

BALTIC VET Skills 2026

COMPETITION ORGANISATION MANUAL

Glossary

Competition – the Baltic young professionals’ competition “BALTIC VET Skills”.

Manual – this manual is for the organisation of BALTIC VET Skills Competition.

Host – the organiser of the competition

Project – the Erasmus+ project “Baltic VET Skills”, agreement number 2019-1-LT01-KA202-060530

Consortium – the consortium formed by the VET schools cooperating in the project: Kaunas Food Industry and Trade Training Centre, Tartu Vocational Education Centre and Riga Technical School of Tourism and Creative Industry.

VET institution – a vocational school or vocational training centre operating in at least one of three Baltic States. The institution's VET programmes must include at least one of the three competition categories: meat processing, pastry and bakery, or cooking.

Contestant – a student, trainee or recent graduate of a VET institution who has been registered for the competition within the time limits specified in the manual.

Participants – contestants, accompanying teachers and team leaders registered for the Competition.

The manual defines the objectives, conditions and rules governing the organisation and conduct of the Competition. It provides general guidelines and incorporates the Competition rules and evaluation criteria.

The provisions of the manual are binding on the Host, the jury, workshop managers, all participants and any third parties attending the Competition.

GENERAL GUIDELINES

1. Objectives of the Competition

- 1.1. Promote cooperation between VET institutions and employers in the Baltic States. .
- 1.2. Enhance the attractiveness of VET in the Baltic States.
- 1.3. Enhance VET educators' professional skills and understanding of industry needs and trends.
- 1.4. Encourage VET students to develop their vocational skills and enhance their competitiveness in the labour market.
- 1.5. Identify the best young professionals in each competition category.
- 1.6. Identify protentional participants for future skills competitions, such as *EuroSkills* and *WorldSkills*.

2. Nominations of the Competition

- 2.1. Meat processing
- 2.2. Pastry and Bakery
- 2.3. Cooking

3. Organisation of the Competition

- 3.1. The Host shall be a member of the Consortium.
- 3.2. The Competition shall be held every two years.
- 3.3. The Host of the Competition in the 2026/2027 academic year shall be Riga Technical School of Tourism and Creative Industry.
- 3.4. Members of the Consortium shall take turns hosting the Competition in the agreed order.
- 3.5. The language of the Competition shall be English.

4. Responsibilities of the Host

- 4.1. The Host shall be responsible for organising and hosting the Competition, including:
 - 4.1.1. sending invitations to VET institutions for the Competition;
 - 4.1.2. making a registration list for the Competition;
 - 4.1.3. preparing the Competition programme. The Competition programme shall be published on

www.rtrit.lv no later than 1 October. It shall include information on accommodation and catering, logistics, the procedures for the opening and award ceremonies, the Competition schedule and the judging process;

4.1.4. providing a suitable workshop space, equipment, small items of equipment, tools, materials and products for each competition category;

4.1.5. appointing a workshop manager for each workshop;

4.1.6. organising the opening and award ceremonies, briefings and competition activities in accordance with the Competition programme;

4.1.7. appointing a judging panel for each competition category.

4.2. The Host shall be responsible for communication, public relations and publicity before and during the Competition.

4.3. The Host shall be responsible for arranging accommodation and catering for the Participants;

4.4. The Host shall be responsible for organising professional demonstrations and educational events for the accompanying teachers and team leaders.

4.5. The Host shall provide an opportunity for the Participants to familiarise themselves with the workshops, equipment, small items of equipment, tools, materials and products, as well as the Competition procedures.

5. Contestants

5.1. Only Contestants registered by VET institutions may participate in the Competition.

5.2. Contestants must be aged 22 or under at the time of the Competition.

5.3. Contestants who have been awarded first, second or third place in the relevant competition category at any previous edition of the Competition are not eligible to compete in that category.

5.4. Each VET institution may be represented by no more than one student in each competition category.

5.5. Contestants are required to demonstrate the following personal qualities and soft skills:

5.5.1. critical thinking;

5.5.2. timekeeping;

5.5.3. the ability to perform several tasks at the same time;

5.5.4. problem-solving skills;

5.5.5. adaptability and flexibility;

5.5.6. resilience;

5.5.7. communication skills;

5.5.8. the ability to work under pressure;

5.5.9. respect for themselves and others, including respect for cultural diversity;

5.5.10. determination;

5.5.11. presentation skills.

5.6. Contestants shall:

5.6.1. adhere strictly to the Competition schedule; 5.6.2. check the equipment, tools, materials and products before starting work and report any problems to the workshop manager;

5.6.3. comply with occupational health and safety regulations and hygiene requirements; 5.6.4. respect other Contestants, their work and their workspaces, and refrain from interfering with their work;

5.6.5. keep their workspace clean and tidy and leave it in good order upon completion of the task.

5.7. Contestants with disabilities may participate in the Competition if they can complete the tasks within the allotted time. However, additional time may be allowed for preparation and for setting up their workspace.

6. Responsibilities of VET institutions

6.1. VET institutions shall ensure that their Contestants arrive fully prepared to participate in the Competition, with all required documents, appropriate uniforms, footwear and personal protective equipment.

6.2. VET institutions shall ensure that their Contestants are covered by accident insurance for the duration of the Competition.

6.3. Uniforms may display VET institution names or emblems, as well as sponsor logos.

6.4. Each VET institution shall ensure that information is communicated promptly between the Host and its Contestants.

7. Application and Registration

7.1. Each VET institution shall complete the application form provided by the Host and submit it to the email address specified by the Host no later than 1 October.

7.2. Any changes to registration details must be made no later than 6 October.

7.3. Each Contestant shall present an identity document at registration to verify their identity and eligibility to participate in the Competition.

8. Competition Tasks

8.1. The tasks in each competition category shall be designed to align as closely as possible with the requirements in the *EuroSkills* Competition.

8.2. The task descriptions shall specify whether the tasks are to be completed individually, in pairs or in teams. They shall also set out the knowledge, professional skills and competences that Contestants are required to demonstrate, in line with the relevant qualification level for each competition category.

8.3. Before work begins, the chair of the judging panel shall brief the Contestants on the tasks, the order and way they are to be completed, the time allowed and the assessment criteria.

8.4. Contestants shall begin work only when instructed to do so by the chair of the judging panel.

8.5. Contestants who complete a task before the allotted time has elapsed shall inform the workshop manager.

9. Responsibilities of the Workshop Manager

9.1. The workshop manager shall be present in the workshop area throughout the Competition.

9.2. The workshop manager shall:

9.2.1. explain to the Contestants the procedures for using shared equipment, the Competition rules, break arrangements and communication procedures, and verify that the equipment, small items of equipment, tools, materials and products brought by the Contestants comply with the Competition requirements;

9.2.2. liaise with the Host on technical matters and matters relating to the content of the Competition;

9.2.3. ensure that the equipment, small items of equipment, tools, materials and products required to complete the Competition tasks are available;

9.2.4. monitor compliance with health and safety requirements;

- 9.2.5. ensure that the workshop is kept clean and tidy throughout the Competition;
- 9.2.6. record Contestants' absences using the form provided by the Host; 9.2.7. record any accidents or incidents using the form provided by the Host;
- 9.2.8. act professionally in all dealings with the Contestants;
- 9.2.9. refrain from discussing the Competition tasks or their assessment with the Contestants.

10. Assessment and Judging Panel

- 10.1. Each competition category shall have a judging panel consisting of at least three experts. 10.2. The experts shall be professionals from the relevant industries in Latvia, Lithuania and Estonia. They shall hold a recognised formal qualification or have equivalent practical experience in the relevant industry. They shall not be representatives of participating VET institutions.
- 10.3. The Host shall select the members of each judging panel based on their qualifications and experience.
- 10.4. A chair shall be appointed for each judging panel.
- 10.5. Each member of the judging panel shall assess the Contestants' work in accordance with the assessment criteria for the relevant competition category.
- 10.6. The assessment summary for each competition category shall be approved by the chair of the relevant judging panel.

11. Awards

- 11.1. All Contestants shall receive a certificate of participation in the Competition.
- 11.2. Contestants awarded first, second or third place in each competition category shall receive diplomas and medals.

12. Safety Regulations

- 12.1. Safety and hygiene regulations applicable throughout the Competition shall comply with the requirements of the Host.
- 12.2. The Host shall be responsible for informing Contestants of these regulations and requirements and shall appoint a person to provide the relevant instruction.
- 12.3. Contestants shall receive instruction on occupational health and safety regulations and hygiene requirements before starting work on the Competition tasks.

12.4. Each Contestant shall sign to confirm their agreement to comply with these regulations and requirements. In the event of non-compliance, the relevant judging panel shall have the right to disqualify the Contestant from continuing work on the Competition tasks.

13. Internal Rules of the Competition

13.1. Contestants are strictly prohibited from using smart devices while working and shall not bring such devices into the workshops.

13.2. Team leaders and accompanying teachers shall not be present in workshops where Contestants are carrying out Competition tasks and shall not interfere with Contestants' work.

13.3. Contestants must not contact their team leaders while carrying out Competition tasks. In an emergency, such contact is permitted only in the presence of a member of the relevant judging panel or the workshop manager.

13.4. Any time spent away from the workspace, except during official breaks, shall count towards the allotted working time, and no additional time shall be granted. Contestants who need to leave their workspace during working time, whether to use the toilet or for any other unforeseen reasons, must inform the workshop manager. Each absence shall be recorded.

13.5. Contestants who fall ill or have an accident must immediately inform the workshop manager. Any resulting absence shall be recorded. The relevant judging panel shall decide whether additional time shall be granted to compensate for the time lost.

13.6. All Competition tasks shall be carried out only at the Competition venue.

14. Participation Fee and Other Eligible Costs

14.1. The Host shall inform VET institutions of the cost per participant when sending the invitation.

14.2. Participating VET institutions shall pay all invoiced costs in full.

15. Ethical Conduct

15.1. Contestants shall have the right to fair and equitable treatment and transparent procedures throughout the Competition.

15.2. The Host, members of the judging panels, workshop managers, Contestants and team leaders shall carry out their duties honestly and fairly, without giving any Contestant an unfair advantage.

15.3. Any conflicts that arise shall be resolved in a transparent and constructive manner.

15.4. Offensive behaviour, including racism, bullying and violence, is strictly prohibited.

15.5. Any Contestant or other Participant with a substantiated complaint of unethical behaviour by a Contestant or team leader shall notify the Host in writing.

15.6. The Host shall ensure that the principles of fairness, justice and transparency are observed throughout the preparation and conduct of the Competition.

16. Other Matters

16.1. The Host shall provide all participating VET institutions with detailed information about the workshops, available equipment, small items of equipment and tools, together with a list of the materials and products to be provided, no later than 4 October.

16.2. Arrangements for bringing personal equipment, small items of equipment, tools, material and products shall be agreed with the Host no later than 1 October.

16.3. Contestants may request a replacement if any small item of equipment, tool, material or product provided is defective. If the defect is attributable to the Contestant, this may result in a deduction of marks.

16.4. Contestants shall immediately inform the workshop manager of any non-compliance, errors, equipment malfunctions or other problems with the equipment, tool, materials or products provided.