



IT and Business Administration

Accounting Technician Skills • Hardware and Software • ICT Networking: Cisco • ICT Networking: Microsoft
IT Office Software Applications • The Big Leap: Entrepreneurship Challenge • Web Design

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- I Intermediate:** equivalent to two years of training and/or experience of employment, or a level 2 qualification.
- A Advanced:** equivalent to two to seven years of training and/or experience of employment, or a level 3 qualification.
- H Higher:** equivalent to at least five years of training and/or experience.
- O Open:** this competition takes into account the fact that many sectors do not recruit from particular types and levels of qualifications. Examples of these competitions are Visual Merchandising and Team Clean Challenge.
- L Live competition**
- M Mixed competition**
- cg Qualifications available through City & Guilds**
- ws Possibility of progressing to WorldSkills competition**
- es Possibility of progressing to EuroSkills competition**
- UK United Kingdom only**

IT and Business Administration

- The IT and Telecommunications sector provides the engine for productivity and future growth across the UK economy. IT intensive sectors represent 5% of the UK's total economy (e-skills 2008).
- Over half of the UK's IT and Telecommunications professionals hold a qualification at level 4 or higher, which is nearly double that of the UK working population overall (e-skills 2008).
- Nearly 1 in 20 people (1.5 million) employed in the UK work in IT and Telecommunications (e-skills 2008).
- The shared attributes of entrepreneurs listed on the City & Guilds Rich List 2008 include: strong self belief, patience and perseverance, capacity for hard work and the ability to bounce back after failure.
- Every organisation needs effective administration. Over 4,933,000 people are employed in administration, business and office work, and this figure is predicted to rise (Connexions 2008).



January – April 2009: Enter a competition

Who can enter?

This competition is intended for those who have completed their AAT level 2 qualification, and are working towards their AAT level 3 qualification. The competition is open to both education and industry.

About the competition

The Accounting Technician competition has been designed to reflect aspects of an accounting technician's role. This competition will provide an invaluable opportunity to test your skills nationally against teams to promote excellence within your industry. Teams will be required to demonstrate competence in:

Technical knowledge:

- Sales
- Purchases
- Technical skills

Working skills:

- Teamwork
- Use of planning to schedule the work
- Communication skills
- Professional and ethical conduct

In addition, teams are also expected to demonstrate a basic knowledge and understanding of general health and safety issues that may arise during the competition.

Competitors will be assessed on the following criteria:

- Financial accounting
- Preparing ledger balances
- Preparing reports and returns
- Working effectively as a team

To enter, see 'Contact us' page

A

Competition structure

Stage one: enter online between 7 January and 9 April 2009.

Stage two: competitors will be invited to participate in a live heat.

Stage three: highest scoring competitors across all heats that meet the required standard will be invited to compete at the UK final.

How many competitors can enter from each organisation?

Up to three teams of three competitors per organisation.

Competition partners

The competition is organised by the Association of Accounting Technician's (AAT).





L UK cg

January – April 2009: Enter a competition

Who can enter?

This competition is intended for those undertaking a relevant Information Computer Technology programme of study or training at level 3 (advanced, equivalent to S/NVQ/BTEC/AVCE ICT, ITSST, IT Essentials (A+) or Microsoft Official Curriculum).

About the competition

Competitors will be presented with a variety of hardware components: (storage, wireless, peripherals, RAM, graphics, cables and switches, etc.) and Microsoft Client (XP, Vista), server (2003, 2008) and application software (Office 2003, Office 2007). It will be your job to configure the hardware and software to meet customer requirements. This will involve setting up a client/server network with a domain controller.

Competitors will be assessed on the following criteria:

- Hardware installation
- Software installation
- Hardware configuration
- Software configuration
- Troubleshooting
- Health and safety

Competition structure

Stage one: enter online between 7 January and 9 April 2009.

Stage two: submit screening test.

Stage three: competitors that meet the required standard will be invited to participate in a live heat.

Stage four: highest scoring competitors across all heats will be invited to compete at the UK final.

To enter, see 'Contact us' page



How many competitors can enter from each organisation?

Up to three competitors per organisation.

Competition partners

The competition is organised by UK Skills in association with Jen Bell of Northumberland College and Brian Proctor of Barnfield College.





Who can enter?

This competition is intended for those undertaking their Cisco Certified Network Associate (CCNA) qualification or working within the IT industry.

About the competition

This competition comprises of the installation, configuration, maintenance and troubleshooting of ICT networks. The ICT networking (Cisco) competition will test the knowledge and skills learned in the Cisco CCNA (Cisco Certified Network Associate) qualification.

Competitors will be assessed on the following criteria:

- Cable making
- VLSM IP sub-netting exercise
- Router configuration and routing configuration
- Security

Competition structure

Stage one: enter online between 7 January and 9 April 2009.

Stage two: submit screening test.

Stage three: competitors that meet the required standard will be invited to participate in a live heat.

Stage four: highest scoring competitors across all heats will be invited to compete at the UK final.

How many competitors can enter from each organisation?

Up to two competitors per organisation.

Competition partners

The competition is organised by UK Skills in association with Shabir Aslam of City of Sunderland College.

Who can enter?

This competition is intended for those undertaking their Microsoft Windows XP, Vista, Server 2003 and Server 2008 qualification or working within the IT industry.

About the competition

The competition comprises of the installation, configuration, maintenance and troubleshooting of ICT networks. The ICT networking competition (Microsoft) will test the knowledge and skills learned in the Microsoft official curriculum range of qualifications.

Competitors will be assessed on the following criteria:

- Hardware configuration
- Software configuration and management
- Security
- Troubleshooting

Competition structure:

Stage one: enter online between 7 January and 9 April 2009.

Stage two: submit screening test.

Stage three: competitors that meet the required standard will be invited to participate in a live heat.

Stage four: highest scoring competitors across all heats will be invited to compete at the UK final.

How many competitors can enter from each organisation?

Up to two competitors per organisation.

Competition partners

The competition is organised by UK Skills in association with Jen Bell of Northumberland College.





Who can enter?

This competition is open to those who have a depth of knowledge of Microsoft Office, Photoshop and CorelDraw.

About the competition

The competition is designed in the form of a business scenario where competitors work with the input, manipulation, output, presentation and communication of information.

Competitors will be assessed on the following criteria:

There are four sections to the competition: Database, Wordprocessing, Spreadsheet and Presentation/Graphics. They are all weighted equally but the overall mark will be obtained by adding together those for the best three sections attempted by each competitor.

Competition structure

Stage one: enter online between 7 January and 9 April 2009.

Stage two: submit screening test by 30 April 2009.

Stage three: competitors that meet the required standard will be invited to participate in the UK final.

How many competitors can enter from each organisation?

Up to five competitors per organisation.

Competition partners

The competition is organised by UK Skills in association with Delia Suffling.

Who can enter?

This competition is for young entrepreneurs who have an enterprising business idea with high growth potential.

About the competition

The competition is designed to support those preparing to be entrepreneurs who are embarking on the business planning journey. We are offering ten finalists the opportunity to harness their skills and participate in a three day intensive entrepreneurship boot camp.

The winner of 'The Big Leap 2009' will receive a year long mentorship package from an experienced entrepreneur.

Competitors will be assessed on the following criteria:

- Business planning
- Marketing

- Financial planning and pitching for investment
- Legalities

Competition structure

Stage one: Enter via Striding Out www.stridingout.co.uk/competition.html

Stage two: Submit applications between 1 January and 1 March 2009.

Stage three: competitors that meet the required standard will be invited to participate in the three day intensive entrepreneurship boot camp.

For more information, or to register, contact:

heather@stridingout.co.uk
www.stridingout.co.uk/competition.html

Competition partners

This competition is organised by Striding Out.



Who can enter?

This competition is intended for those undertaking a relevant web design programme of study or training at level 2 (intermediate) level 3 (advanced) or level 4 (higher).

Intermediate: equivalent to two years of training and/or experience of employment or a level 2 qualification.

Advanced: equivalent to two to seven years of training and/or experience of employment, or a level 3 qualification.

Higher: equivalent to at least five years of training and/or experience.

About the competition

The competition has been designed to reflect the work role of a web designer and the standards that are expected within the industry. This competition gives competitors the opportunity to work to a brief and work to a deadline, as would be expected of a professional web designer.

The competition places you in the role of a web designer by expecting you to design a user-friendly website from conception to completion.

Competitors will be assessed on the following criteria:

- Creativity
- Project design
- Presentation
- Usability

Competition structure

Stage one: enter online between 7 January and 9 April 2009.

Stage two: submit entries for judging.

Stage three: highest scoring competitors are invited to compete at the UK final.

To enter, see 'Contact us' page



How many competitors can enter from each organisation?

Up to three competitors per level, per organisation.

Competition partners

The competition is organised by UK Skills in association with Jennie James of Milton Keynes College.



Contact us...

For all WorldSkills matters please contact The WorldSkills UK Team on 0800 612 0742 or visit www.WorldSkillsUK.org/Wales or www.WorldSkillsUK.org

For all WorldSkills activity within Wales, including skills competitions supported by the Welsh Assembly Government, please visit www.WorldSkillsUK.org/Wales or email WorldSkills@Wales.gsi.gov.uk

For all WorldSkills UK matters, please contact the WorldSkills UK team on **0800 612 0742**, email WorldSkillsUK@ukskills.org.uk or visit www.WorldSkillsUK.org

How to register and enter

Please note that the closing date to enter most competitions is **Thursday 9 April 2009**. However, some competition closing dates vary, so please check the competition web pages carefully.

If you live or wish to enter a competition in Wales, please visit www.WorldSkillsUK.org/Wales to see if there is a skills competition taking place near you. If none currently exist, you will be directed to the WorldSkills UK site, where you are free to browse and enter a competition of your choice.

Whatever the competition or location, if you would like to enter yourself, an employee, or a colleague **you must** register. Read the competition pages online for details.

If you are experiencing difficulties registering or entering, please contact the WorldSkills UK team on **0800 612 0742**

The Welsh Assembly Government and UK Skills are committed to working with the broadest range of people in a way which is free from discrimination and prejudice, and which encourages and helps all to achieve their full potential.