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Youth STEMM Award Coordinator Guidance

Introduction:

The Youth STEMM Award (YSA) is a skills award that encourages and recognises young people's participation in science, technology, engineering, maths and medicine. It builds on existing enrichment activities and encourages students to explore new opportunities at school, at home, online and in their community, developing their interests, skills and confidence.

Each participating organisation appoints a coordinator to support students, oversee their progress and assess their activity submissions. Students take ownership of their own programme, with guidance and encouragement from their coordinator. This guide outlines the key tasks and practical steps, with flexibility to suit your organisation and students.

Getting started:

► Launch with your students:

Use the downloadable launch slides and participant handbook to introduce the four strands and explain how to log activities and reflect on their learning.

► Set up access:

- Follow the link in your welcome email to set your password. If it hasn't arrived, check your junk folder or contact YSA HQ.
- Log in via www.ysawards.co.uk and follow the prompts for two-factor authentication.

► Register participants:

- Navigate to 'Your Participants' and select your group.
- Click 'Add new participants +'.
- Add participants individually or via bulk CSV upload.
- Click 'Validate' and confirm permissions before clicking 'Add Participants'.
- Students will receive an email to activate their accounts and set their passwords.

Top Tip:

Ask students to check their junk folder for activation emails. If they cannot log in, they can use 'Forgot your password?' on the e-portfolio login page.

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

Routine Tasks:

- Monitor participant progress through the e-portfolio.
- Encourage students to log activities promptly.
- Assess logged activities:
 - Check the strand, hours, description and personal reflection.
 - Approve suitable entries or give feedback where changes are needed.
 - Decline ineligible activities, such as regular schoolwork or homework.
 - Moderate activities assessed by an external person, such as a work experience host.
- Share relevant opportunities with your group.
- Celebrate milestones to motivate participants.

HOW TO:

Create a pre-approved multiple participant activity

Save time by adding an activity for several participants at once. Create an opportunity in advance or after the event, then convert it into an activity for those who took part.



Completing Youth STEMM Awards:

Once participants have completed the required hours and met all strand criteria, they can:

- **Complete their current award:** Tick the strand criteria boxes and submit the award for moderation to receive their medal, certificate and digital badge.
- **Upgrade to the next level:** Transfer their logged hours towards a higher award for an upgrade fee, without receiving the current award. Request upgrades via the Educators Order Form.

Participants who complete their current award can then purchase the next level and start again at zero hours, earning recognition for each level separately.

HOW TO:

Review and approve a submitted award

Once a participant has ticked all strand criteria and submitted their award, it will appear under 'Award submissions' in your dashboard. Follow these steps to review it and send it to YSA HQ for final approval.



Log In:

Sign in to the e-portfolio via www.ysawards.co.uk using your coordinator account

SIGN IN TO THE E-PORTFOLIO



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Open Award Submissions

Select a participant's submitted award.

Award submissions

collapse ^

F [redacted]	Year 12	★ 100% complete
For moderation		
H [redacted]	Year 12	★ 100% complete
For moderation		

Check the details

Review activities in each strand. Check for duplicate entries and confirm that the required hours and all strand criteria have been met.

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Submit to YSA HQ

Click 'Approve' to send the award to YSA HQ for final approval. If changes are needed, click 'Decline' and leave feedback explaining what the participant needs to address before resubmitting.

Digital Badges

After final approval, participants receive an email inviting them to claim their digital badge. Remind them to check their inbox and junk folder.

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Request medals and certificates

Complete and return the medal submission form, using participants' names exactly as they should appear on their certificates. Your registration fee includes postage for two award dispatches per year.

Celebrating success:

Celebrate completions in an assembly or at a special event. Tag YSA in your social media posts, and ensure permission is in place before sharing student photos.

Participants will receive a short feedback survey when they complete their award.



Frequently asked questions:

1. What activities are eligible for the award?

STEMM activities beyond normal lessons and required coursework can count, including activities at school, home, online or in the community. They must meet the criteria for the chosen strand.

2. Why is a participant at 100% not appearing in 'Award submissions'?

They must also tick all strand criteria boxes and click to submit their award for moderation. Reaching 100% of the hours does not automatically submit it.

3. What if an activity entry has no reflection?

Return it with feedback asking the participant to explain what they learned, the skills they developed or how it influenced their interests. A few thoughtful sentences are enough.

4. Where can I find further guidance?

Visit <https://ysawards.co.uk/about-the-awards/> for launch slides, participant handbooks, FAQs, explainer videos and the YSA brand pack.

5. Can another adult help assess activities?

Contact YSA HQ about adding a facilitator, who can assess activities and view participants' names, year groups and progress without access to sensitive personal data.

If in doubt, reach out!

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