

MODULE 3

Skills Competition Coordinator



Co-funded by
the European Union





**Co-funded by
the European Union**

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the Foundation for the Development of the Education System (FRSE). Neither the European Union nor FRSE can be held responsible for them.

Module 3. Skills Competition Coordinator

was written and edited by the consortium of the four project partner institutions:

Sieć Badawcza Łukasiewicz – Instytut Technologii Eksploatacji (Poland)

Hospodářská komora České republiky (Czech Republic)

Štátny inštitút odborného vzdelávania (Slovakia)

Fundația WorldSkills România (Romania)



This work is licensed under the Creative Commons
Attribution-NonCommercial-ShareAlike 4.0 International License.

To view a copy of this license, visit
<https://creativecommons.org/licenses/by-nc-sa/4.0/>



Sections

1. Orientation & Purpose *4*
2. Roles & Responsibilities of a Coordinator *9*
3. Competencies Required *16*
4. Planning Before the Competition *22*
5. Managing During the Competition *29*
6. Post-Competition Duties *36*
7. Ethical & Leadership Framework *44*
8. Practical Tools & Activities *51*
9. Wrap-Up & Action Plan *58*

Orientation & Purpose

1

What is a Skills Competition Coordinator?

A **Skills Competition Coordinator** is the person responsible for organising and managing skills competitions at the **local, regional, or national level**. Unlike Skills Experts, who focus primarily on designing and assessing the competition tasks, Coordinators provide **overall management, leadership, and direction** to ensure that the event is well-prepared, fair, safe, and impactful.

They serve as the link between stakeholders, including vocational schools, VET teachers, competitors, sponsors, local authorities, and the national WorldSkills organisation. The Coordinator ensures that every element – from infrastructure to publicity – comes together professionally, creating a competition that is both inspiring for competitors and credible to partners.

Why is the Coordinator role important?

Skills competitions are complex events. They involve multiple roles: Skills Experts, Technical Assistants, Workshop Managers, Health & Safety Officers, and sometimes entire organising teams. But especially at **local and regional levels**, it is common for one person – the Coordinator – to take on many of these tasks.

The Coordinator's contribution is crucial because:

- ◆ They **guarantee fairness and neutrality**, ensuring that all competitors have equal opportunities.
- ◆ They **create the conditions** for Skills Experts and competitors to succeed.
- ◆ They **connect education with industry**, strengthening cooperation between VET schools, companies, and communities.
- ◆ They **ensure sustainability**, respecting budgetary, environmental, and social considerations.
- ◆ They **promote the value of skills**, raising awareness through media, ceremonies, and partnerships.

In short, the Coordinator is not only an organiser, but also a **leader and ambassador** for vocational skills.

How Module 3 connects to the other modules

- ◆ **Module 1 (WorldSkills & EuroSkills)** introduced the global skills movement and its impact.
- ◆ **Module 2 (Skills Experts)** focused on the technical and assessment role of judges and trainers.
- ◆ **Module 4 (Test Projects & Marking Schemes)** develops the tools for designing fair and effective assessments.
- ◆ **Module 3 (this module)** places you in the **management seat**: you will learn how to **plan, organise, and lead** a skills competition.

Together, the modules form a complete picture: *from the global vision, to the technical expertise, to the practical tools—and finally, to the leadership role that ensures competitions run smoothly and sustainably.*

Learning Objectives of Section 1

By the end of this section, you will be able to:

- ◆ Define the role of a Skills Competition Coordinator.
- ◆ Explain why this role is critical for the success of skills competitions.
- ◆ Position the Coordinator's responsibilities in relation to Skills Experts and other roles.

Activity 1 - Reflection

Think of a significant event you have attended or helped organise (e.g., a school graduation, sports event, or training workshop).

- ◆ Who were the people responsible for making it work behind the scenes?
- ◆ What were the biggest challenges in organising it?
- ◆ How might those challenges also apply to a **skills competition**?

Please write down your answers and share them in the discussion forum.

Roles & Responsibilities of a Coordinator

2

The Competition Management Team

Every skills competition is guided by a **Competition Management Team (CMT)**. At the local or regional level, this usually includes:

- ◆ **Skills Competition Coordinator** – overall manager and organiser.
- ◆ **Skills Expert** – technical authority and judge.
- ◆ **Industrial Representative** – ensures industry relevance and standards.

Together, this team ensures that the competition is fair, transparent, and aligned with the WorldSkills vision.

The Skills Competition Coordinator's Core Role

The Coordinator's primary responsibility is to **provide management, guidance, and leadership** during the development and conduct of the competition. This requires neutrality: a Coordinator must not show alliance to either Skills Experts or Competitors, but rather act as a **facilitator and guardian of fairness**.

Key duties include:

- ◆ **Planning** the competition (budgets, logistics, infrastructure).
- ◆ **Managing** communication with schools, sponsors, and media.
- ◆ **Ensuring compliance** with the WorldSkills Code of Ethics and Conduct.
- ◆ **Overseeing logistics** such as registration, accommodation, transport, and safety.
- ◆ **Promoting the competition** to raise public awareness.
- ◆ **Providing leadership** to staff, volunteers, and partners involved in the event.

Coordinator vs. Skills Expert – Complementary Roles

It is important to understand the distinction between the **Coordinator** and the **Skills Expert**:

- ◆ **Skills Expert**: Designs the Test Project, sets technical standards, and assesses competitors. To understand the role, please read the following publication:



2. Roles & Responsibilities of a Coordinator

- ◆ **Coordinator:** Ensures that the environment, infrastructure, and organisation allow the competition to run smoothly and fairly. To understand the role, please read the following publication:



- ➔ The Coordinator creates the conditions for excellence. The Expert measures the results of that excellence. Both roles are indispensable, and their **collaboration is the backbone of a successful competition.**

Key Responsibilities of a Coordinator

1. Before the Competition

- ◆ Register participants (competitors, VET teachers, experts).
- ◆ Arrange logistics: travel, accommodation, transport of tools.
- ◆ Prepare infrastructure and workshops in line with standards.
- ◆ Plan publicity, opening ceremonies, and partnerships.

2. During the Competition

- ◆ Supervise event flow and schedule.
- ◆ Handle challenges (delays, technical issues, safety concerns).
- ◆ Maintain neutrality and ensure fair conditions.
- ◆ Communicate with stakeholders (schools, parents, media, sponsors).

3. After the Competition

- ◆ Organise the closing ceremony, awards, and certificates.
- ◆ Prepare reports and evaluation documents.
- ◆ Ensure feedback is collected and shared.
- ◆ Strengthen networks for future competitions.

Learning Objectives of Section 2

By the end of this section, you will be able to:

- ◆ Describe the role of a Skills Competition Coordinator within the Competition Management Team.
- ◆ Differentiate between the roles of Coordinators and Skills Experts.
- ◆ Identify the primary responsibilities of a Coordinator before, during, and after a competition.

Activity 2 - Case Scenario

You are the appointed Skills Competition Coordinator for a **regional Carpentry competition**. One week before the event, the venue management informs you that half of the workshop area is unavailable due to safety issues.

- ◆ What are the **immediate steps** you would take?
- ◆ Who are the **key people** you need to consult (from the CMT and beyond)?
- ◆ How do you ensure competitors are not disadvantaged?

Write your response in a short action plan (max. 1 page).

Competencies Required

3

Being a **Skills Competition Coordinator** requires a combination of **technical knowledge, organisational skills, and professional attitudes**. This role goes far beyond logistics – it requires leadership, neutrality, problem-solving, and the ability to inspire confidence among stakeholders.

1. Knowledge

A Coordinator must have a solid foundation in the following areas:

- ◆ **Competition Management:** Understanding the structure of skills competitions, rules, and processes.
- ◆ **Operational Planning:** Ability to design schedules, workflows, and contingency plans.
- ◆ **Leadership and People Management:** Supervising staff, volunteers, and stakeholders.
- ◆ **Health and Safety:** Applying safety standards and risk management in competition settings.
- ◆ **Budgeting and Finance:** Planning within tight budgets, negotiating contracts, and ensuring cost efficiency.
- ◆ **WorldSkills System:** Knowledge of the national and international WorldSkills organisation, standards, and procedures.



Example: A Coordinator planning a welding competition must know not only the logistical needs (e.g., gas supply, safety equipment) but also the safety regulations, budget limits, and WorldSkills compliance requirements.

2. Skills

A Coordinator must demonstrate **practical abilities** that allow them to lead effectively:

- ◆ **Leadership & Scheduling:** Ability to motivate a team, assign responsibilities, and keep to timelines.
- ◆ **Communication & Interpersonal Skills:** Clear, respectful, and professional interaction with diverse stakeholders (students, teachers, sponsors, media).
- ◆ **Team Management:** Building and guiding the Competition Management Team to work effectively.
- ◆ **Time Management:** Coordinating multiple parallel activities under pressure.
- ◆ **Relationship Building:** Establishing trust and cooperation with schools, companies, and local authorities.
- ◆ **Event Management:** Anticipating logistical needs, planning details, and addressing issues proactively.
- ◆ **Problem-Solving:** Remaining calm and decisive when unexpected challenges occur.



Example: If competitors' equipment arrives late, the Coordinator must quickly adapt the competition schedule, reassign spaces, and negotiate with suppliers – all without compromising fairness.

3. Attitudes

The Coordinator's mindset and values are as important as their knowledge and skills. A professional Coordinator:

- ◆ **Creates Vision and Strategy:** Sees beyond the event, aligning competitions with educational and industry goals.
- ◆ **Mobilises People:** Motivates others to contribute with energy and commitment.
- ◆ **Upholds Integrity and Respect:** Maintains neutrality, transparency, and fairness at all times.
- ◆ **Collaborates:** Works openly with schools, companies, sponsors, and the community.
- ◆ **Promotes Innovation and Guides Change:** Finds creative solutions, adapts to challenges, and introduces improvements.
- ◆ **Achieves Results:** Balances vision with concrete outcomes – a safe, fair, and successful competition.



Example: A Coordinator who discovers a last-minute budget cut must remain transparent with partners, explain the adjustments, and still deliver a high-quality event that protects competitors' experience.

Learning Objectives of Section 3

By the end of this section, you will be able to:

- ◆ Identify the key **knowledge areas** needed by a Coordinator.
- ◆ Describe the **skills** required to lead and manage competitions effectively.
- ◆ Recognise the **attitudes and values** that define professional, ethical leadership.

Activity 3 - Self-Assessment Checklist

Reflect on your current professional experience and check where you stand:

Competency Area	Confident (✓)	Needs Development (-)	Not Yet Experienced (✗)
Competition management knowledge			
Budget planning and financial control			
Leadership and team management			
Health & safety in events			
Communication with diverse stakeholders			
Managing stress and problem-solving			



After completing the table, select **two areas** where you want to grow and write a short plan for how you could improve (e.g., training, mentoring, practice).

Planning Before the Competition

Why Pre-Competition Planning Matters

The success of a skills competition is determined mainly **before** it begins. Careful planning ensures that competitors can focus on showcasing their abilities, Skills Experts can assess fairly, and all stakeholders have a positive experience. A Coordinator must therefore be both a **strategic planner** and a **detail-oriented organiser**.

1. Pre-Competition Duties

Based on the competency framework

Task 1. Skills Competition Coordination

Coordinators are responsible for:

◆ **Registration & Communication**

- Register competitors, VET teachers, and Skills Experts.
- Confirm participation and share competition information packages.
- Ensure all parties understand their roles and responsibilities.

◆ **Logistics**

- Arrange travel, accommodation, and meals for competitors and staff.
- Organise the transport of tools, equipment, and materials.
- Secure insurance, safety measures, and emergency protocols.

◆ Infrastructure & Workshops

- Prepare the competition venue and workshop spaces.
- Ensure equipment, tools, and materials are available and tested.
- Apply sustainability principles (reuse, reduce, recycle).

◆ Health & Safety

- Identify risks and prepare safety procedures.
- Ensure all competitors have the required protective clothing and equipment.
- Brief staff, teachers, and students on safety rules.


◆ Publicity & Awareness

- Prepare promotional materials (flyers, posters, social media posts).
- Invite local media and partners to cover the event.
- Plan the **opening ceremony** to create excitement and visibility.

2. Budgeting and Resource Planning

Coordinators must be able to **plan within tight budgets**.

- ◆ Negotiate with suppliers and sponsors to secure the best value.
- ◆ Track expenses and revenues transparently.
- ◆ Ensure compliance with funding rules (e.g., Erasmus+, local sponsorship).
- ◆ Balance **cost efficiency** with **quality and safety**.

 *Example:* A regional IT competition might receive limited funding. The Coordinator negotiates with a local IT company to sponsor laptops and software licenses in exchange for visibility at the event.

3. Building Partnerships

Strong partnerships are essential for a successful competition. Coordinators should:

- ◆ Engage **VET schools** to provide competitors and teachers.
- ◆ Collaborate with **industry partners** for tools, infrastructure, and mentoring.
- ◆ Involve **local authorities** for venue support, visibility, and legitimacy.
- ◆ Work with **sponsors** to secure financial and in-kind contributions.

Learning Objectives of Section 4

By the end of this section, you will be able to:

- ◆ Describe the pre-competition responsibilities of a Coordinator.
- ◆ Apply basic event management principles to plan logistics, infrastructure, and safety.
- ◆ Explain the importance of budgeting and partnership-building.

Activity 4 - Pre-Competition Checklist

Imagine you are organising a **regional Cooking competition** for 12 competitors. Create a **checklist** that includes:

- ◆ Key logistics (venue, travel, equipment, meals).
- ◆ Safety requirements.
- ◆ Budget considerations.
- ◆ Publicity actions.
- ◆ Opening ceremony details.



Share your checklist in the forum. Compare it with others' lists to see what you might have missed.

Managing During the Competition

5

The Coordinator as On-Site Leader

Once the competition begins, the Coordinator becomes the **central point of control**. While Skills Experts focus on technical assessments, the Coordinator ensures that the entire event runs **smoothly, safely, and fairly**.

This requires constant monitoring, quick problem-solving, and the ability to manage multiple stakeholders simultaneously.

1. Key Duties During the Competition

◆ Opening Ceremony & Protocol

- Ensure all participants (competitors, teachers, experts, officials) are welcomed.
- Present rules and Code of Ethics clearly.
- Highlight safety instructions and emergency procedures.

◆ Supervising the Competition Flow

- Monitor schedules and ensure competitions start and end on time.
- Oversee logistics (tools, materials, equipment availability).
- Manage the Competition Management Team's daily meetings.
- Maintain communication with Skills Experts, teachers, and media.

◆ Problem-Solving & Crisis Management

- Respond to unexpected issues (equipment failure, late arrivals, health incidents).
- Reorganise tasks or schedules when necessary.
- Maintain neutrality and transparency when resolving disputes.

◆ Ensuring Fairness

- Guarantee that no competitor receives advantages or disadvantages.
- Monitor compliance with the WorldSkills **Code of Ethics and Conduct**
- Address any attempt at bias, favouritism, or external influence.

◆ Stakeholder Relations

- Greet visitors, local officials, sponsors, and media.
- Ensure that media presence does not disturb competitors.
- Act as the **visible representative** of the competition.

2. Coordinator's Leadership Role

During the competition, a Coordinator must:

- ◆ **Stay calm under pressure**, even when multiple problems arise.
- ◆ **Communicate clearly** with all participants and staff.
- ◆ **Be decisive** – delays in decision-making can jeopardise fairness.
- ◆ **Inspire confidence** – competitors, teachers, and partners should feel that the event is in safe hands.



Example: If a power outage interrupts a mechatronics competition, the Coordinator immediately activates the backup plan: arranging a generator, rescheduling sessions, and ensuring all competitors receive equal working time.

3. Health, Safety, and Well-Being

- ◆ Ensure safety equipment is worn and safety rules are respected.
- ◆ Respond quickly to any accidents or emergencies.
- ◆ Monitor competitors' well-being: competitions can be stressful, and safeguarding practices must be in place, especially for underage participants.

Learning Objectives of Section 5

By the end of this section, you will be able to:

- ◆ Explain the Coordinator's duties during the live competition.
- ◆ Demonstrate strategies for problem-solving and crisis management.
- ◆ Recognise how to uphold fairness, neutrality, and safety.

Activity 5 - Role Play Scenario

Imagine you are the Skills Competition Coordinator at a **regional Plumbing competition**. On the second day, one competitor claims that another has received unfair help from a teacher.

- ◆ What steps would you take to investigate?
- ◆ How would you communicate with the Skills Experts, the teachers, and the competitors?
- ◆ How do you ensure that fairness and transparency are preserved?



Write down your action plan and discuss it with peers.

Post-Competition Duties

6

Why Post-Competition Work Matters

The competition does not end with the last task. What happens afterwards is equally important:

- ◆ Competitors deserve recognition for their efforts.
- ◆ Stakeholders expect transparent reporting.
- ◆ The event should leave a legacy that strengthens vocational education and training (VET) in the region.

A Coordinator's role after the competition is to **close the event properly, evaluate outcomes, and maintain relationships for future growth.**

1. Closing Ceremony & Recognition


- ◆ Organise the **closing ceremony** in a professional and inspiring way.
- ◆ Award medals, certificates, and participation diplomas.
- ◆ Invite local officials, industry partners, and media to celebrate the achievements.
- ◆ Ensure that recognition highlights not only winners but also **all competitors**, who gain valuable learning experiences.

2. Reporting & Documentation

- ◆ **Prepare protocols and reports**, including:
 - Competition summary (dates, participants, skills areas).
 - Financial report (budget vs. actual spending).
 - Incidents and how they were resolved.
 - Feedback from stakeholders (competitors, teachers, partners).
- ◆ Document good practices and lessons learned for future events.
- ◆ Submit required reports to the national WorldSkills organisation.

3. Evaluation & Feedback

- ◆ Collect feedback through surveys, interviews, or debrief meetings.
- ◆ Assess what worked well (strengths) and what should be improved (weaknesses).
- ◆ Share results with Skills Experts, VET schools, and sponsors.
- ◆ Use evaluation to improve future competitions.

 *Example:* After a regional IT competition, feedback shows that competitors felt rushed. The Coordinator recommends adjusting task timing for the next edition and provides guidance to the Skills Expert team.

4. Maintaining Networks

Competitions are opportunities to **build long-term partnerships**. After the event, the Coordinator should:

- ◆ Thank sponsors, schools, and volunteers for their contribution.
- ◆ Share media coverage and results with partners.
- ◆ Keep in touch with local authorities and industry for future cooperation.
- ◆ Encourage competitors and VET teachers to stay involved in future competitions.

5. Sustainability & Legacy

- ◆ Ensure materials and equipment are reused, recycled, or donated to schools.
- ◆ Promote stories of success through media, newsletters, and social media.
- ◆ Position the competition as part of a broader **skills development strategy**, not just a one-time event.

Learning Objectives of Section 6

By the end of this section, you will be able to:

- ◆ Organise a closing ceremony that recognises achievements and inspires participants.
- ◆ Prepare post-competition reports and evaluations.
- ◆ Maintain partnerships and networks beyond the competition.
- ◆ Ensure the sustainability and long-term impact of skills competitions.

Activity 6 - Reflection Task

Imagine you have just finished coordinating a **regional Graphic Design competition**. Write a short **post-competition report outline** including:

- ◆ Key statistics (participants, schools, partners).
- ◆ Achievements and highlights.
- ◆ Problems faced and solutions applied.
- ◆ Recommendations for next year.



Post your outline in the forum and compare it with your peers.

Ethical & Leadership Framework

Why Ethics and Leadership Matter

Skills Competitions are not only technical events – they are also **learning experiences and public showcases** of excellence, fairness, and cooperation. The Coordinator, as the visible leader, sets the tone for the entire competition. Upholding ethics and demonstrating strong leadership are essential to:

- ◆ **Guarantee fairness** among competitors.
- ◆ **Protect the integrity** of the competition process.
- ◆ **Earn trust** from schools, partners, and the wider community.
- ◆ **Inspire young people** to value skills and professionalism.

1. Ethics in Practice

The WorldSkills **Code of Ethics and Conduct** applies to Coordinators, Skills Experts, and all competition stakeholders.

Key ethical commitments include:

- ◆ **Integrity and Fairness:** Ensuring equal treatment of all competitors.
- ◆ **Neutrality:** Avoiding bias or favouritism towards schools, teachers, or competitors.
- ◆ **Transparency:** Communicating clearly about rules, results, and decisions.
- ◆ **Respect for Diversity:** Valuing cultural, social, and economic differences.
- ◆ **Confidentiality:** Protecting sensitive information and respecting competitor privacy.



Example: If a sponsor pressures for preferential treatment for a school, the Coordinator must refuse and document the issue, safeguarding the fairness of the competition.

2. Leadership Competencies

A successful Coordinator is not just a manager, but a **leader who inspires and mobilises people**. Core leadership competencies include

- ◆ **Creates Vision and Strategy:** Sees the competition as part of a bigger skills development journey.
- ◆ **Mobilises People:** Builds a sense of shared purpose among team members, teachers, and competitors.
- ◆ **Communicates with Clarity:** Provides clear instructions, honest feedback, and encouragement.
- ◆ **Guides Change:** Adapts plans quickly when unexpected events occur.
- ◆ **Builds Partnerships:** Engages schools, businesses, and communities in collaborative ways.
- ◆ **Achieves Results:** Balances ambition with concrete, measurable outcomes.



Example: When faced with last-minute venue changes, a strong leader communicates openly, adapts the plan, and motivates the team to stay focused on delivering an excellent competition.

3. Attitudes of an Effective Coordinator

Beyond knowledge and skills, Coordinators must embody the right **attitudes and values**:

- ◆ **Integrity & Respect** - lead by example, never compromise fairness.
- ◆ **Accountability** - take responsibility for decisions and outcomes.
- ◆ **Collaboration** - listen actively and value diverse perspectives.
- ◆ **Innovation** - encourage creative solutions and continuous improvement.
- ◆ **Resilience** - remain positive under pressure, showing composure in uncertainty.

4. Leadership in Action

Coordinators are role models. Their behaviour influences how competitors, teachers, and even the public perceive the competition. Leading with ethics means:

- ◆ Acting decisively, but always reasonably.
- ◆ Inspiring young people to pursue excellence.
- ◆ Demonstrating that competitions are not only about winning but about **learning, growth, and mutual respect.**

Learning Objectives of Section 7

By the end of this section, you will be able to:

- ◆ Apply the WorldSkills Code of Ethics in real competition contexts.
- ◆ Demonstrate key leadership competencies for Coordinators.
- ◆ Recognise the attitudes that define professional and ethical leadership.

Activity 7 - Ethical Dilemma

Imagine you are the Coordinator of a **regional Automotive Technology competition**. During the event, you discover that one competitor has access to extra practice materials provided by a teacher – materials not shared with others.

- ◆ What steps do you take to investigate?
- ◆ How do you handle the situation fairly and transparently?
- ◆ What leadership message would you send to all competitors and teachers afterwards?



Draft a short response (200-300 words). Discuss in small groups how different leaders might respond to the same dilemma.

Practical Tools & Activities

8

Why Practical Application?

Knowledge and theory are important, but Coordinators develop real expertise by **planning, simulating, and reflecting on real-life scenarios**. This section provides practical activities to strengthen decision-making, planning, and leadership skills.

1. Case Study - Organising a Regional Competition

Scenario: You are appointed Coordinator for a regional **Welding competition** with 10 competitors from 5 VET schools. Budget is limited, and one week before the event, you discover that some equipment deliveries will be delayed.

Task:

- ◆ Draft a revised competition plan.
- ◆ Identify possible solutions (borrowing equipment, adjusting schedule, seeking sponsor support).
- ◆ Present your plan to peers for feedback.

2. Risk-Mapping Exercise

Competitions can face unexpected risks. As the Coordinator, you must anticipate their needs.

Activity: Create a **Risk Map** for a regional Carpentry competition.

- ◆ Identify at least **5 potential risks** (e.g., power outage, competitor injury, media intrusion).
- ◆ Assess their likelihood (Low/Medium/High).
- ◆ Propose preventive and corrective actions.



Tip: Use a simple 3x3 matrix (Likelihood vs. Impact) to prioritise risks.

3. Mini Action Plan - Your First Competition

Each participant drafts a **personal action plan** for coordinating their first competition. Include:

- ◆ Key tasks before, during, and after the competition.
- ◆ A budget outline (main expense categories).
- ◆ A communication plan (teachers, experts, sponsors, media).
- ◆ A reflection on leadership style and values.

4. Reflection - Leadership Style Self-Assessment

Complete a short reflection on your leadership style:

- ◆ Do I lead by example?
- ◆ How do I handle conflict or stress?
- ◆ How do I motivate people around me?
- ◆ Which leadership competency do I want to strengthen most?



Write down your answers and share with a peer for discussion.

5. Group Discussion - Innovation in Competitions

- ◆ How can we make competitions more sustainable (environmentally, financially, socially)?
- ◆ What role can digital tools (online registration, virtual semifinals, live streaming) play?
- ◆ How can competitions better serve **all learners**, not just the winners?

Learning Objectives of Section 8

By the end of this section, you will be able to:

- ◆ Apply planning and problem-solving skills to real-life scenarios.
- ◆ Anticipate and manage risks during competitions.
- ◆ Develop a personal action plan for your role as Coordinator.
- ◆ Reflect on your leadership style and areas for growth.

Wrap-Up & Action Plan

9

Key Takeaways from Module 3

As a Skills Competition Coordinator, you are more than an event organiser – you are a **leader, facilitator, and ambassador** of vocational skills. Through this module, you have learned that:

- ◆ **Your Role** is central to the success of skills competitions: you plan, manage, and guide the entire process.
- ◆ **Your Responsibilities** extend before, during, and after the competition – from registration to reporting and legacy building.
- ◆ **Your Competencies** must combine knowledge (management, safety, budgeting), skills (leadership, communication, logistics), and attitudes (integrity, collaboration, innovation).
- ◆ **Your Leadership** must be ethical, transparent, and inspiring, setting the standard for everyone involved.
- ◆ **Your Impact** goes beyond the competition itself: Coordinators strengthen VET systems, build partnerships, and inspire young people to value skills.

Your Personal Action Plan

To put your learning into practice, complete the following reflective tasks:

Step 1 - Self-Reflection

Write down your three biggest strengths and two areas you want to develop as a future Coordinator.

Step 2 - Priority Actions

For your next (or first) competition, define three concrete actions you will take:

1.
2.
3.

Step 3 - Partnership Goals

List two new partners (schools, companies, or authorities) you would like to engage in your next competition and explain how you will approach them.

Step 4 - Leadership Commitment

Write a short personal statement beginning with:

"As a Skills Competition Coordinator, I commit to..."

Focus on ethics, fairness, and the value of skills for young people.

Final Activity – Peer Sharing

Post your action plan and leadership commitment in the course forum.

- ◆ Give constructive feedback to at least two peers.
- ◆ Reflect on similarities and differences in your approaches.
- ◆ Identify one idea from another participant that you could integrate into your own plan.

Closing Message

Being a Skills Competition Coordinator is both a **challenge and an opportunity**. You will face tight budgets, logistical hurdles, and high expectations. But you will also see the pride of young competitors, the excitement of teachers and parents, and the impact of your leadership on communities.

Remember:

- ◆ **Skills change lives.**
- ◆ **Fair competitions build trust.**
- ◆ **Your leadership inspires the next generation.**

Go forward with confidence, integrity, and passion—and make every skills competition a milestone of excellence.