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Youth STEMM Award Coordinator Guidance

Introduction:

The Youth STEMM Award (YSA) is a skills framework designed to inspire and support young people in STEMM (science, technology, engineering, maths, and medicine). Running the YSA helps to enhance STEMM outreach activities, creating a lasting impact while building students' confidence and sense of achievement. Each participating school or college must appoint a coordinator as the main point of contact to oversee students' progress. This guidance outlines key requirements and tips for success, offering flexibility to adapt the role to the organisation's needs, student abilities, and available time.

Getting started:

- ▶ Set Up Access:
 - Log in to the YSA e-portfolio at www.ysawards.co.uk.
 - Check your email for a welcome message. If not received, check your junk folder or contact us at HQ@ysawards.co.uk.
- ▶ Register Participants:
 - Navigate to the 'Your Participants' tab and select your group.
 - Click 'Add new participants+'
 - Add participant details either individually or via bulk CSV upload.
 - Validate the data and confirm permissions before clicking 'Add Participants'.
 - Students will receive an email to log in and set their passwords.

Top Tip:
Registration emails may go to junk folders. Students can request a reset at www.ysawards.co.uk.

Coordinators can request further participant credits at any time via the Educators [Order Form](#)

Weekly or Routine Tasks:

- ▶ Monitor participant progress through the e-portfolio.
- ▶ Encourage students to log activities promptly.
- ▶ Assess logged activities:
 - Approve valid activities or provide feedback if more detail is required.
 - Decline unsuitable activities (e.g., regular schoolwork)
 - Moderate activities that have been assessed by an external person (e.g., work experience host)
- ▶ Promote relevant opportunities to your group.
- ▶ Celebrate milestones to motivate participants.

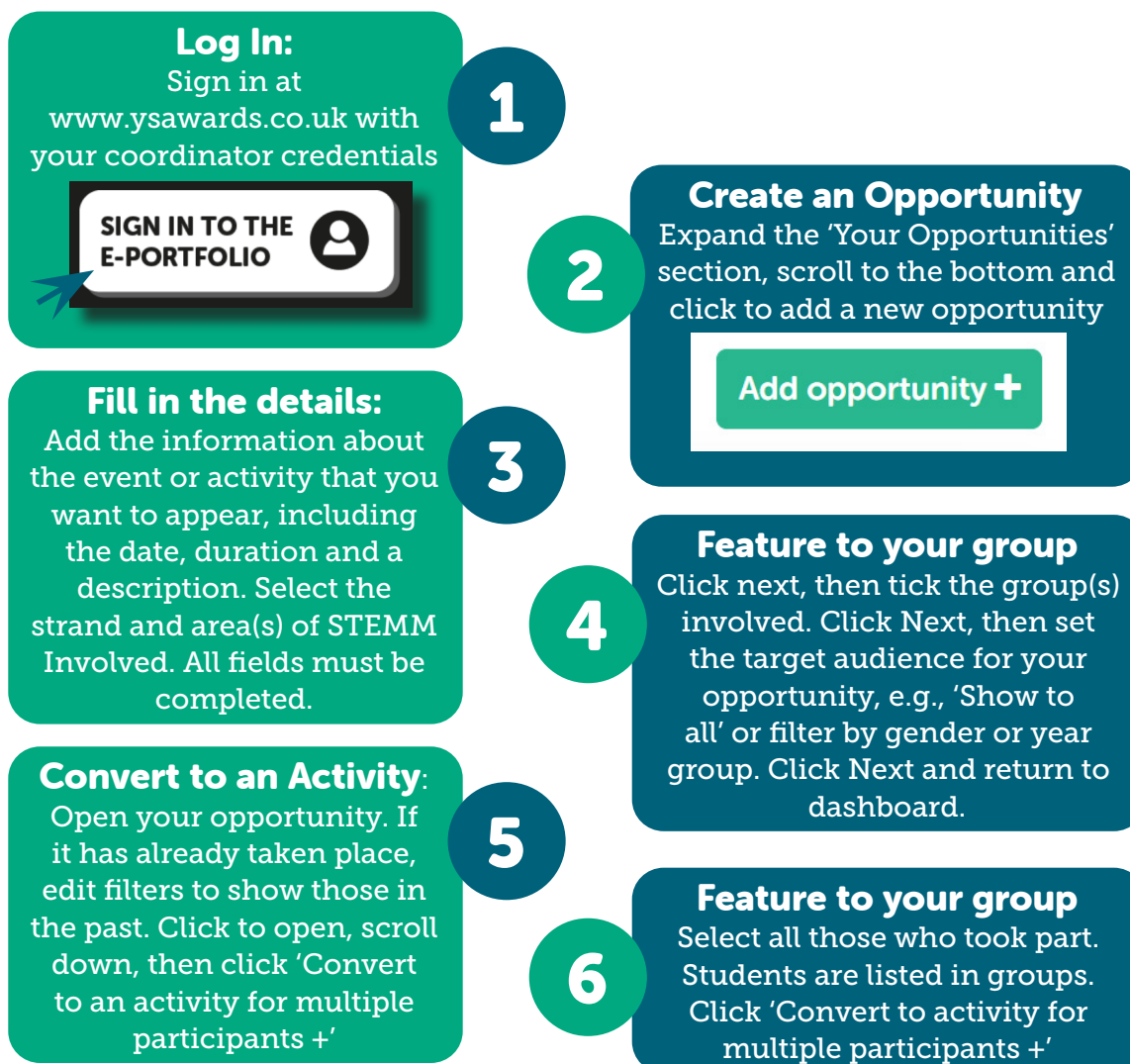
Suggested Steps to success:

- ▶ Schedule regular check-ins or meetings to review participant progress.
- ▶ Use local and national STEMM opportunities to enrich participant experiences.
- ▶ Encourage students to write blogs or create resources to share their learning journey.
- ▶ Celebrate achievements by organising events or assemblies for award completions.
- ▶ Create pre-approved multiple participant activities for group activities (see next page)

HOW TO:

Create a pre-approved multiple participant activity

Follow these steps to pre-approve activities for multiple students. Opportunities can be created in advance, then converted to activities for those who took part, or added after it has taken place.



Completing Youth STEMM Awards:

When participants complete the required hours for their current award level, they have two options:

- ▶ **Submit Their Portfolio:** Participants can submit their completed portfolio for final moderation to receive their certificate and medal.
- ▶ **Upgrade to the Next Level:** Participants can request to use their logged hours to upgrade to the next award level. Upgrading requires participants to complete the additional hours and meet the criteria for the higher level. Coordinators can request upgrades via the Educators Order Form for a small fee.

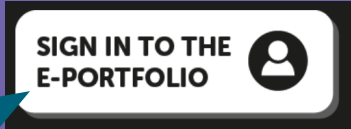

Alternatively, participants may choose to receive the award for their current level and start again at zero hours to pursue the next level, which will require paying the full fee for the new award.

HOW TO:

Moderate and submit an award for your student

Follow these steps to support your participants to complete their Youth STEMM Award. Take the opportunity to celebrate completion success in your school and award medals and certificates in assembly or at a special evening. Remember to tag us in to social posts!



- Log In:**
Sign in at www.ysawards.co.uk with your coordinator credentials

- Expand Award Submissions**
Click to view a submitted award

- Check the details**
Expand each strand section and view the logged activities. Look for any inconsistencies – such as duplicated entries. Check the strand criteria have been met and boxes have been ticked.
- Submit to YSA HQ**
Since you have already moderated all the activities, this is just a last check to make sure everything is on order. Click Decline or Approve. Approving will send this award to YSA HQ for final approval
- Digital Badges**
Once approved at YSA HQ, completer's will be issued with a digital badge. They need to claim this through the automated email they will receive. Tell them to check their email, be aware that it could get mislabelled as junk.
- Requesting medals**
Complete the medal submission form and return to YSA with the names of students as they wish them to appear and award levels. Medals are sent in batches in December and June, unless otherwise agreed.

We invite all those who have completed Awards to join our alumni network and provide YSA HQ with feedback on their experience. A survey link will be emailed on completion of Award.

FAQ's

1. What activities are eligible for the award?
 - Activities must be extracurricular and align with the award strands.
2. How can participants reset their passwords?
 - Students can reset passwords at www.ysawards.co.uk under 'Forgot your password.'
4. Can participants upgrade award levels?
 - Yes, they can upgrade once they meet the required hours for their current level.
5. Where can I find further guidance?
 - For more detailed FAQs, explainer videos, brand pack and more visit: <https://ysawards.co.uk/get-involved/>



If in doubt, reach out!

For all queries please email hq@ysawards.co.uk and we'll be glad to help!