



Technical Committee Handbook



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1. ABOUT SKILLS CANADA MANITOBA

Skills Manitoba is part of Skills Compétences Canada with offices from British Columbia to Prince Edward Island, including the Northwest Territories, Nunavut and the Yukon. We are a not-for-profit organization that works with employers, educators, labour groups and governments to reposition skilled trades and technology as “first-choice” careers for youth.

Our mandate is to create awareness with students, parents and teachers about opportunities available in skilled trades and technology fields. With our partners, we are helping to secure Manitoba’s future skilled workforce needs.

1.1 Skills Competitions

One of the ways in which our organization achieves its goal is through Provincial/Territory, National, and World Skills Competitions. Each year, provinces and territories host their own Skills Competition which offers secondary and post-secondary students the opportunity to compete with their technical and leadership skills in Olympic-style events. Practical challenges that test industry require skill sets that take place in over 40 skilled trades, technology and leadership contests.

Each year, all provinces/territories select their top winners to compete in an annual nation wide Canadian Skills Competition, and every second year, gold medal winners at the Canadian Skills Competition may qualify to represent Canada at the World Skills Competition.

1.2 Skills Canada Manitoba Competitions

Skills Manitoba Competitions are one-day events that take place each year during the second week of April at Red River College (Princess & Notre Dame Campuses). The first Skills Manitoba Competition was held in 1998 representing 13 contests and hosting 90 competitors. Since that time, our Competition has grown to over 40 contests and hosts over 400 competitors. Even more impressive is that the number of Skills volunteers that make Skills Manitoba Competitions a success has grown to over 350.

1.3 How Skills Canada Manitoba Helps

Skills Manitoba strives to address the issues impacting skilled trades and technology by:

- offering opportunities for young people to learn more about trades and technology careers
- facilitating mentoring programs for youth with key industry stakeholders
- providing unique, proven, and effective programs and events that raise awareness of the current and emerging careers in skills trades and technology
- recognizing and promoting the importance of leadership skills helping to improve the expertise and confidence of young individuals pursuing trades and technology careers
- fostering dynamic partnerships with industry, labour, education and governments devoted to developing workplace-ready skills in youth
- dispelling the negative misconceptions surrounding skilled trades and technology occupations

We want youth, parents, educators, and the general public to understand the many opportunities, benefits and rewards of skilled trades and technology careers, as well as, the importance of the “soft skills” necessary to succeed in the workforce.

Along with our private and public sector partners, we are helping to secure a skilled work force for Manitoba industries.

1.4 Provincial Technical Committees’ Commitment

Skills Manitoba Competitions are a direct result of the strong commitment and enthusiasm of Skills Manitoba’s Provincial Technical Committees (PTC). These dedicated volunteers are individuals who actively promote Skills’ goals and who contribute their time and expertise toward facilitating Skills Manitoba Competitions. It is recommended that each Technical Committee be comprised of Secondary, Post-Secondary, Labour and Industry Representatives. Provincial Technical Committees’ roles include:

- Developing contest scopes
- Designing contest projects
- Sourcing sponsors and securing required materials and equipment for contests
- Developing judging criteria
- Sourcing judges and volunteers for contests
- Ensuring accuracy of participants’ scores
- Maintaining accurate and thorough administrative records to be submitted to the Skills Manitoba Office
- Arranging transport of material and equipment for contests
- Setting-up, administering, and tearing-down contest sites

1.5 National Technical Committee

Technical Committee Members who participate in both a Provincial and a Canadian Skills Competition may be eligible to represent Manitoba as a National Technical Committee Member (NTC). National Technical Committees play an important part in organizing Canadian Skills Competitions.

2. TECHNICAL COMMITTEE MEMBERSHIP

2.1 General Description

Technical committees are made up of volunteers from the private and educational sectors that have a specific expertise in their particular fields. In most cases, the committees will consist of a chairperson and 3 – 5 committee members. All committee members are encouraged to seek support of their membership from their employers.

The ideal committee will have members from educations (secondary and post-secondary) and industry, as well as representatives from the appropriate association, labour union or body that establishes its national training standards. Equal representation from the educational and private sectors is recommended. Each committee will have a chairperson who corresponds with the national committee regarding the event.

2.2 Time Commitment

Preparation for the skills competitions is ongoing, including initial recruitment of technical committee members, competition planning and implementation. All aspects of planning and obtaining resources should take no more than 4 meetings / conference calls. Committee members need to be available during the competition dates for set-up, to run the competition area and to tear down and clean up after the competition.

2.3 Skills Canada Manitoba Support

Skills Canada Manitoba will support every technical committee to make sure each competition area is a success. Skills Canada Manitoba will maintain regular communication with all committee chairpersons to make sure information is received, deadlines are met, issues are dealt with and all logistical requirements of the committee such as transportation, equipment and supplies have been secured.

2.4 National Technical Committee

Representation from all provinces/territories participating in the national competition is recommended where possible. The committee chairperson will usually come from the host province if that province/territory have participants in that competition area.

3. DUTIES AND RESPONSIBILITIES

Each technical committee is responsible for all aspects of setting up and running the competition. The Skills Canada Manitoba staff will assist the Technical Committee in all areas where challenges may occur.

3.1 *Competition Design*

Determine the specific challenges to be undertaken by the competitors. This includes:

Competition Scope Document:

which outlines the nature of the competition, the areas of knowledge and skill to be tested, the tools, materials and equipment (including books, notes and manuals) which will be provided and that which the competitor must bring with them. All information must be detailed, accurate and complete, as this is the only information that competitors receive in preparation for their competition.

Theory and Practical Tests:

The written and practical exams, instructions, related diagrams, etc. needed to undertake the project.

Equipment and Materials:

A complete list of items and quantities of those items needed on site for the competition to proceed.

3.2 *Competition Criteria*

Competitors will demonstrate their ability to perform jobs and skills at the ‘entry-level’ worker positions. In some cases the competition area will include both a written test (up to 20%) and a practical ‘hands-on’ project (at least 80%). Ultimately it is up to the discretion of the technical committee to determine if a written component is necessary.

3.3 *Competition Length*

Where applicable, the competition length can vary from 1 – 6 hours during the 1 day competition.

3.4 *Instruction / Supervision*

At the competition site, the technical committee is responsible for:

- completing set-up, judging, reporting, take-down and clean-up
- conducting an orientation meeting for competitors
- supervising competitors and the competition area during the competition

3.5 *Orientation Meetings*

The pre-competition orientation meeting is mandatory for all competitors. Advisors may also be present if they choose. The purpose of the meeting is to prepare the competitor for the competition by reviewing the following areas:

1. Verify each competitor’s attendance, name, school (if applicable) and competitor number.
2. Rules – check to be certain that all competitors are familiar with the rules.
3. Procedures – explain the way in which the competition will run, including the schedule, timing, judging criteria, and grievance procedure.
4. Safety Regulations, review general and specific safety requirements and procedures for the competition area.
5. Tools and Materials – review the list of tools and materials that are to be supplied by the competitor. **Include all items mentioned in the scope.** If the competitor does not have all of the required items, every assistance must be given to them to try to ensure that they obtain them before their competition starts.

6. Equipment – take time to explain the operation of equipment with which competitor may not be familiar, including all safety features. If possible, allow the competitor to become familiar with the equipment by using it.
7. Special Announcements – detail any special functions which the committee has planned – explain special transportation or time schedules, announce industry awards, inform competitors that smoking is not permitted during the competition and in the competition area.
8. Competitor Questions – encourage competitors to ask any questions which they may have about the competition at the orientation meeting. Try to give satisfactory answers before the close of the meeting.

N.B. Advisors may be present at the discretion of the technical committee chairperson.

3.6 Competition Site Planning

The technical committee needs to:

- identify space requirements, number of stations required, (i.e. power and exhaust requirements)
- identify general equipment / furniture requirements, such as tables, chairs, etc.
- develop a competition site plan layout

3.7 Judging

All Technical Committees are responsible to:

- develop judging criteria and a scoring system
- recruit judges
- organize judges meeting a minimum of 1 day prior to the event date
- meet with the judges a minimum of 1 hour prior to the start of the competition

3.8 Judges

- Judges should be experts from the private sector wherever possible
- Educators cannot be utilized as judges when competitors from their school / board / district / college are competing (i.e. secondary school teacher may not judge secondary level but may judge at the post-secondary level, at the discretion of the technical committee).

3.9 Materials / Equipment / Supplies

The technical committee will identify all equipment and competition materials, and will source them through industry / educational contributions.

3.10 Transportation, Set-Up and Tear-Down

The technical committee will ensure that the competition site is ready for the competition. This may involve:

- transporting equipment and materials to and from the site
- setting up all equipment and organizing materials as required
- tear-down, clean-up and return of all equipment and materials at the completion of the competition area

3.11 Competition Sponsorship

The technical committee shall supply a list of sponsor's a minimum of 6 weeks prior to the event.

3.12 Competitor with Special Needs

The technical committee and Skills Canada Manitoba is responsible to ensure that the support for competitors with special needs is secured.

3.13 Confidentiality

To ensure fairness, all aspects of the competition project should remain confidential.

3.14 Remuneration

All technical committee members are responsible for individual expenses, except for those expenses pre-authorized and approved by Skills Canada Manitoba. Technical committee members are encouraged to seek financial support from their employer. All technical committee membership is on a volunteer basis.

4. JUDGES

4.1 *Judges Instructions*

Judges are selected because of their recognized expertise in the area that they are being asked to judge. It is of critical importance that the judging be, and is perceived to be, fair, impartial and equitable. Judges are asked to follow the official rules without inserting personal opinion unless specifically covered in the competition regulations.

4.2 *Preparation and Information*

Judges must be familiar with the competition regulations and any specific rules that apply to their specific competition area. Judges will receive a copy of the test project, judging criteria sheets and specific verbal instructions from the technical committee chair. They will attend a meeting prior to the competition at a time and place announced by the Technical Committee Chairperson to discuss:

- rules
- material, equipment and facility
- grievance procedure
- rating sheets
- to clarify any other points in order to ensure fairness

Judges should be present for the competition orientation session and report to the competition area 1 hour before the published competition start time.

4.3 *Judging Process*

Judges will evaluate the performance of each competitor according to the criteria listed for each competition area or the element of it. Judges must rate the competitors' performance on the basis of entry-level job skills unless otherwise stated or directed. Whenever possible, objective criteria should be used rather than subjective criteria.

Judges must ensure that each competitor is judged in exactly the same manner and under the same conditions. Judges should rate each competitor independently. Judges are to evaluate all items related to safety. If in the judges opinion, the safety of the competitor or those around them is endangered, the judge has the authority to penalize, or, disqualify the competitor.

4.4 *Scoring*

After the judging is completed, the judges must total their own rating sheets and return them along with any notes or other important information to the Technical Committee Chairperson. The Chairperson will validate the judges rating sheets, compile overall scores and take the results and all competition documentation to the designated area. No ties between 1st, 2nd, and 3rd, place are permitted.

All results will be kept confidential until the announcement of winners is made at the closing / awards ceremonies. **Under no circumstances may the judges discuss competition results with anyone prior to the announcement of winners.**

4.5 *Limitations*

In no instance are the judges authorized to change the competition rules. They will refer all inquiries or problems that arise to the Technical Committee Chairperson (i.e. grievances, disqualification). The Technical Committee Chairperson will have the final decision should any problems occur. Judges may not assist competitors in any way – competitors requiring assistance should be referred to the Technical Committee Chairperson.

4.6 Hospitality

All judges are invited to drop by the hospitality room at any time during the day. Lunch will be provided during the competition.

4.7 Competition Review Process

Skills Canada Manitoba will establish a committee that will be responsible for dealing with grievances. This committee will consist of a Board Member (Technical Chair) of the provincial office and one other representatives. The competition review committee may seek the advice of the committee chairperson and the judges before issuing its decision. This decision may not be appealed.

Competitors and / or their advisor have 30 minutes after the end of the competition to file a grievance, should they believe that an error has been made.

Grievances will be reviewed by the Competition Review Committee and their decision is final. A decision will consist of at least a simple majority voting on agreement.

The competition review committee will write a complete report regarding all grievances and submit it to the provincial office within 1 week of competition completion. All grievances filed will receive written explanation of their decisions from the grievance committee within 1 week of the competition completion. A copy will also be included in the grievance report.

4.8 Competition Regulations

1. Competitor briefing is done only by the technical committee chairperson or their delegate.
2. Competitors requiring clarification of instructions during the competition should seek it from the technical committee chairperson.
3. Competitors will be identified by competitor number, all ranks on the scoring sheet will be identified by competitor number, not by competitor name.
4. Translations or other assistants (deaf) are permitted in the competition area by prior arrangements with Skills Canada Manitoba.
5. No one has access to competition areas except the Technical Committee Members, judges and competitors.
6. Competitors may be excused for washroom breaks – with escort, at the discretion of the Technical Committee Chairperson.
7. Lunch break will be taken at the discretion of the Technical Committee Chairperson.
8. Books, notes, materials and assisting devices are permitted at the discretion of the Technical Committee Chairperson. These will be identified in the scope or at the orientation session.
9. Competitors must wear ID Badges at all times.
10. Competitors are expected to attend the orientation meeting.
11. Competitors must be on time for their competition – late arrival may be allowed at the discretion of the technical chairperson but no make-up time is provided.
12. If a complaint is filed with the grievance committee against the competitor and the committee determines that the rules of the competition have been violated, the competitor will be disqualified from the competition and stripped of his/her medal.