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# Professional mastery competition organization and assessment methodology



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## 1. PROFESSIONAL MASTERY COMPETITION „BALTICSKILLS“ ORGANIZATION OBJECTIVES AND PRINCIPLES

### 1.1. Objectives

The development and organization of the competition system is based on the following objectives:

- Increase the popularity of vocational education and training among young people;
- Valuing mastery and motivating learners;
- Promote cooperation countries;
- Encourage cooperation between employers and educational institutions;
- To select students with the best professional competencies to represent in international competitions for professional excellence;
- To raise the profile of vocational training;
- To promote the development of students professional competences;
- Develop students' creativity, initiative and cooperation.

### 1.2. Principles

Professional mastery competition shall be conducted in accordance with the rules and general organizational principles established in these General Instructions:

- The organizers of the International professional mastery competition „Balticskills“ are Lithuanian, Latvian and Estonian vocational training institutions;
- „Balticskills“ professional mastery competition are organized in accordance with these general guidelines and are binding on all countries (Lithuanian, Latvian and Estonian);
- „Balticskills“ professional mastery competition „Balticskills“ are organized as a individual student competition;
- Competitors taking part in the competition shall be treated equally and fairly;
- The working language of the professional • „Balticskills“ mastery competition is English.

### 1.3. Definitions

Expert - a specialist in the field of competition involved in an international competition.

Evaluation Guide - A section of the competition guide that describes the principles and criteria for evaluating a competition entry.

Instructor - representative of the school preparing the competitor for the competition.





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Referee - a specialist in the field assessing the competitor's work process and performance.

Panel of Judges - a team of at least 3 judges from businesses companies and/or teachers. Chaired by the Chief Judge.

Comprehensive Guide - A framework document describing the organization and conduct of a International professional mastery competition.

Main organizer – are vocational training school in Estonia or Latvia or Lithuania where one or another field professional mastery competition will be held. In addition to the main organizer, there may also be collaborators in the organizing team in the planning and conduct of the professional championship.

Organiser - are Lithuanian, Latvian and Estonian vocational training institutions.

Competitor - a student participating in a Vocational Championship who has been submitted by a VET institution and meets the conditions set out in section 2.1.

Competition schedule - a document that describes the activities planned for competitors, instructors, referees and spectators and their timing during the race.

Competition instructions - a document or set of documents that defines the field of a professional championship, describes the purpose of the competition, the principles of evaluation and, if necessary, the materials, the conditions of preparation of the competition, the equipment to be used and safety requirements.

Contest work - work done by a competitor in accordance with the competition task.

Competition Task - a theoretical and / or practical exercise developed by an organizing committee.

Organizing Committee - Lithuanian, Latvian, Estonian Vocational School Vocational Teachers Working Group for organizing and running each professional championship. The organizing committee also consists of cooperation partners, which may include public authorities, professional associations organizing professional championships, vocational training institutions, enterprises, foundations, civic associations and other organizations.





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## 2. ORGANIZATION OF THE INTERNATIONAL PROFESSIONAL MASTERY COMPETITION „BALTICSKILLS“

### 2.1. Principles of organizing the competition

2.1.1. International professional mastery competition „Balticskills“ championships list is compiled by:

- Welder competition;
- Joiner competition;
- Electrician competition.

2.1.2. The number and list of professional International professional mastery competition „Balticskills“ can expand.

2.1.3. The number and list of professional International professional mastery competition shall be additional taking into account:

- a) proposals made by partners for the organization of professional competition;
- b) the availability of the necessary resources;
- c) the traditions of organizing professional competitions.

### 2.2. Financing of the competition

2.2.1. International partners, draw up a budget for each call, specifying the sources of funding and the distribution of costs between countries.

2.2.2. After the implementation of the project Project “International professional mastery competition „Balticskills“- chance to new life” 2019-1-LT01-KA202-060744, participation in the competition is subject to the payment of an established entry fee by the educational institution that submitted the competitor.

2.2.3. The entry fee for each calendar year of the competition is set by the international partners.

2.2.4. The participation fee shall be paid into the bank account of the competition(s) organizing training institutions. The entry fee will only be used to cover the costs of organizing the competition according to the budget of the competition.

2.2.5. There may be one instructor per competitor. Persons participating in the competition as observers shall pay the costs of their participation in accordance with the conditions laid down by the organizing committee.

2.2.6. The organizer of the competition does not arrange or reimburse the transportation of competitors, instructors and other school representatives to and from the competition budget.

2.2.7. If a competitor withdraws from the Professional Championship, the entry fee will be refunded in case the notice of withdrawal is given to the organizing institution at least thirty (30) days prior to the event. The entry fee will not be refunded upon later notification.





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### 2.3. Conducting of competitions

2.3.1. At least one month before the competition, the organizer shall publish on the school website a notice of the competition and shall forward to all pre-registered vocational education institutions information on the venue, time, participation fee, registration conditions and competition program.

2.3.2. Registration for the competition is done electronically according to the instructions received from the main organizer. After the closing date for registration, the organizer does not guarantee the registered participants to participate in the competition.

2.3.3. Competitors of VET institutions who have registered in due time and paid the entry fee according to the terms and conditions set by the main organizer will be allowed to compete.

2.3.4. Further questions regarding the professional mastery competition may be submitted to the Main Organizer by e-mail at least one week prior to the mastery competition.

2.3.5. The organizer shall draw up a professional mastery competition schedule for each day of the Event.

2.3.6. The organizer will organize a draw of the competitor's number, competition place and / or order.

2.3.7. The schedule provides for up to one hour to instruct the competitors and to introduce the competition task and assessment manual to the jury. After the competition, a time is scheduled for a general exchange of information and feedback.

2.3.8. The organizer shall provide each competitor with the necessary equipment, materials and working conditions in accordance with the rules of the profession, in accordance with the safety conditions of the respective profession.

2.3.9. The time for completing the competition assignment is 2 days, each day competition duration maximum time - 7 hours, total competition duration maximum 14 hours.

2.3.10. Terminate competition entries is not allowed until the competition is declared complete;

2.3.11. The competitor must bring a copy of accident insurance;

2.3.12. The competitor must bring his / her student certificate or graduation diploma.

2.3.13. The competitor must bring work clothes, footwear and personal protective equipment to the mastery competition;

2.3.14. The competitor must bring tools and/or materials specified in the technical description.

2.3.15. The procedure for the organization of the mastery competition may be adjusted if the activities provided for in the Professional mastery competition organization and assessment methodology cannot be implemented due to the COVID-19 virus.

### 2.4. Competition safety requirements

2.4.1. The competition shall be conducted in compliance with the general occupational safety rules and the specific requirements for the competition site.

2.4.2. The Referee appoints a person responsible for safety, who is responsible for instructing the safety of competitors before the competition and for monitoring compliance with these requirements during the competition.

2.4.3. Competitors sign the instruction in a form provided by the jury and forwarded to the organizer.

2.4.4. Working clothes, footwear and personal protective equipment for competition participants and judges must comply with occupational safety and health regulations.





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2.4.5. The competition organizer will ensure that a first aid kit is available throughout the competition.

## 2.5. Competition instructions

2.5.1. Competition Instructions is a document or set of documents that defines the field of a professional championship, describes the competition task and its evaluation principles, safety requirements, materials if necessary, conditions for the preparation of the competition work and equipment used.

2.5.2. The organizing committee shall propose a competition manual (Technical Description), including the competition task and the evaluation guide, to the specialist (s) who will prepare or update them before the competition, taking into account the goals and principles of organizing professional championships, technical specifications / instructions for international competitions, professional standard and curriculum updates.

2.5.3. The competition manual (Technical Description) will be published on the of the project „Project “International professional mastery competition „Balticskills“- chance to new life” partner schools website at least one months before the competition.

2.5.4. The competition manual (Technical Description) is available in English.

2.5.5. Depending on the nature of the competition area, the competition task may consist of a theoretical test and a practical exercise, or only a practical exercise.

2.5.6. The competition task must be accompanied by an evaluation guide that meets the evaluation principles and criteria given in the competition guide.

## 2.6. Role and functions of the ground jury

2.6.1. The organiser will form a panel of judges for each professional championship and will appoint a referees for the competitions.

2.6.2. The judge must have recognized professional qualifications (professional certificate and / or diploma) and / or at least 5 years' professional experience in the field.

2.6.3. The judges shall be judged in accordance with the rules of the competition and shall be objective and impartial in their work.

2.6.4. The Chief Judge organizes the work of the Judicial Panel and, on the basis of the appraisal guide, conducts the appraisal instruction to the judges.

2.6.5. The Organizing Committee shall ensure that the competition rules and the list of competitors are available to the jury at least seven days prior to the Professional Championship.

2.6.6. Tasks of the Judicial Panel:

2.6.6.1. Checking the competition site, equipment and materials for compliance with safety requirements and competition regulations.

2.6.6.2. If necessary, specify the competition schedule.

2.6.6.3. Make sure all workplaces of the participants are numbered.

2.6.6.4. Check compliance of the tools taken by the participants at the beginning of each competition day with the rules of the competition and remove items which do not comply with the rules of the competition.







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2.6.6.5. Before the start of the competition give the participants a detailed overview of the organization of the competition and explain the evaluation guide.

2.6.6.6. Evaluate the entries according to the evaluation guide.

## 2.7. Evaluation

2.7.1. Entries will be evaluated according to the evaluation guidelines.

2.7.2. The assessment is objective and/or subjective.

2.7.3. The subjective assessment is points.

2.7.4. If a competitor communicates with his / her supervisor or other third parties during the competition, without permission of the jury his / her score will be reduced in accordance with the terms and conditions set out in the scoring guide.

2.7.5. The jury has the right to remove a competitor who is acting in bad faith, refuses to comply with rules, safety requirements, jury instructions or behaves in a manner that is detrimental to the proper conduct of the competition.

2.7.6. The points awarded for each evaluation criterion are recorded in the minutes, which are signed by the members of the jury who evaluated the respective criterion.

2.7.7. Results of the competition will be published at the end of the competition. Each participant will receive a record of the evaluation results signed by the judges after the winners have been announced.

2.7.8. The judging panel will only provide ongoing information to the The Organizing Committee on the progress and outcome of the competition..Intermediate results can be presented to the participant and his mentor to see the skills he has to improve

## 2.8. Awarding

2.8.1. First, second and third place finishers will be awarded.

2.8.2. All competitors will receive a certificate of participation.

2.8.3. Sponsors and sponsors of the competition are entitled to award special prizes.

## 2.9. Notification

2.9.1. At the venue of the professional mastery competition, photographing and video recording of all participants and activities related to the competition are permitted, as well as their publication in the media (including social media).

2.9.2. The Organizing Committee issues press releases about the competition and its outcome. Press releases mention the main organizer and sponsors of the competition.

2.9.3. The Organizing Committee of the competition plans and organizes additional information to the public through various media.







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### 3. THE PARTICIPANTS

#### 3.1. Participation in the competition

3.1.1. Up to 25-year-old students can take part in a professional mastery competition.

3.1.2. The professional mastery competition participant must be nominated by the VET institution, and must be on the list of students of the VET institution at the time of the competition or during the same academic year. The professional mastery competition participant is primary vocational training student.

#### 3.2. The competition participant's activities just before the competition

3.2.1. Before the start of the competition, the participant will receive information from the jury on how to organize the competition. Participants will be handed the final version of the competition assignment and the evaluation guide. It shall, if necessary, be accompanied by explanatory information.

3.2.2. Before the start of the competition, there is time for the participant to prepare his / her workplace, inspect and organize tools and materials. The length of the preparation time is specified in the competition rules and/or in work programme.

3.2.3. During the preparation, the participant has the opportunity, under the guidance of a person designated by the jury, to familiarize himself with the machines and aids and to practice their use.

#### 3.3. Activity of the competitor during the competition

3.3.1. The participant uses prudently the tools and materials made available to him for the task.

3.3.2. Each participant will be assigned a personal number, which will also be used in the entries and papers submitted for evaluation.

3.3.3. The participant shall commence and terminate his / her work upon the order of the chair of the jury.

3.3.4. It is forbidden to contact fellow contestants, supervisors and outsiders during the competition task without the permission of the jury. The use of mobile telephones and other electronic devices for the exchange of information is prohibited.

3.3.5. The participant competitor must strictly comply with all safety regulations and requirements for the use of personal protective equipment, which are specified in the competition regulations and are in compliance with the legal requirements.

3.3.6. If a participant violates the rules described in these General Instructions and the Competitions Regulations while performing the competition task, the Referee shall have the right to remove the competitor from the competition.

3.3.7. If problems arise during the competition, the participant will immediately turn to the referees.

3.3.8. After the announcement of the results of the competition, the competitor or his representative has the right to lodge a written challenge with the head referee within one hour regarding the result of his evaluation.

