



WorldSkills London 2011 Ltd

www.worldskillslondon2011.com

Application Pack

for the role of

WORKSHOP SUPERVISOR

Ref WSL/10/WSS

INTRODUCTION

WorldSkills Competition

The WorldSkills Competition is the biggest skills competition in the world and is held every two years in one of its member countries. It sets world class standards in over 40 skill categories ranging from bricklaying to restaurant services and landscape gardening to IT competitions. WorldSkills Competitions bring together the hearts, hands and minds of young people from across the globe to compete in their skill.

In May 2006 the UK won the bid to host WorldSkills 2011 in London and this represents a strong collaboration between the four Administrations of the UK Government: England; Scotland; Northern Ireland; and Wales. Whilst the UK has a strong economy and world-leading employment levels, to maintain its position the UK recognises that the development of skills is fundamental. The 2011 event will be a key tool in promoting skills and up-skilling the nation. This was highlighted in the Leitch Review of Skills, published in December 2006. WorldSkills London 2011 is now an integral part of the government's National Skills Strategy providing a catalyst for change and creating a high profile demonstration of the levels of excellence that can be achieved in vocational skills.

The scale of the event is unrivalled. Over 800 competitors took part in WorldSkills Shizuoka 2007, 900 took part in WorldSkills Calgary 2009, with around 1,000 expected for WorldSkills London 2011. Their progress is keenly watched by hundreds of thousands of visitors who include young people, policy makers, government representatives, employers, teachers, trainers and experts from around the world.

London as Host City

The 'power of London' will play an important part in extending the reach of WorldSkills, and the UK is set to play a leading role in international developments as we move towards 2011. As a leading media hub and with its reputation as a truly international city, London will raise WorldSkills to a global platform. WorldSkills London 2011 will be hosted at ExCeL London, in the capital's vibrant docklands. With excellent transport links to the city, and multiple accommodation options onsite, ExCeL London will accommodate all exhibition, competitor and visitor needs.

Legacy

In hosting WorldSkills London 2011, the UK will showcase innovation, industry and skills, and create an enduring legacy of exceptional skills for the nation and the WorldSkills International community. The UK legacy of WorldSkills London 2011 includes:

- positively and permanently changing public attitudes towards vocational skills and trades;
- using skills competitions to enhance business performance in each sector of the economy;
- Using skills competitions to promote teaching and learning excellence.

The International legacy of WorldSkills London 2011 includes:

- bringing new countries into the WorldSkills family;
- help raise awareness of the WorldSkills Brand (take WorldSkills from an international to a global platform).

WorldSkills London 2011 Ltd

UK Skills was established nearly 20 years ago and its purpose is to raise skills levels in the UK through skills competitions. WorldSkills London 2011 Ltd has been set up as a wholly owned subsidiary of UK Skills with a clear focus to successfully deliver the 41st WorldSkills Competition in 2011. An Executive Director was appointed in October 2008 with overall responsibility for the event/project and the wide range of tasks that make up such a complex operation have been divided into six areas headed up by a Director as follows:

- Administration and Finance
- Technical
- Sponsorship
- Partnership
- Marketing
- Operations

All of the Directors, except for the Technical Director, started in their roles at the beginning of 2009. In addition to delivering an outstanding event in 2011, the Project Team will also have to ensure that the legacy is delivered and that stakeholders are fully engaged. This will involve close liaison with UK government representatives (including the devolved administrations in Northern Ireland, Scotland and Wales), skills agencies, further education providers, industry bodies, sponsors, the WorldSkills Secretariat and member countries. The estimated cost of staging the event is £40million and it is envisaged that the full time team working on the project will eventually number over 40 individuals.

ROLE DESCRIPTION

Role: Workshop Supervisor
Reports to: Technical Director, WorldSkills London 2011

Background

Each skill competition held during the 2011 WorldSkills Competition requires a workshop supervisor (WSS), sometimes known less formally as a shopmaster. Workshop supervisors are selected, appointed, briefed and supported by WorldSkills London 2011.

The workshop supervisor is not responsible for the procurement of equipment and materials in preparation for the competition but is likely to be required to advise WorldSkills London 2011 on such equipment and materials including potential sources.

The workshop supervisor may not influence the assessment procedure and, where practical, should be absent when blind marking takes place. The conduct of a workshop supervisor towards competitors must be neutral.

We have currently selected WSS's for 36 of the 45 skills and are looking to complete our recruitment in the following areas:

- Polymechanics/Automation
- Manufacturing Team Challenge
- Mechatronics
- Offset Printing
- Metal Roofing
- Industrial Control
- Graphic Design Technology
- Caring
- Restaurant Service
- Aircraft Maintenance
- Construction Metal Works

Role Purpose

The purpose of the role is to assume overall responsibility for: all workshop installations; preparation of materials; health and safety; security; and tidiness/neatness of an allocated competition area at the WorldSkills London 2011 Competition. In addition the role generally supports the experts (the international judges) in their work throughout the duration of the Competition.

Key Responsibilities

1. Workshop supervisors must ensure that appropriate floor area/space is available for machines and workplaces.
2. Workshop supervisors must ensure that workplaces, as specified in the technical description, are properly lit by natural or artificial light to the required industrial standards and be suitable for the particular type of work to be undertaken.
3. Workshop supervisors are responsible for all workshop installations, machines, tools, electrical and water connections, and all special items listed in the technical description.
4. Workshop supervisors are responsible for the provision of materials for test projects specified by the jury of experts.
5. Workshop supervisors are responsible for the preparation of all project materials required for use during the competition.
6. Workshop supervisors are responsible for maintaining order and tidiness in the workshops.
7. Workshop supervisors are responsible for providing information and instructions on health and safety measures and their application to experts and competitors when requested by the chief expert.
8. Workshop supervisors are responsible for providing facilities for locking up test project papers and drawings.
9. Workshop supervisors are responsible for the preparation of instruments and equipment for assessment and marking.
10. Workshop supervisors must abide by the rules for the WorldSkills Competition.

General Information

1. Workshop Supervisors report firstly to WorldSkills London 2011. They will be briefed by the WorldSkills Technical Committee Chairman and the WorldSkills International officials on any special arrangements and circumstances and on the conduct of the competition. For all technical matters workshop supervisors also report to the Jury President for the skill.
2. With the agreement of WorldSkills International, WorldSkills London 2011 may appoint a workshop assistant to the workshop supervisor who will comply with the same rules.
3. The Competition Rules allow workshop supervisors for the next competition to have access to the workshop areas at the preceding competition as 'technical observers' in order to gain experience.
4. The conduct of workshop supervisors towards competitors must be neutral. Workshop supervisors are not to participate in the discussions on test project selection and assessments and, where practicable, should be absent when blind marking takes place. Nevertheless, the jury may consult workshop supervisors if the need arises.

PERSON SPECIFICATION

WorldSkills London 2011 is seeking workshop supervisors who can demonstrate the following knowledge, abilities and qualifications:

- Knowledge and/or practical experience pertaining to WorldSkills Competitions and other skills competitions including EuroSkills and WorldSkills UK.
- Extensive technical experience and competence (demonstrated by certificates, diplomas, awards, distinctions, etc.) in a particular skill sector.
- Demonstrated leadership in a particular skill sector or technology.
- Ability to work well in a team environment using excellent communication and interpersonal skills.
- Demonstrate passion for a particular skill sector or technology and a desire to communicate it to others.
- Possess up-to-date knowledge of all developments in a particular skill sector or technology.
- Willingness to become involved, if not already, with UK Skills and its work.

TERMS OF APPOINTMENT

Preparation and duration of appointment:

WorldSkills London 2011 in cooperation with UK Skills will provide workshop supervisors with opportunities to prepare for their role in the WorldSkills London 2011 Competition. The duration of tenure for workshop supervisors is from now until 31st December 2011.

Outline timeline:

- October 2010 (TBC)
One day update briefing event
- December 2010 (8th to 12th December TBC)
Visit to EuroSkills
- April 2011 (TBC)
Four day planning meeting, WorldSkills Technical Committee
- 26th September to 12th October 2011
WorldSkills London 2011

Summary of terms:

- Workshop supervisors will only be remunerated when not being paid by their employer. The circumstances for each workshop supervisor will be discussed at interview to ensure that applicant or employer will not be at a financial disadvantage.
- WorldSkills London 2011 will cover expenses such as accommodation and travel, subsistence costs and any other agreed 'out of pocket' costs (in accordance with the WorldSkills London 2011 expenses guidelines) resulting from the role.

HOW TO APPLY

In order to apply for this role it is recommended that you:

1. Review the role description, person specification, and additional information provided in this application pack. For further information on particular skills, visit www.worldskills.org (follow the prompts 'About WorldSkills > Skills Explained'). This website also provides access to technical descriptions and past test projects (follow the prompts 'Members > Guests > Register to get access to Test Projects and Technical Descriptions > Guest Access > Register for Access').
2. Consider and discuss with your employer the role and commitment for participation for the complete period of appointment before, during and after the WorldSkills Competition up to 31st December 2011.
3. Request your employer to provide a letter of support on company letter headed paper based on the template available in Appendix B. This letter must detail limitations and/or conditions relating to this support. A letter of support must accompany the application in all cases where the applicant is in employment and not self-employed.
4. Submit: a letter of application (explaining your reasons and motivations for wishing to apply for this role plus an assessment of how your knowledge, abilities and qualifications match the required criteria); a curriculum vitae; and your employer's letter of support.
5. The closing date for receipt of applications is COB on 16th July 2010.
6. Applications should be submitted to:

Peter Davies
Technical Director

by post at... WorldSkills London 2011
3rd Floor
36 Queen Street
London
EC4R 1BN

by email at... pdavies@worldskillslondon2011.com

WorldSkills London 2011 is committed to making appointments on merit by fair and open processes, taking account of equality and diversity.

APPENDIX 1 – TEMPLATE FOR EMPLOYER'S LETTER OF SUPPORT

The letter of support should be submitted on company headed paper, based on the template below, and signed. It must also detail limitations and/or conditions relating to this support.

WorldSkills London 2011
3rd Floor
36 Queen Street
London
EC4R 1BN

<DATE>

To whom it may concern

I would like to recommend **<FIRST NAME> <LAST NAME>** for the role of workshop supervisor for the **<SKILL>** event in support of WorldSkills London 2011.

<FIRST NAME> has been involved in the **<INDUSTRY SECTOR/SKILL>** for the past **<NUMBER OF YEARS>** in the capacity as **<ROLE>**.

I am confident that **<FIRST NAME>**'s knowledge and experience gained working in the related industry/field will benefit the organisers of WorldSkills London 2011 in the planning and delivery of the Competition.

<COMPANY NAME> supports **<FIRST NAME>**'s full involvement with WorldSkills London 2011 and, where necessary UK Skills, should they be selected for the role of workshop supervisor. In addition **<COMPANY NAME>** will immediately inform WorldSkills London 2011 directly should **<FIRST NAME>** not be able to maintain the necessary level of involvement as indicated in the application pack for the role of workshop supervisor.

I would be happy to discuss **<FIRST NAME>**'s involvement with WorldSkills London 2011 in more detail should additional information be required. I can be contacted on **<TELEPHONE NUMBER>** or at **<EMAIL ADDRESS>** during normal business hours.

<EMPLOYER NAME>
<TITLE>

<COMPANY NAME>