

SkillM&E – Host checklist & competition schedule

The purpose of this checklist and competition schedule is to help the host College plan and prepare for the SkillM&E regional competitions or preliminary UK heats. The schedule identifies the main activity that will take place before, during and after the competition.

Competition Schedule (3-days)

| Day | Timing | Activity |
|-------|----------------|--|
| Day 1 | Approx 2 – 5pm | Site visit to college by SummitSkills management team (to meet college staff and check preparations are in place). |
| Day 2 | 9am to 12.30pm | SummitSkills events team will work with college staff to ensure all competition bays are prepared and materials and equipment are distributed to each competition bay. |
| Day 2 | 1pm to 5.30pm | Competitors arrive for induction, briefing and to undertake the theory assessment paper. Competitors will also be allocated their competition bays and allowed approximately 30 minutes to mark up their bay walls. |
| Day 3 | 8am to 4pm | Competitors to undertake practical assessment |
| Day 3 | 8am to 4pm | During the competition there will be a number of exhibition stands from sponsors, we would welcome the host to encourage local suppliers and manufacturers to come along. We would also expect various visitors (employers, sponsors and college tutors etc.) to come and visit the competition. We would welcome any support the host could make to invite other local employers and stakeholders. |
| Day 3 | 4pm to 6pm | Competitors to leave competition area and judging to take place. |
| Day 3 | 6pm to 7pm | Award ceremony (either on or off campus) |

Host Checklist

| Activity | √ |
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| <ul style="list-style-type: none"> Insurance liability document signed and returned to SummitSkills | |
| <ul style="list-style-type: none"> All relevant staff (curriculum, reception & support teams) briefed and informed about the competition. | |
| <ul style="list-style-type: none"> College PR & Communications team briefed about the competition (to warm up local press releases and radio about the event) | |
| <ul style="list-style-type: none"> College SMT or executive notified about the event. There will be an opportunity for a college VIP to be involved in the awards ceremony (handing over prizes etc.) | |
| <ul style="list-style-type: none"> Arrange with Estates team for early arrival to on day 3 (approx 07.30) and late departure (likely to be around 6 – 7.00pm) | |
| <ul style="list-style-type: none"> All competition bays cleared and prepared (wall spaces clean etc.) prior to the competition. | |
| <ul style="list-style-type: none"> Access to workshops available for all 3 days. We will need space for all competitors (numbers will be confirmed prior to the event) and space for sponsors to display banner stands and promotional literature (approx 4-6 bays with tables) | |
| <ul style="list-style-type: none"> All materials delivered (from sponsors) available for inspection and distribution to competition bays on days 1 & 2 | |
| <ul style="list-style-type: none"> Car parking reserved for days 2 & 3 – we will need approx 30 spaces | |
| <ul style="list-style-type: none"> Lockable storage available from Wed afternoon | |
| <ul style="list-style-type: none"> Classroom available for Day 2 afternoon to conduct competition briefing and theory assessment. We will need PowerPoint facilities and ideally the room will be set up for 20 candidates to undertake an exam. | |
| <ul style="list-style-type: none"> Arrange lunch for competitors and events team for day 3 (we will be happy to reimburse any costs occurred – approx 30) | |
| <ul style="list-style-type: none"> Invite local suppliers, employers and schools to visit the competition on day 3 | |
| <ul style="list-style-type: none"> Invite other construction related students to visit the competition. This would be particularly interesting to the any full-time students you may have at the college, who may be interested in a career in the BSE sector. | |