****

**Application Pack**

Skills Competition Wales 2026

(Financial year 2025-26)

Application for Competition Lead

**OVERVIEW**

As project lead, the Inspiring Skills Excellence in Wales project wishes to secure the services of organisations to support the delivery of Skills Competition Wales 2026 in the financial year April 2025 - March 2026.

Skills Competition Wales 2026 will aim to deliver circa 64 competitions pan-Wales. The Competition Leads will form part of a geographically dispersed team and will be responsible for delivering the outcomes required for Skills Competition Wales 2026.

Competition Leads will need to be suitably qualified and experienced individuals who will take a lead role in delivering Skills Competitions pan-Wales on behalf of the Inspiring Skills Excellence in Wales project.

The organisations will be required to work with individuals, employers, training providers, Sector Skills Councils and other organisations that play a key role in the successful delivery of Skills Competitions Wales.

**Key responsibilities of the successful competition lead will include:**

* Taking a lead role in the promotion and organisation of specified competitions
* Appropriately manage competition budgets and reporting effectively to the project lead
* Communicate effectively and in a timely manner with stakeholders across Wales
* Working collaboratively with partner organisations to determine suitable competition hosts
* Ensure fairness across all competition activity
* Where possible, engage with industry to secure sponsorship opportunities to further enhance the competition delivery, this may include the provision of CPD.
* Encouraging competitors to progress to UK competitions where applicable.
* Encourage competition hosts to deliver wrap-around events on competition days with a particular emphasis on promoting opportunities within further education and training in Wales, including apprenticeships.

**Key documents of reference are included within this application form:**

Annex 1 – Available competitions for 2026

Annex 2 – Guide to Competition Planning and Implementation Guidance

Annex 3 – Contract terms

**APPLICATION PROCESS**

Organisations with an interest in applying for the role of competition lead must first ensure that they have the commitment and agreement from Senior Leadership teams for delivery of this service.

The application form must be completed and submitted to the address below by **17.00 on Friday 11 April 2025.** A selection panel will review all the expressions of interest against the criteria set out below:

* Organisations experience of leading on the delivery of skills competitions and/or hosting competitions
* Organisations sector knowledge and expertise
* Organisations knowledge and understanding of competition pathways
* Organisations proposal for added value

Any clarification requests should be sent by email to [info@skillscompetitionwales.ac.uk](mailto:info@skillscompetitionwales.ac.uk)

**Please send your completed application by email to** [**info@skillscompetitionwales.ac.uk**](mailto:info@skillscompetitionwales.ac.uk)

**Please answer the following questions (continue onto an additional page where required).**

|  |  |  |
| --- | --- | --- |
| **Which Competition(s) are you applying for?** | | |
|  | | |
| **Organisation:** | |  |
| **Contact name:** | |  |
| **Email:** | |  |
| **Contact number:** | |  |
| **Supporting Statement**  Please use this section to provide a supporting statement highlighting the experiences and skills your organisation can bring as a competition lead.  The supporting statement should cleary highlight:   * The organisations past experience with supporting the delivery of Skills Competitions. This may include leading on competitions and/or hosting competitions. You may wish to draw on experiences, locally, nationally and internationally. * The personnel allocated to supporting the delivery of the specified competitions. Highlighting their knowledge and understanding of the sector, skills and attributes and, how these would assist in the successful delivery of the competitions. * How the organisation will draw on personnel to support the administration, budget management and marketing and communications of the skills competitions. * How the organisation will provided added value to the competition experience. You may wish to consider activities such as, but not limited to; employer engagement, CPD opportunities for staff and students, identifying sponsorship.   If you are applying for multiple competitions, please provide detail on the experience and expertise within each competition. Applications will not be considered without a brief overview of your experiences and/or expertise within each sector. (Attach additional information sheets if necessary) | | |
|  | | |
|  | | |
| **Signature of respondent** |  | |
| **Print name** |  | |
| **Date** |  | |

|  |  |
| --- | --- |
| Please provide the contact name and details of your organisation's employer representative (Senior Leadership Team) who supports your application**.**  **Your application will not be considered without this detail.** | |
| **Name:** |  |
| **Organisation** |  |
| **Address**  **Postcode** |  |
| **Email:** |  |
| **Contact number** |  |
| **Signature** |  |
| **Date** |  |

All personal information submitted will be held securely and confidentially.

**Please send your completed application by email to** [**info@skillscompetitionwales.ac.uk**](mailto:info@skillscompetitionwales.ac.uk)

**ANNEX 1 – AVAILABLE COMPETITIONS FOR 2026**

Further details of each of the competitions can be found through following the links below.

Whilst the competitions are available on an individual basis, where possible, Inspiring Skills would like to cluster a number of these competitions together, whereby the one partner organisation consumes the lead role for multiple skills.

The applications will however be evaluated on merit and therefore where it is not possible to cluster the competitions the partner organisation with the best expertise will be selected to take forward the role of the Competition Lead.

*\*Please note should no suitable leads be identified the competitions are at risk of being withdrawn from the 2025/26 delivery portfolio*

|  |  |
| --- | --- |
| **Construction and Infrastructure** | **Digital, Business and Creative** |
| [Painting and Decorating](https://inspiringskills.gov.wales/competitions/painting-and-decorating) | [Inclusive Skills: IT Software Solutions for Business](https://inspiringskills.gov.wales/competitions/inclusive-skills-it-software-solutions-for-business) |
| [Plastering](https://inspiringskills.gov.wales/competitions/plastering) | [Inclusive Skills: Sustainable Enterprise](https://inspiringskills.gov.wales/competitions/inclusive-skills-sustainable-enterprise) |
| [Brickwork](https://inspiringskills.gov.wales/competitions/brickwork) | [Accountancy](https://inspiringskills.gov.wales/competitions/accountancy) |
| [Plumbing](https://inspiringskills.gov.wales/competitions/plumbing-and-heating) | **Health, Hospitality and Lifestyle** |
| [Electrical Installation](https://inspiringskills.gov.wales/competitions/electrical-installation) | [Health and Social Care](https://inspiringskills.gov.wales/competitions/health-and-social-care) |
| [Net Zero Skills](https://inspiringskills.gov.wales/competitions/net-zero-skills) | [Inclusive Skills: Health and Social Care](https://inspiringskills.gov.wales/competitions/inclusive-skills-health-and-social-care) |
| [Inclusive Skills: Horticulture](https://inspiringskills.gov.wales/competitions/inclusive-skills-horticulture) | [Childcare](https://inspiringskills.gov.wales/competitions/child-care) |
| [Sustainable Agriculture / Land Based](https://inspiringskills.gov.wales/competitions/sustainable-agriculture) | [Inclusive Skills: Childcare](https://inspiringskills.gov.wales/competitions/inclusive-skills-childcare) |
| [Carpentry](https://inspiringskills.gov.wales/competitions/carpentry) | **Engineering and Technology** |
| [Joinery](https://inspiringskills.gov.wales/competitions/joinery) | [Automation](https://inspiringskills.gov.wales/competitions/automation) |
| [Inclusive Skills: Woodwork](https://inspiringskills.gov.wales/competitions/inclusive-skills-woodwork) |  |

**ANNEX 2 – GUIDANCE FOR COMPETITION PLANNING AND IMPLEMENTATION\***

*\*Please note the guidance provided below is subject to change for Skills Competition Wales 2026*

|  |  |
| --- | --- |
| Key dates | Skills Competition Wales 2026 - Delivery Timeline |
| 2 May 2025 | Competition Lead Signed contracts deadline |
| 26 May - 30 May 2025 | Half Term |
| 9 June - 27 June 2025 | Competition Steering Group meetings  Consideration for host venues (taking into consideration clustered events) |
| 2 July 2025 | Competition Lead meeting F2F (location tbc) |
| 4 July 2025 | Competition Briefs submitted |
| 26 September 2025 | Competition Mark Sheets and venue Risk Assessments submitted |
| 1 October - 24 October 2025 | Competition Introductory Sessions (subject to requirements) |
| 27 October - 31 October 2025 | Half term |
| 24 November - 5 December 2025 | SCW 2025 Registrations OPEN |
| 12 December 2025 | Parental Consent deadline |
| 2 February - 13 February 2026 | Competition Delivery window |
| 13 February 2026 | Marksheet submission deadline |
| 16 February - 20 February 2026 | Half term / Marksheet QA period (ISE team) |
| 27 February 2026 | QA for marksheets deadline (Period for queries to competition leads) |
| 27 February 2026 | Deadline for Claims |
| w/c 16 March (Day TBC) | SCW 2025 Awards |

The steps identified below aim to provide applicants with an insight into the processes required by the successful Competition Leads. Full guidance will be provided to the successful applicants.

**Step 1 Competition Steering Groups**

To be completed between **Monday 9 June and Friday 27 June 2025**

As part of our commitment to improving our competitions we annually deliver meetings to discuss future competition content. The Competition Steering Group meetings will provide supporting staff across Wales with the opportunity to provide valuable feedback and insights into the competitions delivered alongside a discussion on the content, design and delivery of future years competition activity.

Competition briefs and marking schemes should be discussed in depth along with suitable judges.

Partner organisations in attendance at the meeting will have the opportunity to express an interest to host competition activity, however no decisions on host venues will be made during the meeting.

The Competition Leads will facilitate these sessions with the support of the ISE project team

**Step 2 Completion of Briefs**

The Competition lead is responsible for the collation of information discussed at the Steering Group (step 1). The competition lead will draft the competition brief following these meetings.

Completed briefs must be submitted to ISEiW by no later than **Friday 4 July**

**Step 3 Identify and Confirm Host Venues and Competition Dates**

Competition leads should work with the ISE team to identify and agree suitable host venues and competition dates.

**Competition hosts should be secured by September 2024**

**Step 4 Competition Lead and Competition Host Briefing**

Competition leads should confirm successful hosts with relevant partners. The Competition Lead should brief the Competition Host on the funding made available to them, the claim procedure and submission guidelines.

**Step 5 Joining Instructions and Risk Assessment**

The competition lead will draft the competition joining instruction and Risk Assessment documentation through liaising with the Competition Hosts.

**Step 6 Submission of Competition Marking Schemes and Joining Instructions**

The Competition Lead must submit the competition marking schemes and joining instructions to the Project Lead by a date to be determined.

This will allow the Project Lead to quality assure the documentation and ensure all documents are translated and uploaded to the registration portal in a timely manner.

**Step 7 Registrations Open**

The registration portal inspiringskills.gov.wales/skills-competition-wales is open for competitor entrants from **9am on 24 November - 5 December.**  Please note that there is a limit to the number of competitors per college (see individual competition), however there may be a reserve list.

**Step 8 Competitor Registrations**

Upon closing of the registration portal, the Project Lead informs the Competition Lead of the competitors registered for entry into their specified competition Lots.

Upon receipt of this data, the Competition Lead will share this information with the Competition Hosts in order to make the necessary arrangements for competition set-up. The Competition Lead and Competition Host will determine the required quantities of resources and materials for each competition.

**Step 9 Notify Competitors and Tutors**

Upon receipt of competitor registrations, the Competition Lead shall email the competitors and their associated Tutors to confirm their attendance. The email should include:

* A link to the competition brief and joining instructions
* A request for dietary requirements
* A request for any additional support needs

**Step 10 Purchase of materials/consumables**

The Competition Lead must centrally purchase the materials/consumables required for competition delivery. The Competition Lead must ensure that the materials/consumables are delivered to the Competition Host venue ahead of the competition day.

*Please note capital equipment* ***is not*** *permitted to be purchased under this agreement. Should capital equipment be identified as a requirement, the Competition Lead should seek approval from the Project Lead.*

**Step 11 Final competition arrangements**

Competition Lead to make regular contact with the Competition Hosts to ensure all arrangements are in place in readiness for the competition day. This must include ensuring:

* All resources and materials/consumables are in place
* Refreshments are booked
* Student Accommodation – please consider the start times of the competition and the home address of the students. If the student is expected to travel more than 2.5hrs before the start of the competition, accommodation must be considered.

Competition Lead and Host must also ensure relevant Health and Safety checks and risk assessments are undertaken ahead of the competition day.

Competition Lead shall also re-confirm attendance of the Judges and provide the relevant documentation to the Judges.

**Step 12 Competition Day(s)**

The Competition Hosts and the Competition Lead should ensure Competitors confirm their attendance on the Competition Register Form. Judges should be encouraged to provide verbal feedback to competitors and tutors at the end of the competition.

No results or awards will be issued on the day, however all participants will receive a Certificate of Participation. These will be supplied by the ISEiW team ahead of the competition day

Staff and Observers who attend are encouraged to complete the online register - a link will be provided.

**Step 13 Marking Sheets**

All marking sheets should be returned (via the online google drive) to the Project Team after the competition for quality assurance. Judges' Declaration of Interest are also to be returned with the Marking Sheets.

**Step 14 Claim Submission**

The Competition Lead and the Competition Hosts must work collaboratively to collate all relevant information required for the claim.

**Step 15 Skills Competition Wales Awards**

After quality assurance of the marking has been undertaken by the project team, a list of medalists will be collated.

The Project team will invite all medalists, tutors and associated individuals to a Celebration event for the awards to be presented.

The awards are likely to take place in March 2026. Further details will be provided upon confirmation of date and venue.

**ANNEX 3 – CONTRACT TERMS**

**FINANCIAL STANDING AND RESOURCES**

Inspiring Skills Excellence in Wales project (Coleg Sir Gar) wishes to ensure that suppliers have the necessary financial standing and resources to meet their obligations throughout the duration of this contract. This may include (where appropriate) considering your level of existing work commitments and the potential impact on resources that awarding a contract would have.

**CONTRACT TERM**

The agreement will be effective from a date agreed by both partners.

The term of the agreement in the first instance will be until completion of the Skills Competition Wales 2026 cycle.

Upon a successful contract review, and secured funding, the agreement term may be extended for a further two Skills Competition Wales cycles, 2027 and 2028.