



2026 REGIONAL HOW TO RUN A REGIONAL COMPETITION GUIDELINES

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INTRODUCTION

Before we begin, here's a little about us...

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

We do this by enabling young people to showcase their trade and skill talents.

Since 1981 we have been partnering with education providers, industry and government to promote and build a skills culture, celebrate excellence and showcase VET.



ABOUT

WorldSkills Australia Regional Competitions (**WSARC**) take place biennially and can be hosted by an approved WorldSkills Australia (**WSA**) region. In addition, WSA may choose to engage with an event, such as Careers Expos, Open days, Industry Events and Road Shows, to host regional competitions.

WSARC are based on skill-specific competition projects, designed by WSA volunteers, who are typically regarded as experts in their skill, before being validated against Australia's National Training Packages and endorsed by the relevant industry.

The Competitions are designed to be run in adaptable formats to suit the requirements of the RTO/Industry or Event that is hosting a competition, these include

- Competition project run as a one-day event – typically 4-6hrs – at an open day, Skills week, or exhibition to showcase students, facilities, and competition.
- Competition project run in stages/modular – typically these will be held over several days/weeks/months in line with in-class assessments, projects, or tasks
- Competitions run using current RTO assessments and adapting the competition to utilise equipment and materials already planned for use in class delivery/assessment, ensuring that the tasks are of equal standard/level to the competition project guidelines

Note: Regardless of the format the competitions are run – the times allocated to tasks and the marking scale (out of 100) must be used.

The purpose of the WSARC is to unearth young Australians currently undertaking VET studies as an apprentice, trainee, or student - who are demonstrating excellence in their chosen skill area.

WorldSkills Australia run both Open and VET in Schools Regional Competitions with the following requirements:

- **Open Skills** - Any person who is an apprentice, trainee and student in an Australian RTO/University is eligible to register and compete in a WSARC.
- **VET in Schools** - Any person who is enrolled in a Secondary School in an appropriate VET in Schools course aligned to a National Training Package including School Based apprentices and is their first year of study is eligible to register and compete in a VETIS WSARC.
- **For Further information Refer 2026 Regional Competition Guidelines**

By competing in in a WSARC an apprentice, trainee and student can benchmark their skills against other apprentices, trainees, or students and importantly against a marking scale that is aligned to Australia's National Training Packages and industries expectations.

The winner of a WSARC is awarded a gold medal, with second and third place receiving a silver or bronze medal respectively. All other participants are awarded a certificate of participation to add to their resume and to demonstrate that they have chosen to challenge themselves, by taking themselves out of their comfort zone and competing against their peers.

Eligible medalists from each WSARC may be invited to compete at the WSA National Championships, held biennially, for the opportunity to compete for the coveted title of Australian Champion in their Skill. Invitations to compete in a WSA National Championships are subject to the terms and conditions set out in the **WSA National Championships Progression Guidelines**.

NOTE:

This guide is designed to provide you with information and assistance with planning and running a WSARC to take place during the 2026 competition cycle. It includes a step-by-step guide to planning, preparing for and hosting WSARC's and next steps for competitors after their WSARC.

An online induction webinar on how to run a regional competition will be made available - this is approx. 45 minutes and provides a good overview and a completion certificate that can be used towards Professional Development hours. WorldSkills Australia recommends this online induction for all convenors and judges.

The webinar will also be available as a recording but will not provide a Certificate of Attendance.

For further information or webinar dates contact mperilli@worldskills.org.au

PLANNING A WORLDSKILLS AUSTRALIA REGIONAL COMPETITION

The following are guidelines for planning a WorldSkills Australia Regional Competition:

1. PLAN THE DATES FOR COMPETITION

- The 2026 WSARC should take place from 1 February 2026 to 25 October 2026.
- As the 2027 National Championships occur in June 2027 – all competitions need to be run by the 25 October 2026. Refer to timelines on page 15
- Competitions can be run after this date by request via State and Territory Manager to WSA for approval email bcollins@worldskills.org.au

2. ACCESS COMPETITION INFORMATION – REGIONAL COMPETITION PACKS

- Contact the Main Regional Coordinator/Competition Organiser or WorldSkills Australia for a copy of the relevant Skill Competition Information
- This document will outline the requirements needed to organise the competition.

3. PLAN THE COMPETITION LOCATION/VENUE

- Most WorldSkills Australia Regional Competitions are suitable for a variety of venues, including industry or trade shows, careers expos, RTO open days or in-class activity or at a sponsor's workplace.

Considerations should include:

- ✓ How many competitors can the venue host for the competition?
- ✓ Is there an outlet for food for breaks?
- ✓ If the competition runs in conjunction with an industry, trade show or careers expo, what facilities will be made available (i.e. floor space, signage, storage, water and electricity requirements, waste removal, security, etc.)
- ✓ If the competition is held at a training organisation, will any additional security measures for events that fall outside of the organisations normal business hours be required?
- ✓ If the competition is run as part of normal assessment – have the students been advised it is also a Regional Competition

Key Benefits of Hosting a WorldSkills Australia Regional Competition at an Industry Event, Open Day or National Skills Week

- ✓ Raise awareness of vocational training pathways and career options
- ✓ Expose apprentices and students to industry practices
- ✓ Showcase RTO's facilities, capacity, and capabilities
- ✓ Showcase WorldSkills Australia's sponsors and their products
- ✓ Raise awareness of WorldSkills Australia

PREPARING FOR A REGIONAL COMPETITION

The following are suggested guidelines for preparing a Regional Competition

SELECT A COMPETITION CONVENOR

The convenor/s is an essential role in the preparation of the regional competition.

The convenor/s should be familiar with the skill area they are responsible for organising.

Responsibilities include:

- Source the judges for the day of competition (refer to point 2. Select Judges)
- Source competitors for the competition through network (refer to point 3. Source Competitors)
- Organise all equipment as per competition project guidelines (refer to point 5. Materials and Equipment)
- Source, order and prepare all consumable materials as per competition project guidelines
- Confirm venue details, access, parking and meal arrangements and a timetable for the day's events, including bump-in, competition start time, debrief and bump-out for competitors and judges
- Print competition projects for all competitors
- Print marking sheets for the judges
- Coordinate the certificates and medals with the Main Regional Coordinator/Competition Organiser or WorldSkills Australia
- Ensure all competitors are registered on the WorldSkills Australia Database
- Ensure the Main Regional Coordinator has received all the final assessment information and results from the Chief judge to input into the database
- The convenor must have a Working with Children Check (WWCC) or equivalent according to their relevant State or Territory requirements.

SELECT JUDGES

- Every competition skill requires a different number of judges, however a minimum of three judges (1 Chief Judge and 2 Judges) is recommended for Regional Competitions.
- If the Competition is run as part of a normal class assessment/project/task – it is recommended to have a minimum 1-2 judges assessing the work.
- Judges should be sourced from a variety of areas including Education (RTOs), Industry, Partners, and past WorldSkills Australia National or International competitors.
- A minimum of 1-2 judges should have a Certificate IV in Training and Assessment.
- It is recommended that trainers of competitors, where possible, not judge the competition, however if they do, they should not judge their own competitor
- All judges must have a Working with Children Check (WWCC) or equivalent according to their relevant State or Territory requirements. (please also refer to relevant States and Territories for a volunteer WWCC).
- Chief Judge requirements
 - ✓ Senior/experienced judge with current skills and knowledge in the 'related' industry that they will be Chief judge for
 - ✓ Runs the skill competition and all associated briefings
 - ✓ Reviews the marking of the judges and collates the results
 - ✓ Contact for any grievances

- Judge requirements
 - ✓ Should be current in skills and knowledge in the 'related' industry that they are judging
 - ✓ Assessment of the competitors' work to the WorldSkills Marking scale requirements
 - ✓ Monitors competitors to ensure appropriate safety practices, etc.

SOURCE COMPETITORS

Open Skills

- The Regional Competition is open to apprentices, trainees and students enrolled or recently completed in an Australian accredited Vocational Education and Training course/pathway.
- There is no age limit for Regional Competitions however to progress to the 2027 National Championships – the National age ruling applies (for 2027 Nationals born on or after 1/1/2003)

VET in Schools Skills

- The Regional Competition is open to any person who is enrolled in an Australian Secondary School in an appropriate VET in Schools course aligned to a National Training Package – typically years 11 and 12.

Finding Competitors for the Competition

- Use current students/apprentices in class to run competition integrating WorldSkills Competition as part of class assessment or utilise current RTO assessment ensuring tasks are of equal standard
- If running the Competition as a one-day event as part of an open day, skills week, or showcase
 - ✓ Contact local training organisations, providers, schools to discuss ways to promote Regional Competitions with their students.
 - ✓ Approach local business for support of their apprentices and trainees participating in a WorldSkills Australia competition.
 - ✓ Notify competitors' training organisations and/or employers of their intention to compete. Many will be impressed with and enthusiastic about their apprentice/trainee/student's initiative to seek out and participate in a competition.
- WorldSkills Australia can provide marketing material and power point presentation to assist in presentations

REGISTERING COMPETITORS FOR THE REGIONAL COMPETITION

- The Main Regional Coordinator/State Manager or Competition Organiser will create the Regional competitions that they are looking to hold during the 2026 Regional Cycle in WSA database
- Competitors who wish to compete in a 2026 WorldSkills Australia Regional Competition are required to register to attend their respective competition. The competition organiser will provide a link for you to give to the students to register either prior to or on the day of the competition.
- If your region is not hosting a competition in a competitor's chosen skill, please refer the enquiry to your State Manager or WSA who can advise if there is an opportunity for a competitor to compete in another region.

MATERIALS AND EQUIPMENT REQUIRED FOR THE COMPETITION

- The Competition test project will provide a listing of all the equipment, materials and consumables required for the Regional Competition. If there are any questions - please refer to the key contact details in the competition pack or contact the WorldSkills Head Office who can check with the project designers.
- It is vital that all materials and equipment are properly prepared for the Regional Competition and that all competitors have access to the same equipment.
- While materials and equipment of a brand or design are ideal, alternatives can be improvised provided that they do not affect the skills required to complete the task or the marking scale.
- If Competitions are run using current RTO assessments and adapting the competition to utilise equipment and materials already planned for use in class delivery/assessment, ensure that the tasks are of equal standard/level to the competition project guidelines and all relevant tasks are completed
- *Refer 2026 Regional Competition Guidelines for suggestions on sponsorship and partnership*

MARKETING AND PR FOR THE REGIONAL COMPETITIONS

WorldSkills Australia will provide marketing support for the Regional Competitions, including:

- A media release announcing the commencement of Regional Competitions cycle for 2026
- Access to marketing collateral designed to provide all regions with the tools they need to continue local promotion of each Regional Competition
- An e-mail newsletter to be sent to training organisations with the latest news and events pertaining to Regional Competitions
- Competition dates and contacts listed on WorldSkills Australia website
- New stories and news releases of Regional Competitions
- *Please refer to WSA website www.worldskills.org.au for access to marketing resources and dashboard (Dashboard access is for Main Regional Coordinators and State and Territory Managers)*

WORK, HEALTH AND SAFETY

- 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.**

In addition:

- The Competition convenor is required to conduct an induction of the competition area prior to the start of competition for all judges and competitors.
- Competitors in Regional Competitions will be required to complete a Safe Work Method Statement as part of their preparation. This document is found in the Competition Pack and must be submitted to the Chief Judge prior to the start of Competition.
- The Safe Work Method Statement is designed to prevent safety incidents. It is a written document describing the work to be carried out, potential hazards identified and details of who is responsible for hazard control measures. There are four columns on the Safe Work Method Statement:
 - ✓ Work Activity – The type of work you will be undertaking (i.e. grinding with an electric angle grinder)
 - ✓ Potential Hazards – Potential hazards associated with this type of work (i.e. sparks flying up into the eyes)

- ✓ Hazard Control – How the hazards will be controlled (i.e. wearing a safety shield)
- ✓ Responsibility – Who is responsible for hazard control (i.e. the competitor)

INSURANCE FOR THE COMPETITIONS

WorldSkills Australia has in place Public and Products Liability insurance to provide cover for situations arising out of WorldSkills Australia negligence with regards to personal injury or property damage to third parties caused in the conduct of WorldSkills Australia business activities, including the delivery of WorldSkills Australia sanctioned Regional competitions.

- Public & Products Liability - \$20M
- Competitor Personal Accident Insurance
- Volunteer Personal Accident Insurance

Details of the various limits of cover for this policy & certificates of currency for the above insurance policies are available on request finance@worldskills.org.au

FINALISING COMPETITION DETAILS

- Coordinate a meeting to finalise a plan for bump-in, competition, awards ceremony, bump-out and the number of volunteers required to complete the following tasks:
- Send a confirmation email to judges, competitors, VIPs, and guests - a minimum of two weeks prior to Regional Competition. This email should include:
 - ✓ Venue details, including venue access and parking
 - ✓ A timetable for the day's events
 - ✓ A map of the competition venue with specific details of competition locations, and other essential information, including meals, toolkits, etc.
 - ✓ Competitors advised to bring ID to check to confirm correct details – name, address, and date of birth. (for correct database information)
 - ✓ Judges advised time to meet prior to the competition for a briefing with the Chief judge and check of WWCC if not previously received
- Ensure all materials and equipment required to run the competition are organised/ordered/delivered
- Print the appropriate number of competition packs and project drawings for the day of competition
- Print the appropriate number of marking scales for judges
- Coordinate with Main Regional Coordinator/Competition Organiser to ensure Certificates have been printed and medals are organised (refer page 17)
- Check signage has been organised for the day of the Competition, including:
 - ✓ A list of company names and/or logos that have supplied, donated, hosted, or provided staff for the Regional Competition
 - ✓ A list of the competitors' names and their competitor number, employer, and training organisation
 - ✓ WorldSkills Australia banners

THE DAY OF THE REGIONAL COMPETITION

On the day of the competition, the convenor will ensure that all competitors, judges, and volunteers have arrived for the Regional Competition.

1. COMPETITOR BRIEFING SESSION

- The Convenor should welcome all attendees and conduct an induction and emergency briefing for all participants and introduce the Chief Judge.
- Confirm registration of all competitors - if required provide access to register competitors
 - ✓ conduct an ID check to confirm correct details – name, address, and date of birth. (for correct database information)
- The Chief judge should conduct a competitor briefing session that will include
 - ✓ introduction all the judges and competitors
 - ✓ a brief on the competition project and work
 - ✓ a brief on health and safety issues and collection Safe Work Method Statements
 - ✓ remind attendees of Competition rules, code of conduct and alcohol and drug management policy
 - ✓ Ballot stations of work areas if required

2. COMPETITION PERIOD

- The chief judge will coordinate the running of the competition including timings of tasks and breaks
- In addition to assisting competitors with any queries, monitoring, and marking, WH&S checks, judges should also ensure that all competitors are comfortable and enjoying the Regional Competition experience.
- The convenor role during the competition is to support to the Chief Judge during the competition, especially trouble shooting any equipment or material issues

3. ASSESSMENT

- Depending on the skill, judges may be required to undertake some progressive marking during the competition, and/or once the competitors have completed the competition. It is strongly advised that the same judges assess the same area and in the same teams to ensure marking consistency.
- Completed marking sheets from judges should be handed to the chief judge to collate the marks on the Marking Summary Forms in the Competition packs
- In the event of a dispute in marks from the judges, the chief judge will make a final decision in consultation with the judging panel.
- **Please note** there are no tied placings for the top 3 positions – please see competition pack for 'splitting of a tie' requirements for each Skill
- All results should remain confidential until the awarding of the certificates and medals

4. DEBRIEF & RESULTS

- Competition debrief is essential before the official close of a Regional Competition. The chief judge should thank competitors for their attendance and acknowledge their outstanding work.
- All judges, volunteers and sponsors should also be acknowledged and thanked for volunteering their time and contribution to the Regional Competition.
- The chief judge should then request feedback on the competition and the projects undertaken by the competitors.
- The time should also be used for the judges to provide combined and individual feedback to competitors about the performance – not the assessment.

5. AWARDING OF CERTIFICATE AND MEDALS

- The awarding of medals and certificates can be on the day of competition or at a separate ceremony combined with other Regional Competitions
- Gold, Silver and Bronze Certificates and Medals are awarded to the first, second and third place getters with Certificates of Participation awarded to the remaining competitors.
- Certificates of Appreciation should be presented to all judges, convenors, and any partners present

Note:

- ✓ Please note winning a Regional Competition does not guarantee progression to the National Championships
- ✓ Competitors should not be guaranteed a place at the National Championships
- ✓ Competitors should be advised that there is a nomination process to the National Championships, with criteria that needs to be met

POST COMPETITION

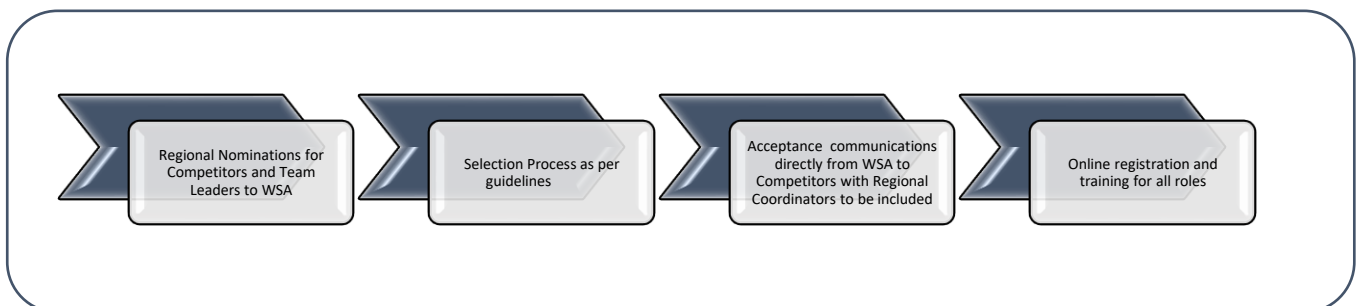
Before the Regional Competition cycle is complete, the following must be completed by the State/Territory Manager, Regional Contact or Competition Organiser:

1. ENTERING COMPETITORS MARKS INTO THE WSA DATABASE

- The marks from all competitors need to be entered in the WSA Database (contact Main Regional Coordinator or WorldSkills Australia).
- All results from all Regional Competitions need to be entered no later than 1 November 2026.

2. COMPETITOR PROGRESSION TO 2027 NATIONAL CHAMPIONSHIPS

- The chief judge on behalf of the judging panel should provide the Regional Committee/Competition Organiser with a list of the top three competitors in each skill that they feel would be best suited to progress to the 2027 WorldSkills Australia National Championships.
- After reviewing the competitors' marks, the Regional Committee/Competition Organiser as part of the WorldSkills Australia National Championships nomination process, will nominate the most suitable competitor from each skill to WorldSkills Australia for review.
- In all cases, the Regional Committee/Competition Organiser will consult the chief judge should they have any reservations on whom to consider for nomination.
- *Please refer to WSA National Progression Guidelines*



KEY MILESTONES

The following key milestones apply to the WorldSkills Australia Regional Competition cycle.

TENTATIVE DATES	MILESTONE
1 February 2026	Start of Regional Competition Cycle
25 October 2026	Completion of Regional Competition cycle
25 October 2026	Nominations open for Regions/Industry to submit competitor nominations for consideration to the WorldSkills Australia National Championships
1 November 2026	Final date for all scores to be entered/completed on the Database scoring system for WorldSkills Australia
13 December 2026	WorldSkills Australia to notify STMs of successful National Championships Competitors and invitations sent out
12 April 2026	Final Competitor numbers for payment dates (tbc)
June 2027	3 – 5 June 2027 National Championships Adelaide Showgrounds

EVENT CHECKLIST

TIMELINE	TASK	RESPONSIBILITY	DONE
ASAP	Advise State Manager so WorldSkills Australia Office can link competition details to website	Regional Coordinator Competition Organiser	
Ongoing	Distribute Marketing Materials	Regional Coordinator	
12 weeks prior	Identify a Convenor		
12 weeks prior	Obtain current Regional Competition Pack		
12 weeks prior	Confirm the competition location		
12 weeks prior	Confirm the competition date		
10 weeks prior	Identify the maximum number of competitors you can have for the competition		
Ongoing	Source and confirm that all equipment and tools are available		
Ongoing	Source and order all consumable products Ensure principal partner products are used where applicable		
Ongoing	Identify and source sponsors		
8- 10 weeks prior	Commence recruitment of competitors		
8 - 10 weeks prior	Commence recruitment of and confirm judges		
8 -10 weeks prior	Print/send Competition Packs to all competitors and judges (if not registered)		
4 - 6 weeks prior	Order medals and certificates from Main Regional Coordinator or State Manager		
Ongoing	Confirm and accept competitor online registrations via WSA database		
4 weeks prior	Confirm all venue information for the competition and presentation ceremony		
3 weeks prior	Send out presentation ceremony invitations (if applicable)		
3 weeks prior	Advise the WorldSkills Australia Marketing Department of the presentation ceremony to enable them to advise local media		
3 weeks prior	Prepare the competition roster		
2 weeks prior	Send confirmation information to competitors, judges, sponsors, and volunteers		
2 weeks prior	Confirm meals (if applicable) and order as required		
2 weeks prior	Confirm and print signage for competition Pull up banners and a PowerPoint template can be obtained from WSA Website		
1 week prior	Confirm attendance with competitors, judges, and sponsors		
1 week prior	Machine/prepare materials for the competition		
1 week prior	Print all competition required paperwork		