



Primary Leaders Award For Science, Technology, Engineering, Mathematics.

A project for students aged 5 to 11 years Guidance Notes

The Primary Leaders Award is an award for students aged 5 to 11 years of age which will encourage students to think about the wider world of work and Science, Technology, Engineering and Mathematics.

How to enter

- ▶ **Applications are in two parts** – firstly a letter of application with a supporting reference or counter signature from a teacher or responsible adult and an interview of a STEM professional.
- ▶ **All correspondence should be in the first instance by email and email attachments to editor@leadersaward.com** – written copies of the letter of application should also be posted to: Applications: Advanced Leaders Award, 6 Beech Street, Great Harwood, Blackburn Lancs BB6 7RB – both versions are required.
- ▶ Students should write a letter of application and email and post.
 - ▶ The letter should contain reference to STEM activities currently and expected to partake in, how you have supported others in STEM subjects and activities, have worked as an ambassador for the school. STEM activities for reference can be any activity found on the STEM directories website www.stemdirectories.org.uk or that a school or college have run to advance the knowledge and enjoyment of STEM.
 - ▶ **Other information that must be included:** your full name, school name and address, date of birth, contact details of the teacher providing the reference. (All correspondence will be through your college, school or club).
 - ▶ **The signed terms and conditions form should be included with the application letter – this includes a photo consent form and copyright information. The teacher reference can be a counter signature to the application letter.**
- ▶ Students will interview an individual who works in the field of STEM or is a Scientist, Technologist, Engineer, Mathematician – not less than 200 words.
 - ▶ Students could work individually or as small teams.
 - ▶ It would be suggested that teachers and students contact their local STEM Ambassadors Broker who will be able to identify and negotiate a possible STEM professional to interview contact www.stemnet.org.uk Alternatively students could be encouraged to contact inspirational figures directly. If you have a career path in mind choose someone from that field or company.
 - ▶ The interview will require students to research the individual and write an article that gives an understanding of their life, work, inspirations, aspirations and career path. Ensure you include their name, the date and company the interviewee works for and how you made contact with them – through an organisation or directly.
 - ▶ The best articles will feature on the website and be released to local and national publications.
 - ▶ **Video interviews are accepted without a written article by pupils up to the age of 9.** Older pupils will also be required to send a written interview.



Full Leaders Award terms and conditions

1. The award is open to all young people (aged 5-19) at Primary, Secondary and Advanced levels.
2. Only video interviews will be accepted for the full Primary Leaders Award for pupils under the age of 9 years (see 5-11 guidance notes).
3. Video interviews for all other age groups are not a requirement but still welcomed, however without a written interview (not just a transcript of the video) the award is not deemed to have been achieved.
4. There is no limit on number of entries per pupil or school.
5. All entries must clearly state student and teacher names, the full school address, plus a contact telephone number and where possible an e-mail address.
6. Application letters must be emailed as an attachment and also a hard copy posted; email address: editor@leadersaward.com
post to Applications – (Primary/Secondary/Advanced) Advanced Leaders Award, 6 Beech Street, Great Harwood, Blackburn, Lancashire BB6 7RB.
7. No responsibility will be accepted for entries lost in the post.
8. The decision of the editor to sanction the award is final and binding and feedback in instances where the entry has not achieved the award will be given.
9. Primary Engineer reserves the right to reproduce and utilize in whole or in part the entries submitted by pupils for information, publicity and promotional purposes. Letters of application will not be published without the consent of the individuals to be used as exemplars' of good practice – in this instance the individuals will be contacted.
- 10. Data will be collated as part of a longitudinal study of pupil engagement in STEM, no individual or establishment will be identified in the study.**
11. By entering, each school agrees to secure parental agreement and authorises the use of names and addresses of the establishment to which they belong and the names of participating teachers and students in any information, publicity or promotional activity linked to this award.
12. Entering this Award implies full and complete acceptance of these terms and conditions of which entry instructions form a part.

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Interview Techniques

Before the Interview

1. **Prepare your questions in advance.** By having a list of questions available, you'll be able to structure the interview
2. **Ask for a specific amount of time.** Do you want half an hour? An hour? This will help your interviewee schedule the appointment.
3. **Be honest about your purpose.** Say that you are participating in the leaders award, and that the article may be submitted for publication.
4. **Let the interviewee schedule the interview.** You may be asked what time is convenient. Instead of setting a time yourself, suggest a range of times. This gives the interviewee flexibility to work you into the schedule.
5. **Be prepared to e-mail your questions to the interviewee in advance.** Business executives often prefer this, as it enables them to prepare for the specific types of information you're looking for.

During the Interview

1. Keep your interviewee happy with the interview process by remaining courteous and professional.
2. **Be prepared.** Again, having a list of questions prepared in advance can help you guide the interview in the direction you want it to go. It can also help you double-check to make sure you've have all the information you need. Note often the reply to one question may lead you to one you have not prepared for – but it is good to listen to the answers and deviate from your plan slightly.
3. **Interact with the interviewee.** Don't just fire off question after question and jot down the answers. Try to respond during and after the responses. Make "uh-huh" and "I see" and "Oh, really?" noises that sound natural. It helps to let the interviewee know that you are listening, and that you are genuinely interested in the information. Volunteer an occasional comment that shows that you understand what you are being told.
4. **Let the interviewee set the tone.** Don't assume familiarity; instead, let the interviewee determine whether the discussion proceeds formally or informally. Don't volunteer personal information or "chat" unless the interviewee has indicated that this seems appropriate.
5. **Use the interviewee's responses to keep the interview on track.** If the interviewee goes off on a tangent, don't just fire off another question to get back "on track." Instead, refer back to something the interviewee has already discussed, e.g., "Getting back to what you were saying earlier about..." This shows, again, that you are listening, and indicates an interest in gathering more information, rather than a lack of interest in whatever the interviewee is currently discussing.
6. **Always thank the interviewee for his/her time when the interview is over.**

After the Interview

- 1 An interview isn't necessarily "over" at the end of the interview. You may need to come back for more information or clarification. The interviewee may ask to see the interview before it is used to check facts – it is recommended that you do this. You may also want to call upon that person's expertise in the future, for other articles. **Send a thank-you note by e-mail or post** this can help keep you in the interviewee's good 'books'. Let the interviewee know when the article will be submitted.

PHOTOGRAPHY/VIDEO / COPYRIGHT/ RELEASE FORM

Name, address of school

Publication / article / subject (**The name of your article and interview**)

Description of photograph(s) and video footage (include reference identifiers)

Pupils who have contributed to the article.

Pupils included on the photographs

Name of individual giving consent

Position

Agreement is given for the photographs/video footage identified above to be used by Primary Engineer in any form and in any medium which reasonably promotes or advertises the aims of the project. This may include sponsor and supporter organisations and commercial educational publications. The photographs/video footage will not be used for any other purpose.

Data will be collated from the letters of application as part of a longitudinal study of pupil engagement in STEM activities no pupil, individual, educational establishment will be identified. Applicants will be approached individually for the use of applications that are outstanding to be used offer other pupils as exemplars.

I confirm that where applicable, students identifiable in photographs/video footage (or, if the students are under 16, their parents or legal guardians) have given permission for this use.

This agreement shall be governed by the laws of England and Wales.

Signed

Date
