

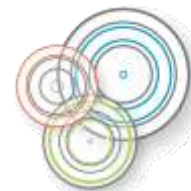
## **Secondary Leaders Award For Science, Technology, Engineering, Mathematics.**

### **A project for students aged between 11 - 16yrs Guidance Notes**

The Secondary Leaders Award is an award for students aged between 11 and 16 yrs of age which will encourage students to think about the breadth of career opportunities in the STEM world; develop job seeking skills and make informed decisions about important subject choices.

#### **How to enter**

- ▶ **Applications are in two parts** – firstly a letter of application and an interview of a STEM professional.
- ▶ **All correspondence should be in the first instance by email and email attachments to [editor@leadersaward.com](mailto:editor@leadersaward.com) emails will receive confirmation replies.**
- ▶ Students should write a letter of application and email (using Word or Publisher documents attachments – contact the editor should this not be possible).
  - ▶ 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](http://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:** the students full name, gender, 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 consent form should be faxed: 01254 720650 or posted to Leaders Award 6 Beech Street Great Harwood. Blackburn Lancs BB6 7RB – Please read and indicate acceptance of the terms and conditions.**
- ▶ Students will interview an individual who works in the field of STEM or is a Scientist, Technologist, Engineer, Mathematician – **not less than 650 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](http://www.stemnet.org.uk) Alternatively students could be encouraged to contact inspirational figures directly. If they have a career path in mind choosing 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, occupation, 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 can accompany the written transcript but alone will not be acceptable for the award – a written interview is required at this level.



## Interview Techniques

### Before the Interview

1. **Prepare your questions in advance.** By having a list of questions available, you'll be able 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

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

FAX: to 01254 720650 Post: 6 Beech Street Great Harwood Blackburn BB6 7RB

**Name, address of school**

Article subject **(The name of your article and person interviewed)**

Description of photograph(s) and video footage (identifying all the individuals including pupils)

Pupils who have contributed to the article.(Special Award interviews are individual entries only)

Special Award Entry: YES or NO  
If YES which award/s

**Name of individual giving consent (Teacher or Parent)**

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**Position**

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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.

**I have read and accept the Terms and Conditions governing this award** Yes  No

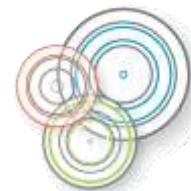
*The award **cannot** be given if the Terms and Conditions have not been accepted*

**Signed**

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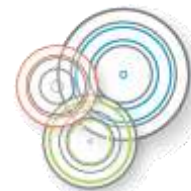
**Date**

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## Full Leaders Award terms and conditions

1. The Primary Secondary and Advanced Leaders Award for STEM letters of application and interviews **MUST** be submitted by email in a word or publisher document to the [editor@primaryengineer.com](mailto:editor@primaryengineer.com)
2. The Primary Secondary and Advanced Leaders Award for STEM letters of application should contain the school address, recommending teachers name, information as to how the students are helping others/or about to help others in STEM subjects. The reasons why they would make a great Leaders for STEM in the school and what their aspirations are. These **MUST** be emailed to the [editor@primaryengineer.com](mailto:editor@primaryengineer.com) before the deadline date of 30th June 2010. Emails will be acknowledged, if the student does not receive a confirmation email it is the students responsibility to resend their application and interview.
3. The Primary Secondary and Advanced Leaders Award for STEM and Special Leaders Awards are open to home educated students - same terms and conditions apply.
4. Students hold the post of Leader for one academic year and should they wish to re-apply must do so in writing via email outlining the work they have undertaken that year. This should be recognised by a teacher.
5. Interviews must be original and with an approximate word count of no less than:  
200 words for the primary 5 -11 category,  
650 words for the secondary 11-16 category and  
850 words for the advanced 17-19 category.
6. The Award is open to all young people (aged 5-19) at Primary (5-11), Secondary (11-16) and Advanced levels (17-19).
7. Only video interviews will be accepted for the full Primary Leaders Award for pupils under the age of 9 years.
8. 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.
9. There is no limit on number of interview entries per pupil or leaders awards for the school.
10. All entries must clearly state student and teacher names, the full school address, plus a contact telephone number and an e-mail address.
11. No responsibility will be accepted for entries lost in the internet either.
12. The decision of the editor to sanction the Leaders Award for STEM is final and binding and feedback in instances where the entry has not achieved the award will be given. Successful students will receive Leaders Awards Certificates.
13. Primary Engineer reserves the right to reproduce and utilize in whole or in part the interview entries submitted by pupils for information, publicity and promotional purposes. Letters of application will not be published without the consent of the individuals.
14. A condition of entry is that entrants are deemed to have assigned the copyright of their entries to the organisers. All entries shall become the property of the organisers. The Leaders Award and Primary Engineer will have the right, with no further permission or payment, to publish all or part of any entry or use it



in any way they see fit and share with partner organisations.

15. 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 (including photographs and video footage) or promotional activity linked to this award.

16. Data will be collated as part of a longitudinal study of pupil engagement in STEM, no individual or educational establishment will be identified as part of the study entry implies full and complete consent.

17. Entering this Award implies full and complete acceptance of these terms and conditions of which entry instructions form a part.

### **Terms and Conditions: Primary Secondary and Advanced Leaders Award for STEM Special Award terms and conditions**

1. Students at all levels must apply to become a Primary, Secondary, Advanced Leader for STEM to participate in the Special Awards section.

2. Each individual 'Special Award' is supported or sponsored by an external organisation. The criteria for their award is clearly stated in Special Awards section of the website. FAQ's will be published on the website or email the [editor@leadersaward.com](mailto:editor@leadersaward.com) for clarification.

3. Primary Engineer and Leaders Award will not be responsible for any external organisation withdrawing competitions or prizes in any way.

4. The organisers will not be liable for any circumstances beyond their control that prevent a prize being taken up by a recipient.

5. A condition of entry is that entrants are deemed to have assigned the copyright of their entries to the organisers. All entries shall become the property of the organisers. The Leaders Award and Primary Engineer will have the right, with no further permission or payment, to publish all or part of any entry or use it in any way they see fit.

6. Deadlines will be stated on the individual Special Awards pages.

7. Pupils may enter more than one Special Awards so long as the interview meets the criteria and the covering email states which Special Awards it is to be entered for.

8. Interviews must be original and with an approximate word count of no less than:

200 words for the primary 5 -11 category,

650 words for the secondary 11-16 category and

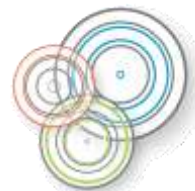
850 words for the advanced 17-19 category.

Photograph from the interview is encouraged, this must be accompanied by a photo/video consent form (see the downloads section of the website)

9. The Leaders Award for STEM is open to **ALL** young people (aged 5-19) at Primary (5-11), Secondary (11-16) and Advanced levels (17-19).

10. Only video interviews will be accepted for the full Primary Leaders Special RAeSoc Award for pupils under the age of 9 years.

Primary, **Secondary** and Advanced **Leaders Award**  
For Science, Technology, Engineering, Mathematics



Primary, Secondary  
and Advanced  
**Leaders Award**

11. No correspondence will be entered into. The decision of the Judges shall be final and unchallengeable. They may declare the competition or a category void should they consider that there are no entries reaching the required standard.

The Primary, Secondary and Advanced Leaders Award for Science Technology Engineering and Mathematics: and the Special Awards are devised, managed and owned wholly by Primary Engineer ©2009