

2022 REGIONAL COMPETITION

IT NETWORK SYSTEMS
ADMINISTRATION



worldskills
Australia

CONTENTS

CONTENTS	2
INTRODUCTION	3
COMPETITION ASSESSMENT CERTIFICATE	4
INDUSTRY ENDORSEMENT	6
COMPETITION PROJECT WRITERS	6
COMPETITOR INFORMATION	7
COMPETITION DESCRIPTION	7
REQUIRED SKILLS	7
UNIFORM	7
PERSONAL PROTECTIVE EQUIPMENT	7
TOOLS & EQUIPMENT – PROVIDED BY COMPETITOR	8
COMPETITION FORMAT	8
COMPETITION INTEGRITY	8
COMPETITION TIME	9
DATE	9
TIMETABLE	9
SCHEDULE – AEST (GMT +10) - Sydney, Melbourne, HOBART, BRISBANE	9
SCHEDULE – AWST (GMT +8) - PERTH	9
SCHEDULE – ACST (GMT +9:30) - ADELAIDE, DARWIN	9
BRIEFING	9
COMPETITION INSTRUCTIONS	10
ORGANISERS INFORMATION	15
TOOLS & EQUIPMENT – PROVIDED BY COMPETITION ORGANISER	15
ITEMS PER-COMPETITOR	15
MARKING PROCEDURE	16
MARKING PROCEDURE USING MEASUREMENT:	16
MARKING PROCEDURE USING JUDGEMENT:	17
MARKING SUMMARY	18
HOW TO SPLIT A TIE	18
2022 REGIONAL COMPETITION RULES	19
WORK HEALTH & SAFETY POLICY	21
COVID SAFE	21
TEST AND TAG	21
DEMONSTRATE GOOD HOUSEKEEPING	21
WORK METHOD STATEMENT	21
WORK METHOD STATEMENT	22
SUSTAINABILITY REPORT	23
INTRODUCTION	23
REPORT	23

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INTRODUCTION

Welcome to the WorldSkills Australia 2022 Regional Competition in **IT NEWTORK SYSTEMS ADMINISTRATION**.

WorldSkills Australia is a social enterprise that passionately believes skills drive the future of young people, and of Australia.

We are part of an International WorldSkills movement.

We have been enabling young people to showcase their trade and skills talents since 1981. WorldSkills Australia aims to encourage Australians to celebrate vocational education and training, shift perceptions and create the understanding that to learn a skill, to choose a skills-based career, is one of the most important decisions a young person and their family will ever make.

Our skills-based competitions operate at regional, national and international levels, and are aligned to National Training Packages, Apprenticeships Australia and Jobs Australia schemes.

The Regional Competition is a one-day competition and the first step on your journey with WorldSkills Australia, that could lead to you competing at the National Championships and depending on eligibility International Championships and Scholarship pathways. <https://www.worldskills.org.au/what-we-do/worldskills-australia-competitions/>

The following information is for competitors, organisers and judges to assist in preparation for the competition. This document will provide important information such as competition information, required tools and equipment, work health and safety policies and the WorldSkills Australia Code of Conduct.

Please read the information carefully.

- Organisers – any questions relating to the project please contact Key contact below
- Competitors – any questions relating to the competition please speak to the organisers of your local competition

Best of luck at the competition!

Questions?

Key Contact Details:

Contact Name: Troy Pretty

Contact Email: itnsa@outlook.com.au

COMPETITION ASSESSMENT CERTIFICATE

The 2022 WorldSkills Australia Regional Competition for **IT NETWORK SYSTEMS ADMINISTRATION** aligns to the National Training Package ICT Information and Communications Technology and the following Units of Competency (Elements of Competency and Performance Criteria) contained in the ICT40120 Certificate IV in Information Technology , ICT4119 Certificate IV in Telecommunications Network Design and ICT41219 Certificate IV in Telecommunications Engineering Technology Qualifications.

CORE UNIT CODES	UNIT NAME	ELEMENTS	REGIONAL COMPETITION MARKING SECTION ALIGNMENT				
			A	B	C	D	E
ICTNWK420	Install and configure virtual machines	<ul style="list-style-type: none"> Identify options and select virtualisation solution Prepare for install and configure virtualisation technology Install, configure and test virtual machines 	X				
ICTNWK434	Identify and use current virtualization technologies	<ul style="list-style-type: none"> Prepare to use virtualisation software Install and test virtualisation software Evaluate desktop virtualisation software performance 	X				
ICTTEN422	Configure and troubleshoot advanced network switching	<ul style="list-style-type: none"> Prepare to work on switched network Configure network switches Troubleshoot network Complete and document network installation and configuration 	X	X	X	X	X
ICTNWK422	Install and manage servers	<ul style="list-style-type: none"> Prepare to install a server Install server Configure and administer the server Test server Finalise documentation and clean up worksite 		X	X		X
ICTNWK424	Install and operate small enterprise branch networks	<ul style="list-style-type: none"> Prepare to install network Install small switched network Implement an IP addressing scheme and services Install a small routed network Connect WAN links Finalise branch network activities 		X	X	X	
ICTNWK421	Install, configure and test network security	<ul style="list-style-type: none"> Assess network security threats and vulnerabilities 		X	X	X	

CORE UNIT CODES	UNIT NAME	ELEMENTS	REGIONAL COMPETITION MARKING SECTION ALIGNMENT				
		<ul style="list-style-type: none"> Implement countermeasures for identified threats and vulnerabilities Test and verify functionality and performance of countermeasures implemented Maintain and improve network security 					
ICTNWK426	Install and configure client-server applications and services	<ul style="list-style-type: none"> Prepare to provide client - server software requirements Install, configure and manage services Determine configuration effect on network design Test and finalise client-server activities 	X	X	X	X	
ICTNWK427	Configure desktop environments	<ul style="list-style-type: none"> Prepare to install a desktop operating system Install desktop operating system Configure a desktop environment Operate command line interface Configure desktop security Monitor and test the desktop 		X		X	X
ICTTEN419	Implement and troubleshoot enterprise routers and switches	<ul style="list-style-type: none"> Prepare for implementation of network routers and switches Implement network switches and routers Troubleshoot network switches and routers Document configuration and troubleshooting records 		X			X
ICTICT435	Create technical documentation	<ul style="list-style-type: none"> Prepare to produce technical documentation Design and develop technical documentation Finalise technical documentation and prepare for publication <ul style="list-style-type: none"> Finalise technical documentation production 	X	X	X	X	X

INDUSTRY ENDORSEMENT

WorldSkills Australia is committed to ensuring that the Regional Competition reflects the current Industry best practice as well as alignment to the National Training Packages.

The following table indicates which organisations provided valuable feedback and endorsed the 2022 WorldSkills Australia Regional Competition.

ORGANISATION	CONTACT NAME

COMPETITION PROJECT WRITERS

WorldSkills Australia would like to thank the following volunteers who contributed to the writing of the 2022 Regional Competition.

ORGANISATION	CONTACT NAME
	Troy Pretty

COMPETITOR INFORMATION

COMPETITION DESCRIPTION

This project has been designed to test the skills of the IT Network Systems Administration competitors in a variety of different areas including:

- Client and Server Installation
- Network Administration
- Enterprise Server
- Group Policies
- Managing Users Accounts
- Documentation

The competition requires the competitors to create a network representing a small-to-medium enterprise using virtual machines using a hypervisor or physical devices (if available)

REQUIRED SKILLS

Key topics: WAN/LAN, firewalls, Network Operating Systems/Server, Network Administration.

UNIFORM

On the day of the competition, all competitors are required to wear the following:

- Industry approved work wear

PERSONAL PROTECTIVE EQUIPMENT

All competitors must provide and wear their own personal protective equipment at all times during the competition, according to the below list. Any competitor without the required equipment will not be permitted to compete.

- Closed in shoes

TOOLS & EQUIPMENT – PROVIDED BY COMPETITOR

Each competitor must provide the following tools for their own use during the competition. The below listed tools are a minimum requirement only; competitors are welcome to bring other tools that they use as part of their trade.

- Competitors are not required to bring any tools or equipment

COMPETITION FORMAT

The 2022 Regional Competition in **IT NETWORK SYSTEMS ADMINISTRATION** will be conducted online during Virtual Skills Week 2022.

Competitors will receive a welcome email and instructions on how to join the virtual competition platform in the days prior to the competition.

OH&S forms a part of your assessment for this competition as such competitors are required to complete the work method statement attached at the end of this document to assess any potential risks and that may arise while completing this project,

Competitors are required to submit their completed work method statement to the competition organiser via email to itnsa@outlook.com.au prior to the commencement of familiarisation on competition day.

Any competitor who does not complete the work method statement or submits the completed document late will not receive marks for the OH&S component of the project

The competition designer reserves the right to alter the final competition project to introduce hidden aspects on the day of the competition.

COMPETITION INTEGRITY

The 2022 Regional Competition is a test of your skills and as such internet research during the competition and the use of pre-prepared notes are not permitted.

This is an individual project and competitors are not permitted to work together or collaborate on the project.

It is expected that competitors are competing onsite at their local campus under the supervision of a classroom teacher, if this is not possible for whatever reason the competition organiser must be notified in advance so that arrangements can be made for remote supervision via a webcam.

COMPETITION TIME

DATE

Friday, 26th of August, 2022

TIMETABLE

The total competition time is 4 hours and 30 minutes.

SCHEDULE – AEST (GMT +10) - SYDNEY, MELBOURNE, HOBART, BRISBANE

START	END	DETAIL	TOTAL
10:00	10:15	Competitor Familiarisation via video conferencing	15 minutes
10:15	14:45	Install and Configure competition environment	4 hours and 30 minutes

SCHEDULE – AWST (GMT +8) - PERTH

START	END	DETAIL	TOTAL
08:00	08:15	Competitor Familiarisation via video conferencing	15 minutes
08:15	12:45	Install and Configure competition environment	4 hours and 30 minutes

SCHEDULE – ACST (GMT +9:30) - ADELAIDE, DARWIN

START	END	DETAIL	TOTAL
09:30	09:45	Competitor Familiarisation via video conferencing	15 minutes
09:45	14:15	Install and Configure competition environment	4 hours and 30 minutes

BRIEFING

There will be a 15-minute briefing of the project prior to the competition commencing via video conferencing.

The briefing will include:

- Introduction to online competition platform
- Introduction of judges
- Detailed information on the design brief
- Answer any questions

During familiarisation time competitors may login and test the competition environment and read over the competition project, competitors must not take any notes or commence work on the project during this time.

COMPETITION INSTRUCTIONS

THE TASK

The competition has set start and finish times, it is up to you to determine how to divide your time between each of the tasks

BACKGROUND

A small events management firm named “Events R Us” are opening a new office. You have been hired by the CEO to install and configure their new network.

The client has provided the following scope of works:

- Virtualisation with VMWare Workstation Pro
- Windows Server 2019
 - Active Directory
 - DNS
 - DHCP
 - Users and Groups
 - Security Policy
 - File Shares
- Debian
 - Apache Web Server
- Windows 10 Client
- The client has provided you with the following IP address scheme
 - Internal Hosts: 192.168.1.x/24
 - Intranet Hosts: 172.16.0.x/16
- Documentation

NOTE: Set all passwords to WorldSkills1

1.1 VIRTUAL MACHINE CONFIGURATION

- Create three new virtual machines with the following specifications.

NAME	HDD	RAM	NETWORK	OS
• SVR-DC	20GB	8GB	1. VMnet9 (Internal) 2. VMnet10 (Intranet)	Windows Server 2019 Standard (GUI)
• SVR-WWW	20GB	2GB	1. VMnet10 (Intranet)	Debian 11.4.0 (Gnome GUI)
• CLNT01	20GB	4GB	1. VMnet9 (Internal)	Windows 10 Enterprise

1.2 SVR-DC CONFIGURATION

OS INSTALL

- Install Windows Server
 - Configure the hostname
 - Configure IPv4 addresses for internal and intranet subnets

DATA VOLUME

- Add three additional 5GB virtual drives to VMWare named HDD1, HDD2 and HDD3
 - Create a RAID5 array to be utilised as a data volume
 - Data volume should be mapped to D:

ACTIVE DIRECTORY (AD)

- Install and configure active directory domain services for the domain **eventsrus.local**
- Create a new Organisational Unit in the root of the domain for all user accounts and groups named **Staff**
- Create the following security groups:
 - GRP-CEO
 - GRP-HR
 - GRP-Marketing
 - GRP-Reception
 - GRP-Sales

- Create user accounts the following users:

FULL NAME	LOGON HOURS	ROLE
• Zoe Medland	Unrestricted	CEO
• Alana Macintosh	Unrestricted	HR
• Daniel Goodman	Unrestricted	HR
• Liam Wark	Unrestricted	Marketing
• Michael Vincent	Unrestricted	Marketing
• Chloe Smith	7AM to 6PM, Monday to Friday	Reception
• Ashley Gunson	Unrestricted	Sales
• Blake Edge	Unrestricted	Sales

- All users should have a consistent naming standard for their user account names
- All users should be enabled and the password should not change at first logon

DOMAIN NAME SYSTEM (DNS)

- Install and configure DNS
 - Only listen for request on the internal subnet
 - Forward and reverse DNS zones should exist for the internal subnet

DYNAMIC HOST CONFIGURATION PROTOCOL (DHCP)

- Install and configure DHCP
 - Create a new IPv4 scope
 - The scope should be limited to the first 20 IP addresses of your range.
 - The first 5 IP addresses from your IP address range should be excluded from the scope to allow for future network and server growth

FILE SERVICE

- Home Folders
 - Create a hidden share on the D: named home
 - Create a home folder for every user mapped automatically to H:
 - Apply a hard quota of 150MB to all current and future home folders
 - Prevent executable files from being saved to users home folders
- Shared Folders
 - Create a share on the D: named shares
 - Create a folder in D:\shares for the following departments
 - HR
 - Marketing
 - Sales

- Apply the following security permissions:

	CEO	HR USERS	MARKETING USERS	RECEPTION	SALES USERS
• HR Folder	Full Access	Full Access			
• Marketing Folder	Full Access	Read-Only	Full Access	Read-Only	Read-Only
• Sales Folder	Full Access	Read-Only	Read-Only	Read-Only	Full Access

- All users should have G: drive mapped automatically to the root of shared folder.

GROUP POLICY

- Install and configure group policy management
- Modify the default domain policy
 - All users logging on should be presented with a logon banner
 - Title: Events R Us Authorised Users Only
 - Message: Access to this system is restricted to Events R Us staff only. All logon attempts are logged and audited.
 - Password policy
 - Enforce password history: 10
 - Maximum password age: 90 Days
 - Minimum password age: 1 Days
 - Minimum password length 10
 - Complexity: Disabled
 - Windows Registry Editor should be prevented from running for all users

ROUTING

- Ensure that client computers in the internal subnet are able to access the intranet server in the intranet subnet

1.4 SVR-WWW CONFIGURATION

OS INSTALL

- Install Debian
 - Configure the hostname
 - Configure IPv4 addresses for intranet subnet
 - Create a user account named **webadmin**

WEB SERVER

- Install apache2
 - Create a simple welcome page to replace the default index.html (**note: you are not being marked on the visual presentation**)
 - All computers should be able to access the intranet via the URL **intranet.eventsrus.local**

1.5 CLNT01 CONFIGURATION

OS INSTALL

- Install Windows 10
 - Create the initial username as **eventsrus**
 - If prompted to complete the three security questions, use WorldSkills1 as each the answer
 - Configure the hostname
 - Client must obtain its IP address details from DHCP
 - Join the client computer to the domain

1.6 DOCUMENTATION

HANDOVER DOCUMENTATION

The client requested that you complete handover documentation. This should not be a step-by-step install guide, it should be limited to the important configuration details only.

Microsoft office has been installed onto the competitor environment, the hand over documentation should be named as your named and saved to the desktop of the competition environment (not inside one of your virtual machines).

ORGANISERS INFORMATION

The competition organisers should work together with their Regional Committee to:

- Confirm a date for the Regional Competition and promote participation to RTO's, Industry and Employers in their region
- Ensure all equipment, materials and consumables are available for competitors on the day of competition
- Secure equipment materials/consumables through sponsorship/in kind - or through purchase. Please speak to your Regional Committee regarding budget and processes for purchase or reimbursement. WorldSkills Australia will confirm with Main Regional Contact any National partnerships that will include product/materials for use at the Regional Competitions
- Ensure competitors and judges have been provided all the information regarding the Competition day including location, time, availability of food/drinks for breaks etc
- Coordinate presentation date/time for certificates and medals

On the day of the competition, the competition organisers are responsible for conducting a WH&S briefing and work with the Chief Judge to ensure the smooth running of the competition.

TOOLS & EQUIPMENT – PROVIDED BY COMPETITION ORGANISER

The competition organisers will provide the following equipment and materials for use by the competitors during the competition:

ITEMS PER-COMPETITOR

ITEM	SPECS	QTY	TOTAL REQUIRED
Pens and pencils suitable for sketching / any planning required	Consumables	1	
A writing pad/paper suitable for any planning required	Consumables	1	
Table and chair	Furniture	1	
Desktop computer with a modern web browser and highspeed internet	Hardware	1	
Keyboard and mouse	Hardware	1	
Minimum 19" monitor	Hardware	1	
Login provided by event organiser to access Cloudshare virtual training platform Cloudshare platform will provide access to the following applications to be utilised for the competition: <ul style="list-style-type: none"> • VMWare Workstation Pro 16.2.4 Trial - https://www.vmware.com/au/products/workstation-pro/workstation-pro-evaluation.html • Windows 10 Enterprise 64 Bit trial - https://www.microsoft.com/en-us/evalcenter/download-windows-10-enterprise • Windows Server 2019 64 Bit trial - https://www.microsoft.com/en-us/evalcenter/download-windows-server-2019 • Debian 11.4.0 64 Bit DVD1 - https://cdimage.debian.org/debian-cd/current/amd64/iso-dvd/debian-11.4.0-amd64-DVD-1.iso • Microsoft Office 	Software	1	

JUDGES INSTRUCTIONS

- The chief judge will oversee the running of the competition, provide a briefing to judges and competitors and ensure the competition is run in a fair and transparent manner
- Judges should where possible be from a range of RTO's, Industry and/or Industry Associations
- Judges must have a working with children check or certificate (relevant to their State/Territory)
- Judges involved in the training of a competitor should not mark their own competitor
- It is recommended that judges be in marking teams, with a minimum of 2 judges in each team
- A minimum of 2 Judges should have a Certificate IV in Training and Assessment or equivalent
- Judges should familiarise themselves with the marking scale prior to the competition and be briefed by the chief judge on the day of competition
- Judges should record any notes during marking – should there be any questions, when there is a difference of marks from other judges
- Marking forms have been generated to allow judges to use the one form to mark up to 13 competitors (Landscape Marking Forms) or Individual Marking Forms per competitor to streamline judging process.

MARKING PROCEDURE

- Judges must use and follow the marking scale provided by WorldSkills Australia without making any alterations to the marking scale.
- All marks are to be transferred to the marking summary form (one per competitor) and cross checked for accuracy
- There should always be two people entering marks – one to enter, one to check
- Once the results have been tallied, all judges should confirm and sign results on the front page of the Marking Summary.
- There can only be one gold medal, one silver medal and one bronze medal awarded for each competition.
- In the event of a tied mark, please review “How to Split a tie” procedure
- For training on the marking system/scale please contact [WorldSkills Australia](https://www.worldskillsaustralia.com.au)

MARKING PROCEDURE USING MEASUREMENT:

Used to assess accuracy, precision and other performance which can and should be measured in a robust way. It is used where there should be no ambiguity.

- Min 2 judges in marking team, with an independent judge where required to prevent judges marking own competitor
- Judges in judging team must mark together and agree on one combined score per competitor per aspect

Measurement based marks should be given a YES or NO

Example 1:

Criteria H1: Has the competitor maintained a tidy and safe work area during the competition

The judges in the judging team must agree that each competitor has or has not maintained a tidy and safe work area

If the judges agree to a **YES** - the competitor will be awarded 2 marks

If the judges agree to a **NO** – the competitor will be awarded 0 marks (no half marks can be awarded)

In the event of the judging team not being able to agree on a mark, the Chief Judge will have the casting decision based on feedback from the judges.

ASPECT ID	MAX MARK	SUB CRITERIA H1	COMPETITOR 1	COMPETITOR 2
1	2	Has the competitor maintained a tidy and safe work area during the competition? Yes/No	2	0

Please Note: marks in this case cannot be halved for partial accuracy. Although this system of marking may be considered harsh, it ensures that the best competitor is selected as the overall winner of the National Championships.

Measurement based marks based on tolerances:

Example 2:

In some instances, measurement may allow for tolerances, the judging team must still agree on the one mark awarded for each competitor:

ASPECT ID	MAX MARK	SUB CRITERIA H2	COMPETITOR 1	COMPETITOR 2	COMPETITOR 3
1	3	Safe Use of Tools and Equipment No warnings – 2 marks 1 warning – 1 mark 2 or more warnings – 0 mark	2	0	1

MARKING PROCEDURE USING JUDGEMENT:

Judgement uses a scale of 0-3.

- A minimum of two judges will judge and mark each Aspect independently – there should be no discussion on marks, with an independent judge where required to prevent judges marking own competitor
- Marks will then be checked by the Chief judge – if there is a discrepancy of 2 marks or more for a competitor (eg a 3 and a 1) – this will be reviewed with the judges by the Chief Judge

To apply the scale with rigour and consistency, judgement must be conducted using:

- Benchmarks (criteria) for detailed guidance for each Aspect
- The 0-3 scale to indicate:
 - ✓ 0: performance below industry standard
 - ✓ 1: performance meets industry standard
 - ✓ 2: performance meets and, in some specific aspects, exceeds industry standard
 - ✓ 3: performance wholly exceeds industry standard and is judged as excellent

ASPECT ID	MAX MARK	SUB CRITERION H2	COMP 1	COMP 2	COMP 3	COMP 4
2	3	Overall Impression of completed project according to client instructions	3	2	0	1

MARKING SUMMARY

Marks from the marking scale should be transferred to the Mark Summary form.

One Marking Summary Form per competitor

Note: Marks are to be two (2) decimal points and **not** rounded off.

MODULE	CRITERIA	MARK
A	Virtual Environment Setup	8.00
B	Windows Server Configuration	50.00
C	Linux Server Configuration	11.00
D	Windows Client Configuration	26.00
E	Documentation and Worksite	5.00
		100.00

HOW TO SPLIT A TIE

In the event of a tie between two or more competitors, whoever has received the highest score in **Module B** will be awarded the gold medal. If this section is not able to split the tie, then the judges are to work down the list in the following order until the tie is able to be split

- Module D - Windows Client Configuration
- Module C - Linux Server Configuration
- Module A - Virtual Environment Setup
- Module E - Documentation and Worksite

The final decision will be made at the discretion of the Chief Judge and the judging panel.

2022 REGIONAL COMPETITION RULES

1. ACCESS TO THE REGIONALS

- 1.1. There is no age restriction for the Regional Competition, how-ever to progress to the National Championships in 2023 competitors must be born on or after 1 January 1999 and be an Australian citizen or resident.
- 1.2. Competitors should meet at least one of the following criteria for the skill they intend to compete in:
 - Be undertaking an apprenticeship or traineeship
 - Be undertaking studies towards a qualification at an RTO/TAFE/University
 - Undertaken/completed qualification at an RTO/TAFE/University
- 1.3. Competitors should either work, live or study in the region where they compete
- 1.4. When a Skill is not being run in a region, or where nominations are closed, it is permissible for competitors to participate in another region running that Skill.
- 1.5. Past regional and national competitors (except national competition gold medallists and Skillaroo members) may enter again.
- 1.6. Competitors are not permitted to enter the same skill more than one time in the same year (i.e. cannot enter the same skill in more than one region).
- 1.7. Competitors must be issued WSA regional project, competition date, start and finish times at least 24 hours prior to the commencement of their competition.

2. DURING THE COMPETITION

- 2.1. Competitors who arrive late for the competition will not receive additional time.
- 2.2. Competitors must be briefed during a familiarisation period prior to the start of the competition.
- 2.3. Judges will announce competitors start and finish times on the day.
- 2.4. Competitors are to be reminded to commence their job plan as part of familiarisation.
- 2.5. Equipment and materials may be tested during the familiarisation session by competitors.
- 2.6. Should a competitor feel at a disadvantage for any reason prior to or during the competition, the competitor should bring it to the chief judge's attention immediately.
- 2.7. The competition project must be run as per suggested project guidelines and tasks
- 2.8. During the competition, competitors are not permitted to speak to other competitors or members of the public.
- 2.9. Competitors wishing to leave the competition area during work time must seek the permission of the Judges.
- 2.10. Competitors who need to repair their own tools or equipment during the competition will not receive any additional time.
- 2.11. Outside the competition (break time etc...), competitors must not discuss their competition projects or seek advice.
- 2.12. Competitors are not permitted to take pre-written notes, sketches, special aids or other information relevant to the project into the competition area, unless these are specified in the project information.

3. WORK, HEALTH & SAFETY

- 3.1. Competition organisers will ensure a COVID safety plan is in place for the workplaces and premises and conduct a risk assessment when planning and on the day of the competition that includes:
 - Provision of appropriate signage, barriers and sanitiser stations
 - Well-being of staff and all attendees
 - Physical distancing
 - Hygiene and cleaning
 - Record Keeping
- 3.2. A safety check of the work site must be undertaken prior to commencement of competition by the Chief Judge.
- 3.3. All competitors, judges and volunteers are to receive a site induction prior to the competition.

- 3.4. Competitors are required to wear appropriate work clothing, and safety items such as protective glasses, boots and earmuffs, where applicable.
- 3.5. All competitors are required to complete a Safe Work Method Statement prior to the competition (unless it is a required component of the competition).
- 3.6. Safe work practices must be adhered to at all times, in line with the completed Safe Work Method Statement.
- 3.7. Competitors must read and abide by the WorldSkills Australia Code of Conduct and the WorldSkills Australia Alcohol and Drug Management Policy.
- 3.8. Any safety incidents must be reported to the chief judge.

4. POST COMPETITION

- 4.1. Competitors will receive mark summary forms from the competition organisers.
- 4.2. The judges' decision will be final, unless a grievance procedure has been lodged (refer section 5 Regional Grievance Procedure). There will be no appeals once the results are announced.

5. REGIONAL GRIEVANCE PROCEDURE

- 5.1. In the first instance complaints should be referred to the chief judge of the skill concerned.
- 5.2. In the event that satisfactory resolution cannot be achieved, the grievance will be heard by a Grievance Committee of that Region/Organisation.
- 5.3. The Regional Grievance Committee should comprise of:
 - Chairperson of Regional Committee or their representative or if Industry group – CEO or HR Manager
 - Independent person from an unrelated skill or State and Territory Manager and
 - A nominated representative (industry related) of the complainant if required.

The Regional Grievance Committee decision will be final.

WORK HEALTH & SAFETY POLICY

It is WorldSkills Australia's policy that each of its employees, volunteers, organisers, judges and competitors will be provided with a safe and healthy place in which to operate. To achieve this policy, WorldSkills Australia will make every reasonable effort in the areas of accident prevention, promotion and compliance with relevant Australian work health and safety legislation. These aspects of working conditions will be given priority in organisational plans, procedures, programs and job instructions.

Health and safety at work and at competitions and events is both an individual and shared responsibility of ALL employees, volunteers, organisers and competitors.

COVID SAFE

Competition organisers will ensure a COVID safety plan is in place for the workplaces and premises and conduct a risk assessment when planning and on the day of the competition that includes:

- Provision of appropriate signage, barriers and sanitiser stations
 - Well-being of staff and all attendees
 - Physical distancing
 - Hygiene and cleaning
 - Record Keeping
- Please refer to relevant State Documentation and/or workplace COVID Safety plans where competition is being held.

Suggested sites:

<https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit>

<https://www.health.gov.au/resources/publications/3-step-framework-for-a-covidsafe-australia>

TEST AND TAG

Competitors are required to have all of their 240-volt electrical equipment tested and tagged prior to the competition by an approved electrical appliance tester. No competitor will be permitted to use any 240-volt electrical equipment unless it has a current test tag attached.

Organisers are required to have all supplied 240 volt and 415-volt electrical equipment tested prior to the competition by an approved electrical appliance tester. No electrical appliances provided by the competition organisers is to be used by competitors unless a current test tag is attached.

DEMONSTRATE GOOD HOUSEKEEPING

Competitors are required to properly manage their work space including minimising waste, preventing unavoidable power or gas consumption and effectively using materials and tools.

WORK METHOD STATEMENT

A Work Method Statement is a written document that describes the work to be carried out during the competition, outlines the hazards involved with the work, lists the control measures for each hazard identified and specifies who is responsible for the control measures. Each competitor must complete a Work Method Statement in preparation for the competition to ensure that they fully understand the safety risks associated with their competition skill.

Completed Work Method Statements must be submitted to the Chief Judge prior to the start of the competition. No competitor will be allowed to compete unless a Work Method Statement has been completed and submitted.

A Work Method Statement is on the following page.

This policy is under constant review.

WORK METHOD STATEMENT

COMPETITOR NAME: _____

SKILL: _____ DATE: _____

WORK ACTIVITY	POTENTIAL HAZARDS	HAZARD CONTROLS	RESPONSIBILITIES

DECLARATION

I confirm that I have been trained in the equipment required to compete and I have identified and addressed any potential hazards.

Name: _____

Signature: _____ Date: _____

SUSTAINABILITY REPORT

INTRODUCTION

WorldSkills Australia promotes and supports the integration of sustainability into WorldSkills competition design and processes. WorldSkills competition project designers across all skills have embraced the challenge to include sustainability concepts and methods in projects design criteria and the conduct of the skill at the competition.

This trend aligns with social and industry standards regarding sustainability and the results achieved at previous competitions can be regarded as significant for WorldSkills Australia and their project designers. Society and industry in general stand to benefit from this impact, as judges, competitors, suppliers and volunteers, those who influence and shape workplace attitudes and standards, will take away what they learnt at the competition and practice sustainable methods and concepts in their workplace.

REPORT

SUBCATEGORY	METHOD & CONCEPT OF SUSTAINABILITY
ENERGY & CARBON EFFICIENCY	<ul style="list-style-type: none"> Screens need to be switched off when on break
WASTE MANAGEMENT	<ul style="list-style-type: none"> No printing