

MANUAL FOR COMPETITION ORGANIZATION

Glossary

Competition - Baltic young professionals' competition "BALTIC VET Skills"

Manual – the manual for BALTIC VET Skills Competition Organization

Host – the organizer of the Competition (Kaunas Food Industry and Trade Training Centre, Lithuania)

Consortium – the consortium formed by the VET schools cooperating in the Project - Kaunas Food Industry and Trade Training Centre, Tartu Vocational Education Centre and Riga Technical School of Tourism and Creative Industry

VET institution – vocational school or vocational training centre operating in at least one of three Baltic countries; no less than one of three nominations – gourmet butcher, pastry/bakery or cooking must be among VET programs of the institution

Contestant – a student/ trainee or recent graduate of VET institution who has been registered for the competition in the terms stated in the Manual

Participants – Contestants, accompanying teachers, team leaders registered for the Competition

The Manual defines the objectives of the Competition, conditions and rules for the organization and execution of the Competition. The Manual provides general guidelines, and its integrated parts are competition rules and evaluation criteria. Regulations of the Manual are binding to the Host, the Jury, workshop managers, and all Participants, and the third parties attending the Competition.

GENERAL GUIDELINES

1. Objectives of the Competition

- 1.1. Facilitate the VET institutions' collaboration with the Baltic labour market.
- 1.2. Enhance the attractiveness of VET among the Baltic society and economy.
- 1.3. Advance VET educators' professional skills and knowledge of the needs and trends in the industry.
- 1.4. Motivate VET students to improve their vocational skills and to increase their professional competitiveness.
- 1.5. Determine the best new professionals in the nominations.
- 1.6. Identify the candidates to participate in future professional competitions such as *EuroSkills* and *WorldSkills*.

2. Nominations of the Competition

- 2.1. Gourmet butcher
- 2.2. Pastry/bakery
- 2.3. Cooking

3. Organization of the Competition

- 3.1. The Host shall be a member of the Consortium.
- 3.2. The Host of the Competition is Kaunas Food Industry and Trade Training Centre.
- 3.3. The language of the Competition is English.

4. Responsibilities of the Host

- 4.1. The Host shall be responsible for organizing and hosting the Competition, including:
 - 4.1.1. sending invitations to VET institutions of no later than 3 months before the Competition;
 - 4.1.2. making a registration list for the Competition;
 - 4.1.3. preparing Competition programme; Competition programme shall be sent to the registered VET institutions after registration but no later than 1 month before the Competition; Competition programme shall provide information about accommodation and catering, logistics, procedure for the opening and award ceremonies, timeline of the Competition and its evaluation;
 - 4.1.4. providing a suitable workshop area, equipment, small inventory, tools, materials and products for each nomination;
 - 4.1.5. organizing the opening and award ceremonies, briefings, Competition work in accordance with the Competition programme;
 - 4.1.6. setting up a jury for each nomination.
- 4.2. The Host shall be responsible for communication, public relations and publicity before and during the Competition.
- 4.3. The Host shall be responsible for arranging the accommodation and catering for the Participants;
- 4.4. The Host shall be responsible for organizing professional demonstrations and educational events for the accompanying teachers and team leaders.
- 4.5. The Host shall provide an opportunity for the Participants to familiarize themselves with the workshops, equipment, small inventory, tools, materials and products and the procedure of the Competition.

5. Contestants

- 5.1. Only Contestants registered by VET institutions can take part in the Competition.
- 5.2. Contestants must not be older than 22 years at the event of the Competition.
- 5.3. Contestants who have won an award in the relevant nomination (1st, 2nd, 3rd place) in any of the previous Competitions are not eligible.

5.4. The number of contestants in each nomination:

5.4.1 no more than 1 student in Pastry per one VET institution;

5.4.2 no more than 1 student in Cooking per one VET institution;

5.4.3 no more than 2 students in Gourmet butcher per one VET institution.

5.5. Personal qualities and soft skills required:

5.5.1. critical thinking;

5.5.2. timekeeping;

5.5.3. ability to perform several tasks at the same;

5.5.4. problem solving;

5.5.5. adaptability/ Flexibility/ Adjustment;

5.5.6. resilience;

5.5.7. communication;

5.5.8. stress resistance;

5.5.9. respect (for self, others, including cultural diversity);

5.5.10. purposefulness;

5.5.11. presentation skills.

5.6. Obligations of the Contestants:

5.6.1. follow the time schedule of the Competition strictly;

5.6.2. prior to work, check the equipment, tools, materials and products, and when necessary, inform the workshop manager of the problem;

5.6.3. observe labour protection regulations and sanitary requirements;

5.6.4. respect other Contestants, their work and workplace. The Contestant shall not interfere with the work of other Contestants;

5.6.5. maintain a clean and tidy workplace and make sure that it remains organized after the completion of the assignment.

5.7. Contestants with disabilities may participate in the Competition insofar as their disability does not prevent them from carrying out the tasks within the set time.

6. Responsibilities of VET institutions

6.1. VET institutions must ensure that their Contestants, upon arrival, are prepared for the participation in the Competition. This includes documents, appropriate uniform, footwear and personal protective equipment.

6.2. VET institutions must insure their Contestants against accidents during the Competition.

6.3. It is allowed to wear VET institution identification as well as sponsor logos on the uniforms.

6.4. Each VET institution shall ensure timely circulation of information between the Host and the Contestants.

7. Application and Registration

- 7.1. The VET institution shall submit an online registration form no later than 1 month prior to the Competition;
- 7.2. Any changes in the registration data may be done no later 2 weeks prior to the Competition;
- 7.3. In order to prove Contestants identity and eligibility for the Competition, personal identification document must be presented at the registration.

8. Tasks of the Competition

- 8.1. In each nomination of the Competition, tasks are written as close as possible to the requirements of the *EuroSkills* Competition in the respective nomination.
- 8.2. The tasks shall describe the performance manner of the task - individually, in pairs, or as a team and include requirements for the knowledge and ability to demonstrate professional skills and competences of the Contestants according to the level of professional qualification in the particular nomination.
- 8.3. The head of the jury shall, prior to the work on the assignments, acquaint the Contestants with the work tasks, the sequence and performance manner of the tasks, the time of completion and the evaluation criteria.
- 8.4. To begin the engagement in the tasks, the Contestant must await the order of the head jury.
- 8.5. The Contestant must inform the workshop manager if the task is completed before the set time.

9. Responsibilities of the Workshop Manager

- 9.1. The workshop manager shall be present at the workshop area for the whole duration of the Competition.
- 9.2. The workshop manager shall:
 - 9.2.1. introduce the Contestants with the procedure of using the shared equipment, informs the Contestants about the Competitions rules, leisure time, communication, as well as verifies the compliance of the equipment, small inventory, tools, materials and products brought by the contestants;
 - 9.2.2. cooperate with the Host of the Competition on technical and content issues;
 - 9.2.3. ensure the availability of equipment, small inventory, tools, materials and products necessary for the performance of the Competition tasks;
 - 9.2.4. monitor work safety issues;
 - 9.2.5. ensure the overall cleanliness and tidiness of the workshop during the Competition;
 - 9.2.6. record the absence of the Contestants on a special form developed by the Host;
 - 9.2.7. record the accident/ incident on a special form developed by the Host.
 - 9.2.8. treat competitors competently;
 - 9.2.9. may not participate in negotiations with the Contestants on the tasks and assignments of the Competition and its evaluation.

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10. Evaluation and Jury

- 10.1. There shall be a jury consisting of at least three experts for each nomination.
- 10.2. The experts shall be professionals from relevant industries in Latvia, Lithuania and Estonia. Experts must have a recognized formal qualification or equal practical experience in the relevant industry. The experts may not be representatives of participating VET institutions.
- 10.3. The experts of the jury will be selected by the Host on the basis of their qualifications and experience.
- 10.4. Head of the jury shall be appointed.
- 10.5. Each expert of the jury will carry out the evaluation in accordance with the evaluation criteria for respective nomination.
- 10.6. The summary of the evaluation of the Competition shall be approved by the head of the jury of the respective nomination.

11. Awards

- 11.1. All Contestants shall receive the certificate of the attendance of the Competition.
- 11.2. 1st – 3rd place winners of the Competition shall receive the diplomas and medals.

12. Safety regulations

- 12.1. Work safety and hygiene during the Competition shall follow the requirements of the Host country work safety and hygiene regulations.
- 12.2. The Host shall be responsible for the introduction of these regulations to the Contestants. The Host appoints the person responsible for the instruction.
- 12.3. Contestants shall be acquainted with work safety and hygiene regulations before work on the Competition tasks.
- 12.4. Each Contestant signs for compliance with work safety and hygiene regulations. In case of non-compliance, the jury has the right to disqualify the Contestant from continuing his work.

13. Internal rules of the Competition

- 13.1. Contestants are strictly prohibited from using smart devices during work and must not carry the devices in the workshops.
- 13.2. Team leaders and accompanying teachers must not be present in workshops where Contestants are working on assignments and shall not interfere with Contestants
- 13.3. During the performance of the Competition tasks the Contestant is forbidden to contact his/ her team leader. In an emergency, this can only be done in the presence of a jury expert or workshop manager.
- 13.4. Leaving the place of work, except for official breaks, shall be counted as working time and shall not be extended. If the Contestant has to leave the workplace during working hours (toilet visits or other unforeseen reasons), the workshop manager must be informed. The absence of a competitor is recorded.

13.5. If a Contestant falls ill or suffers an accident, they must immediately report this to the workshop manager. The absence of a competitor is recorded. The jury will decide whether the lost time will be compensated.

13.6. All tasks of the Competition shall be performed only at the place of the Competition.

14. Participation Fee and Other Eligible Costs

14.1. Together with the invitation, the Host shall inform VET institutions of the cost per participant.

14.2. All invoiced costs shall be duly paid in full amount by participating VET institutions.

15. Ethical Questions

15.1. Contestants have the right to receive fair, equitable and transparent conduct during the Competition.

15.2. The Host, Evaluation Experts, Workshop Managers, Contestants and Team Leaders shall carry out their duties honestly, fairly and without causing any advantage to any of the Contestants.

15.3. Conflicts arising shall be resolved in a transparent and constructive manner.

15.4. Offensive behaviour, including racism, bullying, violence, is strictly prohibited.

15.5. If a Contestant or Participant has substantiated claims of unethical behaviour by a Contestant or team leader, the Host must be notified in writing.

15.6. The Host shall ensure that the principles of fairness, justice and transparency are observed throughout the preparation and conduct of the Competition.

16. Other Questions

16.1. The Host shall supply all participating VET institutions with detailed information about workshops, available equipment, small inventory, tools and the list of provided materials and products no later than 2 months before the Competition.

16.2. It is allowed to bring own equipment, small inventory, tools, materials and products.

16.3. The Contestant may request replacement of the small inventory, tool, material and/or product if the original supply is defective. Unless it is not the Competitors' fault, this may lead to a reduction in the awarding grade.

16.4. If the Contestant discovers non-compliance or error, equipment's malfunction, other problems in the supply, they are obliged to immediately notify the workshop manager.