

WorldSkills Juniors

TECHNICAL DESCRIPTION

Graphic Design



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1 INTRODUCTION

1.1 PROFESSIONAL SKILL NAME AND DESCRIPTION

1.1.1 PROFESSIONAL SKILL NAME

The name of the skill is Graphic Design

1.1.2 PROFESSIONAL SKILL DESCRIPTION

Graphic Design Technology comprises many different skills and aspects. 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, a team may cover the Graphic Design Technology process, with each member of the team having their own strengths, specialities, and roles.

Specialists in the field of Graphic Design Technology can work with internal and external clients, creating unique solutions to satisfy their needs. They can also print or publish the products online. 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, 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 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 are also applied to redesigning 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. Both general and narrow specialities are possible. The latter is typical for a graphic designer, graphic artist, prepress operator, typographer, typesetter, type designer, image manipulation specialist, illustrator, art director, production manager, digital printer, information designer, publisher or packaging specialist.

1.2 RELEVANCE AND SIGNIFICANCE OF THIS DOCUMENT

The document contains information on standards imposed on Competitors in order for them to be able to participate in the competition, as well as the principles, methods and procedures which regulate the competition. Therewith WorldSkills Russia (WSR) has acknowledged the WorldSkills International (WSI) copyright. Furthermore, WSR acknowledges the WSI intellectual property rights in relation of assessment principles, methods and procedures.

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

1.3 ASSOCIATED DOCUMENTS

Since this Technical Description contains only the information pertaining to the relevant professional skill, it must be used in association with the following documents:

- WSR Competition Standing Orders;
- WSR online resources referenced in this document.
- WSR Policy and statutory regulations
- Skill-specific occupational health and safety instruction

2 WORLDSKILLS JUNIORS STANDARDS SPECIFICATION (WSJSS)

2.1 GENERAL WORLDSKILLS JUNIORS STANDARDS SPECIFICATION (WSJSS) INFORMATION

The WSJSS determines knowledge, understanding and specific skills that underpin best international practices of technical and professional work performance levels. It should reflect a shared global understanding of what associated working specialty or profession means for industry and business.

The skill competition purpose is to demonstrate best international practices as described by the WSJSS to the extent they are able to be implemented. The WSJSS is therefore a guide to the required training and preparation for the skill competition.

In skill competitions knowledge and understanding will be checked through the assessment of the performance of practical work. There will be no separate tests of knowledge and understanding.

The WSJSS is divided into clearly-defined sections with numbers and headings.

Each section is assigned with a relative percentage of importance within the WSJSS framework. The sum of all relative importance percentages is 100.

The Marking Scheme and the Test Project will assess only those skills that are set out in the WSJSS. They will reflect the WSJSS as comprehensively as possible within the constraints of the skill competition.

The marking scheme and the Test Project will reflect the allocation of marks within the WSJSS to the maximum possible extent. 5% fluctuations are allowed upon the condition they will not distort the weightings specified by the WSJSS conditions.

Section		Importance (%)
1	Work organization and management	10
	A specialist shall know and understand: <ul style="list-style-type: none"> • 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 organizational limitations; • Methods of working in a team to achieve a common goal. 	

	<p>A specialist shall know how:</p> <ul style="list-style-type: none"> • Interpret client specifications and projects; • Keep to project timelines; • Act independently and in a professional manner; • Manage workload under pressure and within time constraints; • Interpret projects and define methods to minimize wastage and cost to the client and company; • Recover from setbacks; • Solve problems and adapt to changes made to projects; • Multi-task; • Demonstrate time management skills; • Research the project to arrive at a design frame-work. 	
2	Communication and Interpersonal skills	10
	<p>A specialist shall know and understand:</p> <ul style="list-style-type: none"> • The importance of active listening skills • Methods for interpreting the design project and clarifying/questioning the client • How to visualize and translate customer wishes making recommendations which meet their design and budgetary requirements • The value of building and maintaining productive working relationships • The importance of resolving misunderstandings and conflicting demands • How to ensure a team successfully understands the design project 	
	<p>A specialist shall know how:</p> <ul style="list-style-type: none"> • Use literacy skills to: <ul style="list-style-type: none"> • Follow documented instructions from a supplied project; • Interpret workplace instructions and other technical documents; • Keep up to date with latest industry guidelines; • Present their brief to the client and justify their design choices. • Use oral communication skills to: <ul style="list-style-type: none"> • Communicate in a logical and easily understood manner; • Use discretion and confidentiality when dealing with clients; • To organize and deliver a presentation to present to the client; • Question clients in an appropriate manner; • Use assertiveness and tact in regards to dealing with a client. • Show visual development through sketches. 	
3	Problem-solving	10
	<p>A specialist shall know and understand:</p> <ul style="list-style-type: none"> • Common problems and setbacks that can occur within the work process; • How to trouble shoot minor software and printing issues. 	

	<p>A specialist shall know how:</p> <ul style="list-style-type: none"> • 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; • Use time management skills; • Check work regularly to minimize problems that may arise at a later stage. 	
4	Non-measurable skills	25
	<p>A specialist shall know and understand:</p> <ul style="list-style-type: none"> • 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; • Protocols for maintaining a corporate identity, brand, and style guide; • How to provide consistency and refine a design; • Principles of a pleasing and creative design; • Current design trends • Design principles and elements; • Standard sizes, formats, and settings commonly used in the industry. 	
	<p>A specialist shall know how:</p> <ul style="list-style-type: none"> • Create, analyse and develop a visual response to communication problems, including understanding hierarchy, typography, aesthetics, and composition; • Create (including by photography), manipulate, and optimize images for both print and online publishing; • Analyse the target market 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 a pleasing and creative design. 	
5	Measurable skills	45
	<p>A specialist shall know and understand:</p> <ul style="list-style-type: none"> • 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; • Colour gamuts, colour matching, spot colours and ICC profiles; • Printers marks and bleed; • Embossing, gilding and varnish; • Software applications; • Different types of paper and surfaces (substrates). 	

	<p>A specialist shall be able to:</p> <ul style="list-style-type: none"> • Create prototype mock-ups for presentation; • Mount for presentation standard; • Apply the correct and appropriate adjustments for the specified printing process; • Adjust and manipulate images to suit the design and technical specifications; • Apply the correct colours to the file; • Save files in the correct format; • Use software applications comprehensively and appropriately; • Organize and maintain folders (for final output and archiving). 	
Total		100

3 ASSESSMENT STRATEGY AND TECHNICAL FEATURES OF ASSESSMENT

3.1 MAIN REQUIREMENTS

The Strategy establishes the principles and techniques to which the WSR assessment and marking must conform.

Expert assessment is the cornerstone of WSR competitions. For this reason, it is the subject of continuous professional improvement and scrutiny. The accumulated assessment experience will determine the future use and development direction of main assessment tools used on WSR competitions: The Marking Scheme, competition task and Competition Information System (CIS).

Assessment on the WSR competitions falls within one of the two categories: measurements and jury's decision. For both types of assessment, the use of explicit benchmarks against which to assess each aspect is essential to guarantee quality.

The Marking Scheme must follow the WSJSS weightings. The Test Project is the assessment vehicle for the skill competition, and should also follow the WSJSS. The CIS enables timely and accurate recording of marks, and has an expansive supportive capacity.

The Marking Scheme, in outline, will lead the process of Test Project design. During the further development the Marking Scheme and the Test Project will be designed and developed through an interactive process in order to ensure joint optimization of inter-relations within the scope of the WSJSS and the Assessment Strategy. They will be submitted to the Skill Competition Manager for approval together in order to demonstrate their quality and conformity with the WSJSS.

4 MARKING SCHEME

4.1 GENERAL GUIDANCE

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

The Marking Scheme is the main tool of WSR competitions and defines the compliance of the Test Project assessment with the WSJSS. It is intended for the allocation of points between each assessed aspect which can be related to only one WSJSS module.

Through the reflection of the weightings specified in the WSJSS, the Marking Scheme sets out the Test Project development parameters. Depending on the skill nature and the requirements to its assessment it can be helpful to develop the Marking Scheme in detail early on so it can be used as a guide for the Test Project development. Otherwise the Test Project development shall be based on the generalized Marking Scheme. Further development of the Test Project is accompanied by the development of assessment criteria.

Section 2.1 specifies the maximum acceptable variation percentage, the Test Project Marking Schemes based on the weightings provided in the Standards Specification.

The Marking Scheme and the Test Project may be developed by one person, or a group of Experts, or a third-party developer. Detailed and final Marking Scheme and Test Project shall be approved by the Skill Competition Manager.

Furthermore, all Experts are encouraged to submit their proposals on the development of marking schemes and Test Projects to the Discussion Forum for their further review by the Skill Competition Manager.

In all cases a complete marking scheme approved by the Skill Competition Manager shall be entered into the CIS at least two days prior to the competition, with the use of a standard CIS spreadsheet or other agreed-upon methods. The Chief Expert is responsible for this process.

4.2 ASSESSMENT CRITERIA

The main headings of the Marking Scheme are the assessment criteria. In some skill competitions assessment criteria may match the WSJSS section headings; in others they may be completely different. There are usually from five to nine assessment criteria, that said, there should be at least three assessment criteria. Whether or not they match the headings, the Marking Scheme must reflect the weightings specified in the WSJSS.

The Assessment Criteria are created by a person(s) developing the Marking Scheme, who is free to define the criteria he or she considers most suited to the assessment of the Test Project performance.

The Mark Summary Form generated by the CIS will comprise a list of the assessment criteria.

The number of points allocated to each criterion is calculated by the CIS. This will be the cumulative sum of points awarded 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 a heading in the Marking Scheme.

Each (sub criteria) marking form is specified with a certain date on which it will be filled.

Each (sub criteria) marking form contains assessable aspects that are subject to assessment. Each assessment method is assigned with a special marking form.

4.4 ASPECTS

Each aspect describes in detail one of the assessed indicators, as well as possible marks or marking instructions.

A marking form lists in detail each marked aspect together with the number of points allocated for its assessment.

The sum of the points allocated to each Aspect must fall within the range of points specified for each skill section in the WSJSS. It will be displayed in the CIS point allocation spreadsheet in the following format:

Criterion										Total points for the WSJSS section	WSJSS POINTS FOR EACH SECTION	VARIANCE
WorldSkills Standard Specification (WSJSS) Sections	A	B	C	D	E	F	G	H				
	1			2.75	1.00	1.25	0.25	1.00		6.25	6.00	0.25
	2		4.25			2.00		0.50	1.00	7.75	6.00	1.75
	3	11.00	9.75							20.75	22.00	1.25
	4			10.25	11.00					21.25	22.00	0.75
	5					9.50	10.00	1.50		21.00	22.00	1.00
	6					2.00		7.00	14.00	23.00	22.00	1.00
points for criterio	11.00	14.00	13.00	12.00	14.75	10.25	10.00	15.00	100.00	100.00	6.00	

4.5 JUDGEMENT ASSESSMENT

Decisions are made using a scale of 0–3. In order to apply the scale in a clear and consistent manner the jury must carry out a decision with due regard to:

- (criteria) comparison standards as detailed guides to each aspect
- 0–3 scale, where:

0: performance does not meet the industry standard;

1: performance meets the industry standard;

2: performance meets and, in specific respects, exceeds the industry standard;

3: performance wholly exceeds the industry standard and is assessed as excellent

Each aspect is assessed by three Experts, each Expert must perform assessment, after that the allotted marks will be compared. In case the Expert marks vary by more than 1 point, the Experts must bring up the assessment of this aspect for discussion and eliminate the variance.

4.6 MEASUREMENT ASSESSMENT

Each aspect shall be assessed by three Experts. Unless otherwise specified, only the maximum mark or zero will be awarded. If within some aspect it is possible to award marks below the maximum one, it shall be described in the Marking Scheme with the specification of measurable parameters.

4.7 USE OF MEASUREMENT AND JUDGEMENT ASSESSMENTS

The final understanding of measurable and jury's assessments will become available after the approval of the Marking Scheme and the Test Project. The provided table contains approximate information and is intended for the development of the Marking Scheme and the Test Project.

Criterion		Marks		
		Judgement	Measurement	Total
A	Creative Process	16		16.00
B	Final Design	20		20.00
C	Product creating specifications		16	16.00
D	Printing and mounting		8	8.00
E	Printing specifications knowledge		16	16.00
F	Saving and file format		20	20.00
G	Soft skills	4		4.00
Total		10	90	100

4.8 SKILL ASSESSMENT SPECIFICATION

The following is an example of the previous aspects within the marking scale. Due to the nature of the module development, some modules may be more technically based, and some more judgement based.

Section A — Creative process

- A.1 Ideas and originality for the design
- A.2 Understanding the target market
- A.3 Unity and relationship between all tasks (if applicable)

Section B — Final design

- B.1 Quality of the visual composition (aesthetic appeal and balance) for the design
- B.2 Visual Impact and Communication effectiveness for the design
- B.3 Quality of the typography for the design (choice of type, legibility and formatting)
- B.4 Quality of the colours (choice, balance, harmony) for the design
- B.5 Quality of image manipulation (retouch, cloning, blending, colour adjustment, etc.)
- B.6 Quality of redrawing objects in vector application for the design
- B.7 Quality of the design of other elements (charts, graphs, tables, maps, paragraph styles, etc.) for the design
- B.8 Quality of the mounted presentation or the 3D assembly

Section C — Product creating specifications

- C.1 Resolution of linked, embedded or original images as specified in the task
- C.2 Colour mode (RGB or CMYK) of linked images as specified in the task
- C.3 Image or element dimensions as specified in the task
- C.4 Use of style sheets or master elements in layout as required in the task
- C.5 Final dimensions of layout as specified in the task
- C.6 All required text is present in the task
- C.7 All required elements are present in the task
- C.8 Use of corporate guidelines appropriate to the task

Section D — Printing and mounting

- D.1 Mounting printouts on board for presentation
- D.2 Supply of printouts only
- D.3 Assembling in 3D (Compute or manual design)

Section E — Printing specifications knowledge

- E.1 Bleed value applied in layout file in PDF as specified in the task
- E.2 Folding lines, trim and registration marks supplied as specified in the task
- E.3 Trapping value applied in illustrator file as specified in the task
- E.4 Overprinting applied in layout file in PDF as specified in the task
- E.5 Spot and CMYK colours used in layout in PDF file as specified in the task
- E.6 Bleed marks as specified in the task

Section F — Saving and file format

- F.1 All files saved in the correct format specified in the task
- F.2 ICC profile applied in images, PDF or layout file as specified in the task
- F.3 Saving in a specified PDF format as required in the task
- F.4 Final production folder saved as required in the task

Section G — Soft skills

- G.1 OHSE
- G.2 Lean production
- G.3 Organizing work place
- G.4 Professional communication skill

Skill assessment criteria:

Module 1 — Corporate design and brand book products

- Performing works under specifications
- Creation of vector images
- Bitmap image processing
- Software knowledge
- Product layout creating
- Product preparation and printing
- Meeting the make-up rules and standards

Module 2 — Information design

- Performing works under specifications
- Creation of vector images
- Bitmap image processing
- Software knowledge
- Product layout creating
- Product preparation and printing
- Meeting the make-up rules and standards

Module 3 — Package

- Performing works under specifications
- Creation of vector images
- Bitmap image processing
- Creating layout drawing
- Software knowledge
- Product layout creating
- Product preparation and printing
- Meeting the make-up rules and standards

4.9 ASSESSMENT STANDING ORDERS

The Chief Expert and the Deputy Chief Expert shall discuss and divide the Experts into groups (a group is composed of at least three people) for scoring. Each group shall include at least one experienced Expert. An Expert shall not score a Competitor from his own organization.

The same presentation will be used for each module; the external writer/s will select the aspects that fit in the module. If there are several tasks in the module (for example, the design of a logo and a poster), aspects can be applied to each task, if necessary (for example, criterion B.6 can be applied to a logo (one mark) and a poster (second mark)).

5 TEST PROJECT

5.1 MAIN REQUIREMENTS

Sections 2, 3 and 4 regulate the development of the Test Project (TP). The recommendations in this section provide additional explanation of the TP content.

The Test Project performance shall take not less than 8 and not more than 12 hours.

In order to qualify for the performance of the Test Project the Competitors must be from 14 to 16 years old.

Regardless of the number of modules, the TP shall include the assessment of each of the WSJSS sections.

The Test Project shall not fall outside of the WSJSS.

A Competitor's knowledge shall be scored exclusively through the practical performance of the Test Project.

Knowledge of the WSR rules and regulations is not assessed during the Test Project performance.

5.2 TEST PROJECT STRUCTURE

The Test Project contains 3 modules:

1. Module 1 (4 hours). Corporate design and brand book products with information design elements;
2. Module 2 (4 hours). Information Design.
3. Module 3 (4 hours). Packing.

Some modules may include more than one of the areas listed below:

- Packaging design (regular box, tray box, tear-open packaging, label, etc.)
- Printed on sheetfed offset press or in flexography, using process and/or spots colours; could include text and headers, ingredients list, brand name, images, barcode, die line, etc.
- Corporate and information design (business card, logo, letter head, signalization, symbols, graphs, tables, way-finding, etc.) printed on sheetfed offset press or in silkscreen printing, using process and/or spots colours; could include a few lines of text, illustration, logo creation, symbol, vector drawing, etc.
- Advertising and display design (poster, banner, billboard, car mapping, full page advert, large format etc.), printed on sheetfed offset press or on inkjet plotter, using process and/or spot colours; could include a few lines of text or a slogan, image manipulation or photomontage, the use of large files, etc.

5.3 TEST PROJECT DEVELOPMENT REQUIREMENTS

Typical modules might include:

- Capturing, digitizing, and optimizing images by specifying correct values and improving them by using all appropriate tools for adjustments and manipulations;
- Drawing and redrawing information design elements like diagrams, graphs, and maps;
- Tracing and vectorising pixel-based logotypes and simple pictures like symbols and icons;
- Converting digital manuscripts into typographic texts;
- Designing most types of printed products such as emblems and logos, corporate image elements (letterhead, business cards, etc.), posters, advertising, folders, signs, etc.;
- Graphic design in 3D format, such as packages, grocery bags, etc.

The fourth day will be utilized to develop and trial new formats and initiatives. This day will not be assessed. The intention is that the trials will lead to improved and updated assessment strategies for future competitions — that can be tested effectively beforehand. These trials may include (and are not limited to):

- New media technologies: Interactive InDesign etc.;
- Team work across the world;
- Communication and information amongst the Competitors;
- Photography: Photography — teamwork and image manipulation (extended Photoshop);
- Internet access for inspiration;
- Exchange of inspiration, techniques etc.;
- Exchange and team work with web design, animation etc.;
- Exploration of ideas regarding design;
- The Competitors make suggestions for Test Projects in the future.

Module 1 (4 hours). Corporate design and brand book products with information design elements:

Data:

- Information on client's activities;
- The list of mandatory elements of the product;
- Creating and saving product specifications;
- All necessary additional information.

Work to be performed:

- Creating of client's company logo;
- Formulating rules of logo use;
- Creating brand book products;
- Souvenir products modelling.

Expected outcomes:

- Products work files;
- Files in PDF;
- Products printing;
- Presentation board.

Module 2 (4 hours). Information Design:

Data:

- Text;
- Illustrations;
- The list of mandatory elements of the product;
- Creating and saving product specifications;
- All necessary additional information.

Work to be performed:

- Creating of advertising products elements;
- Creating interactive banner for web-sites;
- Creating web-site page;
- Creating design elements for electronic application.

Expected outcomes:

- Products work files;
- Files in PDF and JPG formats;
- Electronic versions;
- Products printing.

Module 3 (4 hours). Packing:

Data:

- Text;
- Illustrations;
- The list of mandatory elements of the product;
- Creating and saving product specifications;
- All necessary additional information.

Work to be performed:

- Package layout drawing;
- Necessary elements drawing;
- Package layout creating;

Expected outcomes:

- Work file of package layout;
- PDF-file;
- Glued package layout.

Format of outcome file

- Use of Adobe Photoshop, Illustrator and InDesign software.
- Chief Expert determines the version in 6 months before the Competition.
- Technical task printed in A4 format;
- Printing of products in A3 format;
- Files, components, etc. as specified in Test Project guidelines;
- In the course of test each Competitor is allowed to get no more than two control printouts of graphic design products. Final printout is carried out in the end of each module.

5.4 TEST PROJECT DEVELOPMENT

The Test Project is developed based on the samples provided by the Chief Expert on the WSR forum (<http://forum.worldskills.ru>). The provided Test Project samples shall be changed once a year.

5.4.1 WHO DEVELOPS TEST PROJECTS/MODULES

The Test Project is developed by an external Test Project writer/s and is to be supervised by the Chief Expert. The Test Project must adhere to the glossary and Marking Forms.

5.4.2 HOW IS THE TEST PROJECT DEVELOPED

The Test Project or modules are developed by external writer/s.

The Chief Expert will provide guidance to the external writers to ensure that the content covers all required content, and is distributed appropriately, evenly and fairly throughout the modules. The projects should assess a large variety of both creative and technical skills — as well as utilizing all software applications.

5.4.3 WHEN THE TEST PROJECT IS DEVELOPED

The Test Project is developed in accordance with the following schedule which defines documentation preparation periods for each competition type.

Time frames	Local competition	Qualification competition	National competition
Test Project template	The Test Project of the previous National Competition shall be taken from the Discussion Forum in the unmodified form	The Test Project of the previous National Competition shall be taken from the Discussion Forum in the unmodified form	The Skill Competitions Manager seeks external writer/s for the modules. The topic or directions for each module will be decided on by the external writers
Approval of the Chief Competition Expert responsible for the TP development	2 months prior to the competition	3 months prior to the competition	4 months prior to the competition
TP publication (if applicable)	Not applicable	Not applicable	Not applicable
Introduction and approval of 30 % of changes into the TP by the Skill Competition Manager	Not applicable	Not applicable	Not applicable

Submission of suggestions on the Discussion Forum on modernization of the TP, BD, IL, TD, EN, and GR	On Day C+1	On Day C+1	On Day C+1
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5.5 TEST PROJECT APPROVAL

The Chief Expert render a decision on the performability of all modules and if required should prove the feasibility of its performance. Time and materials shall be taken into consideration.

A Test Project may be approved in any form convenient for the Chief Expert.

5.6 MATERIALS PROPERTIES AND MANUFACTURER'S INSTRUCTIONS

In case in order to perform a Test Project a Competitor is required to become familiar with any material use manual or a manufacturer's manual, he or she will receive them in advance by the decision of the Chief Expert. If required, during the familiarization, a Technical Expert may organize an on-site demonstration.

Materials selected for the modules to be used by the Competitors (except for the cases where materials are brought by the Competitors themselves) shall belong to the type of materials available from a variety of manufacturers and can be bought freely in the region of the competition.

6 SKILL MANAGEMENT AND COMMUNICATION

6.1 DISCUSSION FORUM

All pre-competition discussions are held on a special forum (<http://forum.worldskills.ru>). Solutions for the development of competence should be taken only after a preliminary discussion on the forum. Also the notification on all important events relevant to the skill shall take place on the forum. This forum is moderated by the International Expert and (or) the Skill Competition Manager (or an Expert assigned by them).

6.2 INFORMATION FOR COMPETITORS

The information for Competitors is published in accordance with the Standing Orders of the carried-out competition. The information may include:

- Technical Description;
- Test Projects;
- Assessment Summary Form;
- Infrastructure List;
- OHSE Instruction;
- Additional information.

6.3 ARCHIVE OF TEST PROJECTS

The Test Projects are available at <http://forum.worldskills.org>.

6.4 SKILL MANAGEMENT

General skill management is carried out by the Chief Expert with a potential involvement of the Expert community.

Skill management within a specific competition is carried out by the Chief Expert in accordance with the Competition Standing Orders.

7 OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

7.1 OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS AT THE COMPETITION

Refer to the OHSE documentation provided by the Competition Organizing Committee.

7.2 SKILL-SPECIFIC OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL REQUIREMENTS

- It is forbidden to use pneumatic tools for prototyping.
- Only hand-held power tools with a dust collector are allowed, if this position is not included in the infrastructure list.

8 MATERIALS AND EQUIPMENT

8.1 INFRASTRUCTURE LIST

The infrastructure list includes all the infrastructure, equipment and expendable materials required for the Test Project execution. The Infrastructure List must contain an example of such equipment and its clear and coherent characteristics in case it is possible to obtain this equivalent analogues.

During the development of an infrastructure list for a specific competition, the process must be guided by the Infrastructure List posted on the Discussion Forum by the Skill Competition Manager. It is mandatory for all infrastructure list changes to be agreed upon by the Skill Competition Manager.

At each competition, the Technical Expert should maintain accounting of infrastructure elements. The list should not include elements that were asked to be included by the Experts or the Competitors, as well as prohibited elements.

Following the competition results, if required, the Technical Expert and the Chief Expert must present to the Competition Organizing Committee and the Skill Competition Manager recommendations on the Infrastructure List changes.

8.2 MATERIALS, EQUIPMENT AND TOOLBOX TOOLS

- Pantone or similar swatch books;
- Sketching paper and pens;
- Calibration charts;
- Keyboard;
- Tablet, digitizer, pen-light, joystick, and mouse which the Competitor may prefer;
- Stationery knife;
- Ruler, steel ruler;
- Bi-adhesive tape.

Two months prior to the Competition, the compatriot Expert will deliver a font set (50 fonts) to the SMT; all font sets will be available to all Competitors during the Competition.

All Competitors can use their playlists (Experts can add music before the start of the competition). For logistics, the Technical Expert should be contacted.

8.3 MATERIALS AND EQUIPMENT PROHIBITED ON SITE

- Extra RAM;
- Extra hard drives;
- Books with design references;
- Clipart images and elements of graphics;
- Glue;
- No electronic devices (cell phones, iPod, etc.);
- The Internet will not be available to Competitors.

Any materials and equipment brought by the Competitors must be submitted to the Experts. The Chief Expert has the right to prohibit the use of any items that are deemed to be unrelated to Graphic

Design Technology, or potentially unfair advantage to the participant, up to the participant's disqualification.

TOPIC/TASK	SKILL-SPECIFIC RULES
Use of technology — USB, memory sticks	<ul style="list-style-type: none"> Competitors and Experts are not allowed bringing any digital storage (RAM/hard drive) into the workshop.
Use of technology — personal laptops, tablets and mobile phones	<ul style="list-style-type: none"> Experts and Interpreters are allowed to use personal laptops, tablets and mobile phones in the Expert room only. Competitors are not allowed to use personal laptops, tablets and mobile phones.
Use of technology — personal photo and video taking devices.	<ul style="list-style-type: none"> Competitors and Experts are allowed to use personal photo and video taking devices in the workshop at the conclusion of the competition only on C3.
Use of technology — other devices	<ul style="list-style-type: none"> Competitors and Experts must not bring a keyboard or mouse with internal memory.
Tools/infrastructure	<ul style="list-style-type: none"> Competitors are not allowed to access the internet while in the workshop. When staying at the work site, the Competitors must not carry the following: <ul style="list-style-type: none"> Books with design references Clipart images and elements of graphics Glue (or any other adhesive that does not comply to the safety standards) Mounting board, guillotine or cutting mat (or any other tool deemed to give the Competitor an unfair advantage).
Drawings, records	<ul style="list-style-type: none"> Competitors are not permitted to bring notes into the workshop under any circumstances. All notes made by the Competitors on the workstation shall stay only on the Competitors desk. No notes may be taken outside of the workshop until the competition has concluded on C3.
Equipment failure	<ul style="list-style-type: none"> In the occurrence of equipment failure Competitors must notify Experts immediately by raising their hand. Experts will take note of the time that the Competitor is not able to make use of their equipment. Any time lost due to equipment failure will be provided to the Competitor at the end of the standard Module time. No additional time will be granted for work not saved prior to the equipment failure.
Health, Safety, and Environment	<ul style="list-style-type: none"> See the WorldSkills Health, Safety, and Environment policy and guidelines document.
Misc	<ul style="list-style-type: none"> Experts must not attend a Competitor workstation without their marking group. Access to the compatriot Competitor workstation is strictly prohibited.

- The Workshop Manager (or Workshop Manager Assistant) is the only person allowed to load any software/devices onto the Competitor's competition computer.
- Test Projects are not circulated and distribution of the Test Project before the competition to Competitors is prohibited.

9 SPECIAL RULES FOR THE 14–16 AGE GROUP

The Test Project performance time shall not exceed 4 hours per day.

During the development of the Test Project and the Marking Scheme, it is required to consider the specific features and the limitations of the applied OHSE rules for this age group. It is also required to take into account anthropometric, psychophysiologic and psychological characteristics of this age group. This way, the Test Project and the Marking Scheme can cover not all of the WSJSS units and areas depending on the specific features of the skill.