

COMPETITION POLICY

COMPETITION RULES 2025

The Competition Rules for entering and taking part in the SkillBuild construction competitions, delivered by CITB

Competition Rules 2025

1. Introduction

1.1. SkillBuild is a registered trade mark (UK00003347802) of CITB (Registered Charity Numbers 264289 (England & Wales) and SC044875 (Scotland)) and the industry brand name for construction competitions in the following skills:

- Bricklaying
- Carpentry
- Dry Lining
- Furniture and Cabinet Making
- Joinery
- Painting and Decorating
- Plastering
- Roof Slating and Tiling
- Stonemasonry
- Wall and Floor Tiling

2. Entry Criteria

- 2.1. To enter the 2025 SkillBuild Competition (“**the Competition**”), competitors must have been at least 16 years old on 1 September 2024 and also meet at least one of the following criteria:
- 2.1.1. Employed in the construction industry in the UK and have completed a relevant UK qualification in the last 12 months
 - 2.1.2. Studying towards a relevant UK qualification, including T levels
 - 2.1.3. Working towards an apprenticeship in a relevant trade in the UK.
- 2.2. There is no maximum age limit for competitors.
- 2.3. Competitors (or their representatives) must declare at the point of registration that they are able comply with the entry criteria set out in clause 2.1. above. Those who are not able to meet the competencies for their skill are not eligible to enter the competition and will not be able to participate.
- 2.4. The following individuals are not eligible to enter the Competition:
- 2.4.1. Any WorldSkills UK National Final gold medal winners who have previously won the competition cannot compete in 2025, or in any subsequent, CITB SkillBuild construction competitions for the same skill.
 - 2.4.2. Any competitor who has been a member of any WorldSkills UK Squad or a member of Team UK cannot compete in 2025 or in any subsequent year.
 - 2.4.3. Anyone who has been employed in the construction industry in the UK of the chosen skill for more than 3 years (not including their apprenticeship period)
- 2.5. Competitors can only enter one competition from the list at 1.1 above in any given year.
- 2.6. Competitors can only enter the Competition if representing a college, university or other training provider or an employer (“**Sponsoring Organisation**”). Competitors must have the support of their Sponsoring Organisation to participate in the Competition. This support includes being able to compete under competition conditions in a workshop with supervision to CITB’s satisfaction in place.

- 2.7. Once a competitor has registered for the Competition, they may not change their Sponsoring Organisation. The Sponsoring Organisation a competitor is registered under is the entity under whose name they will compete and whose name will be recorded on any certificate they may receive.
- 2.8. Evidence of compliance with 2.7 may be requested and failure to provide that evidence may result in competitors' places being withdrawn before commencement of the Competition, or competitors being disqualified during or after the Competition.
- 2.9. Competitors under the age of 18 (those 16 and 17 years old) at the time of their Competition regional qualifier will require parental/guardian consent to take part. A parental/guardian consent form will be issued to competitors under the age of 18 and needs to be completed prior to acceptance of the competitor's registration. If the completed consent form is not received by CITB prior to the commencement of the Competition, the competitor will not be able to take part in the Competition.

3. Entry costs

- 3.1. CITB SkillBuild competitions are free to enter.
- 3.2. If a competitor fails to attend a SkillBuild regional competition they have registered to enter without notifying CITB in writing at least 5 days' prior to the commencement of the Competition, CITB may charge the competitor or their Sponsoring Organisation, at CITB's discretion, a non-attendance fee of £150.
- 3.3. If a competitor fails to attend the SkillBuild national final competition, following confirmation by the competitor of the competitor's acceptance that they will compete in the SkillBuild national final, without notifying CITB in writing at least 14 days' prior to the national final, CITB may charge the competitor or their Sponsoring Organisation, at CITB's discretion, a non-attendance fee of £1,500.
- 3.4. It is the competitor's responsibility to obtain authorisation from their Sponsoring Organisation for time off to attend the Competition.
- 3.5. CITB is not liable for any loss of earnings or any other charges or costs incurred by the competitor as a result of the competitor's participation in the Competition.

4. Registration

- 4.1. By registering to take part, competitors and their Sponsoring Organisation are confirming that they will abide by the CITB SkillBuild Rules, policies and procedures as amended from time to time for the regional qualifier and any subsequent stages of the Competition.
- 4.2. If the competitor or their Sponsoring Organisation provide false or inaccurate information on the registration form, the competitor's registration will be rejected and the competitor will be disqualified from further participation in the Competition. Disqualification on this basis can occur at any time including after the Competition has ended and will take effect when the false or inaccurate information is discovered.
- 4.3. Registration will take place from 3rd February 2025 until 21st March 2025. Applications received outside of these dates will not be accepted.
- 4.4. Amendments to registrations can be made up until the close of the registration period for the Competition on the 21st March 2025.
- 4.5. Only the competitor or competitors named in the registration form will be permitted to compete. Substitutions are not permitted.
- 4.6. Competitors who turn up on the day of Competition but have not been registered will not be allowed to compete, regardless of numbers of competitors and availability of competition spaces.
- 4.7. Sponsoring Organisations entering competitors should take care to ensure that the competitors they are entering are free and able to take part in both regional qualifier and any subsequent stages in the Competition before the competitors are registered.
- 4.8. CITB may provide special dispensation to competitors who declare a physical, sensory or learning difficulty prior to the Competition. CITB will endeavor to provide reasonable adjustments to those who have declared a physical, sensory or learning difficulty at any stage of the Competition.

- 4.9. Competitors may be placed on a waiting list and will be advised of any changes to the competitor list no later than five working days before the actual regional qualifier. The final list of competitors for each regional qualifier will be confirmed at least five working days before the commencement of the event.
- 4.10. Following successful completion of the registration process, a confirmation email and all future email correspondence will be sent to both the competitor and their Sponsoring Organisation. Please note that all correspondence will be sent to the email addresses provided on the registration form.

5. Health and Safety

- 5.1. Occupational health and safety legislation applies to the Competition in accordance with The Health & Safety at Work Act 1974 (as amended from time to time) and all applicable Health and Safety regulations.
- 5.2. A safety check, including a dynamic risk assessment, of all the sites used for the Competition will be carried out prior to the start of the each regional qualifier and the national final.
- 5.3. Competitors must bring and wear Personal Protective Equipment (PPE) and clothing appropriate for the skill and as otherwise reasonably required by CITB.
- 5.4. All activities must comply with the Competition practices and risk assessments. Any breaches of health, safety and welfare must be reported to the CITB SkillBuild Team or the skill judge immediately.
- 5.5. All competitors must attend the CITB SkillBuild health and safety briefing before the start of the Competition. Failure to attend the briefing will result in the competitor's disqualification from the Competition.
- 5.6. All electrical equipment brought by competitors or their representatives is used at the Competitors own risk. The equipment must have a Personal Appliance Test (PAT) certificate which was issued no more than 12 months before the date of the Competition.
- 5.7. Individual competitors are responsible for ensuring that they are fully aware of, and adhere to all health and safety practices, briefings and notices that relate to the Competition. Failure to comply with health and safety practices, briefings and notices may result in reprimand (a "Strike"). If a competitor accumulates 3 Strikes during their regional qualifier or the national final, any subsequent breach will result in their disqualification. SkillBuild Judges and the SkillBuild competition team may issue a Strike if a breach is identified. In the event of a serious health and safety breach, a competitor may be disqualified immediately and instructed to leave.
- 5.8. Safe working practices must be adhered to at all times.
- 5.9. Only competitors, designated SkillBuild judges, members of the SkillBuild team and anyone authorised by the SkillBuild team in writing are permitted to enter competition areas.

6. Code of Conduct for Visitors

- 6.1. Visitors, including employers, teachers, trainers, tutors, parents and the general public, will not be allowed to contact or communication with competitors while they are competing in the competition area during the competition. Any breach could result in the competitor being disqualified from the competition.
- 6.2. Visitors are requested not to stand at the competition barrier for long periods of time as this can be distracting for competitors and they may be asked to leave the premises and/or competition area if they do so.
- 6.3. If a visitor needs to make contact with a competitor during the competition, they must ask for permission from a SkillBuild judge.
- 6.4. Competitors must inform a SkillBuild judge immediately if anyone other than a SkillBuild judge or member of the SkillBuild team is trying to communicate with them, or if they are being unfairly distracted by anyone including any visitor(s) or another competitor.

7. During the Qualifier Competition

- 7.1. Competitors and their representatives must ensure that they have read thoroughly all the competition information before they arrive at the event, and they are familiar with all aspects and requirements of the competition before arrival.
- 7.2. Competitors who arrive late for the competition may not be able to participate or if permitted to participate, and may not be entitled to any additional time to compensate them for the time they have missed.

- 7.3. Unless otherwise stated, there must be no communication between fellow competitors, visitors or representatives during the competition.
- 7.4. Competitors must start and finish working when instructed to do so by their SkillBuild judges.
- 7.5. Competitors will have a familiarisation period before the start of the competition. Additional information may be issued in advance by CITB.
- 7.6. Competitors that need to leave the area whilst the competition is in progress must obtain the permission of a SkillBuild judge before doing so.
- 7.7. Once a competitor has finished their project, they can leave the area, even if the competition is still in progress, but will be required to declare to a SkillBuild judge that they are finished. They will not be allowed to re-enter the competition area until the competition has finished.
- 7.8. Should a competitor feel unwell at any stage of the competition, he or she should make the SkillBuild judges aware immediately.
- 7.9. Competitors who need to repair their own tools or equipment during the competition will not be given additional time unless agreed by a SkillBuild judge.
- 7.10. When entering the competition area, the competitors must give their mobile phones or any other electronic devices to the SkillBuild judge for the duration of the competition from the time they start competing until they have completed their task ("Competing"). If the competitor requires use of the phone or electronic device in an emergency, they should speak to the lead SkillBuild judge. Competitors are not permitted to take any of the following into the competition area;
 - 7.10.1. Personal electronic devices, tablets and MP3 players
 - 7.10.2. Written notes, sketches or special aids.
 - 7.10.3. Any form of assistance , including Artificial Intelligence (AI) is strictly prohibited.
- 7.11. Competitors must not wear headphones or earphones during competition time.
- 7.12. Any competitors found using items that are not permitted when Competing may be disqualified from the competition.
- 7.13. The SkillBuild judges, with the support of CITB SkillBuild, will ensure that marking is undertaken fairly and will calculate marks to establish awards.
- 7.14. Judges are prohibited from discussing marks with or providing individual feedback to competitors.
- 7.15. Should a competitor feel at a disadvantage for any reason before or during the competition, he or she should immediately bring it to the attention of either a SkillBuild judge or a member of the CITB SkillBuild Team.
- 7.16. Any competitor suspected to be under the influence of drugs or alcohol will immediately be disqualified from the competition and their emergency contact and/or tutor will be informed and the competitor will be banned from participating in any future SkillBuild competitions.

8. After the Qualifier Competition

- 8.1. No results or scores (other than the results and scores in Northern Ireland) will be announced on the day of the competition. The names of the competitors who came 1st, 2nd and 3rd in their skill will be published on the GoConstruct website as soon as the results are available. Should the competitor or their registered organisation require notification of the competitor's score, this can be requested. Notification of scores achieved can be requested by the competitor or their registered organisation **after** completion of all the Regional Qualifier competitions. Any such request should be submitted in writing to SkillBuild@citb.co.uk.
- 8.2. Competitor marks will be checked by the CITB SkillBuild team and will only be released once all quality assurance procedures have been completed and after the completion of all the Regional Qualifier competitions.
- 8.3. Challenges to the results will be considered through the **SkillBuild Complaints and Appeals Procedure** which can be found on the CITB GoConstruct website.
- 8.4. Although the completed project work is the property of CITB, competitors may take their project work, where possible, with the agreement and at the discretion of the applicable SkillBuild Judge.

- 8.5. The top competitors in each skill who achieve the highest scores across all the Regional Qualifier competitions will be selected to progress to the final. For the avoidance of doubt, although a competitor might have come 1st, 2nd or 3rd in their specific Regional Qualifier competition, if their score is not one of the highest scores across all the Regional Qualifier competitions for their skill, they will not progress to the national final.
- 8.6. Once the finalists have been verified by CITB, those who have secured a place in the finals will be notified. CITB will publish the list of all finalists online as soon as available but no later than 31st July 2025.

9. Code of Conduct for Competition Finalists

- 9.1. The competition finalists will be provided accommodation, including dinner, bed and breakfast, by CITB at a venue selected by CITB at its sole discretion.
- 9.2. The competitor will be liable for all other costs and expenses incurred by the competitor and will be required to pay all charges incurred for any additional products or services provided by the venue.
- 9.3. The competitor will be provided with detail of the venue including check in and check out times; the competitor will be liable for any charges incurred in the event of early check in or late check out.
- 9.4. The competitor will be responsible for any damage caused to the venue property and will not fix anything to the walls, ceilings or any other fixtures within their room without the prior written consent of the venue. The venue reserves the right to inspect the competitor's room before arrival and after departure and the competitor will be liable for any damage caused to the venue.
- 9.5. The competitor is required to pay all charges incurred by or on behalf of or at the request of the competitor in full.
- 9.6. The competitor is responsible for their own conduct and undertake that they will behave responsibly whilst at the venue.
- 9.7. The venue will enforce a responsible drinking policy for the duration of the competitor's stay and the staff employed by the venue at their sole discretion will be entitled to refuse service if a competitor is in contravention of this policy.
- 9.8. A no smoking policy is enforced at all venues and if a competitor is caught smoking at the venue outside of any designated smoking areas, the competitor will be charged any costs of cleaning including costs of cleaning the competitor's room.
- 9.9. Only food and beverage purchased from the venue may be consumed at the venue.
- 9.10. All competitors are responsible for their own personal items; the venue shall not be responsible for any personal property.
- 9.11. Any cars left in a car park at the venue are left at the owner's own risk.
- 9.12. CITB SkillBuild reserves the right at its sole to remove a competitor from the venue and disqualify them from the competition in the event a breach of this code of conduct for competition finalists.

10. After the Final Competition

- 10.1. Gold, Silver, Bronze medals are awarded at the National Final Competition. The results will be verified by CITB SkillBuild. The winners will be announced at the National Final Competition award ceremony.
- 10.2. The medals will be awarded as follows:
 - 10.2.1. Gold medal: awarded to the competitor who achieved the highest score
 - 10.2.2. Silver medal: awarded to the competitor who achieved the second highest score
 - 10.2.3. Bronze medal: awarded to the competitor who achieved the third highest score
- 10.3. The completed project work is the property of CITB who may give it to competitors, where possible, and at the discretion of the applicable SkillBuild Judge.
- 10.4. As at 8.1 above, competitors or their registered organization can request a breakdown of their scores after the final competition at SkillBuild@citb.co.uk.

11. Cancellation and disqualification

- 11.1. CITB reserve the right to cancel competitions. CITB will exercise this right with care and inform affected competitors at the earliest possible opportunity.
- 11.2. CITB reserves the right to cancel a competitor's place where it finds competitors or their registered organisation have provided false information, concealed information or provided misleading information. CITB SkillBuild also reserves the right to restrict entries from that registered organisation for all future CITB SkillBuild competitions.
- 11.3. Any competitor who is deemed to be under the influence of alcohol or drugs whilst Competing will be immediately disqualified and asked to leave the venue.

12. Safeguarding

- 12.1. CITB SkillBuild is committed to safeguarding the welfare of all young people and adults at risk, who have entered to compete in the CITB SkillBuild competitions and aligns our approach to 'Keeping Children Safe in Education (DfE, 2016)'.
- 12.2. Further information can be found in the **SkillBuild Safeguarding and Prevent Policy**.

13. Data Protection

- 13.1. CITB as the owner of the SkillBuild brand, will protect the personal and sensitive information of competitors and their representatives in line with the Data Protection Act 2018, the UK GDPR and the European General Data Protection Regulations (GDPR).
- 13.2. For information explaining your legal rights and how we use your information, please view the CITB **Privacy Notice** online at citb.co.uk/privacy.

14. Photography

- 14.1. At the time of registration competitors will be asked for their permission for CITB to use non-sensitive personal information (their name and home county), and relevant photographs and video from the competitions, for any publicity purposes in relation to the program of competitions. Competitors will be given the choice as to whether this information is used.
- 14.2. Consent is applied to the images taken and used by CITB SkillBuild, subject to the terms of the Image Consent Form used for the SkillBuild Competition, and does not apply to any images taken by sponsors, or taken and used by host venues or the general public, where CITB SkillBuild has no responsibility for or control over such images or their use.
- 14.3. Further details can be found in the **SkillBuild Photography Policy**.

15. Declaration of interest

- 15.1. During the management of CITB SkillBuild competitions, CITB SkillBuild will work with a number of industries, organisations and individuals ("the Parties"), and it is possible that such links may give rise to potential conflicts of interest. All the Parties will be required to complete a Declaration of Interest form and comply with the **SkillBuild Declaration of Interest Policy**.
- 15.2. Further information can be found in the **SkillBuild Declaration of Interest Policy**.

16. Contact us

- 16.1. You can contact the CITB SkillBuild Team directly with questions or feedback by;
 - 16.1.1. Email at SkillBuild@citb.co.uk
 - 16.1.2. Online at www.goconstruct.org/SkillBuild
 - 16.1.3. Post to SkillBuild Team, CITB Head Office, Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY.