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Coordinator guidance for running the Youth STEMM Award

The Youth STEMM Award (YSA) is a skills award to support and inspire the next generation into STEMM (science, technology, engineering, maths and medicine). Running the YSA in your setting provides a framework to add impact and greater legacy to stand alone STEMM outreach activities while helping students to build confidence through a sense of achievement.

Each participating school or college must provide at least one member of staff or affiliate to be the main point of contact to YSA and coordinate students within their organisation. Here we outline some of the requirements and provide tips for success for acting as a coordinator. There is no fixed definition of how this role should be carried out to best support students to achieve an Award - it will depend on the nature of the organisation, the age and level of ability of students and the time available.

Getting started/once-a-year admin tasks:

- ▶ Fill in the order form to provide an email address and consent to be a 'super-user' of the YSA e-portfolio, you'll also need to confirm the number of student places required and what level.
- ▶ Log in to set your password and get to know the dashboard, you'll notice you have a group with a number of credits waiting to be allocated.
- ▶ Register participants by entering their names and email addresses. You'll also need to select their organisation, start typing the name of your school to jump to the right option. Each student will then receive an automated email inviting them to create a password and fill out their profile information.
- ▶ Ensure that your student's have access to the e-portfolio and encourage them to complete their registration and understand how the dashboard works (this can be facilitated through a brief orientation session at outset). The e-portfolio also works well on smart phones, they don't have to use a laptop.

Top Tip:
Edit your profile to opt in to receive daily, weekly or monthly email alerts of activities logged by your cohort

In addition, there are a number of routine tasks that coordinators should undertake regularly. A cohort of 15-20 confident and proactive students can be supported by one person in as little as an hour a week. Younger students, or those not already inclined towards exploring STEMM subjects may benefit from additional support.

Tasks to be undertaken weekly or as appropriate:

- ▶ Monitor participant use of the e-portfolio and encourage them to log activities they have undertaken.
- ▶ Assess activities when prompted (via the e-portfolio) and add comments and edits if needed, or decline activities that are not suitable (for example, if they relate to regular school work rather than being extracurricular), or need more of a description.
- ▶ Moderate activities that have been assessed by an external person, such as a work experience

- host)–the 'Quick Approve' button speeds this process up.
- ▶ Promote relevant opportunities to your group.
 - ▶ Monitor progress of individuals and encourage participants to work across all STEMM areas.
 - ▶ Ensure participants reflect on the check lists provided for each strand.
 - ▶ Review completed e-portfolios and submit to YSA HQ for final moderation.

Suggested additional steps to success:

The more structure that is established by the coordinator, the more likely students are to sustain engagement and complete within 12 months. This can be provided by establishing a regular meeting of the cohort, if appropriate for the setting.

- ▶ Work through examples of how to log activities and review which strands and STEMM areas activities best fit into.
- ▶ Plan a timetable of activities for participants to engage with so that they can achieve a large percentage of the hours required to complete their Award.
- ▶ Encourage participants to produce blogs, materials and resources and share these with YSA where appropriate to reach a wider audience.
- ▶ Pre-load activities where multiple participants have engaged so they go straight into their portfolios.
- ▶ Create opportunities on the e-portfolio and target them at relevant participants
- ▶ Monitor wider opportunities in the local area and at a national level and direct participants towards those.
- ▶ Celebrate success when students complete their Awards to encourage others

Top Tip:

Check out the FAQ page for coordinators on the YSA website by clicking on the image



Completing Youth STEMM Awards:

- ▶ When your students have completed enough hours they can either choose to upgrade to the next level or submit their portfolio for moderation. You will then be prompted to moderate them and submit them to YSA for final approval. Each summer term we send out a submission form to request the numbers of certificates and medals needed.
- ▶ Please invite all those who have completed Awards to join our alumni network and provide us with valuable feedback on their experience. They can do this using the link:
<https://forms.gle/HeqwBxpo4Vmo8vjp8>

If in doubt, reach out!

If you have any queries email us at hq@ysawards.co.uk