

2009

RULES AND PROCEDURES OF ASEAN SKILLS COMPETITION



ASEAN SKILLS COMPETITION

Version 1.10

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1. ABOUT THE COMPETITION

1.1 Introduction to the competition

At the ILO/APSDEP meeting between September 7-17, 1993 in Chiba, Japan, it was agreed that a biennial skill competition be held among ASEAN member countries to promote and upgrade the skills standards in the region up to international level. The first ASEAN Skills Competition was hosted by Malaysia in 1995. Since then member countries take turn to host the competition: The Philippines (1996), Thailand (2001), Indonesia (2002), Vietnam (2004), Brunei Darussalam (2006), and Malaysia (2008). After the first ASC to present, both the participating countries and skill areas keep increasing, form 4 to 10 countries and from 6 to 19 skill areas.

1.2 Objectives

The objectives of the ASEAN Skills Competition are to:

- 1.2.1 promote the development of quality vocational and technical and work values among the youth and skilled workers;
- 1.2.2 foster technical cooperation in vocational/technical education and training between member countries;
- 1.2.3 encourage close cooperation between governments, industries, employers' and workers' organizations, and vocational training institutions; and



- 1.2.4 provide a vehicle to recognize work excellence and develop new generation of highly skilled workers.

2 ORGANIZATIONAL STRUCTURE

The organizational structure consists of the Organizing Committee, the Technical Committee, the National Organizing Committee and Jury Panels for the ASEAN Skills Competition.

2.1 Organizing Committee

Each ASEAN member country shall nominate a member or Official Delegate, who shall be an officer from related industrial organization or government institution to represent the country in the Organizing Committee. The chairperson of the Organizing Committee shall be elected by the members. The duties of the Organizing Committee are as follows:

- 2.1.1 overall planning, programming and implementation of the competition ;
- 2.1.2 establishment of policies, rules , procedures, and strategies;
- 2.1.3 supervision of the management and implementation of the competition; and
- 2.1.4 evaluation of proposals for future direction as recommended by the Technical Committee.
- 2.1.5 invite technical observers to provide technical assistance and advice.



2.2 Technical Committee

Each ASEAN member country shall nominate a member, or Technical Delegate, who shall be an officer from the related industrial organization or government institution to represent the country in the Technical Committee.

The chairperson of the Technical Committee shall be elected by the members. The Chair of the Technical Committee is responsible for all technical and organizational matters relating to the competition. He may appoint a substitute Technical Delegate to undertake his role as Technical Delegate. Ideally this person would have competition experience and be able to communicate in the official language. The Technical Committee is responsible for technical matters related to the ASEAN Skills Competition.

The duties of the Committee are as follows:

- 2.2.1 provision of Technical Description and number of skill areas to be competed;
- 2.2.2 establishment of a Jury Panel for each and every skill that has been approved for the ASEAN Skills Competition;
- 2.2.3 appointment of chairperson for each Jury Panel;
- 2.2.4 approval of Test Projects and marking schemes for the ASEAN Skills Competition;
- 2.2.5 approval of Competitor's list;
- 2.2.6 supervision of the conduct of the competition and the marking of Test Projects during the ASEAN Skills Competition



- 2.2.7 approval of the competition result; and
- 2.2.8 review of the competition and submission of the report to the Organizing Committee.
- 2.2.9 make decision on the date by which to confirm the number of skill areas and Competitors in which each member country will participate.

All Technical Delegates may attend the meeting of the Organizing Committee.

2.3 National Organizing Committee

The chairperson and members of the National Organizing Committee shall be appointed by the host Country. The duties of the National Organizing Committee are as follows:

- 2.3.1 the proposal of a suitable venue, dates and schedule for the competition for the consideration of the Organizing Committee;
- 2.3.2 preparation of the competition site;
- 2.3.3 preparation of equipment and materials for the competition: the equipment and materials used in the ASEAN Skills Competition should be commonly available in participating countries and should be informed to the participating countries at least six (6) months prior to the ASC;
- 2.3.4 appointment of workshop supervisors;



- 2.3.5 publicity;
- 2.3.6 documentation;
- 2.3.7 opening and closing ceremonies;
- 2.3.8 exhibition;
- 2.3.9 reception (registration, transportation and immigration formalities);
- 2.3.10 awards;
- 2.3.11 accommodation and hospitality;
- 2.3.12 finance;
- 2.3.13 information;
- 2.3.14 sponsorship
- 2.3.15 logistical arrangement within the host country
- 2.3.16 appoint a Secretariat to provide secretarial services to all committees.
- 2.3.17 appoint any number of sub-committees to assist it to carry out its duties

2.4 Jury Panel

Member of a Jury Panel are all Experts of participating countries in the particular skill area. A Technical Delegate is appointed by the Technical Committee to be the Jury Chairperson. His/her duties and responsibilities are to guide, advise and help solve problems during work of Experts, Chief Expert, Deputy Chief Expert, and Experts of each Jury Panel are responsible for technical matters in conducting their skill competition area.



3 ACCREDITED PARTICIPANTS

3.1 Competitors (C)

3.1.1 Nomination

Competitors are people nominated by Members to compete in each skills area. Each Member may enter at not more than 2 Competitors or 2 teams per skills area (present skills area which consists of team of 2 Competitors is Mechatronics).

3.1.2 Qualifications

- 1) Competitors must not be older than 22 in the year of the competition, except for Mechatronics in which a Competitor must not older than 25 in the year of the competition
- 2) A Competitor may participate in the competition only once, except if he/she has previously participated in a skill demonstration and provided that he/she meets the admission requirements at the time of the official competition.
- 3) A Competitor who has participated in WSC will not be eligible to participate in the ASC even though he/she has not participated in



the previous ASC.

3.1.3 Right and responsibilities

1) Pre-departure preparations

The Competitor is briefed by the concerned national organization on the roles and procedures for the ASEAN Skills Competition, the Technical Description, the tools and auxiliary materials to be taken by him/her, Test Project evaluation, the manners and customs of the host country.

2) Pre-competition preparations

- a. The day prior to the competition, the Competitor is given at least four (4) hours to prepare his/her workplace (workplaces are assigned by lots), to control the tools and to familiarize themselves with machines and auxiliary materials, which is done under the guidance of the Experts and Workshop Supervisor.
- b. The Competitor must be fully aware of the host country Health & Safety regulations. The Competitor has the



right to ask questions and must give his/her confirmation after the introductory session that all information is understood.

- c. Immediately before the competition begins, the Competitor receives the Test Project as well as explanations and instructions on the evaluation system.

3) General guidelines for the Competitor

The Competitor:

- a. is 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.
- b. must make measurement comparison with Jury Panel to ensure consistency and avoid errors.
- c. is assigned a personal number, which he/she must use in all Test Projects



- and papers.
- d. must only begin and end his/her work in accordance with the Chief Expert's directions.
 - e. is not allowed any contact with other Competitors or guests during the competition process, unless approved by the Chief Expert.
 - f. could communicate in open manners without taking notes or record, not more than thirty (30) minutes before and after the competition per day, during the competition days.
 - g. may ask for substitutions of some materials if damaged or lost. This could lead to reduction in marks.
 - h. must comply with Health & Safety regulations of the host country, or as instructed by the Expert. Defects in machines or equipment should be notified immediately.
 - i. must inform the Chief Expert, immediately, in case of illness during



the competition. The Jury Panel decides if time lost can be compensated for.

3.2 Team Leaders (TL)

3.2.1 Selection

Team Leaders are people selected by the Members to serve as liaison with the Competitors during the competition.

3.2.2 Right and responsibilities

- 1) Each member country appoints not more than two Team Leaders to take care of the interests of its Competitors.
- 2) The Team Leaders attend the coordination session.
- 3) The Team Leaders ensure that no unauthorized contact takes place between Competitors and Experts before and during the competition.
- 4) The Team Leaders have free access to Competitors during the competition. This right should not be misused to exchange technical information or solution.

3.3 Experts (E)

3.3.1 Nomination

- 1) Each member country is entitled to nominate an Expert per skill area, except for Automobile Technology, CAD, Cooking, IT/Software Applications, Restaurant Service, and Refrigeration in which the number of Experts should preferably be equal to the number of Competitors from the participating country.
- 2) The member country proposes the name of the Expert to the Technical Committee.

3.3.2 Qualifications

Experts have to:

- 1) have a formal and/or recognized qualification with proven industrial and/or practical experience in the skill in which they are accredited.
- 2) be an accepted Expert in their Member's national/regional competition.
- 3) have endorsement from the Technical Delegate that the relevant industry organization or educational institution in

- their country accepts their technical competence.
- 4) have relevant and current competition and/or judging experience.
 - 5) know and abide by the Competition Rules, the Technical Description and other official competition documentation.
 - 6) be of the highest integrity. They must be honest, objective, fair and prepared to cooperate.
 - 7) should have skill-related experience and be active in national competitions or in skills testing in the relevant skill in his/her country.
 - 8) should be familiar with the particular Technical Description, competition requirements and their duties.
 - 9) be able to communicate in the official competition language

3.3.3 Right and responsibilities

The Expert participates in the selection of Test Projects, the preparations, the competition, and marking procedures. Communication with compatriot Competitors should be avoided.



3.4 Chief Experts (CE)

3.4.1 Selection

Technical Delegates nominate their compatriot Experts to be Chief Expert in particular skill areas. The Organizing Committee Meeting appoints an Expert as the Chief Expert of each skill area, by giving equal opportunities to participating countries.

3.4.2 Qualifications

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

- 1) have leadership and organizational abilities and;
- 2) have experience from at least 1(one) ASEAN Skills or WorldSkills Competition.
- 3) be able to communicate in the official language.

3.4.3 Right and responsibilities

Chief Experts have to:

- 1) ensure that Competitors comply with competition rules and regulations; non-compliance can lead to disqualification;
- 2) maintain complete records;

- 3) inform the Jury Chairperson if a Competitor is ill;
- 4) ensure that workplaces have proper natural or artificial lighting, according to the type of work to be carried out;
- 5) ensure protection of moving parts and dangerous machinery;
- 6) ensure correction of defects in machines, protective devices, equipment and installation;
- 7) inform the Competitor for the need to comply with the host country Health & Safety regulations
- 8) can use an Interpreter provided and paid for by his/her country.

3.5 Deputy Chief Experts (DCE)

Deputy Chief Experts are Experts selected by their particular skill areas and approved by the Technical Committee to assist the Chief Experts to carry out their work.

3.6 Jury Chairpersons (JC)

3.6.1 Appointment

A Jury Chairperson is the chair of the Jury Panel for a skill.



The Jury Chairperson is a Technical Delegate appointed by the Chairperson of the Organizing Committee. A Technical Delegate may be a chairperson of more than one Jury Panel at the competition.

3.6.2 Qualifications

A Jury Chairperson:

- 1) must be able to communicate well in English.
- 2) 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.

3.6.3 Right and responsibilities

A Jury Chairperson has to:

- 1) supervise matters related to the particular skill area.
- 2) report to the Chair of the Technical Committee and delegates technical responsibilities and duties related to the skill to the Chief Expert.
- 3) chair the meetings of his/her Jury Panel as a neutral supervisor.
- 4) be responsible for implementing decisions



taken by the Technical Committee or his/her Jury Panels' meeting.

- 5) ensure that the Chief Expert, Deputy Chief Expert, Experts and Workshop Supervisor carry out their duties correctly.
- 6) All questions and problems that cannot be solved by the Jury Panel are raised by the Jury Chairperson at the next Technical Committee meetings. If required, the Jury Chairperson may be accompanied at these meetings by the Chief Expert and/or a translator.
- 7) monitor the quality of the work of their Experts and recommend to the Chair and Vice Chair of the Technical Committee that those considered unsuitable are not appointed for the following competition.
- 8) have the right to call in a translator.

3.7 Official Delegates (OD)

Each member country nominates one Official Delegate as their representative on the Organizing Committee.



3.8 Technical Delegates (TD)

3.8.1 Nomination

Each member country nominates one Technical Delegate as their representative on the Technical Committee.

3.8.2 Right and responsibilities

A Technical Delegate has to:

- 1) ensure that their Competitors and Experts are provided with information in sufficient time before the competition to prepare adequately for their roles.
- 2) ensure that all their Competitors have the relevant Technical Description, Competition Rules, Health & Safety regulations plus any other official competition documentation.
- 3) inform their Chief Experts, Deputy Chief Experts and Experts of their detailed responsibilities and ensure that they have the required Technical Description, Test Project, the Competition Rules, Health & Safety regulations plus any other official competition documentation.

3.9 Technical Delegates Assistants (TDA)

3.9.1 Nomination

Members may appoint a Technical Delegate Assistant to support the Technical Delegate due to the workload of the Technical Delegate acting as Jury Chairperson.

3.9.2 Right and responsibilities

A Technical Delegate Assistant:

- 1) arrives on site with the Technical Delegates and Experts;
- 2) can attend Technical Committee meetings during the competition;
- 3) can only enter the skill competition workshop in which they have an Expert;
- 4) cannot act as a Jury Chairperson (but may observe their Technical Delegate in their role as Jury Chairperson).

3.10 Interpreters (I)

Interpreter and translator in this document can be used interchangeably and mean both written and oral communication

3.10.1 Nomination

Members can nominate Interpreters to help the communication without language barrier in the competition

3.10.2 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.

3.10.3 Right and responsibilities

- 1) After the official commencement of the competition, the Interpreters should remain seated in the central workshop area or elsewhere as specified by the Chief Expert and be readily available, should they be required.
- 2) Interpreters must not have direct contact with compatriot Competitors except when permitted by the Chief Expert. Delegates, Official Observers and Chief Experts may be accompanied by their Interpreters to all meetings.
- 3) During the competition, the Interpreter must inform the Chief Expert when entering or leaving the workshop area. At other times, it would be a courtesy to do this.
- 4) The Interpreter must ensure that a photocopy



or the original of any translated documentation is given to the Chief Expert for storage. The Chief Expert will submit these translations to the Secretariat at the end of the competition.

- 5) The Interpreter must be aware of the disciplinary procedure for breaking the competition Rules. An Interpreter found guilty of dishonest conduct may be barred immediately from all competition areas.
- 6) The Competitors must not receive additional information as a result interpretation/translation work. Any Interpreters or Competitors violating this rule will be subject to disciplinary action.

3.11 Workshop Supervisors (WSS)

3.11.1 Appointment

The Workshop Supervisor is appointed by the host country to be responsible for a particular skill area.

3.11.2 Qualifications

The Workshop supervisor is a person with qualifications and experience in their accredited skill to assists the Experts.



3.11.3 Right and responsibilities

Interpreter:

- 1) be responsible for workshop installation, preparations of materials, workshop security, Health & Safety, and general tidiness and neatness of the workshop area.
- 2) 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 assessment and Experts' other tasks have been completed.
- 3) be not to participate in the discussions on Test Project selection and assessments and, where practical, should be absent when blind marking takes place. Nevertheless, the Jury Panel may consult with the Workshop Supervisor if the need arises.
- 4) preparation of instruments and equipment for assessments.
- 5) ensure that enough floor area/space is available for machines and workstations.
- 6) ensure that workplaces, as specified in the

Technical Description, must be properly lit by natural or artificial light to the required industrial standards and be suitable for the particular type of work to be undertaken. Workshop Supervisors are responsible for

3.12 Observers

3.12.1 Official Observers (OO)

Each member country can nominate two Official Observers. 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.

3.12.2 Observers (O)

Each member country may send Observers, depending on the host country's capacity to accommodate their attendance.

4. NATIONAL TEAM

The national team of each ASEAN member country may consist of the following members:

- 4.1 Two (2) VIPs;
- 4.2 One (1) Official Delegate;
- 4.3 One (1) Technical Delegate except for the host country that may have the substitute Technical Delegate;

- 4.4 One (1) Technical Delegate Assistant;
- 4.5 Two (2) Team Leaders;
- 4.6 Two (2) Competitors for each skill area competed. However for Mechatronics skill area which consists of teams of 2 Competitors, up to 2 teams will be allowed;
- 4.7 One (1) Expert for each skill area competed, except for Automobile Technology, CAD, Cooking, IT/Software Applications, Restaurant Service and Refrigeration; in which the number of Experts should preferably be equal to the number of Competitors from the participating country;
- 4.8 Two (2) Official Observers;
- 4.9 Not more than one (1) Interpreter/translator per skill area; and
- 4.10 Observers.

5 SKILL AREA, SCHEULE, AND VENUE FOR THE COMPETITION

5.1 Skill area

For each skill area approved in the competition, there must be at least six (6) Competitors from at least four (4) countries at the indicative registration.

5.2 Schedule

The programme of activities for the ASEAN Skills Competition shall be proposed by the host country and confirmed by the 1st Organizing Committee meeting.



5.3 Venue

The host country shall select and propose a suitable venue for the ASEAN Skills Competition to be agreed upon by the 1st Organizing Committee meeting.

5.4 Frequency

The ASEAN Skills Competition shall be held every two years.

6 TECHNICAL DESCRIPTIONS

6.1 Adoption

The ASEAN Skills Competition adopts the latest updated Technical Descriptions of WSC for the competition.

6.2 Modification

The Jury Panel of particular skill area of ASC considers the adopted Technical Description and modified it as appropriate.

6.3 Approval

The Jury Panel submits the agreed Technical Description to the Technical Committee for approval.

6.4 Precedence

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



7 INFRASTRUCTURE LISTS

- 7.1 The Infrastructure List is a list of materials and equipment to be provided by the host country for the conduct of a skill area.
- 7.2 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.
- 7.3 The Infrastructure List should be informed to participating countries 6 (six) months before the competition.

8. TEST PROJECTS

8.1 Definition

Each skill has a Test Project for the competition. It is performed by the Competitors to demonstrate their mastery of their skill. 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 (WSC) are to be adopted as basis of the development for the Test Projects of ASEAN Skills Competition.

8.2 Duration

The Test Project takes 15 to 18 hours, spread over three days. Two more hours are made available, one hour for introducing the test

project at the start and one hour for exchanging views at the end of the competition. One additional day is allotted for marking the Test Project

8.3 Extension of time

In case the Jury Panel decides to extend the competition time, the decision must be approved by the Technical Committee before 12.00 hrs of the second day of the competition and not more than 2 (two) hours are allowed for the extension.

8.4 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.

8.5 Circulation

During the first Technical Committee Meeting of the ASC, each Jury Panel discusses the Test Project and Technical Description of their skill areas. Jury Chairperson and the Chief Expert of Particular skill area must make sure that every participating member receives these documents or, if unfinished, be sent to them or be downloadable online soon after the meeting.



8.6 Approval

The Test Project for the competition is discussed and agreed upon/voted by each Jury Panel. It must be further approved by the Technical Committee.

8.7 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.

8.8 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 Objective Marking Forms and (if appropriate) Subjective Marking Forms. There is to be a majority agreement (50%+1) between Experts on the accepted marking scheme.

8.9 30% change

Where the Test Project has been circulated to Competitors in advance, Experts are to change a minimum of 30% of the work contents within the limitations of the equipment and materials provided by the host country. Evidence of the changes must be documented and approved by the Chair of the Technical Committee before the start of the competition. The form

is stored in the competition binder. As soon as the 30% change is officially confirmed, all Competitors must be informed.

8.10 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 Marking 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 Marking Forms for that module at the commencement of that module. The assigned Expert for that module will provide clarification to Competitors if required.

8.11 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.

8.12 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 Chief Expert.

9 MARKING SYSTEM AND ASSESSMENT

9.1 Assessment criteria

9.1.1 Definition

The completed Test Projects are assessed in accordance with the WorldSkills International assessment procedures on the basis of assessment criteria laid down in the Technical Descriptions. All scores and marks are recorded in the Competition Information System (CIS).

9.1.2 Changes

The assessment criteria specified in the Technical Description may not be changed without permission of the Technical Committee.

9.1.3 Aspects of Sub Criterion

Each Criterion is broken down into one or more Sub Criteria. Each Sub Criterion is broken down into a number of Aspects of Sub Criterion against which marks are awarded. Aspects may be subjective or objective.

9.1.4 Number of Aspects

Ideally there will be between 50 and 300 marking Aspects. Where a skill exceeds 300 marking Aspects, then the Jury Panel confirms to the Chair of the Technical Committee that the Jury Panel will be able to complete their marking well within the allocated marking time.

9.1.5 Maximize objective marking

Every skill area should make every attempt to maximize objective marking.

9.1.6 Scale of 100 and standardization

Test Projects are assessed based on the criteria and skill competencies specified in the Technical Description. Within each skill the Experts determine their competition results based on a scale of 100 marks. Conversion from the 0–100 scale to the 500 scale is done by the Competition Information System (CIS).

9.2 Subjective marking

9.2.1 Process for using flashcards

Five Experts are assigned to assess each Aspect of a Sub Criterion. Each Expert awards a score of between 1 and 10 using flashcards. The flashcards must be used correctly – Experts secretly select their score and then all Experts display their score at the same time.

9.2.2 Calculating the awarded mark

Each Expert awards a score of between 1 and 10 for an Aspect. The scores awarded by the Experts must not differ by more than 4. After meeting that requirement, the scores are entered into the CIS. The CIS will remove the highest (or one of the highest if there is more than one) and the



lowest (or one of the lowest if there is more than one) awarded scores. The average of the three remaining scores is divided by 10 and multiplied by the maximum mark to give the mark to be awarded.

9.2.3 Use of Forms

For each Criterion in the Technical Description, the Jury Panel must describe and enter, into the Subjective Marking Forms, the details of the Sub criteria and Aspects to be marked together with the maximum mark for each Aspect. The appropriate Subjective Marking Form must be used to record the scores awarded.

9.2.4 Variation of procedure

Under exceptional circumstances, the Chair of the Technical Committee may agree to a variation of this procedure requested in writing from the Jury Chairperson or the Chief Expert.

9.3 Objective marking

9.3.1 Process

Three Experts are assigned to assess each Aspect of a Sub Criterion.

9.3.2 Use of Forms

For each Criterion in the Technical Description, the Jury

Panel must describe and enter, into the Objective Marking Forms, the details of the Sub Criteria and Aspects to be marked together with the maximum mark for each Aspect. The appropriate Objective Marking Form must be used to record the marks awarded.

9.4 Marking process

9.4.1 Competition commencement

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

9.4.2 Subjective marking must precede objective marking

Where there is both subjective and objective marking, the subjective marking must be completed before the objective marking. Any change to this rule must be approved by the Chair of the Technical Committee.

9.4.3 Marking groups

1) Objective Marking

A group of 3 (three) Experts must be assigned to assess each Aspect. However, in case of insufficiency, the Technical Committee may approve the request by a Jury Panel to assess an Aspect by only a group of 2 (two) Experts.

2) Subjective Marking

A group of 5 (five) Experts must be assigned to assess each Aspect. However, in case of insufficiency, the Technical Committee may approve the request by a Jury Panel to assess an Aspect by only a group of 4 Experts.

After meeting the condition of 9.2.2, the missing number in the Subjective marking sheet shall be derived by the sum-up of the highest and lowest points divided by 2.

- 3) Each marking group must mark the same Aspects for every Competitor to ensure standardization of marking. For equality of marking, each marking group should, where possible, mark a similar number of Aspects (be assigned equal points for their making)

9.4.4 Experts and the marking of their compatriot Competitors

As a general rule, Experts must not mark their compatriot Competitors. Exceptions:

Subjective 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 in full agreement then Experts in the skill may be allowed to mark their compatriot Competitors. This requires approval of the Chair of the Technical Committee.

9.4.5 No marking in presence of Competitor

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

9.4.6 Daily and/or modular marking

Every completed module/section will be marked on the same day in which it was completed. These marks are to be entered into the CIS on the same day.

9.4.7 Checking Forms

When a set of scores and marks have been entered using the screen-based Subjective and Objective Marking Forms, the forms are printed for checking. The compatriot Expert of the Competitor (or another independent Expert) must sign the form to confirm acceptance of the printed result. The Jury Panel must then be given an opportunity to review the results and raise any concerns that they may have with the Chief Expert. When all scores and marks have been entered into Subjective and Objective Marking Forms (or all the

marks for one day in the case of modular marking), the CIS allows a Mark Summary Form to be printed. The printed copy of the Mark Summary Form must be confirmed as correct and signed by the Chief Expert, the Jury Chairperson and the compatriot Expert. The Jury must then be given an opportunity to review the results and raise any concerns that they may have with the Chief Expert. The signed Mark Summary Form must be given to the Secretariat. The Secretariat closes marking for that part of the completed assessment. No further objections to the accepted marks may be raised when this procedure is completed.

9.4.8 Completion of marking

Assessment of Test Projects and entry of marks into the CIS must be completed by 12.00 hrs on the day after the last day of the competition.

9.4.9 Competition completion

The Jury Panel must not be released from their competition duties until they have delivered all required information and paperwork to the Secretariat and received confirmation from the Secretariat that all necessary information and paperwork has been received.



9.5 Competition Information System CIS

9.5.1 500 scale

To enable comparison between skills, results based on 100 marks are standardized on a 500 point scale by the CIS.

This procedure places all Competitors with an average score in their skill at the 500 point position.

9.5.2 Rounding

The awarded mark for each subjective or objective 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).

9.6 Error handling

Errors that are discovered must be reported immediately to the Chair or Vice Chair of the Technical Committee. Where it is agreed that an error exists, the marks must be re-entered in the CIS and new printed copies of the Marking Forms and the Mark Summary Form produced for all parties to review and for the completion of the necessary signatures. Both the original and the replacement forms must be retained.

9.7 Testing accuracy

To ensure the accuracy of the awards, all marked summary results will be entered, processed and checked on a different computer.

9.8 Appeals

9.8.1 Appeals regarding results

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

9.8.2 Security of completed Test Projects

All completed Test Projects must be secured until the competition results are approved by the Technical Committee and ratified by the Organizing Committee. If this is impossible for technical reasons, in addition to the assessment papers, photographs should be taken under supervision of the Jury Chairperson which, in case of doubt, may prove that the assessment was correct. These photographs must remain in a secure place.

9.9 Publication of results

Members are provided with a series of results listing comparison ‘by average medal points’, ‘by average points score’, ‘by total medal points’,

‘by total points score’ and ‘alphabetical with total medal points and average medal points’.

The Official Results for each skill listing all Competitors, their points and the medals and medallions is also provided to Members and posted to a website created for this purpose.

10 HEALTH AND SAFETY

10.1 The host country is responsible for Health & Safety

The host country is responsible for all infrastructure, equipment and setup to be according to the host country’s national legislation. The host country must produce Health & Safety documentation for the event and all competitions. The Health and Safety documentation is provided at the Technical Committee meeting six months before the competition.

10.2 Technical Delegate responsibility

The Technical Delegate is responsible for ensuring that all compatriot Competitors and compatriot Experts have been given correct and full information about host country Health & Safety regulations before working with equipment and materials.

10.3 Expert responsibility

Experts are responsible for planning and running the competition according to all Health & Safety regulations of the host country. Competitions must conform to all Health & Safety regulations.



10.4 Differences

If difference exists where an Expert's/Competitor's country regulations are higher or different to the host country's regulations then the higher Health & Safety regulation prevails for that Expert and Competitor.

11 MEDALS AND AWARDS

11.1 Medals

Gold, silver and bronze medals are awarded for first, second and third places. However, if the difference in marks is not more than two (2) points on the 500 scale, the following medals are awarded:

11.1.1 Two (2) gold medals, no silver medal, one or more bronze medals;

11.1.2 Three (3) 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 (2) points.

11.1.3 One (1) gold medal, two (2) 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 (2) points.

11.1.4 One (1) gold medal, one (1) silver medal, two (2) or more bronze medals.

To qualify for a medal, a Competitor must have obtained 500 or more points.



11.2 Medallion of Excellence

Competitors who obtain 500 or more points are awarded the “Medallion of Excellence” if they have not received a medal.

11.3 “Best of Nation” Award

As a rule, the Competitor who gains the highest score of his/her country will be awarded the “Best of Nation” award. In case of doubt, the corresponding member’s Technical Delegate makes the relevant decision.

11.4 Certificates

Certificates are presented as follows:

11.4.1 Certificate of appreciation

- 1) “Certificate of Appreciation” for members of the Organizing and Technical Committees;
- 2) “Certificate of Appreciation” for members of the Jury Panels; and

11.4.2 Certificate of participation

“Certificate of Participation” for any Competitor who does not receive a medal or special award.

12 LANGUAGE OF COMMUNICATION

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

13 FINANCIAL RESPONSIBILITIES

13.1 Host Country

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

13.1.1 organizing all meetings held in the host country;

13.1.2 organizing the ASEAN Skills Competition.

13.2 Participating Countries and others

Travel, board and lodging expenses to enable attendance at meetings and the competition are the responsibility of the participating countries, ILO/APSDEP/WSI and observers.

14 REGISTRATION

Registration of Competitors, Experts, Observers and guests takes place in three stages:

14.1 Provisional registration

approximately twelve (12) months before the competition.

14.2 Indicative registration

checked and updated at least six (6) months before the competition.

14.3 Definitive registration

confirmed approximately three (3) months before the competition. The Chairperson of the Organizing Committee, in cooperation with member countries, is responsible for the coordination of documentation and information.



15 PUBLIC RELATIONS

- 15.1 The host country provides information on the competition to the local media.
- 15.2 Public relations in member countries are left to the discretion of the member countries.
- 15.3 The media may have access to the workshop, provided they do not disturb work in progress.
- 15.4 Movies and videos can be taken in the workshops during the competition, subject to the approval of the Chief Expert for the skill area. The taking of movies and videos in the workshops before the competition is forbidden.
- 15.5 Test Projects or their components are not allowed to be informed or photographed during the competition, or discussed with Competitors before the end of the competition.



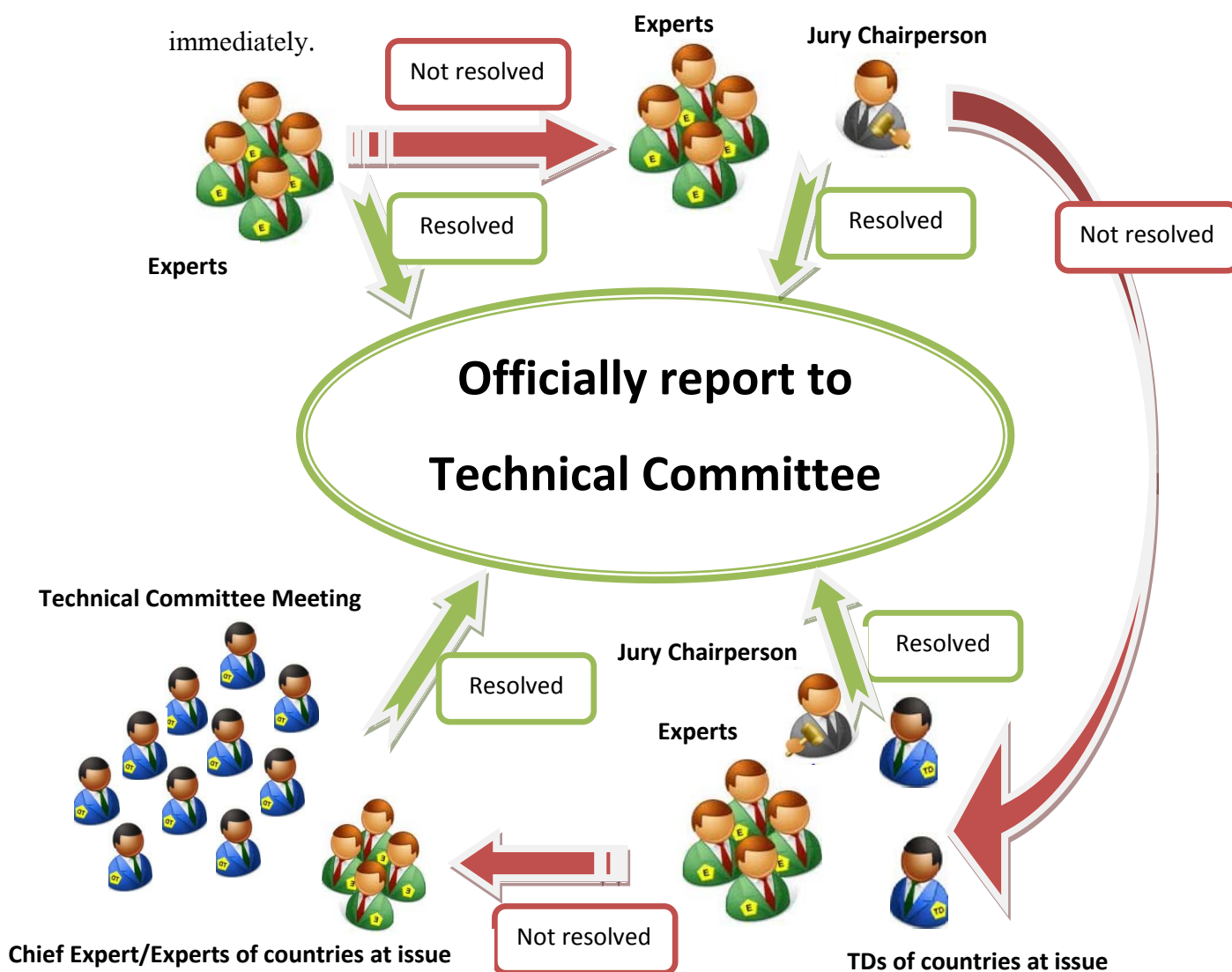
16 CONFLICT SOLUTIONS

The conflict problem of the competition should be resolved in the following order:

- 16.1 Discussion among the Experts and Chief Expert in the related skill area.
- 16.2 Bringing the issues to a meeting with the related Jury Chairperson.
- 16.3 Bringing the issues to a meeting of the related Jury Chairperson, and Technical Delegates of member countries with conflicts.
- 16.4 Bringing the issues to the Technical Committee Meeting.

Every agreement and all solutions must be officially reported to the Technical Committee

immediately.



17 RECTIFICATION OF RULES AND PROCEDURES

These competition rules have been amended and adopted by the representatives of the countries in the First Organizing Committee Meeting of the 8th ASEAN Skills Competition held in Pattaya, Thailand from 3-4 November 2009 and become effective immediately.

18 REFERENCE TO WORLDSKILLS COMPETITION RULES

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

19 HOST COUNTRY

During The First Organizing Committee Meeting of every ASEAN Skills Competition, the meeting nominates the hosts of the next 2 (two) competitions.

20 TRANSITORY PROVISION

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

