

### Introduction

This document provides guidance on the general rules for the KFE Skills Competitions. Each industry category competition has a unique specification provided on the KFE website's Skills Competitions page. The general rules set out here should be read in conjunction with the relevant specification, where in some cases, due to the nature of an industry sector, competition set-up and requirements minor changes to these general rules will be detailed. Link here to the KFE Skills Competitions Page:

<https://www.kentfurthereducation.org/skills-competitions-1>

The general rules are set out and designed to ensure each competition within **KFE4Skills** competitions are similarly framed and undertaken against the same fair principles. The competition specifications are designed to ensure supporting staff and student competitors are best able to do well at the **KFE4Skills** event.

Good luck and thank you if you're supporting delivery of, or entering a competition!

---

### 1. Overall Competition Principles and Objectives

- 1.1. **KFE4Skills** competitions are designed to prepare competitors for real life scenarios in an industry. It is also intended to hone and improve skills, entrants' ability to make decisions and resolve challenges which could be faced in a typical day or in exceptional circumstances.
- 1.2. Participants will benefit from gaining not only an exciting competition experience that stretches and challenges them, but also a chance to enhance CVs and a greater opportunity to find work in the industry of their choice.
- 1.3. KFE4Skills industry competition specifications are designed to act as a platform to participation in potential WSUK Regional Heats and national finals (where applicable). With KFE4Skills happening in Feb/March, the level of KFE4Skills competitions are designed and set at a level enabling realistic progression and preparation for more challenging WSUK rounds.
- 1.4. Not all KFE4Skills industry competitions have a comparable or progression route WSUK event. KFE has opted to expand the range of industries to best reflect the range of provision delivered in Kent & Medway's FE colleges and maximise student engagement / experience.
- 1.5. Participation in a KFE4Skills industry competition does not automatically ensure entry into WSUK competitions. KFE4Skills Finalists from each college must be entered into WSUK rounds by their home college. Home colleges may also opt to enter other students into WSUK rounds that have not participated in KFE4Skills.
- 1.6. The key overall principles of the KFE4Skills competition and the industry rounds is that they should be enjoyable for participants and enhance their confidence and experience. For staff involved it also provides them an enjoyable event and opportunity to collaborate with colleagues from other colleges in the design of the round and competition delivery.

## **2. Entry Process & Criteria**

- 2.1. All KFE4Skills entrants will be selected for entry to the KFE4Skills competition by their local overall college organisation (not campus sites).
- 2.2. Selection for KFE4Skills will be the responsibility of local colleges. This may be undertaken through a range of means, for example, including precursor local skills competitions within a college, or other locally determined performance based selective means. Selected students will be agreed by the overall college organisation and then registered via the KFE site's registration portal by the relevant college organisation. The management of this process is to be determined by the college organisations. Entrants to KFE4Skills are deemed finalists.
- 2.3. Local college selection processes should take account of the KFE4Skills competition expectations and format, to ensure students are adequately prepared to participate in a large-scale single day event involving potentially unfamiliar surroundings. As a guide, colleges should refer to the specifications on the Skills Competitions page.
- 2.4. Each lead college organisation (East Kent Colleges Group MidKent College, North Kent College), may enter the prescribed number of competitors detailed in the specifications. Entrant restrictions may be different for practical reasons or industry relevance, or where a 'team' is required for the skills tasks in question. It is important all entrants and college leads read the specifications' entrant requirements.
- 2.5. In the event that an industry competition is under-subscribed KFE reserves the right to either cancel that round (at least 5 days before KFE4Skills), or to allow a college organisation to enter an additional competitor. This latter scenario will be by agreement with the local college leads from all competing colleges and the KFE organisers.

## **3. Competitor Entry Requirements**

- 3.1. Entrants must be in education and/or employment with training, at one of the KFE college entities detailed at 2.4, and/or have completed or be undertaking a relevant Level 2 or 3 or above programme within the last 12 months (subject to any individual spec's amendments).
- 3.2. At the time of entry the entrants must have been challenged at the level of the competition. This means that entry is only possible through a selection process at a local college and with the endorsement and verification of the lead staff from that overall college organisation.
- 3.3. Entry will be via the KFE site's portal and all details must be completed and entered onto the system by the college's industry competition lead staff or overall skills competition lead.
- 3.4. Entrants will receive a confirmation email once initially registered and a further confirmation once their fully entry is verified by their local college, plus event updates in the week leading up to the competition. Entrants will also receive details of the final industry round competition specification before the event day. These are published on the KFE site and will be updated as the date of the event nears usually by early New Year.
- 3.5. As this happens the button for each round will turn from grey to draft amber and then final version green. Competitors and staff involved should check back regularly to ensure they are up to date with final specifications. No changes to specifications are expected to occur within 5 working days of the competition event, although KFE reserves to the right to make these changes where circumstances necessitate such changes.

## **4. Registration Process & Registration Portal**

- 4.1. Registration for KFE4Skills can only be made via the Registration Portal provided on the KFE website. The link to the portal is via the Skills Competition page where a link button is provided. This can also be accessed via the Events page. In exceptional cases replacements or late registrations may be allowed, for example due to illness or where a round isn't viable it may be possible for the hosting college to add extra entrants late in order to make it viable.
- 4.2. Competitors selected by their local colleges by the means above, must be entered using this portal. The competitors' details must be entered fully and correctly by their home colleges' skills competition lead staff only.
- 4.3. All details and required fields must be completed on the Registration Form. Any omitted details or errors will result in a potential competitor being at risk of not being fully registered and excluded from the competition. It is especially important to ensure home college details and email addresses are correct.
- 4.4. KFE4Skills organisers will endeavour to ensure the final listing of each colleges' entrants is validated by each colleges' lead skills competition staff member. All entrants must be registered and validated by the specified registration closing date.
- 4.5. On the KFE4Skills event day KFE reserves the right to allow late entrants as substitutes in exceptional circumstances only and with agreement of industry round colleagues. In the event that a round is over-subscribed or additional entrants arrive on the day who are not registered the round host lead and other college leads may agree to them participating.
- 4.6. Information entered into the Registration Portal will be stored and expedited in accordance with the KFE privacy policy on its website. Therefore, lists of entrants will be shared with their home college leads. Data on entrants will not be kept by KFE once all competition communication processes with entrants is completed. Data kept by home colleges will be subject to each home colleges' privacy and data protection policies.
- 4.7. Entrants may be contacted before and after the event by KFE and as a result of initial registration. The concluding contact will be to promote an on-line feedback survey normally up to one month after the event.
- 4.8. All entrants are deemed to have agreed to having their data shared for the purposes of the event's organisation. This will be with the host venue and other leads at other colleges involved in organising the round and overall event. Registration data is stored on the KFE site in accordance with the site's privacy policy. All competitors attending on the day are deemed to have agreed to being filmed and or photographed for the purposes of promoting the event and social media posts by KFE and partner colleges.

## **5. Confirmed Industry Categories**

- 5.1. The range of areas that will proceed to the KFE4Skills event will depend on there being sufficient entry volumes in each category across the KFE college groups. The final industry

areas will be confirmed after New Year on KFE's website Skills Competitions page at [www.kentfurthereducation.org](http://www.kentfurthereducation.org).

- 5.2. An industry category will not proceed as a competition if there is insufficient engagement across all colleges and by their staff and students to enable a viable competition. KFE reserves the right to cancel individual competitions as per section 2. All finalised specifications will be promoted on the KFE site as per section 3.

## 6. Competition Format

- 6.1. This will vary depending on the unique nature of each industry category. However, all competitions will include at least two elements including any pre-competition prep required and a live challenge aspect.

- 6.2. Typically, each **KFE4Skills** industry competition will include two to three elements:

- A pre-competition submission – this might take the form of a written or photographic task for example depending on the relevant industry;
- Live competition brief task – this could include an initial task to test a range of problem solving skills in a fixed time. This again may be a written or practical task;
- Live competition challenge task – this may include a challenge undertaken in a setting where onlookers and judges might be present and able to see how each competitor handles the specific challenge.

- 6.3. KFE has endeavoured to ensure each industry specification is of a similar general format layout. As noted there will be variations depending on the nature of the unique competition and the industry concerned. A spec template is provided on the KFE site. However, each specification will typically include the following sections:

- Preparatory Brief
- Core Competences
- Pre-competition Submissions
- Live Competition Spec
- Order of Competition
- Resources / Equipment / Attire
- Marking Criteria
- Contact Details

- 6.4. The start and end timings of competitions is a major challenge as every round is different. KFE4Skills as an overall event will start from 9:30am following an arrivals registration period normally starting at 8:45am. Details of the arrivals protocols will be forwarded to entrants and colleges sufficiently before the event.

- 6.5. The end timings of competitions will in most cases be mid-afternoon, with all competitions completing by 4pm including issue of winners' medals. Home college transport arrangements should be planned accordingly. KFE is not responsible for transport arrangements or any delays or situations arising from transport plans.

- 6.6. Each industry round may announce the winners of their competition at the location of that competition. Once this option is undertaken, all the finalists and winners from that round will proceed to the medal award platform. The bronze, silver and gold medal winners will then be announced formally and issued their medals.

- 6.7. All other industry round competitors (and the winners) will receive a KFE4Skills named participation certificate.

6.8. All finalists and medallists may be invited onto the award platform and official event photographs taken. All competitors registering for KFE4Skills consent to the use of photographic and video-based images for promotional and publicity purposes by KFE and their KFE member home colleges.

## **7. Judges, Marking Sheets & Competitor Identity**

- 7.1. The KFE competition will use marking guides best suited to the industry round. Example scoring sheets may be in each spec.
- 7.2. Judges will be selected from the expert KFE staff drawn from the various colleges. Panels will normally number three to five judges and in some cases may ideally include an external judge from the industry sector or an awarding body.
- 7.3. Judges' decisions are final in all instances, although scoring will be open and transparent. There is no right of appeal against judging decisions. If there are concerns or issues with judging this may be relayed to KFE via the on-line feedback survey post event.
- 7.4. All competitors will be register attendance on the day at one of the registration desks. Their home college lanyards should be brought to the event. Where practical name badges or KFE lanyards will be given or other arrangements used by the host college to meet their site safeguarding and other security requirements.
- 7.5. Due to the size of the event and number of colleges involved, the home college of each student is not overly required to remain undisclosed. Individual industry competitions may however ask for students to not identify their home college, although this is likely to be exceptional and only related to the judging process and requirements for that industry round.
- 7.6. Wearing of badges and lanyards will also be subject to each rounds' health and safety requirements as noted.

## **8. Competition Awards**

- 8.1. There will typically be 6 competitors per industry and a minimum of 5 to ensure a viable competition. Variations to this are stated in individual industry specifications or by agreement as noted above.
- 8.2. The competition will select three overall winners (or teams) with judging scores defining the overall first, second and third places as gold, silver and bronze. Medals will be provided to the three winners.
- 8.3. There can be no ties in any round for any medal level. Where there are insufficient medals for all winners (for example a large team) as many medals as possible will be given and extras ordered post event which will be sent to the lead contact for the relevant winning college to distribute.

8.4. There are no additional awards or prizes expected to be issued at the event, however in exceptional circumstances a sponsor may opt to award additional prizes by prior agreement. In general KFE prefers to maintain the medals only awards model.

## **9. External Organisations and Competition Entrants**

9.1. KFE reserves the right to extend the KFE4Skills event to external independent training providers or post-16 schools. This will only occur with the agreement of participating colleges in specific industry rounds and only where appropriate in terms of such an amendment to entry not distorting the competition level and fairness.

## **10. Risk Assessment & Safeguarding**

10.1. The KFE4Skills event will be risk assessed by the host college as an overall event. Each industry category competition will also be individually risk assessed. Each participating college should undertake its own event risk assessment relative to their students and staff involvement in the event.

10.2. Once all competitors arrive at the host venue they will be required to sign-in and will be issued a name badge and as applicable a lanyard or an alternative as per 7.4 above. These should be worn at all times except where it is required to remove them during a competition for health and safety reasons etc.

10.3. After the initial welcome and launch of the event competitors will be collected from their assembly points by event lead staff and escorted to the relevant competition zones.

10.4. A contact desk will be maintained throughout the day at the welcome area of the host venue to help deal with any matters arising during the day or competitors, staff or externals that may have lost their way back to an event zone after a break.

10.5. Breaks will be integrated into the individual competition timetables. All competitors will be entitled to receive a free lunch bag (packed lunch) on the day and on arrival refreshments will be available.

## **11. Contact**

11.1. For general information about the competition please contact KFE via the 'contact' form on the KFE site at [www.kentfurthereducation.org](http://www.kentfurthereducation.org) or speak to your college's local competition leads.

## **12. Social Media**

12.1. KFE4Skills utilises the hashtag as follows. This may be used throughout the event and in pre and post event communications. #KFE4Skills

12.2. KFE currently operates a Twitter account @KentFurtherEd – please do follow and Tweet to help generate interest and coverage of KFE4Skills.

**KFE4Skills Competitions**  
**General Rules & Guidance 2024**



**JUDGE MARKING SHEET (Example for adaptation – This may be replaced with an alternative that works for the industry)**

Competitor	College	Score Task 1	Score Task 2	Total Score
<b>Comments:</b>				

*Use this space for any specific comments noting the competitors as appropriate.*