

Georgia Postsecondary



Advisor's Guide

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About SkillsUSA

- SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce
- Participation in SkillsUSA helps each student excel and develop leadership, personal/social and occupational skills
- The mission of SkillsUSA is to help its members become world-class workers and responsible American citizens
- It serves students enrolled in secondary and postsecondary Career and Technical Education programs in the areas of trade and industrial, technical and health occupations education
- SkillsUSA serves more than 300,000 students and instructors annually
- The organization has 17,000 chapters in 52 states and territorial associations
- More than 14,500 instructors and administrators are professional members of SkillsUSA
- SkillsUSA has served more than 11.2 million students since its founding in 1965
- SkillsUSA is an applied method of instruction for preparing America's high performance workers in public career and technical programs
- It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self confidence, work attitudes and communications skills
- It emphasizes total quality at work—high ethical standards, superior work skills, life-long education, and pride in the dignity of work
- SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service. More information about the organization can be found on the skillsusa.org website

About Georgia Postsecondary

- Georgia Postsecondary SkillsUSA (formerly VICA) has changed greatly since its creation as a separate student organization in 1987, two years after the new Department of Technical and Adult Education was established
- Prior to 1987, secondary and postsecondary VICA students were under one VICA organization
- The purpose of this Guide is to provide a valuable resource that can be used by leaders from the Technical College System of Georgia and local technical college SkillsUSA Advisors to plan and conduct competitive activities of the organization in an organized and efficient manner
- This guide is not intended to provide information on how to form SkillsUSA chapters and to manage them, since excellent materials are available from National SkillsUSA headquarters for this purpose
- The Skills USA Championships (SUSAC), with the cooperation and economic support of business and industry gives both students and potential employers an opportunity to see firsthand the knowledge, skills, and personal-social behaviors postsecondary students are developing in their occupational programs

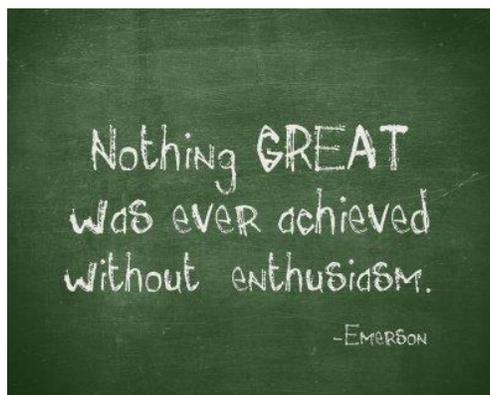
What Do Students Receive for their Dues?

- Dues-paying student members of SkillsUSA automatically receive the following benefits:
- A subscription to *SkillsUSA Champions*, the official magazine of SkillsUSA
- Access to career resources and contact with industry
- Opportunities to compete in the SkillsUSA Championships at the local, state or national levels
- Opportunities for scholarships, awards and honors
- Job contacts and networking opportunities
- A chance to learn and practice professional and leadership skills
- Recognition from peers, teachers and leaders within the community



How Can I Make My Chapter Successful?

- The key in determining whether or not a SkillsUSA chapter will be established and become active in a technical college is appointing a college teacher or administrator who recognizes that a quality program of Career and Technical Education includes an integrated Career and Technical Student Organization (CTSO)
- Likewise, the number of students in the chapter and how active they are in chapter activities and programs like the SkillsUSA Championships is largely determined by the enthusiasm and leadership skills of the advisor
- The SkillsUSA advisor has many duties and tasks to perform in recruiting students to become members and helping them get organized and involved in chapter activities and programs (to be explained on the following pages)
- New advisors as well as experienced advisors can improve their advisor skills by visiting the SkillsUSA.org site and click on educators



How to Encourage Students to Join

- Review the materials on the SkillsUSA website regarding the SkillsUSA Championships
- Obtain brochures and fliers that describe the Championships and share them with students
- Share with students videos from youtube.com of the SkillsUSA National Conference in Louisville
- Obtain the latest copy of the SkillsUSA Championships Technical Standards and share the scopes of specific contests with interested students
- Inform students that they have an opportunity to earn prizes if they are a first, second or third place winner
- Provide practice opportunities for students who have decided to be a contestant
- Obtain specific information on appropriate contests that are available on the SkillsUSA website as “Helpful Contest Hints from Our National Education Team Members”
- Encourage students to attend the annual Fall Leadership Conference

How to Prepare Students for Championships

- Obtain the latest copy of the SkillsUSA Championships Technical Standards and share the scopes of specific contests with interested students
- Read memorandums sent by the State SkillsUSA Director and SkillsUSA Consultant regarding the Championships
- Describe the activities that occur at the annual State SkillsUSA Championships and State Conference.
- Provide practice opportunities for students who have decided to be a contestant
- Provide copies of the current Leadership handbook and the materials on the first two levels of the Professional Development Program to help students prepare for the SkillsUSA Knowledge test (required at the national level only)
- Obtain specific information on appropriate contests that are available on the SkillsUSA website as “Helpful Contest Hints from Our National Education Team Members.”
- Provide each contestant with a copy of the contest regulations from the latest *SkillsUSA Technical Standards* and with a copy of the contest singles entitled “Prepare for National Conference with Contest Singles”
- Obtain a tool and equipment list for each contest in which your students are participating and be sure they have these tools and equipment with them when they travel to the competition.
- Check with the students to be sure they have the clothing and shoes required to participate in the competitive events and to accept their medallions at the awards ceremony
- Go over the code of conduct with all students who will attend the State SkillsUSA Championships and Conference
- Attend the annual Fall Leadership Conference and any special advisor training meetings.

Advisor Tasks and Things to Know

- Be sure that all contestants are official members in good standing with the National SkillsUSA Headquarters.
- Attend the advisors meeting on the first day of the Championships and pick up the registration packets
- Arrange for additional college teachers to serve as chaperons and to supervise students that attend the State SkillsUSA Championships and Conference
- Be sure to observe all students as they demonstrate their skills in competitive events, where allowed
- Stay till the completion of the awards ceremony and insist that students do too
- Be sure to thank host college faculty and staff for hosting the Championships
- Act as a professional and control your emotions at all times so that you demonstrate a positive view of the conference
- If it is believed that a contest is being operated unfairly, try to contact the SkillsUSA Consultant to correct the situation and if unsuccessful, file a written protest to headquarters with 30 minutes after the contest. Do not take sides with students but obtain accurate and objective information regarding the situation
- Know where your students are at all times and enforce the code of conduct
- Take pictures of contestants in action or contestant products
- Attend the annual Fall Leadership Conference and any special advisor training meetings
- Inform your contestants that they are not to send e-mails with complaints about any contest to the State Director, the State Consultant, or to members of the Planning Committee. The advisor should be the only one who communicates to these Championships leaders
- Be sure to become familiar with the Policies and Procedures document that is the basis for operation of the Championships

Overview of the SkillsUSA Championships

The SkillsUSA Championships is a partnership between educators and business, industry, and labor which provides SkillsUSA students with an opportunity to demonstrate core competencies in 100 occupational and leadership areas. These competencies are the keys to success in SkillsUSA competitions but they also form the basis for an industry-based set of national skill standards for occupational training.

The SkillsUSA Championships has been called the showcase of technical education. The Championships provide a means of recognition for those students enrolled in trade, industrial, technical, and health occupations programs at the secondary and postsecondary level for their technical and leadership development. The involvement of business, industry, and labor is essential in that they donate their time and resources to serve as technical committee members and judges who select the skills to be judged for each competition, determine the format for the contests, establish the standards by which the contests are to be judged, judge the contests, and participate in the recognition ceremony for those students who excel and win first, second, and third place medallions. In addition, many businesses provide valuable prizes for the first, second and third place winners that serve as powerful incentives for technical college students to join SkillsUSA and participate in the Championships.

To obtain information about opportunities to compete go to the SkillsUSA.org website and click on “competitions” at the top of the home page and then click on contest descriptions. This will provide you with an overview of each official championships contest. An important file to review also is the “contest updates” for changes to official contest frequently occur and advisors must stay on top of them. One other very important file in the championship folder is the “Theme.” Each year the theme changes and advisor must pay attention to the theme for it has implications for the chapter display, prepared speech, and promotional bulletin board contests. The theme page has a listing of topics that describes the connecting opportunities and these should be the focus of the chapter display, prepared speech and promotional bulletin board contests.



SkillsUSA Georgia Post-secondary Championships

For the most up to date information about the SkillsUSA Georgia
Post-secondary Championships, visit <http://www.skillsusagaps.org/>



Student Registration

- Only the chapter advisor can register students online
- The registration process should be completed online at <https://www.skillsusa.org/membership-resources/join/>
- Also look for the Membership Kit, sent directly from the SkillsUSA National Office each fall semester
- Total postsecondary student dues are \$15 and should be submitted to the national office
- Total postsecondary advisor dues are \$34 and should be submitted to the national office
- It is important to remember that a student who has been a member during any semester of the SkillsUSA year (September 1 – August 31) can participate in the championships even though he or she has graduated or left the program
- It is also important to remember that a student can only compete in the championships for **two years** in the same contest and can participate in only **one** contest each year.
- Students may only compete in the Skilled and Technical Sciences contest in which they are currently enrolled or where enrolled in during the SkillsUSA year
- SkillsUSA Advisors should attend the advisors training sessions of the Fall Leadership Conference where the registration process is presented in detail.

College Assessment Fees

- Each college must pay an administrative fee of \$1,000 and a \$75 per person state conference registration fee
- All checks should be made payable to
 - *TCSG Foundation*
 - *Attn: SkillsUSA, vendor# 450527*
- Mail to:
 - *Technical Education Administrative Assistant*
 - *Technical College System of Georgia*
 - *1800 Century Place, suite 400*
 - *Atlanta, Georgia 30345*
- All assessment fees must be received in the Central Office by the last day of February each year



Liability Forms and Resumes

- Advisors of all Championship contestants must bring and maintain in their possession completed liability forms at all times
- Any advisor with contestant(s) advancing to the national championships will be required to submit a completed liability form on the national Registration site
- All contestants will be required to submit a one page resume to the technical chairperson for their contest
- Include these items on the resume and be sure to list most current information first.
 - *Your name*
 - *Current Address and Permanent Address (if different)*
 - *Phone number*
 - *Goals or Objectives:*
 - *Skills*
 - *Employment*
 - *Education*
 - *Awards/Honors*



Official / Recommended Dress for the Championships

- Contestants in the **SkillsUSA National Championships** must be in official dress specified for their contest
- Refer to the SkillsUSA Technical Standards
 - <https://www.skillsusa.org/competitions/skillsusa-championships/technical-standards/>
- The following information is the recommended contest dress for the **Georgia Postsecondary SkillsUSA Championships**:
 - *National level official required dress is not required at the state level*
 - *Official dress is appreciated but not required and does not give these students any advantage in scoring*
 - ***No penalty points will be assessed for not wearing full official SkillsUSA dress at the State Level Championships***
 - *If the contestant does not have access to the official dress, they should wear the color of clothing specified in the Technical Standards for their contest*
 - If the color of clothing is not specified in the Standards, the Planning Committee encourages the following:
 - *Skill and Technical Sciences contestants should wear tan, blue (not denim) or black pants and white, black or blue shirt*
 - *Leadership contestants should wear black slacks or pants and white shirts*
 - *Contestants in health occupations, cosmetology, esthetics, and nail care should wear their college scrubs or uniforms with the names of the college masked*
 - **Footwear and safety glasses**
 - Contestants must wear approved shoes and safety glasses when working in heavy industrial environments and healthcare
 - Please note that canvas or athletic type shoes **do not** meet requirements

Official / Recommended Dress for the State Conference Ceremonies

- Dress code for the Opening and Closing (Awards) Ceremonies:
 - *Official SkillsUSA attire or Business attire*
 - *Black dress pants or black skirts (no mini skirts, no slits in skirts)*
 - *Black, navy or tan khaki pants or black or navy skirts*
 - *White shirts or blouses*
 - *School dress shirts*
 - *Black closed toe and closed heel shoes*
 - *Denim, T-shirts, sweat shirts, sandals or tennis shoes **will not be permitted***
 - *During the Closing Ceremony, students who are inappropriately dressed will not be allowed on stage to receive their medals*
 - *This dress code applies to both advisors and students and will be strictly enforced*

- **The dress code information above is subject to changes by the State Director so please pay attention to dress code information that is posted on the website or sent out on the Listserv**



Who Can Compete in the Championships?

- Georgia Postsecondary SkillsUSA has generally followed the rules for eligibility established by National SkillsUSA as indicated in the current *SkillsUSA Technical Standards*
- Contestants must be:
 - *an active member of SkillsUSA*
 - *a postsecondary student enrolled in an occupational program during the SkillsUSA year (September 1st – August 31st) for at least one semester immediately preceding the state level Championships that prepares them for further education and/or employment related to technology, the health industry, trades, or industry*
 - *earning credit toward a postsecondary certificate, diploma, or a degree.*
- Postsecondary students can compete in the same contest for only two years
- Students can enter only one Championships contest each year
- Contestants must be registered as paid members as well as registered again as contestants on the national registration website by the specified date to participate in the state championships
- Dual enrollment students are NOT allowed to compete on the postsecondary level, according to the national SkillsUSA policy



In the event there is only one contestant...

- The first place winner must meet the standards of national competition as evaluated by the judges and technical chairperson of state level competition before being certified by the Georgia Postsecondary SkillsUSA Director
 - *In other words, simply because a student is the only contestant in a contest does not guarantee him or her the opportunity to advance to national competition*
- In the event that a student from a technical college is the only contestant in a state championships contest, the student must compete in a local contest or preparation event administered at their college or an alternate site
- Minimum score required: 700 points out of 1000 possible points or a 70% criterion which is the passing score for CTE programs for colleges
- Exception only is Related Technical Math in which the contestant advancing to nationals must have no less than 600 points (60%) and be recommended by the technical chair of the state level contest
- Only students who have been screened for competition can be certified to represent Georgia Postsecondary SkillsUSA in the National Championships
- The winners of remote contests AND their detailed scores must be submitted to the State Director with a copy sent to the SkillsUSA Consultant and the registration official

How to Prepare Students for National Contest

- In order to ensure a positive experience, provide students with a copy of the Technical Standard for their respective contest which lists the various knowledge and skills they may be expected to demonstrate in a state and national level contest
- Practice with Instructor/Advisors/job site after state
- Study basic knowledge for contest
- Practice with equipment in standards lists
- Practice oral assessment
- Practice in uniform
- And more... be creative to help your students

