

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

Table of Content

1. NAME AND DESCRIPTION OF TRADE.....	2
1.1.1. Floristry.....	2
2. SCOPE OF WORK.....	3
3. PRACTICAL WORK.....	3
4. SKILL MANAGEMENT PROCEDURES (SM).....	4
4.1. DOCUMENTS REQUIRED.....	4
4.2. PRE-COMPETITION RESPONSIBILITIES.....	5
4.3. SKILL MANAGEMENT PROCEDURES FOR THE CHIEF EXPERTS.....	5
4.4. HONESTY AND TRANSPARENCY.....	8
4.5. INFORMATION POLICY.....	10
5. THEORETICAL KNOWLEDGE.....	10
6. MATERIALS.....	10
6.1. TOOLS.....	11
6.2. MATERIALS /EQUIPMENT.....	11
7. WORKSHOP INSTALLATION.....	12
7.1. GENERAL LAYOUT.....	12
8. TEST PROJECT MARKINGS.....	13
8.2 MARKS:.....	14
7.3 RATING.....	14
9. COMPETITION PROCEDURE.....	14
10. JUDGING PROCEDURAL REQUIREMENTS.....	15
11. GENERAL SAFETY REQUIREMENTS.....	15

NATIONAL SKILLS COMPETITION
Competitions Sub-Committee
Floristry

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

INTRODUCTION

WorldSkills Jamaica, by a resolution of the National Organizing Committee and in accordance with the Constitution, the Standing Orders and the Competition Rules, has adopted the following minimum requirements for this skill for the National Skills Competition.

The Technical Description consists of the following:

- Section 1 – Technical/Competition Description (TD)
- Section 2 – Project Design Criteria (PD)
- Section 3 – Skill Management Procedures (SM)
- Section 4 – Workshop Setup (WS)
- Section 5 – Infrastructure List (IL)
- Section 6 – Appendices

Effective 01.04.07

Grace Mclean (GM)

Chairman, Competition Committee

01.04.07

Daphne Simmonds

Co-chair

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

The National Skills Competition Sub-Committee has adopted the following minimum requirements for applicants' entry in the WorldSkills Jamaica Competition.

The effective date will be that date on which the document is issued, and is subject to change by the WorldSkills Jamaica Competition Organizing Committee.

1. NAME AND DESCRIPTION OF TRADE

1.1 The name and description of trade is:

1.1.1. Floristry

Picture

1.2 Flowers are as much a part of daily life that our world would be almost nothing without them .Designers have produced a number of ways of using flowers to make bouquets, bridal arrangement, church decorations and corsages. In fact floristry has been one of the leading craft worldwide.

The florists has also designed and produced a number of ways of artificially recreating the beauty of the blossoms. Indigenous materials are also used to make flowers. There are dried arrangements and paper is also used to make flowers. There are dried arrangements and paper is also used.

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

You can develop a career in floristry. You can pursue studies in one of the following areas:

- Horticulture
- Florists
- Interior decorating
- Cultivator of plants

1.3 The technical description must be known to every candidate

2. SCOPE OF WORK

2.1 The test project consists only of practical works

2.2 The theoretical knowledge is limited to that necessary to carry out
colour form is required.

3. PRACTICAL WORK

The competitor has to carry out unaided

The participants will make:

- A decorative piece from indigenous materials
- Design; create a bridal bouquet
- Create an oblong centre piece
- Design a bottle shoe or hat using found objects
- Create a flower basket
- Design a corsage or a hand tied bouquet

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

The competitor will choose two tasks from the following:

- Wall decorations
- Changing room decorations
- Table decorations
- Object decorations (bottle, hat, shoe)
- Flower basket
- Corsage
- Hand tied bouquet
- Bridal decorations /bridal bouquet

The competition must agree and choose all tasks on preparation day one. The competitor must decide and agree on the assessment criteria for each task.

3.2 The task concern:

- Choice of material
- Care and conditioning of all materials
- Composition

4. SKILL MANAGEMENT PROCEDURES (SM)

4.1. DOCUMENTS REQUIRED

3.1.1 The Chief Expert will have available a current copy of all documents associated with this skill for the Competition.

3.1.2 The documents required are:

- Technical Description
- Competition Rules
- Health and Safety documents
- QAMS – all documents
- Any other documents referred to in the documents listed above.

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

3.1.3 While it is understood that the Chief Expert will have a copy of these documents in there shall also be a complete set that is available for the experts and other competition workers.

3.1.4 The Chief Expert is expected to have a sound knowledge of the requirements and procedures specified in the documentation.

3.1.5 The Jury President is expected to have a thorough knowledge and understanding of the requirements and procedures specified in the documentation.

4.2. PRE-COMPETITION RESPONSIBILITIES

3.2.1 In the period between one National Skills Competition and the next, the elected Chief Expert is responsible to ensure that the requirements of Section 2 – Project Design Criteria are complied with.

4.3. SKILL MANAGEMENT PROCEDURES FOR THE CHIEF EXPERTS

The following speaks to the procedures prior to and during the Competition

3.3.1 The procedures specified below must be adhered to.

3.3.2 On arrival at the Competition site for the first time, the Chief Expert must:

- Welcome the experts and ensure introductions are made
- Inform them of their duties and responsibilities in terms of the Competition Rules and Standing Orders
- Ensure that the project is endorsed by all the experts and that a copy is signed by all the experts

3.3.3 The Chief Expert will then divide the experts into teams for the following activities:

- Verify that the material on site is appropriate and sufficient
- Verify again that the quantities of material as specified on the material list is accurate

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

- Develop a program for the competitors to complete the modules
 - Develop timetables for activities
 - Set up equipment
 - Confirm that the layout, work areas and equipment are in accordance with the workshop setup requirements
 - Confirm that all machinery/equipment is in a safe working order
 - Confirm that all workstations/machinery/equipment are in accordance with the plan, and that they are numbered
 - Confirm that there is sufficient illumination
 - Confirm that there is sufficient space for the competitors to work efficiently
 - Confirm that the barriers are far enough removed from the competitors to ensure that there will be no interference, and if they are not, set up a roster among the experts to police the area during the Competition
 - If necessary, set up duty rosters for activities during the Competition – e.g. keeping watch during lunch, preventing access of unauthorised persons, etc
- 3.3.4 The Chief Expert will then divide the experts into teams for purpose of marking and setting up marking schedules in accordance with the requirements.
- 3.3.5 Suggestions and comments for the revision and improvement of the Technical Description are to be provided to the Deputy Chief Expert in writing. The Deputy Chief Expert will reduce the information to a single typed document ready for discussion by all experts. Prior to leaving the Competition site, the Chief Expert, the Deputy Chief Expert and the Jury President will facilitate the discussion and revision of the Technical Description.
- 3.3.6 At any time that a unanimous decision is not achieved within a reasonable time, the Chief Expert will put the matter under discussion to the vote. A

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

- majority will be 50% of the experts present plus one. This decision will be final. In the event that an expert is absent at the time that the vote takes place, he/she has the right to be informed of the decision but the matter will not be raised again or voted upon again. The exception to this majority rule will be in the case of approval of the changes to the Technical Description, where the majority of 80% is required.
- 3.3.7 In the event that an extension of time is requested for the Competition to exceed the allotted hours, the matter must be discussed with the Jury President. All possible alternative solutions must be investigated before approval of an extension of time is requested, or will be approved.
- 3.3.8 Prior to the end of the Competition, the Jury President will facilitate the selection of the Chief Expert and Deputy Chief Expert for the next national Skills Competition.
- 3.3.9 Experts are eligible for selection as a Chief Expert if they:
- Have attended the National Skills Competition at least twice before (if less than 4 experts have been to the National Skills Competition before, this criterion may be relaxed at the discretion of the Jury President)
 - Demonstrate a high degree of expertise in the skill
 - Demonstrate leadership qualities.
 - Are competent using a computer and the Internet – specifically to facilitate the Discussion Forum for their skill category.
- 3.3.10 The process by which selection will take place is by secret ballot and is as follows:
- Each expert present will list their choice of three experts in order of preference
 - The Jury President will allocate a score of three (3) points to each experts first preference, two (2) points to the second preference and one (1) point to the third preference
 - The Jury President will then calculate total scores and announce the three highest scoring experts

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

- The expert with the highest score will be appointed Chief Expert for the next National Skills Competition
 - If the first choice cannot attend, then the second choice will be Chief Expert
 - If the first and second choice cannot attend, then the third choice will attend
 - If none of the choices can attend, then the jury president will appoint, or facilitate the appointment of a Chief Expert
 - The names of the selected experts will be entered into the provided documentation and signed by the Jury President and returned to the co-chair of the competitions committee.
- 3.3.11 Changes to the method of Competition design or suggestions offered for the next Competition design process or tasks must be written down and signed by 80% of the experts.
- 3.3.12 The Deputy Chief Expert's primary role is to ensure that the Technical Description is updated to reflect the technological advances of the skill category and include overall improvements for the preparation and running of the Competition. He/she will ensure that all changes to the Technical Description are entered, that all experts sign it, and that it is delivered to the co-chair of the competitions committee as a hard copy and digitally.
- 3.3.13 The Deputy Chief Expert also assists in the distribution and collection of the QAMS Audit Questionnaires and assists the Chief Expert where necessary.

4.4. HONESTY AND TRANSPARENCY

- 3.4.1 The competitors that attend the National Skills Competition have the right to expect fair and honest treatment during the Competition in terms of the following:

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

- Instructions that are clear and unambiguous
 - Marking schedules that provide no advantage to an opposing competitor
 - All necessary equipment and material specified within the skill documentation that are required to complete the Competition
 - The assistance necessary from judges and officials to ensure that he is able to complete the project. (The assistance deemed necessary will be provided equally and at the same time to all competitors present)
 - No undue interference by officials or spectators that may hinder them in the completion of their project
- 3.4.2 Every competitor has the right to expect and demand that no opposing competitors will receive undue or unfair assistance or intervention that may provide that opposing competitor with an unfair advantage.
- 3.4.3 All officials and judges present on the Competition site are expected to ensure that paragraphs 3.4.1 and 3.4.2 above are complied with and maintained.
- 3.4.4 It is the responsibility of the Chief Expert or his Deputy to ensure that all competitors, interpreters, officials and judges comply with and maintain the integrity of the Competition, and additionally ensure that all necessary steps are taken to ensure that:
- Outside influences do not unduly improve or decrease competitors' abilities to provide a worthy performance.
- 3.4.5 A briefing will be provided to all experts and competitors on the requirements for integrity during the Competition.
- 3.4.6 Additionally, the Chief Expert is expected to identify these and any other factors that may exist on the Competition site that may result in the contravention of paragraphs 3.4.1 and 3.4.2 above, and reduce them to a checklist for continuous reference.

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

- 3.4.7 In the event that any competitor, judge, official, observer or competitor compatriot is found to be attempting to gain or provide assistance in any form that may result in an unfair advantage, the Chief Expert is to immediately refer the matter to the Jury President.
- 3.4.8 The Chief Expert will receive nominations and appoint a Security Officer whose responsibility it will be to ensure that these requirements are carried out.
- 3.4.9 It will be explained to all experts and competitors that nothing is to come in or out of the site unless specified by the Chief Expert as being allowed after being briefed on this topic.
- 3.4.10 Security checks will be carried out each day on experts and competitors (by experts and competitors) upon entry and exit to the site.

4.5. INFORMATION POLICY

- 3.9.1 During the competition a modified project plan without measurements is to be made available to the public.

5. THEORETICAL KNOWLEDGE

- 4.1 Basic knowledge of the theory concerning arrangements colour is required.

6. MATERIALS

- 5.1 Cut flowers, plants, cut foliage and decorative accessories. All materials must be available on the first day of the competition
- 5.2 All botanical materials must arrive at optimum level of freshness.
- 5.3 All botanical materials must be delivered on time at the competition site
- 5.4 Flowers must be stored with a minimum temperature
- 5.5 Candidates may only exchange materials during the preparation time or the first day of the competition.

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

5.6 The tasks are described in detail by the judge. If necessary instructions are given on the first morning of the day 1st day of the competition. Material

6.1. TOOLS

The Participants must bring their own tools

- Knives
 - glue gun
 - scissors tongues
 - cut flowers
 - cut containers
 - foliage
 - plants
 - decorative accessories and technical materials and containers.
-
- A full list of materials must be available on preparation day, one for the judges –cut foliage, cut flowers, decorative accessories, technical materials, containers etc.
 - All materials will be available during the preparation hours of for the competitors before the competition starts
 - All materials necessary to complete each task will be provided
 - Competitors must use only the materials provided
 - Competitors may use own materials /accessories

6.2. MATERIALS /EQUIPMENT

- Basket
- Bows
- Ribbons
- Spray bottle

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

- Cellophane paper
- Cellophane tape/transparent
- Decorative grass
- Floristswire
- Cut flowers
- Pliers
- Scissors
- Vase
- Work table

7. WORKSHOP INSTALLATION

7.1 Each competitor shall have a work area of at least 20m² that meets the requirement .

7.2 The general layout of the workshop venue will be as below, with sufficient space for the booth and for the competitors working area as defined below.

7.1. GENERAL LAYOUT

- For each candidate 20m² personal working place
- For each candidate 20m² for display, exhibition and judging (total – 40m² for each candidate)
- Background colour of display and work area to be neutral colour
- Wall for hanging objects (at least 2m for 1 participant)
- A wall mounted clock with second hand
- Cool room 4 m² per 1 candidate
- Service station (hand paper, supply, rubbish bag, drinking water etc.)
- 1 water outlet per 5 candidates (min. 2)
- 1 expert-room (wardrobe incl.). Jury room to have a lockable door.
- Good working light

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

7.3 Working area for each participant

- Area has to be 20 m² at least
- Working area is closed on three sides and one open to visitors
- Working table adjustable in height
- Adjustable stool (bar stool)
- 2 working tables, size at least 105 x 0.8 m
- Lockable chest of drawers
- Electricity supply 220 volt
- Access to water / to water cooler
- Access to hand brush and other cleaning equipment
- A garbage bag holder
- The floor should be waterproof – no carpet (neutral colour)
- Timer (stop watch)

7.3.1 Display, exhibition and judging area for each participant

- Minimum size 20m²
- Wall for hanging objects
- Electric outlet for each participant
- 5 spotlight per participant
- Floor and wall to be same neutral colour
- 4 display cubes 40 x 40 x 40cm in same neutral colour as wall and floor

8. TEST PROJECT MARKINGS

- 8.1 The experts will decide together on the test project, the marking criteria and the allowed measurements and will list the required tools.

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

8.2 MARKS:

Excellent	=	10 points
Very good	=	9 points
Good	=	8 points
Fair	=	7 points
Average	=	5 points
Weak	=	4 points
Unsatisfactory	=	2 points

7.3 RATING

Section	Item	Maximum Points
A	Lay & cut	10
B	Assembling	20
C	Pressing	10
C	Fitting	20
D	Finishing	15
E	Overall appearance	10
F	Display	15

Points will also be awarded for creativity, innovation, speed etc. (This will be developed by the judges depending on the nature of the test project).

9. COMPETITION PROCEDURE

- 8.1 The competition will be worked on over two days on a modular basis for all competitors so that progressive marking can take place.
- 8.2 Competitors will have time made available to familiarize themselves with material and processes

NATIONAL SKILLS COMPETITION

Competitions Sub-Committee

Floristry

- 8.3 The competitors will be given all competition documents including the marking criteria one hour prior to the commencement of the competition so that they may study the requirements
- 8.4 Prior to the start of the competition, each competitor will receive a detailed timetable reflecting the timing for completion of modules.

10. JUDGING PROCEDURAL REQUIREMENTS

- 9.1 The experts that attend the competition will be divided into marking groups to deal with each section of the marking criteria.
- 9.2 Every completed module will be marked on the same day in which it was completed.

11. GENERAL SAFETY REQUIREMENTS

- 10.1 All competitors must use appropriate hand, power or machine tools according to specific use to avoid injury.
- 10.2 All competitors must wear appropriate clothing and safety footwear.
- 10.3 All competitors must wear hearing protection when necessary.
- 10.4 No loose clothing or jewellery is to be worn during the competition; long hair is to be tied back.
- 10.5 All competitors must make themselves familiar with the safe use of machinery provided before the competition starts.
- 10.6 Competitors must keep their workspace clear of obstacles and the floor space clean of material and equipment - any items likely to cause the competitor to trip, slip or fall.
- 10.7 Failure by the competitor to comply with safety directions or instructions may incur loss of marks for safety.