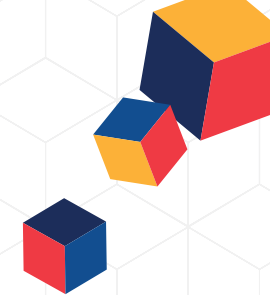


# Rules & Procedures

22 - 27 July 2023

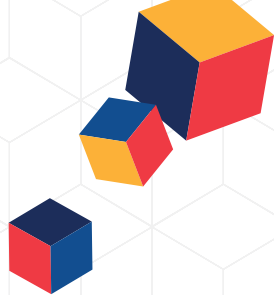


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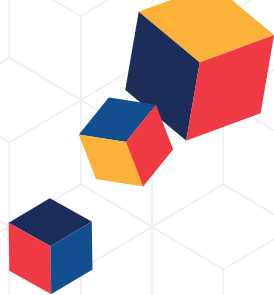
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## 1 ABOUT THE COMPETITION

### 1.1. Introduction to the competition

At the ILO/APSDEP meeting held on 7-17 September, 1993 in Chiba, Japan, it was agreed that a biennial skill competition be held among ASEAN member countries to promote and upgrade skills standards in the region up to international level. The first ASEAN Skills Competition was hosted by Malaysia in 1995. Since then member countries took turn to host the competition: The Philippines (1996), Thailand (2001), Indonesia (2002), Vietnam (2004), Brunei Darussalam (2006), Malaysia (2008), Thailand (2010), Indonesia (2012), Vietnam (2014), Malaysia (2016) and Thailand (2018). Since the first ASEAN Skills Competition, both the participating countries and skill areas kept increasing, from 4 to 10 countries and from 6 to 26 skill areas respectively.

The 2023 competition held in Singapore will comprise 22 skill areas.

### 1.2. Objectives

The objectives of the ASEAN Skills Competition are to:

- 1.2.1. promote the development of skills 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' organisations, and vocational training institutions; and
- 1.2.4. provide a vehicle to recognize work excellence and develop new generation of highly skilled workers.

# 2 ORGANISATION STRUCTURE

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

## 2.1. Organising Committee

Each ASEAN member country shall nominate a member as Official Delegate, who shall be an officer from related industrial organisation or government institution to represent the country in the Organising Committee. The Chairperson of the Organising Committee shall be appointed by the host country and accepted by the members. The duties of the Organising Committee are as follows:

- 2.1.1. overall planning, programming and implementation of 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.

## 2.2. Technical Committee

Each ASEAN member country shall nominate a member as Technical Delegate, who shall be an officer from the related industrial organisation or government institution to represent the country in the Technical Committee. The Chairperson of the Technical Committee shall be appointed by the host country and accepted by the members. The Chairperson of the Technical Committee is responsible for all technical and organisational 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 skills 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 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;
- 2.2.8. review of the competition and submission of the report to the Organising Committee; and
- 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 Organising Committee.

## 2.3. National Organising Committee

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

- 2.3.1. propose a suitable venue, dates and schedule for the competition for the consideration of the Organising 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 ASEAN Skills Competition;
- 2.3.4. appointment of Workshop Managers and Workshop Managers Assistant;
- 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; and

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 areas. A Technical Delegate is appointed by the Technical Committee to be the Jury Chairperson. Jury Chairperson duties and responsibilities are to guide, advise and help to solve problems during work of Experts. Chief Expert, Deputy Chief Expert, and Experts of each Jury Panel are responsible for technical matters in conducting skill competitions.

# 3 ACCREDITED PARTICIPANTS

## 3.1. Competitors (C)

### 3.1.1. Nomination

Competitors are people nominated by Members to compete in each skill area. Each Member may enter not more than two (2) Competitors or 1 team per skill area. Skill areas which consist of team of two (2) Competitors are Mechatronics, Mobile Robotics, Industrial Automation, CNC Maintenance, Internet of Things and Rapid Transit Systems.

### 3.1.2. Qualifications

- a) Competitors must not be older than 22 years in the year of the competition. At present, recognized exceptions to this rule exist in respect of Mechatronics, Information Network Cabling and Rapid Transit Systems, where a Competitor must not be older than 25 years in the year of the competition.
- b) A Competitor may participate in the competition only once.
- c) A Competitor who has participated in WorldSkills Competition will not be eligible to participate in the ASEAN

Skills Competition even though he/she has not participated in the previous ASEAN Skills Competition.

### 3.1.3. Right and responsibilities

- a) Pre-departure preparations  
Competitors are briefed by the concerned national organisation on the Rules 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.
- b) Pre-competition preparations
  - i. The day prior to the competition, Competitors have a minimum of 5 hours and a maximum of 8 hours in which to prepare his/her workplace (workplaces are assigned by lots), to prepare tools and to familiarize themselves with machines and auxiliary materials, which is done under the guidance of the Experts and Workshop Manager. At the end of this familiarisation period, Competitors must

confirm that they are familiar with everything by signing the Familiarisation Agreement.

- ii. Competitors must be fully aware of the host country Health & Safety regulations. Competitors have the right to ask questions and must give his/her confirmation after the introductory session that all information is understood.
  - iii. Immediately before the competition begins, Competitors receive the Test Project as well as explanations and instructions on the evaluation system.
- c) Communication Card  
All Competitors are provided with a Communication Card with one red and one green side with symbols to facilitate visual communication.
- d) General guidelines for the Competitor. The Competitor:
- i. 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.

- ii. must compare the measuring instruments with those used by the Jury Panel to ensure consistency and avoid errors.
- iii. is assigned a personal number, which he/she must use in all Test Projects and papers.
- iv. must only begin and end his/her work in accordance with the Chief Expert's directions.
- v. is not allowed any contact with other Competitors or guests during the competition process, unless approved by the Chief Expert.
- vi. 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.
- vii. may ask for substitutions of some materials if damaged or lost. This could lead to reduction in marks.
- viii. 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.

- ix. must inform the Chief Expert, immediately, in case of illness during the competition. The Jury Panel decides if loss of time can be compensated for.
- x. for the skill areas which involve in fault-finding, Competitors and Experts will be served lunch in the workshop to be organised by the host country.
- xi. failure by a Competitor to comply with the safety directions or instructions as specified 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. The safety requirements should be clearly stipulated before the competition.

## 3.2. Team Leaders (TL)

### 3.2.1. Selection

Team Leaders are people selected by the Members to serve as liaison 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. Rights and responsibilities

a) Team Leaders attend the coordination session.

b) Team Leaders ensure that no unauthorized contact takes place between Competitors and Experts during the competition especially in fault-finding skill areas.

c) Team Leaders have free access to Competitors during the competition. This right should not be misused to exchange technical information or solutions.

### 3.3. Experts (E)

#### 3.3.1. Nomination

- a) The maximum number of experts should be equal to the number of competitors or teams of competitors (for the team skill areas) to be sent by each participating country.
- b) Member country proposes the name of the Expert to the Technical Committee.

#### 3.3.2. Qualifications

Experts have to:

- a) have a formal and/or recognized qualification with proven industrial and/or practical experience in the skill in which they are accredited.
- b) be an accepted Expert in their Member's national/regional competition.
- c) have endorsement from the Technical Delegate that the relevant industry organization or educational institution in their country accepts their technical competence.
- d) have relevant and current competition and/or judging experience.

e) know and abide by the Rules and Procedures, Technical Description and other official competition documents.

f) be of the highest integrity. They must be honest, objective, fair and prepared to cooperate.

g) be able to communicate in the official competition language.

#### 3.3.3. Rights and responsibilities

a) The Expert participates in the selection of Test Projects, the preparations, the competition, and marking procedures.

b) Competitors and their compatriot Expert may communicate at any time, including the lunch period, except when the competition is underway.

c) The only exception to this is in respect of skills in which there is fault-finding. When these skills are doing the fault-finding modules Competitors will be served lunch in the workshop.

d) No contact may be made with a compatriot Competitor during competition time without the presence of a non - compatriot Expert. However permission must be sought from the Chief Expert. Periods

of time (15-30 minutes) shall to be timetabled each morning and evening during the Competition for official communication between compatriot Experts and Competitors (Competitor Communication).

e) Experts shall not be allowed to give any help to Competitors to interpret the Test Project except where agreed by the Jury before the start of the competition. If any questions arise, they must be referred to the Jury Panel for decision.

### 3.4. Chief Experts (CE)

#### 3.4.1. Selection

Technical Delegates nominate their compatriot Experts to be Chief Expert in particular. The Organising Committee 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 Competition but this must be approved by the Organising Committee.

#### 3.4.2. Qualifications

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) ASEAN Skills Competition or WorldSkills Competition. Any exception can be approved by the Technical 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.



- 3.4.3. Rights and responsibilities  
Chief Experts have to:
- a) ensure that Competitors comply with Rules and Procedures; non-compliance can lead to disqualification;
  - b) maintain complete records;
  - c) inform the Jury Chairperson if a Competitor is ill;
  - d) ensure that workplaces have proper natural or artificial lighting, according to the type of work to be carried out;
  - e) ensure protection of moving parts and dangerous machinery;
  - f) ensure correction of defects in machines, protective devices, equipment and installation;
  - g) inform the Competitor for the need to comply with the host country Health & Safety regulations;
  - h) can use an Interpreter provided and paid for by his/her country.

- i) Play a crucial role as managers in the planning, leading, organising, and management of the Experts' work – preparation, execution, and assessment – and ensure compliance with all pertinent rules, procedures, and assessment criteria

### 3.5. Deputy Chief Experts (DCE)

Deputy Chief Experts are Experts nominated by their Technical Delegates and approved by the Organising 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 Chairperson of the Jury Panel for a skill. The Jury Chairperson is a Technical Delegate appointed by the Organising Committee Meeting. A Technical Delegate may be a Chairperson of more than one Jury Panel at the competition.

#### 3.6.2. Qualifications A Jury Chairperson:

- 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.

#### 3.6.3. Rights and responsibilities A Jury Chairperson has to:

- a) supervise matters related to the particular skill area(s).
- b) report to the Chairperson of the Technical Committee; and delegates technical responsibilities and duties related to the skills to the Chief Expert.
- c) chair the meetings of his/her Jury Panel as a neutral supervisor.
- d) be responsible for implementing decisions taken by the Technical Committee or his/her Jury Panels' meeting.

- e) ensure that the Chief Expert, Deputy Chief Expert, Experts and Workshop Manager carry out their duties correctly.

- f) 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.

- g) monitor the quality of the work of their Experts and recommend to the Chairperson and Vice Chairperson of the Technical Committee that those considered unsuitable are not appointed for the following competition.

- h) have the right to call in a translator.

- i) attend all Technical Committee and Jury Chairperson meetings.

### 3.7. Official Delegates (OD)

Each member country nominates one Official Delegate as their representative on the Organising 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. Rights and responsibilities

A Technical Delegate has to:

- 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, Rules and Procedures, Health & Safety regulations and any other official competition documents.
- c) 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 Rules and Procedures, Health & Safety regulations plus any other official competition documents.

### 3.9. Technical Delegate 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. Rights and responsibilities

A Technical Delegate Assistant:

- a) arrives on site with the Technical Delegates and Experts;
- b) can attend Technical Committee meetings during the competition;
- c) can only enter the skills competition workshop in which they have an Expert;
- d) 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

- a) Members can nominate Interpreters to help the communication without language barrier in the competition.

- b) The Expert or Competitor who attended ASEAN Skills Competition and/ or WorldSkills Competition cannot be Interpreter for the same skill at the following competitions.

#### 3.10.2. Qualifications

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

#### 3.10.3. Assignment of Interpreters

Interpreters (if required) are registered to a "pool" by the Member at least 1 month before the 1st Technical Committee Meeting. At the 1st Technical Committee Meeting, the Technical Delegates will meet together to randomly draw from pool of interpreters for each country for their respective skill areas. These interpreters will then be assigned to the skill areas. The assignment of Interpreters will be across all skill competitions irrespective of industry sector.

#### 3.10.4. Rights 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 Chief Expert and be readily available, should they be required.

- b) Interpreters must not have direct contact with compatriot Competitors except when permitted by the Chief Expert.

- c) During the competition, 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 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.

- e) Interpreters must be aware of the disciplinary procedure for breaking the Rules and Procedures. An Interpreter found guilty of dishonest conduct may be barred immediately from all competition areas.

- f) 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 Managers (WM)

#### 3.11.1. Appointment

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

#### 3.11.2. Qualifications

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

#### 3.11.3. Rights and responsibilities

a) be responsible for workshop installation, preparations of materials, workshop security, Health & Safety, and general tidiness and neatness of the workshop area.

b) 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.

c) 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 Manager and Workshop Manager Assistant if the need arises.

d) preparation of instruments and equipment for assessments.

e) ensure that enough floor area/ space is available for machines and workstations.

f) ensure 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 to be undertaken by Workshop Managers and Workshop Managers Assistant.

### 3.12. Workshop Manager Assistants (WMA)

The host country 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.

### 3.13. CIS Officers

The host country may appoint one officer who will be responsible for CIS processes in each skill area.

### 3.14. Observers

#### 3.14.1. 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.

#### 3.14.2. Observers (O)

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

#### 3.14.3. Technical Observers (TO)

Technical Observers are people who will be WM or WMA for the next Competition. They are permitted to enter the workshop areas (for the skill competitions to which they are accredited) in order to gain experience. There may be only one Technical Observer per skill competition.

## 4 NATIONAL TEAM

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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 Industrial Automation, Mobile Robotics, CNC Maintenance which consist of teams of two (2) Competitors; and for Internet of Things which consists of teams of two (2) Competitors, and one (1) team will be allowed;
- 4.7.** The maximum number of experts should be equal to the number of competitors or teams of competitors (for the team skill areas) to be sent by each 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 AREAS, SCHEDULE, AND VENUE FOR THE COMPETITION

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### 5.1. Skill areas

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, except for demonstration skills.

### 5.2. Schedule

The program of activities for the ASEAN Skills Competition shall be proposed by the host country and confirmed by the First Organising 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 First Organising Committee meeting.

### 5.4. Frequency

The ASEAN Skills Competition shall be held every two years.

# 6 TECHNICAL DESCRIPTIONS

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## 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 areas of ASEAN Skills Competition 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 Meeting (TCM) for approval.

## 6.4. Precedence

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

# 7 INFRASTRUCTURE LIST

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**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 competition.

**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 six (6) 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 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 test project must be relevant to industry and pegged at WorldSkills International standards (where relevant). Any proposal for test project to be set externally must be approved at the 1st Technical Committee meeting.

## 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 pm of the second day of the competition and not more than two (2) 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 ASEAN Skills Competition, each Jury Panel discusses the Test Project and Technical Description of their skill areas. Jury Chairperson and the Chief Expert of Particular skill areas 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 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.

## 8.9. Thirty percent (30%) changes

Where the Test Project has been circulated to Competitors in advance, Experts are to change a minimum of 30% of the work contents including non-modular Test Project within the limitations of the equipment and materials provided by the host country. Evidence of the changes must be documented and approved by the Chairperson 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 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.

## 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. The original and translated document will be kept by the Chief Expert until the final approval of results.

## 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 Measurement or Judgement.

### 9.1.4. Number of Aspects

Ideally number of aspects will be between 75 and 200 marking aspects. The outer limits are between 50 and 300 marking aspects. Then the Jury Panel confirms to the Chairperson 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 Measurement marking

Every skill areas should make every attempt to maximize Measurement marking.

### 9.1.6. Scale of 100 and standardization

Test Projects are assessed based on the criteria and skills 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 700 scale is done by the Competition Information System (CIS).

## 9.2 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.

## 9.3. Measurement marking

### 9.3.1 Specific Procedure for Assessment and Marking by Measurement

- a) 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

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

c) 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.

### 9.3.2. Use of Forms

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

### 9.3.3. Variation of procedure

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

## 9.4. Judgement marking

### 9.4.1. Specific Procedures for Assessment and Marking by Judgement

- a) Each of the three Experts shall assess each Aspect of Sub Criterion, whether the Competitor has attempted the work or not.
- b) 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.

c) 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.

d) 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.

### 9.4.2. Calculating the awarded mark

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

### 9.4.3. Use of Forms

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

### 9.4.4. Variation of procedure

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

## 9.5. 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.

## 9.6. Judgement marking must precede Measurement marking

Where there is both Judgement and Measurement marking, the Judgement marking must be completed before the Measurement marking. Any change to this rule must be approved by the Chairperson of the Technical Committee.

## 9.7. Experts and the marking of their compatriot Competitors

As a general rule, Experts must not mark their compatriot Competitors. Exceptions: 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 Chairperson of the Technical Committee.



### 9.8. 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.

### 9.9. 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.

### 9.10. Checking Forms

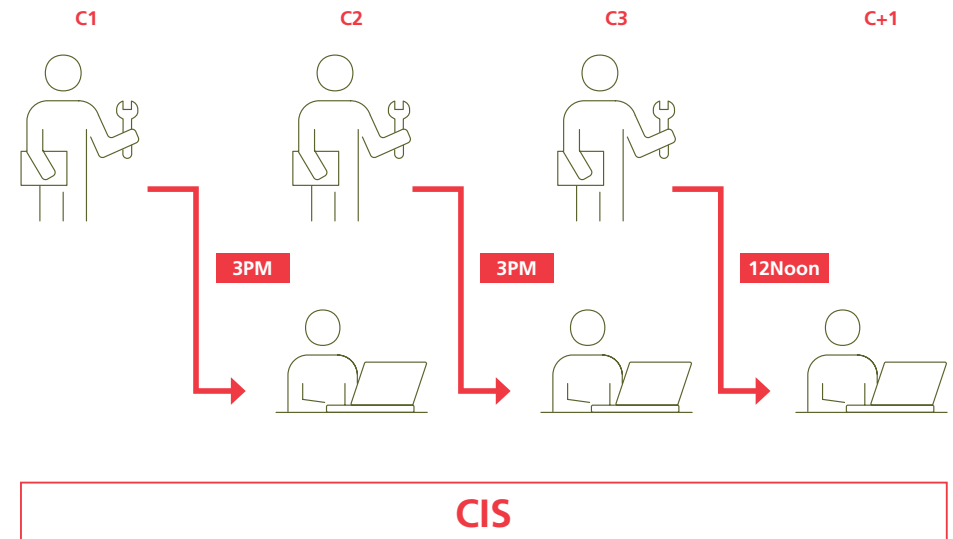
When a set of scores and marks have been entered using the screen-based Judgement and Measurement Marking Forms, the forms are printed for checking. The compatriot Expert of the Competitor (or another independent Expert) must sign the form to confirm acceptance of the printed result. The Jury Panel must 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 Judgement and Measurement 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.

### 9.11. Completion of marking

Assessment of Test Projects and entry of marks into the CIS must be completed by 12 noon on the day after the last day of the competition. The mark should be entered to the CIS system at competition site based on the original copy (hard copy). The CIS must be locked by 3 PM on the following day and cannot be opened again for amendments. At CIS Room, documents can be printed every day or when required and all document need to be compared with the original copy

before signing by Chief Expert and Jury Chairperson. All documents should be kept in competition site in secure locker and locked. The lock should be kept by Chief Expert or Deputy Chief Expert with agreement by all experts. Chief Expert and Deputy Chief Expert are responsible to make sure the data is correct. JC has to monitor the whole process. In CIS Room, the officers shall monitor and remind Chief Expert and/or Deputy Chief Expert of every skill areas on filling up the CIS system accordingly.



### **9.12. 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.

### **9.13. Competition Information System (CIS)**

#### **9.13.1. 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.

#### **9.13.2. 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).

### **9.14. Error handling**

Errors that are discovered must be reported immediately to the Chairperson or Vice Chairperson 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.

### **9.15. Testing accuracy**

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

### **9.16. Appeals**

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

### **9.17. 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 Organising 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.

### **9.18. 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. Host country's responsibility

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 Delegates' 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. Experts' 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 700 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 medal 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 700 or more points.

## 11.2. Medallion for Excellence

Competitors who obtain 700 or more points are awarded the "Medallion for Excellence" if they have not received a medal.

## 11.3. "Best of Nation" Award

As a guide, the Competitor who achieves 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. In the event where a country is not awarded any medals or Medallions for Excellence, the Competitor who is awarded the 'Best of Nation' award will also receive a Medallion for Excellence.

## 11.4. Certificates

Certificates are presented as follows:

### 11.4.1. Certificate of appreciation

a) "Certificate of Appreciation" for members of the Organising and Technical Committees;

b) "Certificate of Appreciation" for members of the Jury Panels.

### 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

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The medium of communication and official language for ASEAN Skills Competition is English.

All documents, agreements, solutions, and commitments shall be in English.

# 13 FINANCIAL RESPONSIBILITIES

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## 13.1. Host Country

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

- 13.1.1. organising all meetings held in the host country;
- 13.1.2. organising the ASEAN Skills Competition and related events.

## 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

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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

The skill areas and the number of competitors in each area must be confirmed by each country at least six (6) months before the competition.

## 14.3. Definitive registration

The names and details of the competitors must be confirmed at least three (3) months before the competition. The Chairperson of the Organising Committee, in cooperation with member countries, is responsible for the coordination of documentation and information.

# 15 PUBLIC RELATIONS

The host country provides information on the competition to the local media. Public relations in member countries are left to the discretion of the member countries.

# 16 FILMING AND PHOTOGRAPHING AT THE COMPETITION

## 16.1. 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 Chief Expert or Deputy Chief Expert.

## 16.2. Movies and videos during the competition

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

## 16.3. Filming or photographing Test Projects or project components

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.

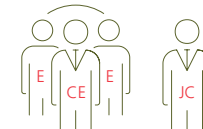
# 17 CONFLICT RESOLUTIONS

1 Discussion among the Experts and Chief Expert in the related skill areas.



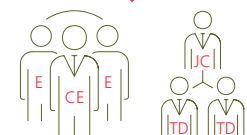
Not resolved

2 Bringing the issues to a meeting with the related Jury Chairperson.



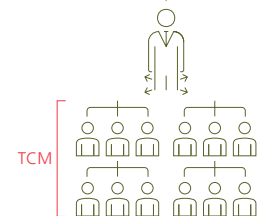
Not resolved

3 Bringing the issues to a meeting of the related Jury Chairperson, and Technical Delegates of member countries with conflicts.



Not resolved

4 Bringing the issues to the Technical Committee Meeting. Every agreement and all solutions must be officially reported to the Technical Committee immediately.



All issues and disputes must be resolved and completed by C+1, 12noon. All resolutions and decisions taken by the Technical Committee Meeting then will be final.

## 18 RECTIFICATION OF RULES AND PROCEDURES

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These Rules and Procedures have been amended and adopted by the representatives of The First Organising Committee Meeting of the Thirteenth ASEAN Skills Competition held in Singapore from 15th – 16th July 2019 and become effective immediately.

## 19 REFERENCE TO WORLDSKILLS COMPETITION RULES

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

## 20 HOST COUNTRY

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

## 21 TRANSITORY PROVISION

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In case the Chief Experts or Deputy Chief Experts who have been appointed during The First Organising 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.

## 22 TOOLBOX CHECK

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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 unauthorised equipment is identified the Chief Expert 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.

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## ORGANISED BY



## NOTES

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