

Competition Brief

Word Processing: Copy Typing & Formatting Text

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| Date |
| Competitors will be invited to participate in a live event at [name of venue] on [date of competition].  Address: [address of venue] |
| Entry Requirements |
| Learners working at an Entry Level 2 (EL2) within ICT and English are invited to take part in the competition.  Competitors must be 16 years of age or over.  A maximum of 3 competitors per organisation may enter.  Applications to be made via [your regional competition lead or portal address]. Deadline for entries: [date]  A statement of support that outlines any individual needs of the competitor within the competition must be submitted to [Regional competition lead email address] or will need to be completed by the day prior to beginning the competition. |
| Competition Task |
| Competitors will undertake a copy typing task with the inclusion of inserting an image.  Competitors will be given 1 hour and 30 minutes to complete the task. |
| Marking and Assessment |
| **Judging will be marked against the criteria of:**   * Accuracy * Word spacing * Text/paragraph spacing * Formatting text   **The Judges**  Work will be judged by an independent panel made up of representatives from our industry champions and business links. |

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| Additional Information | | |
| * Students will be provided with a set task and relevant ICT equipment. * Any specialist equipment required to meet individual needs of the competitor must be provided by the competitor / entering organisation. * A statement of support that outlines any individual needs of the learner within the competition - i.e.: support with communication etc. will need to be completed by the day prior to beginning the competition. * No group work will be accepted. * Competitors will have 1 hour 30 minutes to complete their task in the live competition. * Competitors who arrive late for the event will not receive additional time. * Competitors will start and finish work as instructed by the judges. * If there is a power stoppage, breakdown of equipment or accident, the competitors must act accordingly to the instruction of the organiser. * If during the competition a competitor feels they must leave their work (e.g.: medical reasons, toilet break), they will have the time recorded on a ‘time out’ sheet by a member of staff. * No mobile telephones are allowed in the competition room. * The judges’ decision is final. * Photographs will be taken during the event that maybe used for marketing/publicity purposes – if the competitor / support staff cannot have their photo taken it is the responsibility of the organisation entering the competition to notify the organisers beforehand and at the event. * Competitors must only receive agreed support that is outlined in their support statement. Support that is deemed to be outside that given in the support statement could result in the competitor being disqualified from the competition. * Please advise [Regional competition lead email address] prior to the event how many support staff will be accompanying the competitors from your organisation.   All entries to be received by: [deadline for entries date] | | |
| If you require further information please contact: | | |
| For information specific to this regional competition, contact your **regional competition lead**:  [Regional competition lead name]  [Regional competition lead email address]  Tel: [telephone number] | For information about the content or technicalities of the competition, contact the **national competition lead**:  Colin Galley  [Colin.galley@newdur.ac.uk](mailto:Colin.galley@newdur.ac.uk)  0191 3754047 | For general information about Inclusive Skills Competitions, contact the **Projects & Partnerships Co-ordinator** at Derwen College:  Helen Edwards [helen.edwards@derwen.ac.uk](mailto:helen.edwards@derwen.ac.uk)  Tel: 01691 661234 ext 354 |