



SCOTTISH ENGINEERING Special Leaders Award



A STEM programme from Primary Engineer *Step-by-Step Guide for Primary and Secondary Schools*

1. Register your school via this page on our website www.leadersaward.com.
2. Complete all fields in the form on this page – please estimate the number of pupils participating and/or estimate your proposed start date if both or either are undecided.
3. Select SCOTTISH ENGINEERING Special Leaders Award as the programme you wish to enter from the dropdown box at the end of the form.
4. Select the ‘Submit’ button to finish your registration.
5. On receipt of your electronic registration, we will send a welcome email to you with attached information and form template documents.
6. The deadline for entries to the SCOTTISH ENGINEERING Special Leaders Award is 20 April 2016.
7. As part of the award, pupils are required to interview an engineer – there are various methods to source a volunteer engineer:
 - a. You may already have an engineer assigned to your school as part of other Primary or Secondary Engineer programmes or other STEM activities – if in doubt, please email editor@leadersaward.com for confirmation of the former.
 - b. Send out a letter to parents/guardians to ask for support from engineers within the school family – there is a template for such a letter included with the information sent on receipt of registration.
 - c. If you are still unable to source an engineer, please get in touch with us at editor@leadersaward.com and we will endeavour to source one or more for you via our numerous industry and/or engineering institutions contacts.
8. Pupils must write a description of their invention in the form of a ‘pitch’ letter. This letter should describe their invention and be used as an opportunity to promote their ingenuity – this is a valuable exercise for improving pupils’ literary skills, especially use of persuasive language.



9. Pupils must research engineering to prepare for the interview. They could, perhaps, undertake some research on the engineer(s) being interviewed, the specific discipline (Mechanical, Civil, Aeronautical, etc.) and prepare some questions for the interviewee based on their studies.
10. Pupils must interview one or more engineer to assist in their understanding of engineering principles, to discover the ubiquity of engineering in everyday life and find out about the engineers' career paths and jobs.
11. Using the knowledge they have gained from the engineer interview and their research, pupils should individually interpret the question:

“If you were an engineer in Scotland – what would you do?”

by identifying a problem and inventing a solution to solve it.

12. We do not wish to inhibit pupils' imaginations, so those perceived problems, and their subsequent solutions, should not be limited by current processes, technologies or materials – children can and should be as inventive as they like.
13. Primary pupils are asked to illustrate and write a letter about their idea/invention (minimum 100 words for pupils 9 years old or over).
14. Primary pupils of 8 years of age or below, should also write a descriptive letter but they have no minimum word count requirement.
15. Secondary pupils are asked to illustrate and write a letter about their idea/invention (minimum 350 words).
16. The maximum illustration size should not exceed A3.
17. Pupils must complete a Pupil Entry Form – a template of this document is included with the information sent on receipt of registration.
18. Teachers must attach all parts of the entry together, including the form, letter and illustration and post to the address, below.
19. Teachers must complete the relevant Pupil Registration Form (Primary or Secondary) spreadsheet document on-screen and email it to editor@leadersaward.com when all pupils' work has been completed, compiled and posted to the address, below.
20. All entries and completed forms must to be sent by post to arrive by **Wednesday 20 April 2016** (All entries must be post marked on or before 20 April 2015 in order to be accepted) to **Primary Engineer Programmes, SCOTTISH ENGINEERING Special Leaders Award, Floor 2, AMS Office Tower, Billington Road, Burnley, BB11 5UB.**



Terms & Conditions

Primary and Secondary Schools

- The theme of the illustration must be “**If you were an engineer in Scotland – what would you do?**”
- Due to the nature of this Special Leaders Award, entries can only be received from schools in Scotland.
- Each pupils must submit their own individual entry – we do not accept group entries by two or more pupils.
- **Primary:** Each illustration must be accompanied by a **minimum 100 word** descriptive letter from pupils of 9 years of age or older.
- Younger pupils, of 8 years of age or below, should also write a descriptive letter but they have no minimum word count requirement.
- **Secondary:** Each illustration must be accompanied by a **minimum 350 word** descriptive letter.
- If you are working with pupils with **Special Educational Needs** or **Additional Support Needs**, please get in touch with editor@leadersaward.com to discuss special arrangements.
- Each individual entry must comprise of a Pupil Entry Form and an Illustration accompanied by a descriptive letter (see above for word count requirements).
- Send completed entries (entry form, illustration and descriptive letter) through in class groups in alphabetical order, accompanied by a completed School Entry Form.
- In order for us to process the entries quickly and send out certificates to schools and pupils, we ask that you complete and email the relevant Pupil Registration Form (Primary or Secondary) spreadsheet.
- **FINAL DEADLINE: Wednesday 20 April 2016.** All entries must be post marked on or before 20 April 2016 in order to be accepted.
- Post entries to Primary Engineer Programmes, **SCOTTISH ENGINEERING** Special Leaders Award, Floor 2, AMS Office Tower, Billington Road, Burnley, BB11 5UB.



- All entries will be acknowledged.
- Prizes are non-exchangeable or transferable.
- All certificates will be in PDF format.
- We shall endeavour to safely return entries only **if accompanied** by a stamped addressed envelope, but take no responsibility for any lost entries.
- Winners will be notified by 20 May 2015 and invited to attend a presentation of awards at the Barony Hall, Glasgow over the weekend of TBA.
- Notification of entries to be displayed at the exhibition will also be confirmed by 20 May, 2016.

General Information

- A condition of entry is that entrants are deemed to have assigned the copyright of their entries to the organisers. The Leaders Award 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 to promote careers and engineering.
- By entering, each school agrees to secure parental agreement and authorises the use of names and addresses of the establishment to which they belong. The names of the participating teachers and pupils may also be included in any information, publicity (including photographs and video footage) or promotional activity linked to this award.
- The decision of the judges is final and binding.
- 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 and entry implies full and complete consent.
- Primary Engineer and Leaders Award will not be responsible nor be liable for any circumstances beyond their control that prevents a pupil from attending the prize-giving event or prevents their work being displayed at the exhibition.

Queries about the **SCOTTISH ENGINEERING** Special Leaders Award should be emailed to: editor@leadersaward.com