

# National Qualifier Host Guidance 2023

## Hosting a SkilleLECTRIC National Qualifier heat

**Thank you for supporting NET by hosting a SkilleLECTRIC National Qualifier heat. We will work with you to arrange and deliver a high standard competition experience - this guidance document will help you to achieve this.**

Your main contact is Jennie Phung, SkilleLECTRIC Project Manager, who will attend the competition and oversee all aspects of delivery:

**Email:** [jennie.phung@netservices.org.uk](mailto:jennie.phung@netservices.org.uk)

**Telephone:** 07588 640405

I hope this document supports you to deliver a great National Qualifier competition. If you have any further queries relating to the competition, please do not hesitate to contact me.

## Competition Cycle stages

### 1. PRE-COMPETITION

Training Providers will use the Pre-Competition Guide to identify the most suitable candidate(s) to enter into SkilleLECTRIC.

### 2. REGISTERING

The registration window runs from 27 February until 24 March 2023 and organisations can [register](#) and select their top two preferred [venues](#) to compete at for their National Qualifier heat. Places are allocated subject to demand and availability and there is no guarantee that a competitor will be offered their preferred venue/s, and may be offered another venue from the list.

As the registrations come in, I will provide you with a fortnightly update of expected numbers to give you a rough idea of what to expect.

### 3. ENTRY STAGE

All those who registered will complete an app-based task against the clock; the task can only be completed on either 27 March or 28 March.

Only the highest scoring competitors will be invited to progress to the heat stage.

On 29 March, competitors will be informed by email if they have been successful or not. For those who are, they will need to accept the invite to take part in a National Qualifier heat place by 31 March.

Only after everyone has accepted their place can I send you a final list of competitors, which I aim to do so w/c 03 April.

### 4. NATIONAL QUALIFIER

During April to June, the live National Qualifier heats will take place across the UK. The top 10 scoring competitors from this stage will be notified by late summer and invited to progress to the UK Final.

### 5. TECHNICAL TRAINING

To help finalists prepare for the UK Final they will be invited to a Technical Training day with industry specialists, to arm them with the skills and mindset needed to achieve success.

### 6. UK FINAL

The UK Final will be a 2.5 day competition (venue TBC) where competitors carry out a complex installation and will be judged against a strict marking criteria.

## Workshop and bay area specification

Within the workshop, ideally each competitor will have their own bay to work within and they will only require one of the walls to work on. If the wall you have selected has many screw / drill holes, it will need to be covered in a standard 8ft x 4ft (2440mm x 1220mm) sheet of MDF mounted portrait (4ft length running horizontal to the ground).



**ACTION POINT:** If MDF sheets are required, can you please provide me with a quote as NET can support the cost of this before ordering and fitting the new boards.

An image from a past competition is supplied below to give you an idea of how the bay is set up.



The size of the bay area needs to allow the competitor to work and move in a safe manner with their competition materials. Some lengths of competition materials are up to 3m. On the morning of the competition, we will brief the competitors to move these items vertically and mindfully when moving in and out of their work area.



**ACTION POINT:** Can you please confirm that side or back wall of the bay is at least 1200mm wide and 2400mm in height.

The technical drawing and specification are shared with competitors so that they can practise and prepare in advance of the competition. There are no measurements on the drawing that is sent to competitors in advance; the version with measurements will be handed out on the morning of the competition during the briefing session. They can nail / stick these up in their bays to refer to during the competition.

Competitors will be randomly allocated a bay in advance of the competition, which will be labelled with a name sign. If you can, I will send you the PDF name sign to please print and staple / stick up.



**ACTION POINT:** Please confirm if you can print A4 PDF name signs.

## Breakout room

**During the competition we will ideally need an additional room located near the workshop so that:**

- Supporters of the competitors can have somewhere to sit and work
- Judges can have their refreshments
- Competitors can sit and have their lunch
- Sponsors can deliver a talk to the competitors' supporters

It would be ideal if this room had video / presentation and sound playback facilities in order for PPT and videos to be shown during the briefing sessions.



**ACTION POINT:** Please confirm if you can provide a breakout room / classroom to be used for the purposes above.

## Competition materials and deliveries

The competition material used for SkilleLECTRIC are generously sponsored by Electric Center and Scolmore Group. During w/c 03 April, I will confirm to sponsors the final quantities for materials, so they can provide the correct amount to each venue.

All materials required for the competition will be delivered to your site in advance of the competition taking place.



**ACTION POINT:** Please confirm:

- Who the materials should be made for the attention of
- The address for the delivery

Using the material list from 2022, you can expect something similar to the list below which based on 12 competitors. Where there are fewer competitors, we will adjust the quantities accordingly:

Item	Each competitor	Total for 12 competitors
Consumer Unit	1	12
6A MCB	1	12
32A MCB	1	12
30ma RCD Main Switch	1	12
16a Surface Male Appliance Inlet	1	12
Plastic boxes to store materials per competitor	1	12
Batton Lamp Holder	1	12
Surface Single Back Box	3	36
Surface Dual Back Box	2	24
1 Gang 2 Way Light Switch	2	24
1 Gang Intermediate Light Switch	1	12
2 Gang Switched Socket Outlet	2	24
50mm x 50mm PVC Trunking (2m)	1	12
50mm x 50mm PVC End Caps	2	24
25mm PVC Conduit (3m)	1	12
20mm PVC Conduit (3m)	1	12
20mm female PVC Adaptor inc. bush	9	108
20mm PVC Saddles	7	84
20mm PVC End Box	1	12
Gland Pack (2 Glands)	1	12
1.5 / 2.5mm SWA	1	12
2.5mm PVC / PVC T&E	6	72
1.5mm PVC Single Brown	8	96
1.5mm PVC Single Blue	5	60
1.5mm PVC Single Earth	5	60
2.5mm T&E Clips (Box)	1	12
2.5mm T&E Double Clips (Box)	1	12
1.5 / 2.5 SWA Cable Cleat	4	48
25mm Stuffing Gland & locknut	3	36



**ACTION POINT:** When the delivery arrives, please can you:

1. Check the quantity and materials are all correct (as per your confirmed competitor numbers). If anything is missing, please let me know immediately.
2. Check that the materials are not damaged, if they are please let me know.
3. Share the materials into each plastic box, bar the consumables and cables, and place one box each in the competitors' bays.

If you are unable to carry out anything above that is fine, just let me know. I will arrive onsite with the judges the day before the competition and we can complete this.

## Tool list

**Competitors are asked to bring and use their own tools, equipment and consumable items as per the tool list below. They are asked to be prepared and double-check their tool box as the competition venue may not be able to provide any spare tools or consumable items.**

The following items are restricted and not allowed:

- 'Stanley' type craft knives (an electrician's knife is recommended)
- 230v / 110v power tools

Battery operated screwdrivers and chargers are allowed.

If you are able to have any standard tools / equipment to hand, in case a competitor may need them, that would be great.

PERMITTED TOOLS LIST	
Tool box	Drill bits various sizes
Full set of insulated screwdrivers flat and cross head	20mm hole cutter
Medium sized claw hammer	Continuity and insulation resistance tester
Bradawl	20mm heavy duty bending spring
Insulated pliers long and short	Battery drill and spare battery and charger
Side cutters	Large spirit level
Junior hacksaw, complete with spare blades	Protractor (large) / adjustable angle
Large hacksaw, complete with spare blades	Mitre box / saw
PVC conduit cutters	Pencils
Crimping tool	File medium cut
Cable strippers / electrician knife	Tape measure or fixed rule
Cable cutters	<b>Personal Protective Equipment (PPE)</b>
Cable draw tape	Goggles / safety glasses
Adjustable spanner x 2	Gloves
Bush spanner	Work-wear trousers or overalls
Face mask	Safety boots / shoes

Please note that any live connection and test only carried out by the judging team only.

## Marketing and promotion

We would like to work with you to promote the event as much as possible. On the day we will have a professional photographer to take photos of the competition. After the competition all photos will be available via our [Flickr](#) site.

Your marketing contact at NET is:

**Name:** Kate Wilson

**Email:** kate.wilson@netservices.org.uk

You can help us to enhance the day by bringing guests to visit the competition. This might be your own learners, staff, local schools, local employers and any relevant contacts. Please let us know if you do have any guests.



**ACTION POINT:** Please provide a contact for a marcomms colleague so that NET can liaise with them on communication and promotion.

*Think about who you might want to invite to the event and let us know what you are planning.*

## Refreshments and catering

On the day of the competition, we will need onsite refreshments (tea / coffee) for the judges and water and a simple lunch for everyone. There will be a maximum of 12 competitors and 3 judges / delivery team members.

NET is able to offset this cost, so please confirm this in advance if it is required. If you are not able to provide any catering please let me know so that catering can be arranged from an external source.



**ACTION POINT:** Please notify NET of whether you can arrange catering and the cost if this must be paid for.

## Event Information

Once a competitor has accepted their venue and heat placement (by 31 March), they will receive an Event Information document. This contains all the information a competitor and their supporting organisation needs to know in advance of attending their heat.

I have attached an example from last year for reference. If you would like to include any further information specific to your venue, please send this to me by 28 February 2023.



**ACTION POINT:** Send any specific venue information for competitors to be included in your Event Information pack for competitors.

## ON THE DAY OF THE NATIONAL QUALIFIER

We ask if the competition area can be sign-posted please from the main reception, so that competitors and visitors are aware of where they are going. If you need a template for signage, please let us know and we can provide one.

If it is possible, we also ask for a technician staff be available on the day for trouble shooting any issues that may occur.



### **ACTION POINT:**

- Arrange signage from reception
- Arrange a technician for the day if possible

## Schedule

Competitors will arrive approximately half an hour before the day starts to bring their toolboxes to the competition area. Please ensure that car parking is available for up to 16 visitors, which will comprise judges / delivery team, competitors and their supporting organisations.

All competitors will be asked to register at the main reception when they arrive on site that morning. They will then be directed to the workshop for the competition against the schedule\* below:

Timing	Task
8:30	Competitors and supporters arrive onsite
9:00 – 9:30	Competitors general briefing and familiarisation of the competition area
9:30 – 12:00	Competition
12:00 – 12:45	Lunch break
12:45 – 14:45	Competition
14:45 – 15:00	All competitors to clear up all tools and equipment from competition bays
15:00 – 15:15	Photos
15:15	Competitors and supporters depart
15:15 – 17:15	Judges to assess competition

This schedule may be subject to change, but we will let you know well in advance if it does



**ACTION POINT:** Please ensure up to 16 parking spaces are available or inform us ASAP if this is going to be an issue. Please also send us written directions for where to park and head on arrival so we can include this in our Event Information for competitors.

## AFTER THE COMPETITION

**Once the competition has taken place, competitors will be asked to leave their work area tidy for the judges to assess their competition piece.**

Placings for first, second and third are not announced on the day as the results need to be verified by WorldSkills UK. However, each competitor will be congratulated for competing and have their photo taken. After this the competitors and their supporters can leave.

The judges will then assess the competitors work and take the consumer units off the wall as these are re-used, along with any remaining drums of cable. Please remove the remaining materials that we do not require, these are free for you to use in future lessons.

## Checklist

**Below is a useful summary of this guidance document to be used as a checklist to ensure that you have everything in place for the competition. Please also use it to indicate any areas of competition delivery that you are able to support.**

ACTION	Completed?
<b>Bay / Workshop / Breakout Room Planning</b>	
<i>Confirm to NET</i>	
- the size of the bay area	<input type="checkbox"/>
- a named contact and address to receive competition materials	<input type="checkbox"/>
- a time for NET to arrive the day before the competition to set up	<input type="checkbox"/>
- if you are able to provide a breakout room near the workshop	<input type="checkbox"/>
Fit new MDF boards (if required) and provide quote to NET if necessary	<input type="checkbox"/>
<b>General Logistics</b>	
<i>Confirm to NET if you can</i>	
- print name signs	<input type="checkbox"/>
- provide standard tools / equipment	<input type="checkbox"/>
- provide lunch	<input type="checkbox"/>
- provide a source of water	<input type="checkbox"/>
- provide a Technician for support on the day of the competition and supply contact details to NET	<input type="checkbox"/>
Advise NET if you are arranging any kind of visitor programme or will have guests at the event	<input type="checkbox"/>
Provide a marcomms contact to NET	<input type="checkbox"/>
Arrange car parking and inform NET of details / directions	<input type="checkbox"/>
Competition area / workshop signposted from reception	<input type="checkbox"/>
Supply specific information for the Event Information form to NET	<input type="checkbox"/>

***Thank you for your support***