worldskills Europe

Technical Description

Graphic Design Technology

1 Introduction

1.1 Name and description of the skill competition

1.1.1 The name of the skill competition is

Graphic Design Technology

1.1.2 Description of the associated work role(s) or occupation(s)

Graphic Design comprises many different skills and disciplines in the production of graphic design and output. The diversity of the skills required in the industry are very broad: it is common for people working in this field to be specialists in a particular aspect. As a result, often a team may cover the entire Graphic Design process, with each member of the team having their own strengths, specialities and roles.

Graphic Design involves working with external and internal clients to create solutions to their needs; it may also include the printing or online publication production. People working in this industry often work closely with their clients and must be strong communicators so that they can achieve the client's objectives successfully. They require strong interactive, research, design, visualisation and technical skills. In order to have these they need to understand the target audience, markets, trends and cultural differences and what the client wants. They must be able to work in either formal or informal teams, or stand-alone.

After completing the research and planning stage, a project or concept is interpreted to form a design in appropriate industry specific software. The design must be set up with the correct technical specifications for output or online publication. It is essential that practitioners understand all phases of the procedure including the constraints of the specified printing process. These skills also apply to re-designing or updating a design.

There are various employment opportunities within the industry. This can include becoming a freelancer, business owner, or being employed by an advertising firm, a design firm, a printing company or a company with a design department. Practitioners may have a broad role, or specialise as a graphic designer, graphic artist, typographer, typesetter, type designer, image manipulation specialist, illustrator, art director, packaging or social media specialist.

1.2 The content, relevance and significance of this document

This document incorporates a Role Description and Occupational Standards which follow the principles and some or all of the content of the WorldSkills Occupational Standards. In doing so WSE acknowledges WorldSkills International's (WSI's) copyright. WSE also acknowledges WSI's intellectual property rights regarding the assessment principles, methods and procedures that govern the competition.

Every Expert and Competitor must know and understand this Technical Description.

In the event of any conflict within the different languages of the Technical Descriptions, the English version takes precedence.

1.3 Associated documents

Since this Technical Description contains only skill-specific information it must be used in association with the following:

• WSE – Competition Rules

- WSI – WorldSkills Occupational Standard framework
- WSE – WorldSkills Europe Assessment Strategy
- WSE – Online resources as referenced in this document
- WSE – Code of Ethics and Conduct
- Host Country – Health and Safety regulations

2 The Occupational Standards

2.1 General notes regarding WSOS / WSEOS

Where appropriate WSE has utilised some, or all, of the WorldSkills International Occupational Standards (WSOS) for those Skills Competitions that naturally align between the two international competitions. Where the Skill is exclusive to the EuroSkills Competition, WorldSkills Europe has developed its own Occupational Standards (WSEOS) using the same principles and framework to that used for the development of the WSOS. For the purposes of this document the use of the words “Occupational Standards” will refer to both WSOS and WSEOS.

The Occupational Standards specifies the knowledge, understanding and specific skills that underpin international best practice in technical and vocational performance. It should reflect a shared global understanding of what the associated work role(s) or occupation(s) represent for industry and business. Helpfully, for the global consultation on the WSOS in 2014-2021, around 50 percent of responses came from European industry and business.

Each Skill Competition is intended to reflect international best practice as described by the Occupational Standards, and to the extent that it is able to. The Occupational Standards is therefore a guide to the required training and preparation for the Skill Competition.

In the Skill Competition the assessment of knowledge and understanding will take place through the assessment of performance. There will not be separate tests of knowledge and understanding.

The Occupational Standards are divided into distinct sections with headings and reference numbers added.

Each section is assigned a percentage of the total marks to indicate its relative importance within the Occupational Standards. The sum of all the percentage marks is 100.

The Marking Scheme and Test Project will assess only those Skills that are set out in the Occupational Standards. They will reflect the Occupational Standards as comprehensively as possible within the constraints of the Skill Competition.

The Marking Scheme and Test Project will follow the allocation of marks within the Occupational Standards to the extent practically possible. A variation of five percent is allowed, provided that this does not distort the weightings assigned by the Occupational Standards.

2.2 Occupational Standards

Section		Relative importance (%)
1	**Work organization and self-management**	**10**
	The individual needs to know and understand: • OHS regulations, safe work practices • the time constraints of the industry • industry specific terms • the nature and purposes of client specifications and projects • appropriate software usage for the outcomes required • methods of working within organisational limitations	

Section		Relative importance (%)
	The individual shall be able to: • interpret client specifications and projects • keep to project timelines deadlines or milestones • conduct themselves in a professional manner • prioritize work to cope with pressure and unexpected obstacles and delays • interpret projects in a sustainable manner to minimise wastage and cost to the client and company • problem solve and adapt to changes made to projects • research the project to arrive at a design framework	
2	**Work organization and self-management**	**10**
	The individual needs to know and understand: • the importance of active listening skills • methods for interpreting the design project and clarifying details to reach the required outcome • how to visualise and translate customer wishes making requirements • the importance of resolving misunderstandings and conflicting demands	
	The individual shall be able to: • use literacy skills to: ◦ follow documented instructions from a supplied project ◦ interpret workplace instructions and other technical documents ◦ keep up to date with the latest industry standards ◦ use verbal communication skills to: ◦ communicate in a logical and easily understood manner ◦ to organise and create a presentation to present to the client ◦ show visual development through presentations and mock-ups	
3	**Problem solving**	**10**
	The individual needs to know and understand: • common problems and setbacks that can occur within the work process • how to troubleshoot minor technical and printing issues	
	The individual shall be able to: • use analytical skills to determine the requirements of the specifications • use problem solving skills to translate the required outcomes of the specification to an appropriate solution • check work regularly to minimise problems that may arise at a later stage	

Section		Relative importance (%)
4	**Innovation, creativity and design**	**35**
	The individual needs to know and understand: • creative trends and developments in the industry • how to apply appropriate colours, typography and composition • principles and techniques for adapting graphics for various uses • different target markets and the elements of design which satisfy each market, both described in the Test Project • protocols for maintaining a corporate identity, brand and style guide • how to provide consistency and refine a design • principles of an effective design • current design and digital graphic trends for printing and interactive products • design principles and elements • standard sizes, formats and settings commonly used in the industry • create Illustrations by hand or using software • create animations using software	
	The individual shall be able to: • create, analyse and develop a visual response to communication problems, including understanding hierarchy, typography, aesthetics and composition • create, manipulate and optimise images for both print and online publishing • analyse the specifications of the target market according to the project brief and the product being delivered • create an idea that is appropriate to the target market • take into consideration the impact of each element that is added during the design process • use all the required elements to create the design • respect existing corporate identity guidelines and style guides • keep the original design concept and improve the visual appeal • transform an idea into an aesthetically appealing and creative design • create new media (interactive) designs, prototypes and videos • use different ways to create animation and motion graphics	
5	**Technical aspects and output**	**35**
	The individual needs to know and understand: • technological trends and developments in the industry • different printing processes: their limitations and techniques • standards for client presentation • image manipulation and editing • appropriate file formats, resolution and compression • spot colours and ICC profiles	

Section		Relative importance (%)
	• printer marks and bleed • dielines and varnishes • software applications • different types of materials for printing and surfaces • the usability of link navigation tools to create interactive publications	
	The individual shall be able to: • create prototype and visualization mock-ups for presentation • mount for presentation and/or present digitally in an appropriate way • apply the correct and appropriate adjustments for the specified output • adjust and manipulate images to suit the design and technical specifications • apply the colours correctly for the task given • save files in the correct format • use software applications comprehensively and appropriately • organise and maintain folders (for final output, archiving and working files) • organize and present link navigation in prototypes	
	Total	**100**

3 The assessment approach & principles

3.1 General guidance

Note: this Section and Section 4 summarize a great deal of new information and guidance regarding assessment. Please refer to the Competition Rules for greater detail.

The Competition Committee (CC) establishes the principles and techniques to which assessment at the EuroSkills Competition must conform.

Expert assessment practice lies at the heart of the EuroSkills Competition. For this reason it is the subject of continuing professional development and scrutiny. The growth of expertise in assessment will inform the future use and direction of the main assessment instruments used by the EuroSkills Competition: the Marking Scheme, Test Project, and Competition Information System (CIS).

Assessment at the EuroSkills Competition falls into two broad types: measurement and judgement. All assessments will be governed by explicit benchmarks, referenced to best practice in industry and business.

The Marking Scheme must include these benchmarks and follow the weightings within the Occupational Standards. The Test Project is the assessment vehicle for the Skill Competition, and also follows the Occupational Standards. The CIS enables the timely and accurate recording of marks, and has expanding supportive capacity.

The Marking Scheme, in outline, will lead the process of Test Project design. After this, the Marking Scheme and Test Project will be designed and developed through an iterative process, to ensure that both together optimize their relationship with the Technical Description and the principles for assessment as set out in the WSE Assessment Strategy. They will be agreed by the Experts and submitted to WSE for approval together, in order to demonstrate their quality and conformity with the Occupational Standards.

Prior to submission for approval to WSE, the Marking Scheme and Test Project will be reviewed by the WSE Skill Advisors in order to benefit from the capabilities of the CIS.

4 The Marking Scheme

4.1 General guidance

This section describes the role and place of the Marking Scheme, how the Experts will assess Competitors' work as demonstrated through the Test Project, and the procedures and requirements for marking.

The Marking Scheme is the pivotal instrument of the WorldSkills Competition, in that it ties assessment to the standard that represents each skill competition, which itself represents a global occupation. It is designed to allocate marks for each assessed aspect of performance in accordance with the weightings in the Standards.

By reflecting the weightings in the Standards, the Marking Scheme establishes the parameters for the design of the Test Project. Depending on the nature of the skill competition and its assessment needs, it may initially be appropriate to develop the Marking Scheme in more detail as a guide for Test Project design. Alternatively, initial Test Project design can be based on the outline Marking Scheme. From this point onwards the Marking Scheme and Test Project should be developed together.

Section 2.1 above indicates the extent to which the Marking Scheme and Test Project may diverge from the weightings given in the Standards, if there is no practicable alternative.

For integrity and fairness, the Marking Scheme and Test Project are increasingly designed and developed by one or more Independent Test Project Designer(s) with relevant expertise. In these instances, the Marking Scheme and Test Project are unseen by Experts until immediately before the start of the skill competition, or competition module. Where the detailed and final Marking Scheme and Test Project are designed by Experts, they must be approved by the whole Expert group prior to submission for independent validation and quality assurance. Please see the Competition Rules for further details.

Experts and Independent Test Project Designers are required to submit their Marking Schemes and Test Projects for review, verification, and validation well in advance of completion. They are also expected to work with their Skill Advisor, reviewers, and verifiers, throughout the design and development process, for quality assurance and in order to take full advantage of the CIS's features.

In all cases a draft Marking Scheme must be entered into the CIS at least eight weeks prior to the Competition. Skill Advisors actively facilitate this process.

4.2 Assessment criteria

The main headings of the Marking Scheme are the Assessment Criteria. These headings are derived before, or in conjunction with, the Test Project. In some skill competitions the Assessment Criteria may be similar to the section headings in the Standards; in others they may be different. There will normally be between five and nine Assessment Criteria. Whether or not the headings match, the Marking Scheme as a whole must reflect the weightings in the Standards.

Assessment Criteria are created by the person or people developing the Marking Scheme, who are free to define the Criteria that they consider most suited to the assessment and marking of the Test Project. Each Assessment Criterion is defined by a letter (A-I). **The Assessment Criteria, the allocation of marks, and the assessment methods, should not be set out within this Technical Description. This is because the Criteria, allocation of marks, and assessment**

methods all depend on the nature of the Marking Scheme and Test Project, which is decided after this Technical Description is published.

The Mark Summary Form generated by the CIS will comprise a list of the Assessment Criteria and Sub Criteria.

The marks allocated to each Criterion will be calculated by the CIS. These will be the cumulative sum of marks given to each Aspect within that Assessment Criterion.

4.3 Sub criteria

Each Assessment Criterion is divided into one or more Sub Criteria. Each Sub Criterion becomes the heading for a WorldSkills marking form. Each marking form (Sub Criterion) contains Aspects to be assessed and marked by Measurement or Judgement, or both Measurement and Judgement.

Each marking form (Sub Criterion) specifies both the day on which it will be marked, and the identity of the marking team.

4.4 Aspects

Each Aspect defines, in detail, a single item to be assessed and marked, together with the marks, and detailed descriptors or instructions as a guide to marking. Each Aspect is assessed either by Measurement or by Judgement.

The marking form lists, in detail, every Aspect to be marked together with the mark allocated to it. The sum of the marks allocated to each Aspect must fall within the range of marks specified for that section of the Standards. This will be displayed in the Mark Allocation Table of the CIS, in the following format, when the Marking Scheme is reviewed from C-8 weeks. (Section 4.1 refers.)

		CRITERIA								TOTAL MARKS PER SECTION	WSSS MARKS PER SECTION	VARIANCE
		A	B	C	D	E	F	G	H			
STANDARDS SPECIFICATION SECTION	1	5.00								5.00	5.00	0.00
	2		2.00					7.50		9.50	10.00	0.50
	3								11.00	11.00	10.00	1.00
	4			5.00						5.00	5.00	0.00
	5				10.00	10.00	10.00			30.00	30.00	0.00
	6		8.00	5.00				2.50	9.00	24.50	25.00	0.50
	7			10.00				5.00		15.00	15.00	0.00
TOTAL MARKS		5.00	10.00	20.00	10.00	10.00	10.00	15.00	20.00	100.00	100.00	2.00

4.5 Assessment and marking

There is to be one marking team for each Sub Criterion, whether it is assessed and marked by Judgement, Measurement, or both. The same marking team must assess and mark all Competitors. Where this is impracticable (for example where an action must be done by every Competitor simultaneously, and must be observed doing so), a second tier of assessment and marking will be put in place, with the approval of the Competitions Committee Management Team. The marking teams must be organized to ensure that there is no compatriot marking in any circumstances. (Section 4.6 refers.)

4.6 Assessment and marking using judgement

Judgement uses a scale of 0-3. To apply the scale with rigour and consistency, Judgement must be conducted using:

- benchmarks (criteria) for detailed guidance for each Aspect (in words, images, artefacts, or separate guidance notes). This is documented in the Standards and Assessment Guide.
- the 0-3 scale to indicate:
  - 0: performance below industry standard
  - 1: performance meets industry standard
  - 2: performance meets and, in specific respects, exceeds industry standard
  - 3: performance wholly exceeds industry standard and is judged as excellent

Three Experts will judge each Aspect, normally simultaneously, and record their scores. A fourth Expert coordinates and supervises the scoring, and checks their validity. They also act as a judge when required to prevent compatriot marking.

4.7 Assessment and marking using measurement

Normally three Experts will be used to assess each Aspect, with a fourth Expert supervising. In some circumstances the team may organize itself as two pairs, for dual marking. Unless otherwise stated, only the maximum mark or zero will be awarded. Where they are used, the benchmarks for awarding partial marks will be clearly defined within the Aspect. To avoid errors in calculation or transmission, the CIS provides a large number of automated calculation options, the use of which is mandated.

4.8 Assessment overview

Decisions regarding the choice of criteria and assessment methods will be made during the design of the competition through the Marking Scheme and Test Project.

4.9 Skill Assessment Strategy

Each Expert will perform as a member of a marking team.

Experts will be divided into marking teams with a broad balance of assessment and marking across the teams. The composition of the marking teams will be decided by the CE and DCE with the aim of having a balance of new and experienced Experts in each. Where possible, Experts will be divided into different cultural groups for judgement.

4.10 Skill Assessment Procedures - Mark distribution

This section defines the assessment criteria and the number of marks (judgement and measurement) awarded. The total number of marks for all assessment criteria must be 100. The table below is advisory only for the development of the Test Project and Marking Scheme.

ASSESSMENTS CRITERIA:

- Section A: Creative process – J – 15%
- Section B: Final design – J – 42%
- Section C: Computer usage – M – 17%
- Section D: Manual abilities – J -3%
- Section E: Knowledge of printing industry – M – 17%

- Section F: Saving and file formats - M – 6%

5 The Test Project

5.1 General notes

Sections 3 and 4 govern the development of the Test Project. These notes are supplementary.

Whether it is a single entity, or a series of stand-alone or connected modules, the Test Project will enable the assessment of the skills in each section of the Occupational Standards.

The purpose of the Test Project is to provide full and balanced opportunities for assessment and marking across the Occupational Standards, in conjunction with the Marking Scheme. The relationship between the Test Project, Marking Scheme and Occupational Standards will be a key indicator of quality.

The Test Project will not cover areas outside the Occupational Standards, or affect the balance of marks within the Occupational Standards other than in the circumstances indicated by Section 2.1.

The Test Project will enable knowledge and understanding to be assessed solely through their applications within practical work.

The Test Project will not assess knowledge of the EuroSkills Competition's rules and regulations.

This Technical Description will note any issues that affect the Test Project's capacity to support the full range of assessment relative to the Standard Specification. Section 2.1 refers.

5.2 Format/ structure of the Test Project

• Other:

Note: Test Project should be prepared by the experts in the forum and circulated before the competition, the themes (clients) should be selected during competition preparation days.

The theme(s) should be kept secret for the competitors until start of the module and should be voted by the Experts in C-1.

The test project will have one module and one client/theme per competition day.

5.3 Test Project design requirements

The test project must show the complexity of the European media industry. Therefore, it is necessary to show the close connection between different specialities. For media campaigns and marketing strategies, there are a lot of different trades involved. Building up corporate identities, advertising, stationary, commercials, etc. are based on the reuse of digital content. The focus of the project will be the production of a campaign, showing the relation between several products involved and the production of each of them. The subject of the campaign should apply to many types of companies.

The project must consist of separate modules for each day.

Specific target market and target group descriptions should be provided for each module.

Each module's "client" or theme should be provided the day before - not an exhaustive explanation, only the necessary for competitor-made research and preparation, like in real life.

5.4 Test Project development

The Test Project MUST be submitted using the templates provided by WSE. Use the Word template for text documents and DWG template for drawings. Please contact jordy.degroot@worldskillseurope.org for guidance.

If the Test Project is designed by an Independent Test Project designer, then the Test Project must be designed in accordance with the WSE Independent Test Project Guide v1.1.

If your Skill wishes to have an Independent Test Project designer, you must ensure that WorldSkills Europe is made aware of this, so that it can be assured that there is proper funding in place, or that the Independent Test Project designer is aware that he/she will do this task free of charge.

5.4.1 Who develops the Test Projects or modules

The Test Project / modules are developed under the supervision of:

• All Experts

The CE or the DCE will assemble the test project and the marking scheme according to the Experts' proposals and publish them on the forum.

Every Expert will have the possibility to make comments and changes will be made accordingly. At least, two online meetings will be scheduled for this purpose and recorded for those who cannot participate.

Adjustments can be made to the client/theme during the competition preparation days.

• Independent Test Project Designer

Test Project could be developed by a third party Independent Test Project Designer.

5.4.2 How and where is the Test Projects or modules developed

The Test Project or modules are developed in the following manner:

• The Test Project is developed jointly on the Discussion Forums by all Experts
• Test Project could be developed by a third party Independent Test Project Designer.

5.4.3 When is the Test Project developed

The Test Project is developed according to the following timeline:

TIME	ACTIVITY
At the previous Competition	Not applicable
4 months before the Competition	The first TP draft will be discussed in the forum All Experts can present proposals and ideas for the Competition.
3 months before the Competition	CE and DCE put all the ideas together and created a first draft
2 months before the Competition	The draft is discussed in the forum, voted on, and approved by the Experts

1 months before the Competition	Final TP is presented and ready for circulation Experts proposals for clients/themes are presented and collected by CE and DCE
At the Competition	Review TP and MS Client/theme for each module/day, proposed by the Experts and presented by CE and DCE to be voted by Experts (CE and DCE don't vote). Part of 30% of changes will include the selection of the client/theme and the change of some technical aspects: PDF kind, bleed value, ICC profile.

5.5 Test Project validation

Test Project is validated by Experts' acceptance in the forum 2 months prior to the Competition.

5.6 Test Project selection

- By vote of Experts on the Discussion Forums
- If an external test Project is selected, it will be presented to Experts in C-1

5.7 Test Project circulation

Please note that if a Test Project is known by the Chief- and/or Deputy Chief Experts, and/or any of the other Experts, it must be shared via the forums before the start of the Competition. This also means that this Test Project is subject to a 30% change before the start of the Competition.

The Test Project is circulated via the website as follows:

- Submitted to the Secretariat for circulation 1 month before the current Competition
- If an external test Project is selected, it will be presented to Experts in C-1

5.8 Test Project coordination (preparation for competition)

Coordination of the Test Project will be undertaken by:

- Chief Expert and Deputy Chief Expert

5.9 Test Project change at the competition

30% of changes will be about the theme/client and technical changes, for example: ICC profiles, PDF type, document size and bleed size.

If an external test Project is selected, no changes required.

5.10 Material or manufacturer specifications

Specific material and/or manufacturer specifications required to allow the Competitors to complete the Test Project will be supplied by the Host Organization and are available via the forums. However, note that in some cases details of specific materials and/or manufacturer specifications

may remain secret and will not be released prior to the Competition. These items may include those for fault finding modules or modules not circulated.

Computer: Apple M1 or above.

Minimum requirements: at least 16 Gb of RAM and 256 Gb of storage.

5.11 Software specifications

Adobe Creative Cloud (updated):

- Photoshop
- Illustrator
- Indesign
- Acrobat Pro
- XD
- After Effects
- Premiere
- Media Encoder
- Animate
- Bridge

6 Skill management and communication

6.1 Discussion forum

Prior to the EuroSkills Competition, all discussion, communication, collaboration, and decision making regarding the Skill Competition must take place on the skill specific Discussion Forum, which can be reached via www.worldskillseurope.org. Skill related decisions and communication are only valid if they take place on the forum. The Chief Expert (or an Expert nominated by the Chief Expert) will be the moderator for this Forum. Refer to Competition Rules for the timeline of communication and competition development requirements.

6.2 Competitor information

All information for registered Competitors is available from the WorldSkills Europe website www.worldskillseurope.org. Please contact jordy.degroot@worldskillseurope.org for guidance.

The information includes:

- Competition Rules
- Technical Descriptions
- Test Projects
- Infrastructure List
- EuroSkills Health, Safety, and Environment Policy and Regulations
- Other Competition-related information

6.3 Test Projects and Marking Schemes

Circulated Test Projects will be available at the WorldSkills Europe website from www.worldskillseurope.org. Please contact jordy.degroot@worldskillseurope.org for guidance.

6.4 Day-To-Day management

The day-to-day management of the Skill Competition during the EuroSkills Competition is defined in the Skill Management Plan that is created by the Skill Management Team led by the Chief Expert. The Skill Management Team comprises the Jury President, Chief Expert and Deputy Chief Expert. The Skill Management Plan is progressively developed in the six months prior to the Competition and finalized at the Competition by agreement of the Experts. The Skill Management Plan can be viewed at www.worldskillseurope.org. Please contact jordy.degroot@worldskillseurope.org for guidance.

7 Skill specific safety requirements

7.1 Requirements

Refer to Host Country/Region Health and Safety documentation for Host Country/Region regulations. This document will be shared via the forums. One overall Health and Safety document will be published, as well as Skill specific safety requirements.

8 Materials and equipment

8.1 Infrastructure List

The Infrastructure List details all equipment, materials and facilities provided by the Competition Organizer.

The Infrastructure Lists will be available at the WorldSkills Europe website from www.worldskillseurope.org. Please contact jordy.degroot@worldskillseurope.org for guidance.

The Infrastructure List specifies the items and quantities requested by the Experts for the next Competition. The Host Organization will progressively update the Infrastructure List specifying the actual quantity, type, brand, and model of the items.

At each Competition, the Experts must advise the Competition Manager of any increases in space and/or equipment.

At each Competition, the Technical Observer must audit the Infrastructure List that was used at that Competition.

The Infrastructure List does not include items that Competitors and/or Experts are required to bring and items that Competitors are not allowed to bring – they are specified below.

8.2 Competitors toolbox

WorldSkills Europe aims to minimize the sending of toolboxes as much as possible. We therefor ask you to keep this in mind when writing the section below. Please be advised that competitors should bring as little as possible and what they do bring **MUST** be true hand tools. Only items are allowed that would significantly affect their ability to perform the task and deliver the Test Project to a high standard.

There's no need for a toolbox, only office items are required as mentioned in 8.3

8.3 Materials, equipment and tools supplied by Competitors in their toolbox

- Cutting knife (scalpel) and scissors
- Cutting rule
- Double-sided tape
- Glue stick
- Pantone Swatch books, or similar (allowed, not mandatory)
- Draw tools, like pencils, and markers (if needed)
- Keyboards (in your language - if needed)
- Digital Tablet (if needed)
- Mouse (if needed) - Apple mouse will be provided
- WIRE Headphones (if needed)
- Music could be provided by competitors (USB stick C -1)
- Fonts – maximum 30 font families per competitor - provided by competitors (USB stick C -1)

8.4 Materials, equipment and tools supplied by the Experts

Not applicable.

8.5 Materials, equipment and tools prohibited in the Skill area

- Reference books
- Images and clipart
- Spray adhesives
- Extra RAM
- Extra Hard drives
- Paper not provided by the organization except sketching paper
- Cell phones
- MP3 players
- USB sticks not provided by the organization
- Wireless headphones

8.6 Workshop Layout

Workshop layouts from previous competitions are available by contacting the Competition and IT Coordinator at: jordy.degroot@worldskillseurope.org. New Workshop Layouts will be communicated via the forums when completed.

Please be advised that you will have the opportunity to discuss your Workshop Layout proposal with the Host Organization during the Skills Development Workshop (SDW) and the Competition Preparation Meetings (CPM).

For workshop layout development, please refer to the forums.

9 Skill-specific rules

9.1 Introduction

Skill-specific rules cannot contradict or take priority over the Competition Rules. They do provide specific details and clarity in areas that may vary from Skill Competition to Skill Competition. This includes but is not limited to personal IT equipment, data storage devices, Internet access, procedures and workflow, and documentation management and distribution. Breaches of these rules will be solved according to the Issue and Dispute Resolution procedure including the Code of Ethics and Conduct Penalty System.

9.2 Personal laptops – USB – memory sticks – mobile phones

- Experts are allowed to use personal laptops and tablets in the Expert room only. Personal tablets and laptops brought to the competition must remain locked in the personal locker when not in use and stay there until the conclusion of the competition on C3.
- Experts can bring mobile phones into the workshop but they should be used only for emergencies.
- Competitors are not allowed to bring and use personal laptops, tablets, smartwatches, and mobile phones. If these items are brought into the workshop they must be locked in the personal locker and can only be removed at the end of the day.
- The Chief Expert and the Deputy Chief Expert are exempt from this rule.

9.3 Personal photo cameras – video taking devices

- Chief Expert, Deputy Chief Expert, Competitors and Experts are allowed to use personal photo and video taking devices in the workshop after the conclusion of the competition only on C3.
- Photography and video capture during the competition will be the responsibility of a designated ESR.

9.4 Communication between compatriot experts and competitors

- Communication between compatriot experts and competitors can only take place 15 minutes before competition starts (briefing), 15 minutes after competition finish (debriefing), and during lunch time.

9.5 Other

10 Visitor and media engagement

10.1 Engagement

Following is a list of possible ways to maximize visitor and media engagement, within the remit of the Competition Rules:

- Try-a-Skill
- A conversation area is to be established for Experts and visitors (shut off from the work area)
- Information is hung that will explain Competitors tasks
- The walls of the stand are decorated with Competitors graphic design work when appropriate

11 Sustainability

11.1 Sustainability

This Skill Competition will focus on the sustainable practices below:

- Use of ‘green’ materials
- Use of completed Test Projects after Competition
- minimize waste
- Recycling