

**Terms of Reference for the
WWEM Apprentice
Competition 2020**

Organised by



Sponsored by



Supported by



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Introduction

The Water, Wastewater & Environmental Monitoring Conference will be taking place on 11th & 12th of November and as part of the conference & exhibition the Instrumentation Apprentice Competition will be returning for the fourth time and will be taking place on 1st day the 11th November. The competition itself is part of a much wider Learning & Development theme that is taking place at WWEM to encourage apprentices, technicians and graduates in the industry into the instrumentation, automation & control discipline in the industry which is an area of particular challenge and shortage. This document outlines the competition and what is expected of both the sponsors, supporters and competitors of the competition.

The competition is being organised by Oliver Grievson of the Water Industry Process Automation & Control Group and Z-Tech Controls systems and is being hosted by International Labmate at the Water, Wastewater & Environmental Monitoring Conference & Exhibition (WWEM) and the WRc at the Telford Exhibition Centre in Telford in the UK. This year the Professional Institutes are helping to support the competition and give their professional advice. The organisers are very grateful that the competition is again being strongly supported by the supply chain and is being sponsored by ABB, Partech Instruments, Siemens & Vega Control Systems.

Details of the Competition

Competitors

The competitors will come from teams made up from the Water & Sewerage Companies, Water Companies and any company associated and currently operating within the Water Industry

Each of the companies will be asked to provide two apprentices with instrumentation skill sets. It is important that these people are Apprentices that are currently registered on a formal apprenticeship programme at NVQ Level 3 (unfortunately Advanced Apprentices are not permitted as it would not be fair to the other competitors)

The competitors will need to be at WWEM on the 11th November 202 and will be hosted at the evening gala dinner by one of the sponsoring companies. Evening accommodation will not be provided and should be organised by the competing companies. Travel to the location will also not be provided

Sponsors & Support Organisations

Sponsorship has already been agreed with six companies namely – ABB, Siemens & Vega Control Systems. These companies will help to organise the competition, provide a person to help judge the competition on the day and provide two seats at the gala dinner so all of the competing teams can attend to find out the results of the competition that will be announced in the evening event. Each of the sponsors will also provide a prize at their discretion for the winning team. This will not be money based and is typically a training day provided at one of the companies locations or as organised with the winning team

The **Supporting Sponsors** have volunteered to provide different elements to the competition at their discretion. This could include hosting one of the technical session and providing a judge for the competition or technical support on the day in hosting the competition itself

The actual competition

The Competition itself will be split into four tasks.

In the morning of the 11th November the competing teams will be expected to report to the Flow Forum which will be taking place as part of WWEM. Here they will be given their first task. This task will be an **exercise based task** where each of the competing teams will be given a number of scenarios which they can answer by discussing them by consulting the various exhibitors including the sponsoring & supporting companies in the exhibition hall. This designed to get them talking to the different suppliers and eliciting their help & support in answering the questions they have been set. All of the questions given to each of the teams will be the same.

The **second task** will be a **Practical Exercise** where each of the sponsoring or supporting companies will provide a practical task for the Apprentices to complete. They will be taken through the task and be expected to repeat it whilst answering questions about the different aspects of what they are doing. Attention to detail will be vital in this task and it will test practical skills.

The **third task** will be a **quiz** based task where a number of questions about the application of instrumentation will be asked.

The **fourth tasks** will require an element of pre-competition work and the competitors are being asked to provide a poster of some work that they have done as part of their day job to demonstrate something that they have helped to deliver. The organisers will print their posters before the competition and the team will present their poster in a short 5-10 minute presentation as part of the competition.

Judging

The judging will be done by the supporting and sponsoring companies and will be based upon three aspects.

- Completion of tasks
- Knowledge of the Apprentices
- Skill of the Apprentices

Although the competition is being organised by myself, Oliver Grievson, I will not be taking part in any of the judging as I am currently employed by Anglian Water who will be one of the competing teams and thus will excuse myself from any of the judging aspects of the competition

Gala Dinner & Prizes

Each of the competing teams will be hosted by one of the sponsoring teams at the Gala Dinner where the results will be announced. The teams will be invited on stage to receive a certificate and the winning team a trophy.

As already stated any prizes are given at the discretion of the sponsoring company and they are designed to provide training for the winning team. Prizes will not be cash based

As already stated the competing companies are responsible for any travel & accommodation as well as the behaviour of their members of staff as there will be alcohol served at the gala dinner. The companies are also responsible for any obligations under the Bribery Act and should make sure that any internal governance is completed in this regard.