

Competition Rules

WorldSkills Asia

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1. ABOUT THE COMPETITION

1.1. Introduction to the competition

WorldSkills Asia is an international non-profit organization, aims to promote high-quality vocational education and training throughout Asia and to raise awareness of the value of professional excellence. WorldSkills Asia works with its Members and partners to organize biennial skills competitions to showcase skills excellence and demonstrate the great importance role that skilled people play in promoting rapid and sustained economic growth as well as community and nation stability.

1.2. Objectives

The objectives of the WorldSkills Asia are to:

- a) Promote the development of quality vocational and technical and work values among the youth and skilled workers;
- b) foster technical cooperation in vocational/technical education and training between Members;
- c) Encourage close cooperation between governments, industries, employers' and workers' organizations, and vocational training institutions; and
- d) Provide a vehicle to recognize work excellence and develop new generation of highly skilled workers.

2. ORGANIZATIONAL STRUCTURE

2.1. General Assembly

2.1.1. Definition

The General Assembly is the highest authority in the organization.

The General Assembly shall convene once a year and the meeting is presided by the President. A special meeting may be called at any time by a resolution of the Board of Directors upon the request of the majority of at least one third of the Members.

All meetings will be announced via letter or email together with the meeting agenda at least four weeks before the meeting date.

2.1.2. Nomination

A Member shall nominate one Official Delegate and one Technical Delegate for the General Assembly. Only one of the Delegates are allowed to cast a vote.

2.1.3. Duties

- a) Election of the Board of Directors;

- b) Approval of the admission and expulsion of Members;
- c) Discussion and approval of changes to the Constitution, By-laws, Code of Ethics and Conduct, Competition Rules, and other official documents upon the recommendation of the Board of Directors;
- d) Decisions on proposals and reports from the Board of Directors;
- e) Choosing the hosts for the General Assembly meetings and Competitions including decisions concerning future Competitions;
- f) Motions concerning awards and approval of Competition results; and
- g) Termination and closure of the “Organization”.

2.2. Competition Committee

2.2.1. Nomination

All Technical Delegates will be invited for the Competition Committee.

2.2.2. Duties

- a) Creating activities aiming to strengthen the events and WorldSkills Asia Competitions;
- b) Advising on changes to the Competition Rules of WorldSkills Asia;
- c) Appointment of the relevant personnel according to the WorldSkills Asia Competition Rules to ensure that the Technical Outlines for the respective WorldSkills Asia Competitions are created according to WorldSkills Asia requirements and updated regularly to reflect the latest technical and related competencies for that skill in modern practice;
- d) Appointment of Jury President for each Jury;
- e) Setting up of standard marking criteria at the WorldSkills Asia Competition;
- f) Setting up of standard admission criteria for competitors and experts;
- g) Supervision of the conduct of the competition and the marking of Test Projects during the WorldSkills Asia;
- h) Finding solutions to technical problems concerning the organization of the WorldSkills Asia Competitions;
- i) Approval of the competition result;
- j) Suggestions for recognitions and awards for competitors;
- k) Review of the competition and submission of the report to the General Assembly;
- l) Make decision on the date by which to confirm the number of skill competitions and Competitors in which each Member will participate;
- m) Recommendations on admission or cancelling of WorldSkills Asia Competitions; and
- n) Recommendation on honors and awards to the Board of Directors.

3. ROLES

3.1. Competitor (C)

3.1.1. Nomination

Each Member may enter one Competitor or one team per skill competition.

3.1.2. Qualifications

- a. Competitors must not be older than 22 in the calendar year of the Competition. **For WSA2025, Competitors MUST have their birthday on or after 1st January 2003 (01/01/2003). Current exceptions to this rule are**
 - Digital Construction
 - Cloud Computing
 - Cyber Security
 - Industrial Design Technology
 - Information Network Cabling
 - Mechatronics
 - Robot Systems Integration**where Competitors must not be older than 25 years in the year of the Competition. For WSA2025, Competitors MUST have their birthday on or after 1st January 2000 (01/01/2000).**
- b. Competitors are limited to competing in one Official Skill at one WorldSkills Asia Competition. Competitors cannot compete in a different skill at a subsequent WorldSkills Asia Competition. Exceptional circumstances (such as the death of a member of the immediate family of a competitor while they are competing at the WorldSkills Asia Competition) will, on the Member's request, be given consideration by the WSA board
- c. Competitors who have participated in WorldSkills Competition will not be eligible to participate in the WorldSkills Asia Competition even though they have not participated in the previous WorldSkills Asia Competition.

3.1.3. Right and responsibilities

a. Before the Competition

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

- The Competition Rules for the WorldSkills Asia Competition
- The Technical Description and Infrastructure List
- The tools and auxiliary materials to be taken by competitors,
- Health, Safety and Environment documentation,
- The Test Projects/ Modulus circulated before the Competition (where applicable)
- The culture, customs and laws of the Host country.

b. At the Competition

Competitors must receive appropriate information about the Test Project/Modules and assessment. This information shall be provided in English, it being the only official language of WorldSkills Asia. However, if comprehension of English is an issue for the Competitor, it is the member organization's responsibility to make sure they gain a good understanding, with particular reference to:

- information on assessment criteria including the Mark Summary Form, but not the final detailed Marking Forms.
- detailed information regarding auxiliary materials and aids which may or may not be used (e.g., templates, drawings/prints, patterns, gauges, etc.).
- detailed information about the organization of the Competition, including:
- the Health, Safety and Environment Agreement including measures arising from noncompliance.
- competition timetables indicating lunch breaks and Test Project/module completion times.
- regulations governing entry and exit times to and from the workshop, and the conditions under which such entries and exits may be allowed.
- when and how machines may be tested.
- the nature and scope of sanctions that may arise from breaches of these Competition Rules and the Code of Ethics and Conduct.

Competitors must be informed that they are responsible for the safe use of all tools, machines, instruments and auxiliary materials they bring in accordance with the safety regulations of the host country.

Before each Skill Competition starts, Experts will conduct a check for prohibited materials, tools or equipment in accordance with the Technical Description. A daily check of toolboxes will then take place in all Skill Competitions.

Competitors are responsible for his/her tools, instruments and auxiliary materials. For any missing items, Competitor should contact the Chief Expert and will receive substitute items that are available in the host country.

Competitors must make measurement comparison with the Jury to ensure consistency and avoid errors.

Competitors may ask for substitutions of some materials if damaged or lost. This could lead to reduction in marks.

3.1.4. Familiarization

Before the competition starts, Competitors have a minimum of five hours and a maximum of eight hours in which to prepare their workplaces (workplaces are assigned by drawing lots), and to check and familiarize themselves with machines and auxiliary materials, which is done under the guidance of the Experts and Workshop

Manager. Competitors have the right to ask questions. Where processes are particularly difficult, a subject matter instructor shall be available to demonstrate the processes and Competitors shall be given an opportunity for practice. At the end of this familiarization period, Competitors must confirm that they are familiar with everything by signing the Familiarization Agreement. Any exceptions to this rule require the approval of the Board members responsible for Competitions Committee.

3.1.5. Competitors and compatriot Expert

All Competitors must be accompanied by a compatriot Expert that also participates in that same skill competition. If the compatriot Expert is withdrawn during the actual competition itself through illness, personal emergency, or outcome of the Issues & resolutions process, then the Members can seek to replace that expert but only to cover their competitors open communication periods.

3.1.6. Competitor identity and age check

Competitors are required to provide their passports/ID cards solely to validate their identities and their date of birth.

3.1.7. Competitor communication and contact

Competitors and their compatriot Expert may communicate at any time other than when the Skill Competition is officially ongoing. This open communication includes the lunch period.

The exceptions to the above are Skill Competitions in which there is fault-finding. In this instance, Competitors will be served lunch in the workshop area.

No contact shall occur between the Competitor and their compatriot Expert when the Skill Competition is ongoing, without the presence and agreement of a non-compatriot Expert. No contact may be made with other Competitors or guests during Skill Competition time, without the permission of the CE.

Periods of time (15-30 minutes) shall be timetabled each morning and each evening of the Competition for official communication between compatriot Experts and Competitors ("Competitor Communication"). The use of any equipment such as pens, paper, mobile phones or electronic devices, to record or exchange information, is prohibited during this time.

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

3.1.8. Illness or accident

The CE, the Competitor's Team Leader (TL), and compatriot Expert, must be told immediately if a Competitor becomes ill or has an accident. The SMT will decide whether or not time lost can be made up. Every effort will be made to facilitate the

return of the Competitor and to allow for lost time. Where a Competitor withdraws for any reason (illness, accident or other) following C- 1, any accumulated marks (including zero if they fail to start on C1) will be awarded for the work they have completed.

3.1.9. Disciplinary action

Competitors accused of dishonest conduct, unprofessional behavior, or who refuse to comply with regulations and/or directions, or who behave in a manner prejudicial to the proper conduct of the Competition, will be subject to the Issue and Dispute Resolution procedure described in the Competition Rules.

3.1.9. Health, safety and environment

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

3.1.10. Review Test Project and Mark Summary Form

For a non-modular Test Project, immediately before the start of the Skill Competition, Experts shall give the Competitors the Test Project and Mark Summary Form. A minimum of one hour, which is not to be included in the actual competition time, is allowed to study these materials and to ask questions. If the Test Project is modular, then the Experts shall give the Test Project to Competitors before each module. The minimum time allowed to study the information for each module is 15 minutes, prior to each module, and which is not to be included in the actual competition time.

3.1.11. Duty of Care

Each Competitor is guaranteed to be provided with the following:

- Familiarization time
- Competition timetable
- Written Test Project instructions in English.
- Mark Summary Form for the Test Project
- Health, Safety and Environment Agreement
- Code of Ethics and Conduct
- Competitor communication
- Access to their Team Leader(s) at all times

3.1.12. Honesty, fairness and transparency

Competitors have the right to expect fairness, honesty and transparency during the WorldSkills Asia Competition, in terms of the following:

- Clear and unambiguous written instructions.
- Every Competitor has the right to expect that no other Competitor will receive unfair assistance or any intervention that may provide an advantage.

- No advantage shall be given to any Competitor or group of Competitors by providing them with advance information about the Test Project, earlier than what is given to all Competitors.
- Marking Schemes shall provide no advantage to any particular Competitor.
- All necessary equipment and material specified in the Technical Description and Infrastructure List, shall be equally available.
- The assistance necessary from Experts and/ or officials to ensure that Competitors are able to complete the Test Project/ Modules, shall be consistent and shall provide no advantage to any particular Competitor.
- Interference by officials or spectators that may hinder or assist Competitors in the completion of their Test Project/Module is forbidden.
- Accredited personnel at the Competition shall ensure that the above principles of honesty, fairness and transparency are observed at all times.

3.2. Team Leader (TL)

3.2.1. Definition

Team Leaders are people selected by the Members to liaise with Competitors during the competition.

Each Member team may have two (2) Team Leaders regardless of the size of the team.

Team with more than 20 Competitors may have three (3) Team Leaders

Team with more than 30 Competitors may have four (4) Team Leaders

3.2.2. Right and responsibilities

- a) Team Leaders attend the coordination meeting/session.
- b) during the Competition, Team Leaders must have unlimited access to their Competitors, but no exchange of technical information or any information related to the competition task, assessment, and possible solutions is permitted.
- c) during the Competition, TLs shall have unlimited access to their Competitors, but no exchange of technical information, or giving of advice regarding the task, Test Project or module shall occur. They must not disturb their Competitor(s) unnecessarily. It is standard practice for TLs to advise the CE or DCE of their intention to speak to their Competitor before doing so. This is to ensure that they understand any potential impact of disrupting their Competitor at that time.

3.3. Expert (E)

3.3.1. Definition

A person with experience, knowledge and skills in an occupation or technology, and who is representing a Member in a Skill Competition related to their particular expertise.

3.3.2. Qualifications, experience, personal qualities, and ethical criteria

Experts must:

- a) have a formal and/ or recognized qualification with proven industrial and/ or practical experience relevant to the Skill Competition for which they are accredited. Each Technical Delegate must ensure that their Member Country's Experts comply to this requirement;
- b) be or have been a recognized Expert in their Member's national/ regional Competition;
- c) have the endorsement from the Technical Delegate that the relevant industry organization or educational institution in their country/ region accepts their technical competence;
- d) have relevant and current competition, and vocational assessment experience;
- e) know and agree to abide by the Competition Rules, the Technical Description and other Official Competition documentation;
- f) have sufficient fluency in the English language to be able to communicate and fulfil their responsibilities using English as their sole language of use while acting as an Expert;
- g) have the highest integrity. They must be honest, objective and fair, and be prepared to cooperate with others as required.

3.3.3. Nomination

Each Member may nominate one Expert for each Skill Competition for which they are registered. Experts may be registered for a given Skill Competition, whether or not they have a compatriot Competitor competing. An Expert is recognized as being an Expert for the Member to which they are accredited. Experts' names must be registered by their Member on the WSA registration system, nine months before the Competition.

3.3.4. Right and responsibilities

BEFORE THE COMPETITION

Before attending the Competition, the Expert must:

- a) access the website www.worldskillsasia.net to view and study all relevant Competition documentation;
- b) complete the WSA Access Programme, if new or not a recent WSA or WSI Expert;
- c) be active on the WorldSkills Asia Forum or other official communication channels for their Skill Competition;
- d) review the Code of Ethics and Conduct;
- e) study and have a working knowledge of the Competition Rules, their Technical Description and other official Competition documentation;
- f) when required, produce a proposed Test Project or module(s) as specified in the Technical Description;

- g) prepare proposals for updating the Technical Description;
- h) complete the necessary pre- Competition requirements as required by these Competition Rules, their Technical Description, and all other official Competition documentation.

AT THE COMPETITION

Before the Skill Competition begins, the Expert must:

- a) as required, assist the SMT to finalize details of the Test Project, Aspects of Sub Criteria, and the marks to be allocated to each Aspect of a Sub Criterion;
- b) proactively engage in updating the Technical Description for Skill Development;
- c) produce a proposed Test Project, or module(s) if required, as specified in the Technical Description;
- d) protect the confidentiality of the Test Project/Modules;
- e) proactively engage in make and selecting changes to the Test Project at the Competition if required, i.e. 30% change for circulating projects;
- f) abide by the Competition Rules;
- g) experts involved in marking teams must assess Competitors' performance in an objective and fair way following instructions from the Skill Management Team;
- h) participate in the preparation and execution of the skill competition and in the development and selection of the Test Project for the following Competition, where applicable.
- i) ensure that all Competitors are aware of the Health, Safety and Environment regulations and subsequently ensure strict adherence to these rules throughout the Competition.

3.3.5. Toolboxes / Toolbox check

There may be some prior restrictions placed on the size and weight of the Toolbox that can be brought and used for any given Skill Competition. Indeed, some skills may instruct that competitor toolboxes are not permitted. This is outlined in the Technical Description and /or included in the Skills Specific Rules.

Each day, a pre-assigned team of Experts shall examine the contents of all toolboxes thoroughly. This examination will ensure that any items found that may give an unfair advantage to a Competitor, will be removed from use during the Competition. The Competitor must be present at all times during the toolbox check. If any suspect or unauthorized equipment is identified, the CE and the compatriot Expert must be notified immediately. The compatriot Expert and Competitor shall then be asked to provide more details, or an explanation. Under no circumstances should Experts disassemble or interfere with any Competitor's equipment. If required, this shall be undertaken by the Competitor in the presence of their compatriot Expert and another Expert. Special tools listed in the Technical Description will be permitted. New special tools may be added to the list for use at the next Competition.

3.3.6. Communication with compatriot Competitor

Competitors and their compatriot Expert may communicate during non-competition times, including the lunch period, evenings etc. They may not communicate with them when the actual Skill Competition is underway.

However, by exception, communication between an Expert and their Competitor during competition time may occur, but only in the presence of a non-compatriot Expert who has agreed, and is prepared, to observe the interaction.

Where fault-finding is part of a Test Project or module, the Competitors **MUST** be served lunch in the workshop area and cannot communicate openly with their compatriot Expert during this period.

Periods of time (15-30 minutes) shall be timetabled for each morning and evening when the Skill Competition is running, for official communication between compatriot Experts and Competitors (Competitor Communication). During this period, no note taking (manually or electronically) or drawings or documents, shall be used by either the Competitor or their compatriot Expert, to help explain or make a record of the exchange.

Experts are not allowed to give any help to Competitors to interpret the Test Project, except where agreed by the Jury before the start of the Skill Competition. If any questions arise, they must be referred to the SMT for decision.

3.3.7. Competitors – duty of care and honesty, fairness, and transparency

Experts are to refer to Sections 3.1.11 and 3.1.12

3.3.8. Decisions made on the Discussion Forum

Decisions by Experts on the Discussion Forum or other official discussion channels made during the preparation period for the Competition and in accordance with the majority decision of Experts are binding

A quorum is achieved when two-thirds of those Experts registered on the Forum for a particular Skill Competition vote in favor of the proposal. Experts registered but failing to vote will be considered as abstentions in the proceedings. A vote should be open for a period of at least two weeks, but exceptions may be given for good reason if agreed, in advance, with the WSA Competition Specialist.

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

3.4. Skill Competition Manager (SCM)

3.4.1. Definition

The Skill Competition Manager is responsible for providing management, guidance, and leadership during the development and conduct of the skill competition. The SCM works with the Competition Organizer and WSA Competition Specialist. The SCM is a member of the Skill Management Team.

3.4.2. Qualifications, experience, personal qualities, and ethical criteria

A Skill Competition Manager must meet the following criteria:

- a) have a proven track record as a Chief or Deputy Chief Expert, or Expert for at least two Competitions in the skill competition to which they are appointed;
- b) be highly competent and experienced in the skill in which they are appointed;
- c) have advanced knowledge, understanding, and expertise in standards and assessment in vocational education and training (VET) and/or in relevant industry sector(s);
- d) have good communication skills in both written and spoken English, however SCMs requiring Interpreters will be considered;
- e) have good management and leadership skills;
- f) have good interpersonal relationship skills;
- g) be a person of the highest integrity.

3.4.3. Contact with national organization and Competitors

Skill Competition Managers can participate in all activities with their national organization until the announcement of the Competitors (or squad), or C-12 months, for the forthcoming WorldSkills Asia Competition whichever comes first. At that point, the Skill Competition Manager must cease all skill-specific training of the Competitor or squad.

Participation in team building and team development – such as developing mental attitude, physical activities to bring the team closer together, and presentations by sports psychologists and nutritionists – is permitted.

Skill Competition Managers may remain on committees and boards for their national organization and may participate in judging at provincial and/or state competitions for the following round of competitions. They may also participate in regional competitions held up to 12 months prior to the WorldSkills Asia Competition.

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

3.5. Chief Expert (CE)

3.5.1. Definition

An Expert who is responsible for providing management, guidance and leadership for a Skill Competition. The Chief Expert is a member of the SMT.

3.5.2. Qualifications, experience, personal qualities, and ethical criteria

In addition to normal qualifications of an Expert, the Chief Expert should:

- a) have leadership and organizational abilities;
- b) have Expert experience from at least two (2) WorldSkills Asia or WorldSkills Competition. Any exception can be approved by the Competition Committee;
- c) be able to communicate in the official language;
- d) be a person of the highest integrity;
- e) be highly competent and experienced in the skills;
- f) have good interpersonal relation skills;
- g) be capable of using a computer and communication via the internet; and
- h) be highly responsible and committed.

3.5.3. Nomination

Technical Delegates nominate their compatriot Experts to be Chief Expert in particular. The General Assembly Meeting appoints an Expert as the Chief Expert of each, by giving equal opportunities to participating countries. Proposal can also be made to appoint advisor or Chief Expert from WorldSkills Asia Competition but this must be approved by the General Assembly.

3.5.4. Right and responsibilities

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

3.6. Deputy Chief Expert (DCE)

3.6.1. Definition

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

3.6.2. Qualifications, experience, personal qualities and ethical criteria

In addition to the qualifications and experience and personal qualities and ethical criteria of being an Expert, a Deputy Chief Expert must:

- a) have been an Expert for at least one Competition (including the ongoing competition);
- b) be a person of the highest integrity;
- c) have the capacity in their working and personal lives to carry out their Deputy Chief Expert duties;
- d) have the agreement of their Technical Delegate and their employer to undertake the Deputy Chief Expert role;
- e) be highly competent and experienced in the occupation represented by the Skill Competition;
- f) have good management and leadership skills;
- g) have good interpersonal relationship skills;
- h) have good communication skills in written and spoken English;
- i) be capable of using a computer and communicating via the Internet – specifically to work in partnership with the Chief Expert and WSA Competition Specialist;
- j) communicate with and respond to WSA between Competitions.

3.6.3. Nomination

Technical Delegates nominate their compatriot Experts to be Deputy Chief Expert in particular. The General Assembly Meeting appoints an Expert as the Deputy Chief Expert of each, by giving equal opportunities to participating countries. Proposal can also be made to appoint Deputy Chief Expert from WorldSkills Asia Competition but this must be approved by the General Assembly.

3.6.4. Right and responsibilities

Deputy Chief Experts are assigned mutually agreed duties by Chief Experts and work with Chief Experts and Jury Chairpersons as the SMT. Their primary responsibility is to provide support to the Chief Expert.

3.7. Jury President (JP)

3.7.1. Definition

A Jury President is the Chair of the Jury for a Skill Competition.

3.7.2. Qualifications

A Jury President:

- a) Must be able to communicate well in English.
- b) Must be familiar with all details of the Rules, the Technical Description and assessment system for the relevant skills as well as all official competition documentation.

3.7.3. Appointment

All Technical Delegates must fulfil the role of Jury President as appointed to a Skill Competition by the Chair and Vice Chair on behalf of the CC. A Technical Delegate may be Jury President of more than one Jury at a Competition.

3.7.4. Right and responsibilities

The Jury President shall report to the Chair and Vice Chair of the CC. Their role is to oversee the management of the Skill Competition and provide guidance to the CE Expert and DCE.

In addition, the Jury President:

- a) acts as a link between the Experts for that Skill Competition and the CC;
- b) chairs meetings of the Jury that require: the resolution of disputes, nominations of officials, or discussions that may result in changes to the agreed Skill Management Plan;
- c) will assist the CE, DCE, or Experts, in the general management of the Skill Competition only when invited to do so, or when, in the view of the Chair and Vice Chair of the CC, the Skill Competition management is not proceeding correctly;
- d) attends all Jury President meetings on behalf of the SMT;
- e) be responsible for implementing decisions taken by the Competition Committee or Jury Panels' meeting;
- f) all questions and problems that cannot be solved by the Jury Panel are raised by the Jury President at the next CC meetings. If required, the Jury President may be accompanied at these meetings by the CE.

3.8. Jury Panel

3.8.1. Definition

The Jury comprises the JP and a group of Experts including the CE and DCE who are responsible for operating the Skill Competition and assessing Test Projects within that competition. The Jury is responsible for technical matters in preparing and conducting the Skill Competition for its authenticity, its compliance with Competition Rules, and for the implementation of decisions made by the CC and the Jury at its meetings.

3.8.2. Majority decision of Experts at the Competition

If the Jury is unable to make a unanimous decision within a reasonable time, the CE shall put the matter to a vote. A simple majority (50% of the Experts present plus one) will stand as the final decision. Absent Experts must be informed of the decision but are unable to change the decision. All decisions decided by a vote undertaken at the Competition must be recorded in the "skills decision daily log" located in their own Skill Competition binder.

3.8.3. Skills decision daily log

This is a log that each Skill Competition must keep, to record any key decisions which are made as a Jury at and during the Competition event. The record shall highlight all key decisions, agreements and votes that happen from C-2, through to and including C3. When a vote occurs, the record should highlight what has been voted on, how many Experts have voted for and against a course of action, and the number of abstentions or Experts missing from the vote. The names of countries voting against, and/or abstaining, should be stated. There must be at least 80% of the Experts participating in the skill present for such a vote to secure a quorum.

The log is part of the electronic binder and must be kept up to date by the end of each competition day by the CE or DCE. The JP shall ensure that the log is up-to-date daily and seek consensus that the Jury are content regarding the process of decision-making.

The CC Management Team will review these logs. If they find that a vote or a decision made by the Jury contravenes a Competition or Skill Specific Rule, then they have the ability to overturn that decision or vote.

3.9. Official Delegates (OD)

3.9.1. Definition

Official Delegate represents their Member organization at a senior level. They are senior people that carry a good degree of influence with the member organization and country. They take the leading role representing the member organization at the General Assembly.

3.9.2. Duties and responsibilities

Official Delegates should participate in the strategic forum to share their views of various topics that help build the profile of WorldSkills Europe. They are also informed of organizational and technical matters via the General Assembly and there should be a strong partnership with their Technical Delegate.

Official Delegates are responsible for conveying this information to their Member organization and other relevant national stakeholders and providing feedback to the Board members responsible for Strategic Development Committee leadership.

The official Delegate is the highest authority and representative for the member organization they represent. They take ultimate responsibility for the entire team and competition delegates registered against their member country.

3.10. Technical Delegates (TD)

3.10.1. Definition

Each Member nominates one Technical Delegate as their representative on the Competitions Committee. If a Technical Delegate is appointed as a Board member

responsible for Competitions Committee leadership, that Member may appoint a substitute Technical Delegate to perform their Technical Delegate duties.

3.10.2. Appointment period of a Technical Delegate

Members must appoint their Technical Delegate for the WorldSkills Asia Competition before the preceding General Assembly. This ensures the same Technical Delegate participates in the Competition Committee meetings at the General Assembly, related meetings, and is present and qualified at the WorldSkills Asia Competition.

3.10.3. Right and responsibilities

A Technical Delegate must:

- a) ensure that their Competitors and Experts are provided with information in sufficient time before the competition to prepare adequately for their roles.
- b) ensure that all their Competitors have the relevant Technical Description, Competition Rules, Health, Safety and Environment regulations, and all other official Competition documentation. Likewise, the Technical Delegate is responsible for the correct registration and competition preparedness of all their competitors.
- c) ensure their Experts' preparedness for the WorldSkills Asia Competition. They must inform their Experts of their detailed responsibilities and ensure that they have the required Technical Description, Competition Rules, Health, Safety and Environment regulations, plus all other official Competition documentation. The Technical Delegate is responsible for ensuring that all Experts are registered on the website, so they can access all documentation and resources. Technical Delegates should make sure their Experts are proactive on their associated Forum.

3.11. Technical Delegate Assistants (TDA)

3.11.1. Definition

Members can appoint one Technical Delegate Assistant to support the Technical Delegate in the event of an extra workload arising when the Technical Delegate is acting as a Jury President.

3.11.2. Access, rights, roles and responsibilities

A Technical Delegate Assistant:

- a) is accredited to the Competition via an official package (and accommodated with Experts);
- b) arrives on site with the Technical Delegates and Experts;
- c) can attend CC meetings and JP meetings during the Competition;
- d) can only enter the Skill Competition workshop in which they have a compatriot Expert, or Competitor, or their Technical Delegate is a JP;
- e) cannot act as a JP (but may observe their Technical Delegate in their role as JP for succession purposes);

- f) can access all Discussion Forums (read-only access) where they have Experts and Competitors registered – all comments to be made by the Technical Delegate.

3.12. Interpreters (I)

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

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

3.12.1. Appointment

- a) Every Member is entitled to bring, at their own expense, Interpreters to translate and communicate about Test Projects and assist in communication during the skill competition;
- b) Members may not use former Experts or Competitors as Interpreters in the skill competition in which they were formerly an Expert or Competitor;
- c) Former Interpreters who become Experts cannot have an Interpreter for their native language to English.

3.12.2. Qualifications

Ideally, Interpreters should have a technical background appropriate to the skill(s) for which they are interpreting/translating. Interpreters must have proven knowledge of and abide by the Competition Rules.

3.12.3. Rights, roles and responsibilities

- a) After the official commencement of the competition, the Interpreters should remain seated in the central workshop area or elsewhere as specified by the SMT and be readily available, as required;
- b) Interpreters must not have direct contact with compatriot Competitors in the workshop except when permitted by the SMT;
- c) During the C1 – C3, Interpreters must inform the Chief Expert when entering or leaving the workshop area. At other times, it would be a courtesy to do this.
- d) Interpreters must ensure that a digital file, photocopy or the original of any translated documentation is given to the Chief Expert for archiving. The Chief Expert will submit these translations to the Secretariat at the end of the competition.

3.12.4. Confidentiality of information

Competitors must not receive additional information as a result interpretation/ translation work. Any Interpreters or Competitors allegedly breaches the rules or Code of Ethics and Conduct, will be subject to Dispute and Issue Resolution procedures.

3.13. Workshop Manager (WM)

3.13.1. Definition

The Workshop Manager is a person with qualifications and experience in their accredited skill competition, whose role is to assist the Experts in Skill Competition preparation.

3.13.2. Appointment

The Competition Organizer appoints a Workshop Manager for each skill. These may be appointed from Partners or event sponsors. They cannot be appointed if they work for a company or agent in conflict with a Partner or event sponsor.

3.13.3. Reporting

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

3.13.4. Neutrality

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

The Workshop Manager will have access to restricted and prior information in relation to the Test Project. As a consequence, they will be required to agree and sign a Confidentiality Agreement. This Agreement becomes a mandatory part of the appointment process conducted by the Host.

3.13.5. Right and responsibilities

The Workshop Manager:

- a) must be present in the workshop area from the time that the Experts start their preparation for the Competition, throughout the Competition and until all assessments and the Experts' other tasks have been completed;
- b) be responsible for workshop installation, preparations of materials, workshop security, Health & Safety, and general tidiness and neatness of the workshop area.
- c) ensures that workplaces, as specified in the Technical Description, must be properly lit by natural or artificial light to the required industrial standards and suitable for the particular type of work.

3.14. Workshop Manager Assistants (WMA)

3.14.1. Definition

With the agreement of the Chair and Vice Chair of the CC, and the WSA Competition Specialist, the HO may appoint an assistant(s), who will comply with the same rules as the Workshop Manager. The Workshop Manager Assistant reports to the Workshop Manager.

The Workshop Manager Assistant will have access to restricted and prior information in relation to the Test Project. As a consequence, they are required to agree and sign up to a Confidentiality Agreement. This Agreement becomes a mandatory part of the appointment process conducted by the Host.

3.15. CIS Officer

The HO may appoint one officer who will be responsible for CIS processes in each skill competition.

3.16. Observers

There are three types of Observers: Official Observer (OO), Observer (O), and Technical Observer (TO). Official Observers and Observers must be registered in the same way as Experts and Delegates if they wish to have access to official events and accommodation.

3.16.1. Official Observers (OO)

Official Observers are important people from the Member's country/region and have access to WorldSkills Asia meetings and special events of the Competition Organizer. A member can only appoint two persons as being their Official Observers for any WorldSkills Asia event.

The Official Observer has access to the Competitors, but communication is only allowed in the presence of a Technical Delegate, Official Delegate or Team Leader.

3.16.2. Observers (O)

Observers are spectators who have taken an official package. They do not enjoy a special status or access.

3.16.3. Technical Observers (TO)

Technical Observers are people who will be Workshop Managers for the next WorldSkills Asia Competition. They are permitted to enter the workshop area for the Skill Competitions to which they are accredited in order to gain experience and audit the infrastructure used in that Skill. There may be only one Technical Observer per Skill Competition along with the addition of 4 (four) sector Skills managers covering group of skills. Outside of this other future WorldSkills Asia host may gain accreditation

to these Technical Observers positions but their numbers are capped or restricted to 6 (six).

3.16.4. Exchange of information

Discussions between Official Observers, Observers and Experts to exchange ideas and experiences are to be encouraged, but must not take place in workshop areas or during competition time.

3.16.5. Constraints

Any Observer, of any type, found to have breached the Competition Rules or Code of Ethics shall be subject to the Issue and Dispute Resolution procedure. The associated Technical Delegate is responsible for making sure that any person(s) named under their registration is aware of the Competition Rules and Code of Ethics for the Competition.

3.17. Guest Expert or Guest Competitor

By invitation only, guest Competitors from non- WSA Members are allowed to participate in WorldSkills Asia. All guest Competitors participate solely for competition practice and are not part of the official proceedings. Only WSA Members' Competitors are eligible to compete competitively to receive awards at a WorldSkills Asia Competition.

3.18. Chair of the Competition Committee

In accordance with the Constitution, the Chair of the CC is responsible for all technical and operational matters relating to the Skill Competitions. While holding this position, the Chair of the CC may appoint a substitute Technical Delegate to undertake their role as Technical Delegate.

3.19. Vice Chair of the Competition Committee

The Vice Chair of the CC assists the Chair in carrying out their responsibilities. While holding this position, the Vice Chair of the CC may appoint a substitute Technical Delegate to undertake their role as Technical Delegate.

3.20. Chief Executive Officer (CEO)

The CEO's primary responsibility is professionally to manage the preparation and execution of the whole WorldSkills Asia event. This is done in consultation with the WSA Board, the Competition Organizer, the Chair and Vice Chair of the CC, and other stakeholders. Details are given in the Bye- Laws, the Competition Rules, the Competition Organizing Guide, and other Secretariat documents. CEO is responsible for the coordination of the Competition Programme, along with the necessary documentation and information, in conjunction with the Competition Organizer.

3.21. WorldSkills Asia Competition Specialist

The WSA Competition Specialist is responsible for managing the preparation and execution of the skills competitions and other elements of competition operations in close collaboration with the Chair and Vice Chair of the CC, the Secretariat staff and the CC.

3.22. Technical & Operations Coordinator

The Technical & Operations Coordinator's is responsible for supporting the WSA Competition Specialist in preparation and readiness of competition environment.

In addition, Technical & Operations Coordinator must:

- a) timely Co- ordinate and consolidate competitions documents of all Skills, in consultation with SCM and/or Chief Experts.
- b) ensure the alignment of needs and requirements for skill competitions in line with floor plan and workshop layout.
- c) provide support to Workshop Managers in identifying and ensuring the availability of IL requirements.
- d) ensure that the necessary technical information is timely and consistently updated and distributed to Experts.

3.23. Secretariat

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

4. SKILLS COMPETITION TO BE HOSTED

4.1. Basic Principles

4.1.1. Introduction: what is a "skill"?

A "skill" is a piece of expertise normally gained by acquiring the knowledge, skills, and behaviors associated with a particular occupation. "Skill competition" refers to a WorldSkills skill competition, which is based on one or more occupations for which there is a benchmark, description, or standard.

The skill competitions are referenced to occupations, since these are internationally understood, associated with a career, and have longevity.

4.1.2. Vocational trends

Occupational and social trends are challenging current assumptions and approaches to vocational education and training. These include:

- the expansion of skills development into and across higher levels of education,
- greater diversity and richness in skills development,
- a wider sense of ownership and concern, and
- a stronger appreciation and understanding of skills development.

These trends are already seen within the WorldSkills Competition and should be directly reflected in the selection and organization of the skill competitions.

4.1.3. Membership diversity and representation

The rapid growth of the WorldSkills Asia Membership has created

- a more rounded and authentic view of the Asia's vocational development;
- a more informed approach to the selection and organization of skill competitions; and
- a greater responsibility to accommodate divergent interests and needs, within an accessible competition structure and a representative selection of skill competitions.

In accordance with the principle that where access and excellence collide, excellence comes first, there is scope to include skill competitions that reflect the strengths of developing economies as well as those of developed ones.

4.1.4. The case for change

In a dynamic context, demand should be joined by additional criteria in order to decide whether a skill competition should continue. Space must be found to enable innovation to occur. WorldSkills has several additional quality control and assurance measures, which should more actively be used to determine whether and how each skill competition should continue to be offered:

- distinctness,
- labour market relevance, value, and trends,
- competition quality performance indicators, and
- internal management performance.

The use of these additional criteria should ensure a sustainably excellent offer to Members and wider beneficiaries.

High demand, which may suggest relevance and value, may also indicate fewer positive factors, such as a lack of alternatives, or a bottleneck, each of which need to be addressed in an informed manner. Some skill competitions have universal appeal and very wide occupational spread. A skill competition with excess demand should be reviewed for its potential evolution. In relation to excess provision more broadly, where capping or other limitations are needed, the criteria of proportionality, access, balance, and range, should be applied to each and all of the skill competitions portfolio, its priorities, and registrations.

4.1.5. Competitor's eligibility

Positively, the sole eligibility criterion for Competitors is age. A key purpose of the WorldSkills Asia Competition is to give Members and others feedback about the efficiency and effectiveness of their VET systems and practices. A participant's recent experience influences performance; therefore, as a principle, the eligibility of Competitors should be pegged to within two years of leaving initial VET. This endorses the limitation of 22 years for occupations that fall under the last four headings of the second classification in section 3.1.7 above. However, for professional, technician, and associate professional roles, with longer initial VET, 25 years may be more appropriate. This is borne out by recent discussions and decisions.

4.1.6. Skill competitions with no nominated CE and/or appointed SCM

Skill competitions with no nominated CE and/or appointment of an SCM cannot be offered for registration.

For new skill competitions, the Competitions Committee Management Team appoints the CE in consultation with the registered Members for that skill competition.

4.2. Selection of skill competitions for a WorldSkills Asia Competition

The total number of skill competitions at a WorldSkills Asia Competition is determined by the application of the aforementioned principles to ensure that the skill competitions reflect the WorldSkills Asia mission and competition goals and represent the skill needs of the regional economy.

Members must be aware that no commitment should be made to any Competitor before Provisional Registration and the subsequent announcement of which skill competitions will be hosted at the WorldSkills Asia Competition. Members should not select their Competitors until after this date.

The actual number of skill competitions that are hosted at a WorldSkills Asia Competition is dependent upon the total available space, the required space per skill competition, and the number of Competitors per skill competition. Therefore, the selection of skill competitions is determined by a prioritized listing of the skill competitions into the available space.

The selection of the skill competitions for a WorldSkills Asia Competition is made by the Board members responsible for Competitions Committee leadership, WorldSkills Asia's CEO, the WorldSkills Asia Competition Specialist, and the Competition Organizer's Technical Director, at Provisional Registration. Provisional Registration is 12 calendar months before the Opening Ceremony.

All Members are to be advised of the final selection of skill competitions within one week of General Assembly.

Selection order

The selection of skill competitions for a WorldSkills Asia Competition (based on Provisional Registrations) is in the following order.

1. All Official Skills with required registrations or more depending on the number of years as Official Skill (Official Team Skills with nine or more registrations)
2. All new Official Skills
3. Third year or later Official Skills with 3 or 4 registrations – final decision by Competition Organizer
4. Exhibition Skills

4.3. Exhibition Skills

The Competition Organizer, at its own cost, and in agreement and partnership with WorldSkills Asia, may present or showcase a new aspect of a skill competition or a possible new skill competition in the form of an exhibition.

This exhibition may include the demonstrator's work, either in complete form, or work in progress. This exhibition of work shall not be regarded as having any competitive status and WorldSkills Asia cannot award any official medal or certificate as a form of recognition. The Competition Organizer may, however, acknowledge demonstrators with certificates, provided they are approved by WorldSkills Asia.

4.4. Types of Skills

Skill	Minimum Competitors/ teams	CIS	Competition Rules	Medals	Final Members Results
Official	4	✓	✓	✓	✓
Official Team	4	✓	✓	✓	✓
Exhibition skill	n/a	n/a	n/a	n/a	n/a

5. HOST ORGANIZATION

5.1. Basic Principles

5.1.1. Selection of the Competition Host

The execution of a WorldSkills Asia Competition is assigned to a Member of WSA by a decision of the General Assembly. This follows a bidding application process, a site validation and thereafter the approval by the WSA Board to put a proposal before the General Assembly.

5.1.2. Competition organizer who is not a Member

If a Member assigns the organization of the WorldSkills Asia Competition to a national committee or any other body, that Member's responsibility towards WSA remains the same, and all contracts arising must be presented to the WSA Board for inspection.

5.1.3. Rights

The Host Member shall be responsible for organizing and hosting the Competition.

The Host Member is responsible for public relations and publicity before, during and after the Competition, both domestically and across (but in partnership) within the other Member countries/regions. WSA, as the promoter, retains all rights in respect of the Competition, including approval of all communications (media, marketing and public relations).

5.2. Host Organization duties

5.2.1. Provision of infrastructure

The Host Organization (HO) is responsible for providing a "fit for purpose" workshop area and equipment for each Skill, in accordance with its Technical Description and Infrastructure List. The outline concept for this must be approved by the WSA Competition Specialist.

Between nine and six months before the official start of the WorldSkills Asia Competition (C-1), the HO shall supply all Technical Delegates and Experts with detailed information on what has been secured against the Infrastructure Lists, relating to the exact machines, equipment and tools that will be used in accordance with the decisions of the CC.

The HO shall provide optimum facilities and infrastructure for the Competition, as set out in the Technical Description, the Infrastructure Lists and other official documentation. In addition to providing the Competition site and workshops, this includes:

- A plenary meeting room for the CC and Jury Presidents meetings
- A Lounge/meeting room for Official and Technical Delegates
- A Lounge/meeting room for Team Leaders
- A number of offices containing the specified resources needed by the Secretariat, CIS and Assessment Advisors.
- Offices for the President, CEO and for the Chair and Vice Chair of the CC

The detailed requirements should be agreed in advance with the WSA Competition Specialist.

5.2.2. Competition Programme

In conjunction with and approved by the WSA CEO, the HO shall prepare an overall Competition Programme which includes arrangements for accommodation for all

participants. In particular, the precise procedure for the Opening and Closing Ceremonies and Farewell Party should be approved by the CEO and the WSA Board six months before the event.

5.2.3. Accreditation packages

At least twelve months before the Competition, the HO shall inform WSA Members of the cost per participant, including the cost of all excursions and receptions if applicable. All Members and their guests shall be accepted as participants without restriction, provided that all invoiced costs are duly paid in full. Specific details of Accreditation Packages shall be provided by the HO twelve months before the Competition and updated regularly thereafter, should any changes occur. The HO must provide fully transparent details of package pricing to the CEO and make it clear in which currency they will accept payment from the Members.

Accreditation Packages are to be approved by the WSA Board before informing the Members.

6. REGISTRATION

6.1. Registration

It is only the WSA Member organization that can register Competitors to participate in a WorldSkills Competition.

Registration for the Competition is completed in five stages.

STAGE 1 – PROVISIONAL REGISTRATION

Members shall register for participation in their selected Skill Competitions either via the WSA website or by other means directed by WorldSkills Asia. The deadline for completing Provisional Registration is C-12 months before the Competition.

At this juncture the Members must register in the Skill Competition(s) they are seriously considering having Competitors participate.

Members must be aware that no commitment should be made to any Competitor before the close of Provisional Registration (at C-12 months) and the subsequent announcement of which skill competitions will be hosted at the Competition.

STAGE 2 – REGISTRATION OF EXPERTS AND TECHNICAL DELEGATES

Full details of Experts and Technical Delegates must be provided by C-9 months (to ensure participation in skill competition development and preparation, such as Discussion Forums).

STAGE 3 – UPDATES TO PROVISIONAL REGISTRATION

At the end of the Provisional Registration period (at C-12 months), the maximum capacity for each Skill Competition will be set (The Cap), based on the numbers of Competitors recorded at that time. Members may update their registrations during the period between Provisional Registration and Definitive Registration (Stage 4, C-4 months).

However, for any Member thereafter seeking to participate in a Skill Competition they have not previously registered for within the Provisional phase, and where capacity remains full up to the cap number, their Competitors will automatically be placed, in order, on a waiting list, until their participation can be confirmed.

If the capacity for that Skill Competition is reduced from another member withdrawing their Competitors, then the queuing Members' Competitors will be confirmed for participation, in the order of their entry onto the waiting list. In these situations, the Secretariat will regularly keep queuing Members informed as to whether their Competitors can participate.

STAGE 4 – DEFINITIVE REGISTRATION

By C-4 months, Members must finalize their registrations for the Skill Competitions they will participate in. No further changes may be made without the permission of the HO and the WSA Competition Specialist.

Where a Skill Competition has excess capacity due to withdrawals, and there are no WSA Members queuing, WSA and the host reserves the right either to remove the space and its associated Infrastructure or offer the space to guest Competitors and Experts the wider skin order to skills community. All guest Competitors participate solely for competition practice and are not part of the official proceedings. Only WSA Members' Competitors are eligible to compete competitively to receive awards at a WorldSkills Asia Competition.

If any Skill Competition's participation numbers fall significantly below the minimum participation numbers at any key registration point before the start of the Competition, then the Host has the right (with agreement from WSA) to remove it from the WorldSkills Asia Competition straightaway.

STAGE 5 – REGISTERING PARTICIPANT DETAILS

Each Member shall supply the full name, email address and a photograph for each participant requiring accreditation, to the Secretariat and to the HO (via the Competition Package Registration system provided).

Full details of Interpreters must be provided by C-4 months.

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

Other participant details should be provided, as required, for the HO's accreditation package system.

7. COMPETITION MANAGEMENT

7.1. Overall event management

The WSA Board and the HO are responsible for the overall management of the WorldSkills Asia event. Within this remit, they should assign appropriate powers and responsibilities to their respective CEO and Board Members.

7.2. Competition Management Team (administrative)

The CEO, Competition Specialist and the respective Board Members responsible for Competition make up the Competition Management Team and are responsible for all aspects of the administrative management of the Competition.

7.3. Management of the Skill Competitions

7.3.1. Competition Committee Management Team (technical)

The Chair and Vice Chair of the CC, and the WSA Competition Specialist, make up the CC Management Team, which is responsible for all aspects of the management and governance of all the official Skill Competitions.

7.3.2. Management of each individual skills competition – the Skill Management Team

The Skill Management Team (SMT) for a particular Skill Competition consists of Skill Competition Manager (SCM), Chief Expert (CE), Deputy Chief Expert (DCE) and the Jury President (JP). All management decisions concerning a Skill Competition are made by the SMT. However, if the Chair of the CC finds that a decision contravenes the Competition Rules, the Chair of the CC has the right to overturn this decision at all times.

7.3.3. The position of Skill Competition Manager

A Skill Competition Manager is a person who has served as a Chief or Deputy Chief Expert, or Expert at least two times in the skill competition to which they are appointed. The Skill Competition Manager is responsible for providing management, guidance, and leadership during the development and conduct of the skill competition

from C- 21 months to C+ 1 month. During this time, the SCM works with the Competition Organizer and the Competition Specialist. The SCM is a member of the Skill Management Team.

7.3.4. The position of Chief Expert

The position of the CE is very important in the management of each specific Skill Competition because this person has the main responsibility and authority to plan and manage the technical aspects of the Skill Competition. In particular, the CE ensures that a Skill Competition environment is created which allows each Competitor to produce the best possible work over three days of competition. The Skill Competition procedures must be in accordance with WSE's core values of integrity, fairness, transparency, partnership and innovation.

7.3.5. The position of Deputy Chief Expert

The position of DCE is to support the CE and to undertake duties mutually agreed with the CE.

7.3.6. The position of Jury President

The Jury President (JP) is a Technical Delegate assigned by the Chair and Vice Chair of the CC to represent the CC in the overall management of one or more Skill Competitions. The JP, as an impartial member of the SMT, works in cooperation with the CE and DCE to ensure that a professional Skill Competition is conducted. As part of the role, the JP acts as an advisor, mediator, and critical friend, ensuring compliance with the Competition Rules, regulations and the timely submission of key documentation in accordance with the decisions of the CC.

8. TECHNICAL DESCRIPTIONS

8.1. 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 Asian labour market. 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.

The WorldSkills Asia adopts the latest updated Technical Descriptions of WSC for the competition.

8.2. Updating & 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 Asia. 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.

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 WorldSkills Asia Competition. The CE and DCE are responsible for collecting this information.

8.3. Precedence

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

9. INFRASTRUCTURE AND WORKSHOP ORGANIZATION

9.1. Materials and Equipment

9.1.1. Definition

The Infrastructure List (IL) is a list of materials and equipment to be provided by the host country for the conduct of a skill competition.

9.1.2. Development

The Infrastructure List shall be reviewed and updated after each WorldSkills Asia Competition, utilizing feedback from any Technical Observer who were active during the previous WorldSkills Asia Competition, and information supplied from the previous host.

The HO shall update the Infrastructure List progressively using an agree method and system with the WSA Competition Specialist, CE and DCE, 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 utilization.

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.

Basically, the materials and equipment in the list should be commonly available in all participating countries. However, the host country has the discretion to use materials or equipment that suits their procurement ability to conduct the competition. They also consider their general availability in Member countries/regions.

The Infrastructure List should be informed to participating Members at C-6 months before the competition.

9.1.3. 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.

9.1.4. 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.

9.2. Competitor Toolbox

9.2.1. 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.

9.2.2. Toolbox Shipment

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.

9.2.3. Toolbox Shipment

Each day a team of Experts shall examine the contents of all toolboxes thoroughly. This examination will ensure that any items found that might give an unfair advantage to a Competitor will be removed from use in the competition. The Competitor must be present at all times during the toolbox check. If any suspect or unauthorized equipment is identified the CE and the compatriot Expert must be notified immediately. The compatriot Expert and Competitor shall then be asked to provide

more details or an explanation. Under no circumstances should Experts disassemble or interfere with any Competitor's equipment – if required this shall be undertaken by the Competitor in the presence of their compatriot Expert and another Expert. Special tools listed in the Technical Description will be permitted. New special tools may be added to the list for use at the next Competition. However, the tools requirements should be clearly stipulated before the competition.

9.3. 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 WSA Competition Specialist, or at the Competition by either the Experts or the Competitors.

9.4. Items Prohibited at the Competitor workstation

Competitors are prohibited from having the following at their workstation during Competition hours:

- Hearing protection or headphones with wired or wireless connectivity with functionality such as Bluetooth, Wi-Fi enabled, or other communication protocols that can be used for communication with people inside or outside the Workshop.
- Smart devices that are able to connect to networks either wirelessly using Wi-Fi, Bluetooth, or other communication protocols, or through wired connections. Examples include, and are not limited to, smartphones, smart speakers, smartwatches, smart keychains, smart glasses, and other Internet of Things (IoT) devices that can be used for communication with people inside or outside the Workshop.

Exceptions to this rule will be considered on a case-by-case basis where smart devices are required for monitoring medical conditions.

10. TEST PROJECTS

10.1. Definition

Each skill has a Test Project for the competition. It is performed by the Competitors to demonstrate their mastery of their skills. The Technical Description specifies the competencies, scope of work, format/structure, development, validation, selection, circulation and change (if appropriate) and assessment criteria of the Test Project. The most recent test projects of the WorldSkills Competition are to be adopted as basis of the development for the Test Projects of WorldSkills Asia.

10.2. Duration

The Test Project takes 15 to 18 hours, over a period of 3 days. 2 more hours are made available, an hour for introducing the test project at the start and an hour for exchanging views at the end of the competition.

10.3. 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. Not more than 2 hours are allowed for the extension.

10.4. Ethical criteria

All Experts have to conduct themselves with the highest level of integrity, honesty, fairness and transparency. One of the most important requirements to achieve this is to ensure that no unfair advantage is given to a Competitor or a group of Competitors by their receiving information about the Test Project (before the competition) that other Competitors do not receive.

10.5. Development

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.

10.5.1. 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.

10.5.2. 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. The SCM or CE must obtain written approval to have an externally designed Test Project for their Skill Competition from the WSA Competition Specialist prior to proceeding to engage an external agency or person.

Any such agency or person must agree to follow the WSA 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 Asia 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 Asia 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 WorldSkills Asia Competition itself to deliver the briefings regarding the test projects or modules.

10.6. Selection, validation and circulation

10.6.1. 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 WSA Competition Specialist (before the Competition or by the Jury at the Competition). The Technical Description shall define this process.

10.6.2. 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.

10.6.3. 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 must not be circulated before the competition but presented at the WorldSkills Asia Competition to the Expert group at the appropriate time in coordination with the CE.

10.7. Confidentiality

It is essential that no one except the Experts of the Jury Panel or a specific group of Experts within the Jury Panel know the contents of the Test Project. This also means that Experts CANNOT involve any other person from their country/region or industry to assist them in this without approval of the WSA Competition Specialist.

Workshop Managers may request access to the Test Project from the Secretariat for the purpose of preparing materials and equipment for the Competition. The WSA Competition Specialist 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 WSA Competition Specialist.
- Get the person to study and understand the Code of Ethics and Conduct and sign a WorldSkills Asia 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 WSA Competition Specialist.
- Get the agency or person to review and agree to the Code of Ethics and Conduct and sign a WorldSkills Asia 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.

10.8. Assessment criteria

Every Test Project must be accompanied by a marking scheme matching the assessment criteria as given in the Technical Description, as well as a detailed list of Aspects of Sub Criterion defined on Measurement Marking Forms and (if appropriate) Judgement Marking Forms. There is to be a majority agreement (50%+1) between Experts on the accepted Marking Scheme.

10.9. Mandatory change in work content

Where the Test Project has been circulated to Competitors before arriving at the WorldSkills Asia 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 Chair of Competition Committee 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).

10.10. Test Project and assessment briefing

In the case of non- modular Test Projects, immediately before the start of the competition, the Competitor will be given the complete Test Project, explanatory material and the pre- filled Mark Summary Forms. Competitors will be allowed a minimum of 1 hour – which is not included in the competition time – to study these and to ask questions.

In the case of modular Test Projects, Competitors will be given the documents for each module, the explanatory material and pre-filled Mark Summary Forms for that module at the commencement of that module. The assigned Expert for that module will provide clarification to Competitors if required. Competitors will be allowed a minimum of 15 minutes – not to be included in the competition time – to study these and to ask questions

In both cases, Competitors will not receive the details of the Measurement and Judgement Marking Forms.

10.11. Translation

The Test Project is finalized by the Experts during the preparation period. The Experts study the Test Project and the assessment criteria and translate the pertinent text into the Competitors' languages of choice. The original and translated document will be kept by the CE until the final approval of results.

10.12. Security of completed projects

The removal/destruction of Test Projects and the dismantling of the workshops and installations must not start before all assessment has been completed unless approval is given by the relevant CE.

11. ASSESSMENT AND MARKING

11.1. Definitions

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

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

11.2. WorldSkills Occupational Standard

There is a WorldSkills Occupational Standard (WSOS) for each skill competition. It specifies the knowledge, understanding, skills, and capabilities that underpin international best practice in technical and vocational performance, at work.

11.2.1. Weightings

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

11.3 Assessment Methods

There are two assessment methods: **Measurement** and **Judgement**. Each has distinct purposes and procedures.

Measurement is used to assess accuracy, precision, and other performance which 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.

11.4. Marking Scheme

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

11.4.1. Scale of marks

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

11.4.2. Assessment Criteria

The main headings of the Marking Scheme are the Assessment Criteria. There are normally between five and nine Assessment Criteria. These are not necessarily the same as the sections of the WorldSkills Occupational Standards or the Test Project. Irrespective of the way the Assessment Criteria are structured, the allocation of marks

to Aspects of Sub Criterion must reflect the weightings in the WorldSkills Occupational Standards for the skill.

11.4.3. Assessment Sub Criteria

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

11.4.4. Aspects of Sub Criterion

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

Ideally, the Marking Scheme has between 100 and 200 Aspects. It must have no fewer than 100 and no more than 250.

11.4.5. Allocation of marks

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

11.4.6. Preparation and use of Marking Forms

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

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

To eliminate the potential for bias the maximum mark per Aspect is removed from being visible on the Marking Forms for all skill competitions before being used by the marking team. There is an exception for measurement Aspects without calculations.

11.4.7. Landscape-format Marking Forms

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

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

11.4.8. The use of CIS calculations for measurement

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

11.4.9. Variation of Marking Scheme

Under exceptional circumstances, the Board members responsible for Competitions Committee may agree to a variation based on a written request from the Skill Management Team submitted before C1.

11.5. Assessment and marking procedures

11.5.1. Competition commencement

Before the CIS is made available for commencement of the competition the Chief Expert must notify the CIS officer and confirm all preparation tasks are completed.

11.5.2. 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.

11.5.3. Specific Procedure 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 minimize errors, the CIS's calculations facility should be used wherever appropriate.

The Two (2) or Three (3) Experts are assigned to assess each Aspect of a Sub Criterion.

Dual marking for measurement assessment

- Two groups of two Experts each are assigned to assess the same Aspect of Sub Criterion. One group will complete their marking and the second group will follow. The groups compare their assessment. If differences are found in certain Aspects of Sub Criterion both groups will re-assess these Aspects together to achieve agreement.
- Dual marking shall be an optional method to be used in Measurement assessment. The Experts of the Jury Panel Meeting will decide if this method will be used.

11.5.4. 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 will be entered directly into the CIS via a tablet by the Expert awarding the score.

Each Expert awards a score of between 0 and 3 for an Aspect. The scores awarded by the Experts must not differ by more than 1. 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

11.5.5. 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 Chair of the CC may make the decision that judgement should precede measurement.

11.5.6. 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.

11.5.7. Experts and the marking of their compatriot Competitors

As a general rule, Experts must not mark their compatriot Competitors. Except for Judgement marking that requires the Jury Panel to mark a set of criteria for all Competitors. It is important that the same Experts mark all Competitors for whatever Aspect of a Sub Criterion they are marking. If all Members of Jury Panel are full agreement, then Experts in the skills may be allowed to mark their compatriot Competitors. This requires approval of the Chair of the CC.

11.5.8. 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 **by 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 **by 10:00 on C+1**.

11.6. Finalization of marks

11.6.1. 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 WSA Competition

Specialist 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.

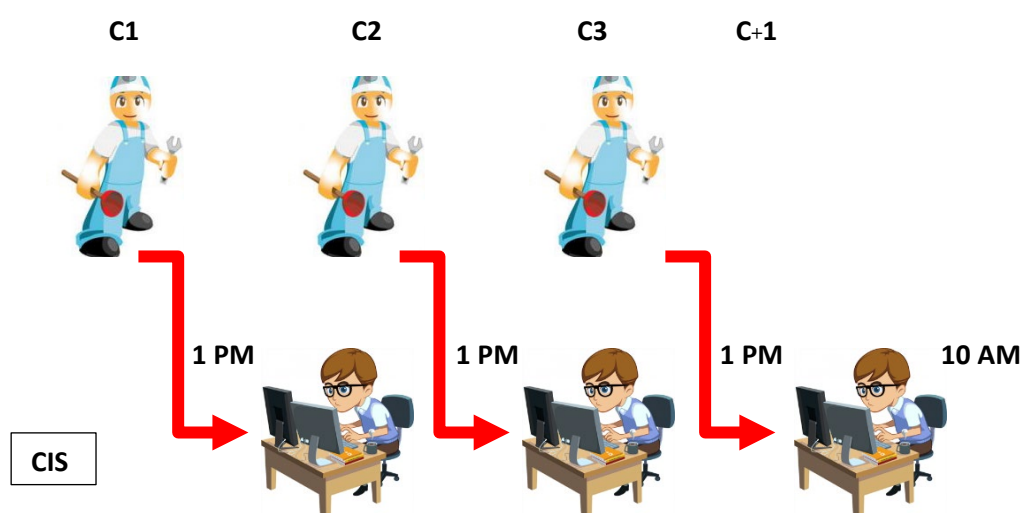
On receipt of the completed Mark Entry Acceptance Form (or Final Mark Entry Acceptance Form) the CIS team shall lock the CIS for that part of the completed assessment. No further/new objections to the accepted marks shall be raised once this procedure has been completed.

11.6.2. Completion of assessment and marking

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

11.6.3. 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.



11.7. Competition Information System (CIS)

11.7.1. 700 scale

To enable comparison between skills, results based on 100 marks are standardized on a 700 point scale by the CIS. This procedure places all Competitors with an average score in their skills at the 700 point position.

11.7.2. Rounding

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

11.8. Error handling

Errors that are discovered must be reported immediately to the Chair or Vice Chair of the CC. 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.

11.9. Final results processing

The WorldSkills Asia 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”. These results are, however, embargoed for further distribution until the end of the Closing and Awards Ceremony.

11.10. Appeals

Appeals concerning the results may be accepted up until the Competition Committee meeting to confirm the results. Once approved by the General Assembly (that is after the Competition Committee meeting), the results are final and there is no further right of appeal.

11.11. Security of completed Test Projects

All completed Test Projects must be secured until the competition results are approved by the Competition Committee and ratified by the General Assembly. 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.

11.12. 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.

12. HEALTH AND SAFETY

12.1. Host country & Competition organizer responsibility

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

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

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

On completion of training and prior to any equipment being used in the workshops, persons who have received Health, Safety, and Environment training are required to sign the Health, Safety, and Environment Agreement.

12.2. Member responsibility

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

12.3. Technical Delegates responsibility

The Technical Delegate is responsible for ensuring that all compatriot Competitors and compatriot Experts have been briefed on the correct information about the Competition Organizer's Health, Safety, and Environment regulations before the Competition.

12.4. Expert responsibility

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

12.5. Skill Management Team, Experts, and Workshop Manager

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

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

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

12.6. WorldSkills Secretariat

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

Documentation must include accurate information on testing and approval of Competitors' electrical hand tools brought to the Competition. All Health, Safety, and Environment documentation must be available on the website at C-6 months

13. MEDALS AND AWARDS

13.1. Medals

Gold, silver, and bronze medals are awarded to the Competitors who come first, second and third respectively on the WorldSkills Scale in all Official Skills.

For WSA2025, skill competitions with 5 registrations will receive a Gold, a Silver and a Bronze only, no Medallion for Excellence. Skill competitions with 4 registrations will receive a Gold and a Silver medal only, no Bronze or Medallion for Excellence.

13.2. Equally placed medals

If the difference between two or more Competitors is no more than two points on the WorldSkills Scale, then equally placed (ex æquo) medals are awarded as described below. Variations may be recommended by the Competitions Committee and ratified by the General Assembly at the meetings at which Competition results are ratified.

Gold

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

Silver

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

Bronze

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

13.3. 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.

13.4. 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.

The Best of Nation cannot be a Competitor who has breached the skill-specific rules or Competition Rules and received either 600 points or 5 points less than the lowest score of the lowest scoring Competitor across all skill competitions, whichever is lowest, and/or a Competitor who has breached the Code of Ethics and Conduct.

13.5. Abu Dhabi Award

The Competitor(s) with the highest points at the Competition receives the Abu Dhabi Award.

13.6. Certificate of Participation

Any Competitor who does not receive a medal or special award shall receive a certificate of participation.

14. LANGUAGE OF COMMUNICATION

The medium of communication and official language for WorldSkills Asia is English. All documents, agreements, solutions, and commitments shall be written in English.

15. FINANCIAL RESPONSIBILITIES

15.1. Host Country

The host country is responsible for providing the financial requirements pertaining to:

- Organizing all meetings held in the host country;
- Organizing the WorldSkills Asia Competition and related events.

15.2. Participating Members and others

Participating Member is responsible for travel, accommodation package as well as other miscellaneous expenses.

16. COMMUNICATIONS (INCLUDING MARKETING, MEDIA AND PUBLIC RELATIONS)

16.1. Host Organization

The HO shall be responsible for providing information to local, Asian and other international media. All documents must reference the Host Member, HO, and WSA, in accordance with the guidelines provided. All documents and releases must be approved by WSA, prior to release.

16.2. Information about preparations

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

16.3. Member communications

Communications (marketing, media and public relations) activities in individual Member countries and regions may be left to the discretion of the Members themselves. However, the HO shall support other Members' communications work in those areas, as defined by the Hosting Agreement between the HO and WSA.

17. FILMING AND PHOTOGRAPHING AT THE COMPETITION

17.1. Media during the competition

The media may have access to the workshop, provided they do not disturb work in progress. However, permission must be sought from the SMT (SCM, CE or DCE).

17.2. Movies and videos during the competition

Movies and videos can be taken in the workshops during the competition, subject to the approval of the SMT for the skill competitions. The taking of movies and videos in the workshops before the competition is forbidden.

17.3. Filming or photographing Test Projects or project components

Test Projects or their components are not allowed to be filmed or photographed during the competition, or discussed with Competitors before the end of the competition.

18. ISSUES AND DISPUTE RESOLUTION

18.1. Policies and rules hierarchy

WorldSkills Asia, its Members, and all of its activities are governed by its Constitution, Standing Orders, and other official documents like the Code of Ethics and Conduct and Competition Rules. The Code of Ethics and Conduct describes WorldSkills Asia values and ethical foundations and how ethical behavior is promoted and implemented in the everyday work of the organization. The Competition Rules are considered subordinate to the Code of Ethics and Conduct as they embody the values and ethics specifically applied to the Competition activities and the skill competitions themselves.

The skill-specific rules for each skill competition are subordinate to the Competition Rules and reside within the Technical Description for each skill.

Any subjugent policy or rule cannot prevail over a higher one.

18.2. Definition of key terms

- **Issue:** This is a difference of opinion or approach that generates a discussion or debate relating to the setup, management, and operation of a skill competition. The majority of issues, wherever possible, should be resolved within the skill competition itself by the appointed Skill Management Team. Any penalty to be

applied must be done in consultation with the Competitions Committee Management Team.

- **Dispute:** This is an escalation of an issue (definition above) because:
 - the Skill Management Team cannot resolve it in a timely manner, or
 - an alleged breach of the skill-specific rules, Competition Rules, or Code of Ethics and Conduct has been identified.
- **Incident:** This is where a person not directly connected to the operation or function of a skill competition reports observing a potential and/or significant situation which could lead to a Competitor gaining an unfair advantage, is unsafe or unethical behavior, or may potentially damage the reputation of the WorldSkills Asia organization. Incidents are treated in the same way as disputes.
- **Event period:** This is the period C-3 to C+1 of the WorldSkills Asia Competition where the Issue and Dispute Resolution process applies.
- **Field of play:** This is the term used to describe the activities that occur at the WorldSkills Asia Competition within the event period. It is important to define the field of play and the event period because decisions have to be made under “live” or “real-time” conditions. It is considered that this approach is apt given that the WorldSkills Asia event has a defined start and finishing point, after which the results of the skill competitions are required to be announced and published (similar to sporting events).
- **Field of play decisions:** These are the decisions required to resolve a dispute within the event period to ensure the results can be announced at the Closing Ceremony. These are decisions that shall be made by the assigned group or person, following an appropriate investigation and by interpreting and applying the Competition Rules or Code of Ethics and Conduct.
- **Balance of probabilities:** This is the way the evidence will be reviewed by the Competitions Committee Management Team, the Ethics Committee, their assigned representatives, and the CEO and Board when making field of play decisions in respect to whether a skill-specific rule, a Competition Rule, or the Code of Ethics and Conduct has been breached. Given that disputes must be resolved within the event period, decisions shall be based on what is considered, in their view, to be more likely to be true. These decisions will be taken after a dispute investigation.

18.3. Principles

18.3.1. 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 WorldSkills Competition. This procedure becomes active in the days just prior to the Competition (C-3 to C-1), during it (C1 to C3), and

closes when the marks of the Skill Competition involved are locked within the CIS system.

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.

18.3.2. 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 WSA Competition Specialist 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 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 Behavior
- 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 Asia into serious disrepute. (Including posting social media which unjustly tarnishes the reputation of WorldSkills Asia 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 types 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 Asia CEO and WSA Board to directly manage the situation themselves.

18.3.3. 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 Presidents (appointed by the WSA Competition Specialist).

To minimize 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 WSA Competition Specialist. The WSA Competition Specialist, being part of the WorldSkills Asia Secretariat, is deemed independent of a particular member country.

18.3.4. 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 WSA Competition Specialist, 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 recognized, acknowledged and treated as being “on the field of play”. 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 Asia 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”. 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 Competition Specialist, 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 WSA Competition Specialist. The WSA Competition Specialist will advise on who is or is not suitable to attend the meeting while organizing 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 WSA CEO/ Board to resolve, there will be no right of appeal and their decision is final.

18.4. Procedure

The Issue and Dispute Resolution procedure 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's assistance, and ultimately with the assistance of the WSA Competition Specialist, 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 President 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 WSA Competition Specialist and, if confirmed, directed to the Ethics Hearings person(s) to resolve.
- b) If it is a potential breach of the Competition Rules the dispute will be resolved by the WSA Competition Specialist 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 WSA Competition Specialist, 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 WSA Competition Specialist.

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.

18.5. Decision, Communication, and Timing

18.5.1. Chair & Vice Chair determination of a petition

For type (b) disputes indicated in section 18.4, 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 WSA Competition Specialist. 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 finalize their deliberations regarding the petition within four hours from the time that the Petition is registered with the WSA Competition Specialist, if the Petition is registered by 18:00. Otherwise, it will meet at 08:00 the following morning.

18.5.2. Potential breach of the Code of Ethics and Conduct

For type (a) breaches as defined in section 18.4, 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 WSA Competition Specialist. 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.

18.6. 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 penalized 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 WorldSkills Asia Competition and the associated Member requested to address any behavior considered to be endemic within an accredited group (media, Observers etc.).

18.7. Appeal process 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.

18.8. Record keeping and communication

18.8.1. 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 Competition Committee, or the Chair of the Ethics Hearings Person(s), and submitted to the CEO via the WSA Competition Specialist, 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 WSA Competition Specialist.

18.8.1. Communication

The WSA Competition Specialist is responsible for timely communication to the relevant persons that a dispute or appeal is in process. The WSA Competition Specialist 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.

18.9. Appointment of Person(s) to Manage Hearings & Appeals

18.9.1. 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 WSA Competition Specialist 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 WorldSkills Asia 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 or persons with appropriate experience. The possible delegates are appointed by the WSA Competition Specialist 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.

18.9.2. 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 WSA Board.

19. RECTIFICATION OF COMPETITION RULES

This Competition Rules have been amended and adopted by the General Assembly prior to competition and become effective immediately.

20. REFERENCE TO WORLDSKILLS COMPETITION RULES

If there is any dispute not covered under the Competition Rules of WorldSkills Asia, it will be resolved using WorldSkills Competition Rules.

21. TRANSITORY PROVISION

In case the Chief Experts or Deputy Chief Experts who have been appointed during The General Assembly do not attend The First Competition Committee Meeting, the First Competition Committee Meeting has been empowered to reappoint alternative Chief Experts or Deputy Chief Experts as needed.