

SKILLBUILD

DELIVERED BY CITB ■

COMPETITION POLICY

COMPETITION RULES 2023

The Competition Rules for entering and taking part in the SkillBuild construction competitions, delivered by CITB

Competition Rules 2023

1. Introduction

1.1. SkillBuild is a registered trade mark (UK00003347802) of CITB (Registered Charity Numbers 264289 (England & Wales) and SC044875 (Scotland)) and the industry brand name for the UK Competitions in construction for the following skills;

- Bricklaying
- Carpentry
- Furniture and Cabinet Making
- Joinery
- Painting and Decorating
- Plastering
- Plastering and Drywall Systems
- Roof Slating and Tiling
- Stonemasonry
- Wall and Floor Tiling

2. Entry Criteria

2.1. To enter a competition in 2023, competitors must have been at least 16 years old on 1 September 2022 and also meet at least one of the following criteria;

- 2.1.1. Employed in the construction industry in the UK and have completed a relevant UK qualification in the last 12 months
- 2.1.2. Studying towards a relevant UK qualification, including T levels
- 2.1.3. Working towards an apprenticeship in a relevant trade in the UK.

2.2. There is no maximum age limit for competitors.

2.3. Competitors (or their representatives) must declare at the point of registration that they are able comply with the entry criteria set out in clause 2.1. above. Those who are not able to meet the competencies for their skill are not eligible to enter the competition and will be able to participate.

2.4. The following are not eligible to enter Regional Qualifier and UK National Final competitions;

- 2.4.1. Any WorldSkills UK National Final gold medal winners who have previously won the competition cannot compete in 2023, or in any subsequent, CITB SkillBuild construction competitions for the same skill.
- 2.4.2. Any competitor who has been a member of any WorldSkills UK Squad or a member of Team UK cannot compete in 2023 or in any subsequent year.
- 2.4.3. Those who have been employed in the construction industry in the UK of the chosen skill for more than 3 years (not including the apprenticeship period)

2.5. Competitors can only enter one competition from the list at 1.1 above in any given year.

2.6. Competitors can only enter the competition if representing a college, university or other training provider or an employer. Competitors must have the support of their college, university, training provider and/or employer to participate in competitions. This support includes being able to compete under competition conditions in a workshop at the competitor's home college with college supervision in place.

- 2.7. After the point of registration a competitor may not change the organisation they are representing. The organisation a competitor is registered under is the name that they will compete under and will be the name on any certificate they may receive.
- 2.8. Evidence of compliance with 2.7 may be requested and failure to provide that evidence may result in competitors' places being withdrawn before the competition, or competitors being disqualified during or after the competition.
- 2.9. Competitors under the age of 18 (those 16 and 17 years old) at the time of their qualifier competition will require parental/guardian consent to take part. A parental/guardian consent form will be issued upon registration to the competitor, the form must be hand signed, scanned and returned to CITB via email to SkillBuild@citb.co.uk within 14 days. If the completed consent form is not received by CITB in the stipulated timeframe the competitor's place in the competition will be withdrawn.

3. Entry costs

- 3.1. CITB SkillBuild competitions are free to enter.
- 3.2. If a competitor fails to attend a SkillBuild regional competition they have registered to enter without notifying CITB in writing at least 5 days' prior to the competition, CITB may charge, at CITB's discretion, a non-attendance fee of £150 to the competitor or their organisation.
- 3.3. If a competitor fails to attend a SkillBuild national final competition, following confirmation by the competitor of the competitor's acceptance that they will compete in the SkillBuild national final competition, without notifying CITB in writing at least 14 days' prior to the competition, CITB may charge, at CITB's discretion, a non-attendance fee of £1,500 to the competitor or their organization.
- 3.4. It is the competitor's responsibility to gain authorisation from their college, university, training provider and/or employer for time off to attend competitions.
- 3.5. CITB is not liable for any loss of earnings related to the competitor's participation in the competition.

4. Registration

- 4.1. By registering to take part, competitors and their representatives are confirming that they will abide by the CITB SkillBuild Rules and procedures for the qualifier and any subsequent competitions.
- 4.2. If the competitor or their representatives provide false or inaccurate information on the registration form, the competitor will not be entered and will be disqualified from further participation in the CITB SkillBuild competition. Disqualification on this basis can occur at any time including after the competition has ended and will take effect when the false or inaccurate information is discovered.
- 4.3. Registration will take place from 6 February 2023 until 1 April 2023. Applications received outside of these dates will not be accepted.
- 4.4. Amendments to registrations can be made up until the close of competition registration on 1 April 2023.
- 4.5. Only the competitor or competitors named in the registration form will be permitted to compete. Substitutions are not permitted
- 4.6. Competitors who turn up on the day of competition but have not been registered will not be allowed to compete, regardless of numbers of competitors and availability of competition spaces.
- 4.7. Colleges, universities, training providers and/or employers entering competitors should take care to ensure that the competitors they are entering are free and able to take part in both Regional Qualifier and any subsequent competitions before registering them.
- 4.8. CITB may provide special dispensation to competitors who declare a physical, sensory or learning difficulty prior to the competition. CITB will endeavor to provide reasonable adjustments to those who have declared a physical, sensory or learning difficulty at any stage of the competition.
- 4.9. Competitor places for Qualifier competitions will be locked five working days before each competition and waiting list places will not be offered after this time.

- 4.10. Following successful completion of the registration process, confirmation and all future email correspondence will be sent to both the competitor and their registered representative. Please note that all correspondence will be sent to the email addresses provided in the application on the registration form .

5. Health and Safety

- 5.1. Occupational health and safety legislation applies to the CITB SkillBuild competitions and derives from The Health & Safety at Work Act 1974 (as amended from time to time) and all applicable regulations included under this legislation.
- 5.2. A safety check of the competition site will be carried out prior to the start of the competition.
- 5.3. Competitors must bring and wear Personal Protective Equipment (PPE) and clothing appropriate for the skill and as otherwise reasonably required by CITB.
- 5.4. All activities must comply with the CITB SkillBuild competition practices and risk assessments. Any breaches of health, safety and welfare must be reported to the CITB SkillBuild Team or the skill judge immediately.
- 5.5. All competitors must attend the CITB SkillBuild] health and safety briefing before the start of the competition. Failure to attend the briefing will result in the competitor's disqualification from the competition
- 5.6. All electrical equipment brought by competitors or their representatives is used at the competitors own risk. The equipment must have a Personal Appliance Test (PAT) certificate which was issued no more than 12 months before the date of the competition.
- 5.7. Individual competitors are responsible for ensuring that they are fully aware of, and adhere to all health and safety practices, briefings and notices that relate to the CITB SkillBuild competition. Failure to do so may result in disqualification from the competition and being asked to leave the competition venue.
- 5.8. Safe work practices of the relevant industry and the venue must be adhered to at all times.
- 5.9. Only competitors and the designated SkillBuild judges are permitted to enter competition areas.

6. Code of Conduct for Visitors

- 6.1. Visitors, including employers, teachers, trainers, tutors, parents and the general public, will not be allowed to make any form of contact or communication with competitors during the competition. Any breach could result in the competitor being disqualified from the competition.
- 6.2. Visitors are requested not to stand at the competition barrier for long periods of time as this can be distracting for competitors and they may be asked to leave the premises and/or competition area.
- 6.3. If a visitor needs to make contact with a competitor during the competition, they should ask for permission from a SkillBuild judge.
- 6.4. Competitors should inform a SkillBuild judge immediately if a visitor is trying to communicate with them, or if they are being unfairly distracted by any visitor(s).

7. During the Qualifier Competition

- 7.1. Competitors and their representatives must ensure that all competition information is read thoroughly and they are confident with all aspects and requirements of the competition before arrival.
- 7.2. Competitors who arrive late for the competition may not be able to participate and will not automatically receive additional time.
- 7.3. Unless otherwise stated, there must be no communication between fellow competitors, visitors or representatives during the competition.
- 7.4. Competitors must start and finish work when instructed to do so by one of their SkillBuild judges.
- 7.5. Competitors will have a familiarisation period before the start of the competition. Additional information may be issued in advance by CITB.

- 7.6. Competitors that need to leave the area whilst the competition is in progress must obtain the permission of a SkillBuild judge before doing so.
- 7.7. Once a competitor has finished their project, they can leave the area, even if the competition is still in progress, but will be required to declare to a SkillBuild judge that they are finished. They will not be allowed to re-enter the competition area until the competition has finished.
- 7.8. Should a competitor feel unwell at any stage of the competition, he or she should make a SkillBuild judge aware immediately.
- 7.9. Competitors who need to repair their own tools or equipment during the competition will not be given additional time unless agreed by a SkillBuild judge.
- 7.10. Competitors may ask a SkillBuild judge to fix a fault or provide a solution that they are unable to complete for reasons other than time. Should the competitor request this, they will forfeit all available marks for these criteria.
- 7.11. Competitors are not permitted to take any of the following into the competition area unless otherwise instructed;
 - 7.11.1. Personal electronic devices, including mobile phones, tablets and MP3 players
 - 7.11.2. Written notes, sketches or special aids.
- 7.12. Competitors must not wear headphones or earphones during competition time.
- 7.13. Any competitors found using items that are not permitted during competition working time may be disqualified from the competition.
- 7.14. The SkillBuild judges, with the support of CITB SkillBuild, will ensure that marking is undertaken fairly and will calculate marks to establish awards.
- 7.15. Judges are not allowed to discuss marks with or provide individual feedback to competitors.
- 7.16. Should a competitor feel at a disadvantage for any reason before or during the competition, he or she should immediately bring it to the attention of either a SkillBuild judge or a member of the CITB SkillBuild Team.

8. After the Qualifier Competition

- 8.1. No results (and no scores) will be announced on the day of the competition. The names of the competitors who came 1st, 2nd and 3rd in their skill will be published on the GoConstruct website as soon as the results are available. Should the competitor or their registered organisation require notification of the competitor's score, this can be requested. Notification of scores achieved can be requested by the competitor or their registered organisation **after** completion of all the Regional Qualifier competitions. Any such request should be submitted in writing to SkillBuild@citb.co.uk.
- 8.2. Competitor marks will be checked by the CITB SkillBuild team and will only be released once all quality assurance procedures have been completed and after the completion of all the Regional Qualifier competitions.
- 8.3. Challenges to the results will be considered through the **SkillBuild Complaints and Appeals Procedure** which can be found on the CITB GoConstruct website.
- 8.4. Although the completed project work is the property of CITB, competitors may take their project work, where possible, with the agreement and at the discretion of the applicable SkillBuild Judge.
- 8.5. The top 8 competitors in each skill who achieve the highest scores across all the Regional Qualifier competitions will be selected to progress to the final. For the avoidance of doubt, although a competitor might have come 1st, 2nd or 3rd in their specific Regional Qualifier competition, if their score is not within the top 8 highest scores across all the Regional Qualifier competitions for their skill, they will not progress to the national final.
- 8.6. Once the finalists have been verified by CITB, those who have secured a place in the finals will be notified. CITB will publish the list of all finalists online as soon as available but no later than 31st July 2023.

9. Code of Conduct for Competition Finalists

- 9.1. The competition finalists will be provided accommodation by CITB at a venue selected by CITB at its sole discretion, and will be provided with dinner, bed and breakfast.

- 9.2. The competitor will be liable for all other costs and expenses incurred by the competitor and will be required to pay all charges incurred for any additional products or services provided by the venue.
- 9.3. The competitor will be provided with detail of the venue including check in and check out times; the competitor will be liable for any charges incurred in the event of early check in or late check out.
- 9.4. The competitor will be responsible for any damage caused to the venue property and will not fix anything to the walls, ceilings or any other fixtures within their room without the prior written consent of the venue. The venue reserves the right to inspect the competitor's room before arrival and after departure and the competitor will be liable for any damage caused to the venue.
- 9.5. The competitor is required to pay all charges incurred by or on behalf of or at the request of the competitor in full.
- 9.6. The competitor is responsible for their own conduct and undertake that they will behave responsibly whilst at the venue.
- 9.7. The venue will enforce a responsible drinking policy for the duration of the competitor's stay and the staff employed by the venue at their sole discretion will be entitled to refuse service if a competitor is in contravention of this policy.
- 9.8. A no smoking policy is enforced at all venues and if a competitor is caught smoking at the venue outside of any designated smoking areas, the competitor will be charged any costs of cleaning including costs of cleaning the competitor's room.
- 9.9. Only food and beverage purchased from the venue may be consumed at the venue.
- 9.10. All competitors are responsible for their own personal items; the venue shall not be responsible for any personal property.
- 9.11. Any cars left in a car park at the venue are left at the owner's own risk.
- 9.12. CITB SkillBuild reserves the right at its sole to remove a competitor from the venue and disqualify them from the competition in the event a breach of this code of conduct for competition finalists.

10. After the Final Competition

- 10.1. Gold, Silver, Bronze and Highly Commended Medals are awarded at the National Final Competition. The results will be verified by CITB SkillBuild. The medals will be announced at the National Final Competition, provided the results have been verified.
- 10.2. The medals will be awarded as follows:
 - 10.2.1. Gold medal: awarded to the competitor who achieved the highest score
 - 10.2.2. Silver medal: awarded to the competitor who achieved the second highest score
 - 10.2.3. Bronze medal: awarded to the competitor who achieved the third highest score

In the event competitors achieve equal scores, joint medals will be awarded.
- 10.3. The completed project work is the property of CITB who may give it to competitors, where possible, and at the discretion of the applicable SkillBuild Judge.
- 10.4. As at 8.1 above, competitors or their registered organization can request a breakdown of their scores after the final competition at SkillBuild@citb.co.uk.
- 10.5. In the event the results of the final cannot be announced at the competition, the results will be announced later and relevant medals will be sent to the address provided on the winners' registration forms.

11. Cancellation and disqualification

- 11.1. CITB reserve the right to cancel competitions. CITB will exercise this right with care and inform affected competitors at the earliest possible opportunity.
- 11.2. CITB reserves the right to cancel a competitor's place where it finds competitors or their registered organisation have provided false information, concealed information or provided misleading information. CITB SkillBuild also reserves the right to restrict entries from that registered organisation for all future CITB SkillBuild competitions.

11.3. Any competitor who is deemed to be under the influence of alcohol or drugs will be immediately disqualified and asked to leave the venue.

12. Safeguarding

12.1. CITBSkillBuild is committed to safeguarding the welfare of all young people and adults at risk, who have entered to compete in the CITB SkillBuild competitions and aligns our approach to 'Keeping Children Safe in Education (DfE, 2016)'.

12.2. Further information can be found in the **SkillBuild Safeguarding and Prevent Policy**.

13. Data Protection

13.1. CITB as the owner of the SkillBuild brand, will protect the personal and sensitive information of competitors and their representatives in line with the Data Protection Act 2018 and the European General Data Protection Regulations (GDPR).

13.2. For information explaining your legal rights and how we use your information, please view the CITB **Privacy Notice** online at citb.co.uk/privacy.

14. Photography

14.1. At the time of registration competitors will be asked for their permission for CITB to use non-sensitive personal information (their name and home county), and relevant photographs and video from the competitions, for any publicity purposes in relation to the programme of competitions. Competitors will be given the choice as to whether this information is used.

14.2. Consent is applied to the images taken and used by CITB SkillBuild only and does not apply to any images taken or used by sponsors, host venues or the general public, for which CITB SkillBuild has no responsibility for or control over such images or their use.

14.3. Further details can be found in the **SkillBuild Photography Policy**.

15. Declaration of interest

15.1. During the management of CITB SkillBuild competitions, CITB SkillBuild will work with a number of industries, organisations and individuals ("the Parties"), and it is possible that such links may give rise to potential conflicts of interest. All the Parties will be required to complete the **SkillBuild Declaration of Interest Policy**.

15.2. Further information can be found in the **SkillBuild Declaration of Interest Policy**.

16. Contact us

16.1. You can contact the CITB SkillBuild Team directly with questions or feedback by;

16.1.1. Email at SkillBuild@citb.co.uk

16.1.2. Online at www.goconstruct.org/SkillBuild

16.1.3. Post to SkillBuild Team, CITB Head Office, Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY.

17. Associated documents:

SB-202/01: Complaints and Appeals Policy

SB-202/02: Declaration of Interest Policy

SB-202/12: Safeguarding and Prevent Policy

SB-202/13: Photography Policy