for doing so on the same Form. Withdrawal is not automatic, since the reasons for withdrawal must be verified to ensure that it does not result from any form of coercion. If agreed, withdrawal shall be confirmed by the WSE Competitions & Operations Director.

If after the decision of a type (a) or (b) dispute made by the Chair & Vice Chair or the Hearing Person(s), (collectively known as a Decision-Making Groups), the Petitioner(s) or Respondent wish to raise an appeal. The sole basis for an appeal is that "due process" has not been followed in resolving the dispute. The appellant(s) must use the Appeal Form and give clear reason(s) for the appeal. The Appeal Form should be submitted within one hour of the decision being delivered by the relevant decision-making group.

12.1.4 Conflict of interest

If an issue involves the SMT, it is taken directly to the Chair and Vice Chair of the Competition Committee.

If the issue involves a compatriot Competitor or Expert of the Chair or Vice-Chair of the Competition Committee then the Chair or Vice-Chair must step aside for the resolution of this dispute. In order to keep the decision making within the Competition Committee, their place will be taken by one of the Jury President Team Leaders (appointed by the WSE Competition & Operations Director).

To minimise any conflicts of interest while managing disputes, if a situation occurs where compatriot individuals are involved, the responsible Member in the resolution of the dispute must immediately

declare the conflict and step aside to allow another to take on their responsibility. Where no other qualified or experienced Member can be found to replace them, the dispute will be handled exclusively by the WSE Competitions & Operations Director. The WSE Competitions & Operations Director, being part of the WorldSkills Europe Secretariat, is deemed independent of a particular member country.

12.1.5 Key principles adopted

The following key principles shall be applied in the management of all issues and disputes:

- There is a responsibility on all those involved or aware of an ongoing dispute to act fairly and professionally towards those who may be implicated. This allows the situation to be investigated and concluded without creating unwelcome bias or prejudice during the process. It is, therefore, necessary for everyone involved or aware, to be careful and considerate about the tone and content of what they communicate and disseminate further, in order to avoid premature and inaccurate conclusions that could lead to the defamation of any individual(s) or Member(s). The ethos of innocent until proved otherwise must prevail.
- When a Competitor(s) is/are involved in a dispute, no person during any stage of the process, except under explicit instructions of the WSE Competitions & Operations Director, is permitted to communicate (in any way) with a Competitor in respect to them potentially being implicated. If permission has been granted, then the responsibility for informing the Competitor can only be carried out by the compatriot Expert, Team Leader, Technical Delegate, or Technical Delegate Assistant. Competitors must be able to continue their work while the dispute resolution process is underway.
- The type of decisions made during the constraints of the event period by the decision-making groups, in order to conclude disputes, must be recognised, acknowledged and treated as being “on the field of play”¹. As such, although appropriate due diligence shall be taken in investigating a petition, it is possible that errors will be identified retrospectively. Irrespective of any error identified after the end of the event period, the on “field of play decision” will still stand, and the published outcomes remain. Such identified errors will, however, be reviewed with the purpose of improving the approach and process for the next WorldSkills Europe competition.
- The standard of evidence required by the decision-making groups charged with resolving disputes following a petition, will be based on the “balance of probability”². This standard is used to reflect the “field of play” environment, where investigations into disputes cannot be as open-ended as they would be when the standard of evidence is based on, “beyond a reasonable doubt.” However, when assessing the probabilities, the decision-making group or committee will have in mind that the more serious the allegation, the stronger should be the evidence, before concluding that the allegation is established, based on the balance of probability.
- The burden of proof resides with the party(s) elevating the dispute via the Petitions Form. The validation of the evidence, and the determination of the facts of the dispute, will be conducted by the appropriate dispute resolution group (WSE Competitions & Operations Director, Chair/Vice-Chair of the CC or Ethics Hearings person(s))
- The number of people present at a formal dispute meeting shall be managed and proportionate. A balance regarding the number of attendees will be achieved to avoid the situation becoming intimidating for those directly involved in the dispute. These meetings can be attended only by invitation from the WSE Competitions & Operations Director. The WSE Competitions & Operations Director will advise on who is or is not suitable to attend the meeting while organising

¹ **“Field-of-Play”** This is the term used to describe the activities that occur within the constraints of the event period. It serves to define it as being distinct because decisions will need to be made under “live” or “real-time” conditions. It is considered that this modus operandi is suitable because the EuropeSkills event has a defined start and finishing point, after which the results of the Skill Competition are required to be announced and published

² **“Balance or Probability”** Given that disputes must be resolved within the event period, decisions shall be based on what is considered, in the view of the decision-making group, to be more likely to be true, than not. These decisions will be taken after reviewing the outcomes of investigations and on the information presented at that time.

the meeting itself. Both the Official and Technical Delegate will have the right to attend when a dispute directly implicates a delegate from their country. Likewise, when a Competitor is required to attend, they have the right to be accompanied by one of their Team Leaders.

- The assigned decision-making person(s) must decide all cases within the event period. Their decision is final. However, in those disputes dealing with alleged breaches of the rules and Code of Ethics and Conduct, if the parties involved do not consider that the required process has been followed in reaching their decision, then the matter may be referred to the Appeals Person(s). In the exceptional case where a dispute is directed to the WSI CEO/ Board to resolve, there will be no right of appeal and their decision is final.

12.1.6 The Role of the Appeals Person(s)

An appeal can only be made against the process which those managing issues and disputes have followed, to come to their decision. It is NOT about the decision itself. Such appeals will be heard by the Appeals Person(s), which cannot change the decision made by the decision-making group, but can rule that the decision-making group will again review their process in order to ensure that equal opportunities considerations and appropriate due diligence has been followed, within the constraints of the event period.

To activate an appeal, the Petitioner or the Respondent, or their associated Technical or Official Delegate, MUST complete the Appeals Form. This Form must be completed and submitted no later than one hour after the formal announcement of the decision by the assigned decision-making group.

If the Appeals Person(s) “upholds” an appeal, they can instruct the Chair and Vice-Chair or Ethics Hearings person(s) to review their initial findings to ensure that any missing or misinterpreted aspects, highlighted in the successful appeal, are taken into consideration before reaffirming their decision on the matter. If the Appeals Person(s) “dismiss” the appeal, then there is no further recourse regarding the matter.

12.2 Penalties

If the Competition Management Team (CMT) conclude that a breach of the rules did occur, the following maximum penalties can be applied:

- If a Competitor breaches the Competition Rules or skill-specific rules, the Competitor will receive either 600 points or 5 points less than the lowest score of the lowest scoring Competitor across all Skill Competitions, whichever is the lowest. The penalised Competitor’s result will be adjusted before the Official Results are finalized. If the Competitor is made aware of this penalty, during the Competition they still have the choice to continue working or to withdraw.
- If an Expert breaches the Competition Rules or skill-specific rules, the penalty should be that the Expert is removed from the workshop and has no further contact with their Competitor. The Expert’s marks may also be removed from the CIS if they are deemed to be tainted by the breach.
- If any other accredited person breaches the Competition Rules or any skill-specific rules, the penalty should be that they are immediately prevented from accessing any workshops and have no further contact with their Competitors and/or Experts. The individual’s accreditation will also be reviewed for acceptance at the next EuroSkill Competition and the associated Member requested to address any behaviour considered to be endemic within an accredited group (media, Observers etc etc)

12.2.1 Application of penalties

In situations where a Competitor is given a penalty, their results, thereafter, cannot be removed from the Official Results on request by the Member.

The WSE Competitions & Operations Director will facilitate the implementation of the penalties that are effective, by immediately liaising with the appropriate WorldSkills Europe personnel and

departments (accreditation, CIS etc). It will record any further penalty or sanction that may have to be actioned after the WorldSkills Europe Event by the WSI CEO, Board or Secretariat.

12.3 Dispute procedure and timing

12.3.1 Chair & Vice Chair determination of a petition

For type (b) disputes indicated in section 12.1.2, in which they have been asked to consider a petition, the Chair and Vice-Chair of the Competition Committee will conduct an investigation. Their investigation can take many forms, from being conducted within the competition workshop area and talking to those individuals involved, seeing the situation first hand, or by holding a more formal investigation meeting with all or some of those delegates involved in the dispute. The investigation will also include, where applicable, the collection of written, photographic, video, or computer data, that support or contradict any allegation.

It is a requirement that all those involved in a dispute make themselves available to the investigation as a matter of priority, but, balanced with this, ensure that the competition is allowed to continue uninterrupted. Failure to cooperate in a timely way could affect the outcome of the decision made if all the facts are unavailable when the information is fed back to the decision-making group or committee.

At the end of the investigation, the Chair and Vice-Chair of the Competition Committee must deliberate and reach a decision in all cases. The decision will be either that the Petition is upheld and a penalty is applied, or the Petition is dismissed. The Chair/Vice-Chair will remind both the Petitioner or Respondent that they have the right to appeal if they consider the process is flawed, and have one hour to formally register the Appeal Form with the WSE Competitions & Operations Director. If one hour passes without the appeal being registered, the penalty will be implemented, and the dispute considered closed.

The Chair and Vice-Chair of the Competition Committee will finalise their deliberations regarding the petition within four hours from the time that the Petition is registered with the WSE Competitions & Operations Director, if the Petition is registered by 18:00. Otherwise, it will meet at 08:00 the following morning.

12.3.2 Potential breach of the Code of Ethics and Conduct

For type (a) breaches as defined in section 12.1.2, the Ethics Hearings Person(s) will formally meet with all parties involved in the dispute. All parties must have the opportunity to present their case.

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

The Ethics Hearings Person(s) must reach a decision in all cases and will do so only on the information that is presented to them by the opposing parties during the Hearings meeting itself. They will ask question both sides and review the information presented to them to support or contradict any claim. When the questioning and reviewing phase of the meeting is concluded, the Hearings Person(s) will recess, deliberate, and return with the decision. This will be either that the Petition is upheld and a certain penalty shall be applied against the Respondent, or that the Petition is dismissed. Their decision is subject to appeal. At the end of the meeting, the Ethics Hearing Person(s) will remind both the Petitioner or Respondent that they have the right to appeal if they consider the process was flawed and have one hour to formally register the appeal form with the WSE Competitions & Operations Director. If one hour passes without the appeal being registered, the penalty will be implemented, and the dispute considered closed.

The Ethics Hearings Person(s) will meet within two hours from the time that the Petition is registered with them, if the Petition is registered by 18:00. Otherwise, it will meet at 08:00 the following morning.

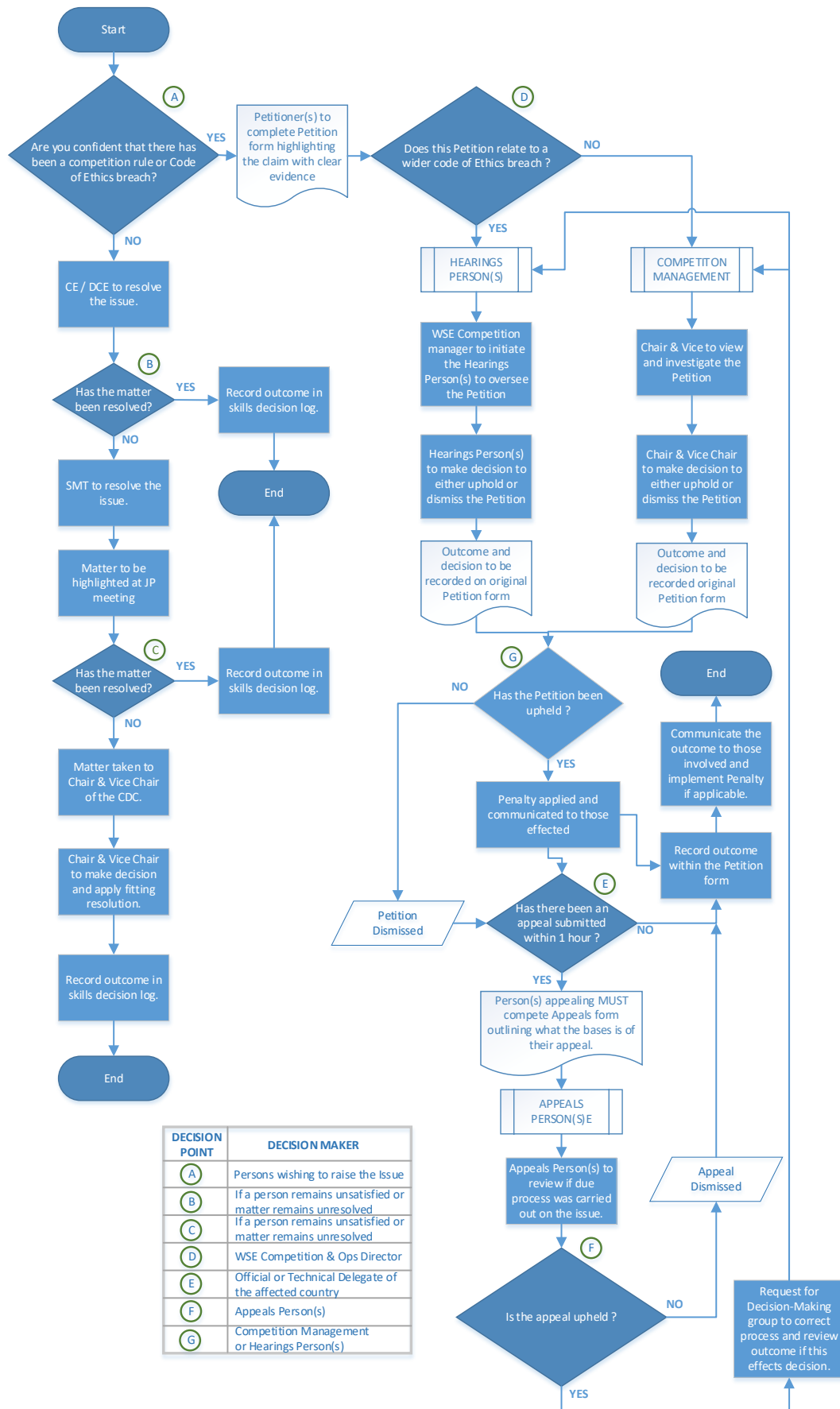
12.4 Appeal procedure and timing

The Appeals Person(s) will decide whether the decision-making group's deliberations in relation to the petition were conducted fairly, the required procedure and process being followed. The Appeals Person(s) can only call the witnesses who gave evidence to the Hearings Person(s), and/or Chair and Vice-Chair of the Competition Person(s), during its deliberations regarding the Petition.

The Appeals Person(s) must reach a decision in all cases and will do so only on the information that is presented to them by the opposing parties during the Appeal meeting itself. They will ask questions of both sides and review the information presented to them to support or contradict any claim. When the questioning and reviewing phase of the meeting is concluded, the Appeals Person(s) will recess, deliberate and return with the decision.

If the Appeals Person(s) determines that the process was not followed adequately or was incomplete, then the Appeal is upheld, and the case is referred back to the decision-making group to again review the Petition. The Appeals Person(s) must provide information to the decision-making group as to where their procedures or deliberations fall short. If the Appeal is dismissed, there is no further step available to the appellant, and the decision of the decision-making group will stand.

The Appeals Person(s) must meet on the day of the appeal if the appeal is registered by 18:00. Otherwise, it will meet at 08:00 the following morning.



12.5 Record keeping and communication

12.5.1 Record keeping

For all type (a) and (b) disputes, the outcome including the penalty must be recorded within the Petitions Form.

The relevant section of the Petitions Form must be completed by the Chair and Vice-Chair of the Technical Committee, or the Chair of the Ethics Hearings Person(s), and submitted to the CEO via the WSE Competitions & Operations Director, even if it is dismissed or withdrawn.

For Appeals, the Appeals form must be completed by the Chair of the Appeals Person(s) and submitted to the CEO via the WSE Competition & Operations Director.

12.5.2 Communication

The WSE Competitions & Operations Director is responsible for timely communication to the relevant persons that a dispute or appeal is in process. The WSE Competitions & Operations Director is responsible for immediate written communication (within 30 minutes) of the decision to the SMT and the Technical Delegate of any Experts or Competitors directly involved in the dispute or appeal, and for sending copies to the Chair and Vice-Chair of the Competition Committee, Chair of Hearings Person(s), and CEO. The SMT will share this information with all Experts in their Skill Competition.

12.6 Appointment of Person(s) to Manage Hearings & Appeals

12.6.1 Ethics Hearings Person(s)

The Ethics Hearings Person(s) will act as Chair for Ethical issues and may have one additional delegate to assist. The Chair will be an independent person appointed by the WSE Competition & Operations Director or the CEO. This person's primary role at the Competition will be to chair any Ethics meetings. Ideally, they will have a working knowledge of the EuroSkill Competition and have experience in this type of role. A procedural or legal background would be a benefit. There will be one additional delegate drawn from a panel of two possible delegates. The delegates may be current Official Delegates, Honorary Members or persons with appropriate experience. The possible delegates are appointed by the WSE Competition & Operations Director six months before the Competition.

For each Petition, the Chair of the Ethics Hearings will may select one additional delegate to ensure no Member bias exists.

12.6.2 Appeals Person(s)

The Appeals Person(s) shall consist of one or two Board member(s) and ideally one member of the Appeals who was not part of the Ethical Hearings for this dispute, to ensure no Member bias. Alternatively, the Appeals Person(s) shall consist of three Board members. The Chair of the Appeals shall be nominated by the WSE Board.

13 Appendix A – Definition of terms

TERM	DEFINITION
Issue(s)	Are problems for discussion or debate hopefully leading to a decision that resolves the matter amicably between the parties involved.
Dispute(s)	Are where consensus cannot be reached on a decision(s) by the parties involved in the issue under discussion.
Professional	conforms to the technical and ethical standards of one's profession
Due Diligence	The level of care and attention that one would reasonably be expected to take in order to investigate and understand a situation prior to making a decision.
Field of Play Doctrine	An error, found with the benefit of hindsight, in the decision-making during a "live" Competition, shall not be grounds for altering the result of that Skill Competition
Petition	A formal application made to an appropriate authority, in writing, that requests action on a certain matter
Petitioner(s)	The person raising the Petition which highlights their claim that there has been a breach of the Competition Rules or Code of Ethics, and requires their claims to be formally validated by the appropriate authority
Respondent(s)	A person to whom a petition has been made against
Accredited	A person officially appointed to undertake a specific Competition role
Delegate	A person who is directly involved in the operational activity or governance of the EuroSkill Competition
Technical Description	Each Skill Competition has a Technical Description that defines the name of the Skill Competition, the associated work role or occupation, the WorldSkills Occupational Standards, the Assessment Specification, Marking Scheme, procedures for the Test Project's development, selection, validation, change (if appropriate) and circulation of the Test Project, the conduct of the Skill Competition, and any Skill-specific Health, Safety and Environment requirements.
WorldSkills Occupational Standards (WSOS)	An official document from WSI that acts as the definitive view of the skills, knowledge and behaviours required of a "master practitioner" in a specific occupation.

WorldSkills Europe Occupational Standard (WSESS)	An official document from WSE that acts as the definitive view of the skills, knowledge and behaviours required of a “master practitioner” in a specific occupation.
skill-specific	Belonging or unique to one particular skill or Skill Competition.
Infrastructure List	A list of equipment, materials, consumables and parts that needs to operate a Skill Competition
Assessment	The method and criteria by which a test will be conducted.
Aspects	Selected elements of performance which, when assessed, give a rounded view of competence and capability.
Test Project	The Test Project is the assessment vehicle for each Skill Competition.