

Arkwright Engineering Scholarships Handbook

A reference for
Teachers, Parents and Students who are applying for
or in receipt of an
Arkwright Engineering Scholarship

Academic Year 2021/22

Issue 2

OUR PURPOSE

Arkwright Engineering Scholarships exists to identify, inspire and nurture future leaders in Engineering. We do this by awarding Arkwright Engineering Scholarships, through a rigorous selection process, to high-potential students who apply during year 11 (England and Wales), S4 (Scotland) and year 12 (Northern Ireland). Our Engineering Scholarships support students through their A Levels / Scottish Advanced Highers (or equivalent exams) and encourage students to pursue Engineering at university or through a higher-level apprenticeship and to take up Engineering careers.

The Arkwright Engineering Scholarships are the most respected awards of their type in the UK. Our Scholarships are sponsored by a range of industrial and commercial companies, charitable trusts, professional engineering organisations, universities, trade associations, the Armed Services, schools and personal donors. Sponsors are encouraged to develop links to their Scholars.

We also offer Undergraduate Scholarships to support an elite group of existing Arkwright Engineering Scholars through university.

FOREWORD

This handbook has been compiled for: teachers who wish to submit students for consideration for an Arkwright Engineering Scholarship; current and potential Arkwright Engineering Scholars and their parents/guardians.

This handbook includes the criteria for partnering your school, the scholarship application process and details of how the Scholarships are administered. The handbook is revised periodically to take account of any changes in the curriculum or to Arkwright's processes.

The back page lists the contact details for each member of the Arkwright team mentioned in this handbook.

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1. BECOMING AN ARKWRIGHT PARTNER SCHOOL

Partnering with Arkwright Engineering Scholarships is quick, simple and free.

In order to become partnered, schools should have students in year 11 (England and Wales), S4 (Scotland) or year 12 (Northern Ireland), who are studying GCSEs, Scottish National 5s or equivalents in Science, Technology, Engineering, Maths (hereafter referred to collectively as “STEM”).

Partnered schools/colleges must also be willing to host the Arkwright Aptitude Exam at the school/college for applicants from feeder schools (see Section 4.3).

To become partnered, you can:

- download our school partnership form from <http://bit.ly/AESschoolaffiliation> and return it to Arkwright’s offices. Once we receive your form you will be sent details of how to submit applicants
- or
- contact the Senior Operations Coordinator at Arkwright HQ to arrange for your local Arkwright Liaison Officer to visit your school to meet the Head Teacher and/or Head of a relevant STEM Department to discuss the Arkwright Engineering Scholarships before you decide to partner with Arkwright.

Once your school is partnered, all our communications will be sent to the ‘link teacher’ that your school has identified as overseeing Arkwright.

Transferring a Scholarship between Schools

If:

- a student applies for and is awarded a Scholarship while at a partnered feeder school, and takes up his/her Scholarship at another school/college; or
- a Scholar changes school part-way through his/her Scholarship

then:

- the first year’s school financial award will be given to the school of application
- the second year’s school financial award will be given to the school/college that the Scholar moves to provided that the school/college is, or becomes, partnered and subject to satisfactory first year reports (see Section 8)

2. ENGINEERING SCHOLARSHIP APPLICATION CRITERIA

2.1 Application Criteria

The Arkwright Engineering Scholarships programme is committed to ensuring that we inspire and nurture creative and talented young people in the field of Engineering; people who are capable of becoming tomorrow's leaders – be it a captain of industry, a dedicated engineering team leader or a world-leading academic researcher.

To be considered for an Arkwright Engineering Scholarship:

- 2.1.1 The applicant's school/college must be partnered with Arkwright Engineering Scholarships; See section 2.3 for home schooled students;
- 2.1.2 All applicants must have a permanent UK address;
- 2.1.3 Applicants must be in year 11 (England and Wales), S4 (Scotland), year 12 (Northern Ireland) and about to take GCSEs, Scottish National 5s, IB Standards or equivalent. For fast tracked applicants, please see section 2.2;
- 2.1.4 Applicants must show a strong practical interest and ability in Engineering. This should be demonstrated through a practical project they have done. Applicants may present GCSE/National 5 projects, or a personal project conducted at school or home;
- 2.1.5 Applicants must be planning to take A levels, BTEC level 3s, Scottish Highers and Advanced Highers, IB Higher and Advanced Higher or equivalent examinations in subjects relevant to a university degree or a higher-level apprenticeship in Engineering. Students are advised to refer to their preferred university or higher-apprenticeship provider for specific entry requirements;
- 2.1.6 Applicants must be certain that their studies will lead to acceptance by their chosen University or Higher Degree Apprenticeship provider for them to study Engineering. Therefore, unless studying for a BTEC Level 3 in Engineering, applicants must make a commitment to study at least one of the following subjects to A level (England, Wales & Northern Ireland), or Higher/Advanced Higher (Scotland):
 - Computer Science
 - Design and Technology
 - Engineering Science
 - Maths
 - Physics
- 2.1.7 Applicants must be actively considering a university degree or higher-level/degree apprenticeship in Engineering and a career as a professional Engineer. All traditional forms of engineering are acceptable choices (civil, aeronautical, mechanical, electronic etc.) and below you will find a list of niche career choices we see most often and their acceptability:

Accepted	Prohibited
Computer and Software Engineering	Aesthetic Architecture
Chemical Engineering	Medicine or Dentistry
Product Design (technical design)	Law
Biomedical Engineering	Banking or Finance
Medical Physics	Veterinary Science
Medical Engineering	Games Design

Arkwright Engineering Scholarships cannot be awarded to students who decide to leave school at the end of year 11 (England and Wales), S4 (Scotland) and year 12 (Northern Ireland), to pursue apprenticeships or other career options. Scholarships are only awarded to students who remain in full-time, school/college-based education in order to achieve A levels, Scottish Highers/Advanced Highers, IB Highers/Advanced Highers, BTEC level 3s or equivalent examinations.

2.2 Policy for students on GCSE / Scottish National 5 fast track

Students who take some GCSEs/ Scottish National 5 qualifications in year 10 (England and Wales) / S3 (Scotland) / year 11 (Northern Ireland) and others in year 11/S4/12 should apply for their Arkwright Engineering Scholarship in year 11 (England and Wales), S4 (Scotland) and year 12 (Northern Ireland).

Students who complete all their GCSEs/Scottish National 5 qualifications a year early should apply to Arkwright in that year.

2.3 Policy for Home Educated Applicants

Students who are home educated may apply for an Arkwright Engineering Scholarship in the year in which they take their GCSEs, National 5s or equivalent exams. The application's supporting reference (if required) should be completed by the student's main Science/Maths/D&T/Computing tutor (in lieu of a school teacher) and the Arkwright aptitude exam must be completed at the nearest Arkwright partnered school that is also submitting student candidates in that year's application round, or at the school/college at which the student will subsequently complete his/her A levels/Scottish Highers or equivalent, if that school/college is partnered with Arkwright.

If a home educated student is successful at securing an Arkwright Engineering Scholarship, then the first year's school £200 financial award will be paid to the student's main Science/Maths/D&T tutor to aid the tutoring of all of their clients. Where the student moves to a school/college to complete their A levels, the second year's school £200 financial award will be paid to that school/college if it is partnered with Arkwright. Where the student will be home educated for A levels/Scottish Highers or equivalent, the second year's school financial award will be paid to the student's main Science/Maths/D&T tutor to aid the tutoring of all of their clients.

2.4 Policy for students on leaving full-time education or changing career aspirations

If students leave full-time school/college-based education, change career aspiration away from engineering, or elect to drop one of the required subjects listed in **section 2.1.6**, after they have been offered a Scholarship but before the formal awards ceremonies in the autumn they **must** immediately notify Arkwright in writing (e-mail is sufficient), explaining the reasons and stating their proposed career route. In the event that the ceremonies do not run, you are required to notify us by 31 October at the latest.

Each case will be reviewed on an individual basis by Arkwright. Possible outcomes of such reviews, made at the absolute discretion of Arkwright, are:

- The Scholarship is withdrawn completely, and the student cannot call themselves an Arkwright Scholar (though the student may still state that they passed the Arkwright selection process).
- In some circumstances, the student may continue as an Arkwright Engineering Scholar and the school and Scholar will continue to receive their financial awards.

2.5 Policy on Equity and Diversity

Arkwright Engineering Scholarships recognises the importance of, and is committed to equality and diversity, equal opportunity and fair treatment to all involved in the scholarship programme

We aim to ensure that all people irrespective of their disability, gender reassignment, race, religion or belief, sex and sexual orientation have a genuine and equal opportunity to participate.

We are happy to talk to schools and applicants about any adaptations that may be required during the application and assessment process, or for the activities provided during the scholarship itself.

Where we are informed that an applicant or existing scholar is undergoing or has completed gender transition then we will refer to that student by their preferred gender and name. Where an applicant identifies as non-binary, we will discuss with them which pronoun they prefer we use when referring to them.

All personal data held by The Smallpeice Trust about an Arkwright applicant, Scholar or alumni is confidential and is not shared with any other party without the prior agreement of the individual (or their parents/guardian if they are a minor).

3. BENEFITS

As part of the programme, Scholars will:

- Receive a coveted two-year Arkwright Engineering Scholarship which is widely respected by academia and industry
- Receive a financial award of £300 per year, to help with the cost of materials, equipment and activities to optimise their studies towards a career in Engineering
- Gain access to a wide range of enrichment events and opportunities through The Smallpeice Trust including Connect Days, summer schools and technical lectures. NB Due to Covid 19 much of this activity is likely to be virtual rather than face to face.
- Receive a dedicated mentor to support them through their Scholarship
- Some sponsors are able to offer the following enrichment opportunities:
 - day visits
 - work experience
 - factory and site tours
- Have access to exclusive Arkwright Undergraduate Engineering Scholarships

As part of the programme, schools will:

- Gain the prestige of having a student or students win an Arkwright Engineering Scholarship which provides the school with valuable marketing opportunities to prospective parents
- Have access to a regional Arkwright Liaison Officer to provide you with guidance on the application process and who will monitor the Arkwright Engineering Scholars' progress
- Show investment in student development and confidence
- Receive a financial award of £200 per year, per Scholarship secured by that schools' students. This award should be used to enhance the teaching of STEM subjects related to Engineering (second year money is released after a satisfactory first year report, see **Section 8**, also see transferring a Scholarship between schools, **Section 1**)

4. ENGINEERING SCHOLARSHIP APPLICATION PROCESS

The application process comprises three components: application form; aptitude exam; interview.

4.1 Students' Application Form

The application form is managed on-line in the following process:

- The application round is launched in early autumn each year and runs until mid-January
- Teachers must nominate the student applicant on our web-based portal (portal passwords will be provided to teachers at new schools when the application round is launched)
- Applicants' portal passwords will be sent to applicants once the teacher has added the applicant's name to the portal
- Applicants complete the on-line form, saving and iterating it as they wish
- Teachers can view applicants' applications throughout the process, but cannot make changes
- Applicants should print the application to discuss with their supporting teacher, allowing applicants to make changes before submitting online to the teacher to endorse the application
- Applicants submit their application back to their nominating teacher who in turn fully submits the application to Arkwright. **At this point no further changes can be made to the application by the Applicant**

The **students'** on-line application must be finalised by applicants one week before the closing date or earlier. The student part of the on-line process will be shut for the final week of the application period to allow teachers time to complete and submit their references for their applicants. Arkwright cannot enter discussion with parents/guardians regarding earlier deadlines set by teachers.

Completed applications must be received from teachers by the closing date in January each year (the exact closing date is communicated in the launch email at the start of each application round and on the Arkwright website <http://bit.ly/AEShowtoapply>). **Late applications will not be accepted under any circumstances.**

Fees

There is a £40.00 fee for each application that is entered into the Arkwright selection process - this covers administration and Aptitude Exam costs. Invoices are sent to the school for payment. An application is deemed to have been "entered into the Arkwright selection process" if the teacher submits a completed student application via our on-line system, with or without a teacher reference, fully or partly completed.

Any applicant or teacher who wishes to withdraw an application must provide written notification (email will be accepted) by midnight on the January closing date; applications withdrawn in this fashion are not charged.

Any applicant registered to sit the Aptitude Exam who does not sit the Aptitude Exam, where the school or applicant has not given prior notice of withdrawal by midnight on the January closing date, will be charged the full fee of £40.00.

All application fees must be paid by the school by the deadline stated in the launch email to schools each year. **Any applicant whose fee has not been paid by this date will not have their application for an Arkwright Engineering Scholarship considered any further.**

Special Circumstances relating to payment of application fee

Where a school is aware of a special circumstance related to a prospective student applicant's ability to pay the application fee (where schools require the applicant's family to pay the fee), the Arkwright Senior Operations Coordinator should be made aware in writing (an email is preferred). Arkwright will consider cases on an ad hoc basis and may waive the fee.

4.2 Support for students applying for an Arkwright Engineering Scholarship

There are two documents to help students submitting their Arkwright application:

1. What we are looking for in the initial on-line application - <http://bit.ly/AESapplicationsuccess>
2. Project ideas for students <http://bit.ly/AESprojectexamples>
3. Online Webinars during the application process (September – December 2020)

These resources may help enhance the quality of students' applications.

4.3 Arkwright Aptitude Exam

Applicants must sit the Exam on the afternoon of the first Wednesday in February. The Aptitude Exam papers are posted to the school's Examinations Officer on the Friday before it is due to be sat. The Exam must be sat in school, under strict national exam conditions and be administered by the school's Examinations Officer.

The Exam encourages students to demonstrate their skills by producing innovative solutions to engineering design problems. The Exam is broad-based and requires applicants to use the full spectrum of their knowledge of engineering. It does not test students specifically on the GCSE / Scottish National 5 / IB specifications they are learning at school. The Exam is designed to be challenging - experience has shown that some applicants will not fully complete the questions within the time allowed but they can still achieve good marks through the quality of their answers. **It is strongly advised that teachers take the time to prepare their applicants for the Exam**, including practise at working under exam conditions and reference to exemplar material and past papers which are available at: <http://bit.ly/aptitudeexam>

The blank A3 exam paper should be downloaded from: <http://bit.ly/examA3paper> **Only this paper should be used during the Exam.** Candidates should use a fresh sheet for each question undertaken. The Markers recommend no more than 2 sheets per question (4 sheets in total).

The format of the Aptitude Exam paper is as follows:

1. The paper is split into TWO sections - A and B
2. Applicants must answer ONE question from Section A and ONE question from Section B
3. Applicants are to spend the first TEN MINUTES on reading and are not to start the paper until after the ten minutes.
4. Applicants are expected to spend ONE HOUR on each section
5. **Section A** has open-ended questions. We are looking for **three** creative and innovative concepts to solve engineering problems. The concepts are not expected to be fully detailed solutions, but the key features and working principles of each concept should be identified
6. **Section B** questions require applicants to solve a very specific engineering problem in detail. Key specification points will be provided.
7. Applicants are **not** required to produce a specification in either Section A or Section B.

Special Circumstances relating to sitting the exam

Where a school is aware of special circumstances related to the student's ability to take the Exam, it should be made known to the Arkwright Senior Operations Coordinator in writing (an email is preferred) and an acknowledgement of the special circumstance will be sent by Arkwright to the

school's Examinations' Officer. A copy of the acknowledgment should be attached by the Examinations' Officer to the applicant's Exam script when posting to the Arkwright Marker.

The Exam may **not** be sat prior to the advertised Exam date, nor may it be sat on the morning of the advertised Exam date. Special arrangements can be made for applicants who are attending a pre-arranged field trip or sitting a National Exam on the advertised Exam date. In such cases the Exam may be taken on the Thursday or Friday of the Exam week, but no later. Any change in the Exam date must have the permission of the Arkwright Programme Manager. Please email the Arkwright Senior Operations Coordinator with details and an acknowledgement will be sent confirming the new agreed date. **Applicants who cannot sit the Exam within the timescales set out in this paragraph cannot be considered for an Arkwright Engineering Scholarship.**

Under no circumstances can the Exam be sat outside of school.

Illness and Extreme Bad Weather

If an applicant is off school due to illness on the day the Exam is sat or cannot get to the school because of extreme bad weather, please contact Arkwright's Senior Operations Coordinator to arrange to sit the Exam later in the Exam week.

After the Examination

Please collect the Aptitude Exam question papers and store them in a secure place or destroy them. You do not need to return them to us.

Please advise teachers and candidates not to discuss the contents of the Exam on social media sites because some students, due to sickness / bad weather, may be sitting the Exam later in the week. At Arkwright's absolute discretion, candidates who discuss the Arkwright Aptitude Exam on social media after sitting it, in sufficient depth to confer unfair advantage on others, may be withdrawn from further consideration for a Scholarship.

We strongly recommend that the school's Examinations' Officer takes a colour photocopy or scan of the applicants' Exam scripts prior to posting - a few have gone missing in the post in previous years. A label addressed to Arkwright will be provided.

Each applicant's original Exam script must have its individual sheets stapled together at top left and have the confirmation email of any special conditions attached. The Exam scripts must be presented in the order of the applicants' names on the Attendance Register and the completed Attendance Register must be included with the Exam scripts. Attendance Register and Exam scripts should be **folded** into an A4 envelope and be posted immediately after the Exam, by Special Delivery, to Arkwright. Please do not use tubes.

It is the school's responsibility to ensure all sections of every exam script are returned as instructed. Arkwright cannot be held responsible for a school's error in not mailing all sections of all exam scripts. Arkwright does not have the resource to chase schools for missing scripts, or parts of exam scripts. We will only mark what we receive from schools.

Applicants will be shortlisted for interview by the Arkwright Selection Panel, and at Arkwright's absolute discretion, based on a standard marking process, applied regionally, that combines the results of applicants' Exam script with the quality of their application form.

All applicants will be advised of the outcome of the grading of their Aptitude Exam and application form by email in late February. Teachers will be similarly informed.

4.4 Interviews

Interviews will be held virtually in 2022 with an interview panel of two made up of academics and industry specialists; the interview itself will take place over our preferred communication platform, details of which will be provided to applicants who successfully make it to this stage. Interviews will take place each year during the Easter holidays. Where applicants do not have the technical set up to join virtually from home, and we are informed in advance, we will seek alternatives, which may include running a limited number of face to face interviews at our head office in Warwickshire, or virtually during the school term, using school facilities.

It will be assumed that all applicants are able to attend a virtual interview unless we are informed otherwise; unfortunately, an applicant reaching this stage cannot progress in the Arkwright selection without having an interview.

Aim of the Interview

All students are treated equally at interview. The interview is used to assess the applicant's understanding of Engineering, their aspirations regarding further study and a career as a professional Engineer, their leadership potential and their suitability to be an Ambassador for Arkwright Engineering Scholarships.

The Arkwright interview is not a mere formality, it is critically assessed, and the performance of each candidate is scored.

Guidance for Interviewees

The Arkwright interview will be many applicants' first experience of a formal interview process and is an early opportunity for personal development. We would like it to be an experience that applicants will remember and find beneficial, by gaining interviewing skills and confidence.

Detailed guidance on what applicants should expect from the interview and how to prepare for it is given at <http://bit.ly/interviewee-guidance>. This guidance and any additional guidance will be sent again to all those applicants who are called for interview. **We strongly advise applicants to practise and prepare for the interview.**

5. ALLOCATING SCHOLARSHIPS

Based on a standard marking system, applicants are marked on their performance at interview, and are then ranked by score. An analysis is undertaken annually in early May to maintain a national standard of Interviewers' marks - to spot anomalies and to ensure consistency across interview panels.

Applicants and their teachers are told by email by early autumn if they have been:

- recommended for an Arkwright Scholarship
or
- unsuccessful in their application.

All Arkwright Engineering Scholarships must be supported by a Sponsor at a cost of £2,200. This may be a company, trade association, charitable trust, university, the Armed Services, a school, a personal donor or other organisation which has an interest in promoting engineering careers and/or supporting education. Sponsors may attach conditions to their funding of Scholarships based on certain specified criteria, such as geographic location, over and above the criteria set out in **Section 2**. Where such conditions are specified, Arkwright reserves the right to select applicants of adequate quality from the interview process based on those criteria where it is reasonably deemed appropriate by Arkwright in its absolute discretion.

Teachers, parents/guardians and applicants are welcome to identify suitable organisations that could offer sponsorship for a new Scholarship. Arkwright welcomes 'warm' leads to organisations that may be able to support Arkwright Engineering Scholarships. You should provide to Arkwright's Fundraising Team full contact details of the organisation, point of contact's name, position, phone number and/or email address, and details of any previous contact. Our Fundraising Team will then pursue the contact if appropriate.

However, teachers, parents/guardians and applicants should not themselves attempt to secure sponsorship from an organisation because Arkwright may:

- already be in receipt of support from the organisation
- already be in discussions with the organisation
- be in the final stages of agreeing support for the Scholar with a different organisation.

Arkwright maintains a Benefactors' Fund made up of small donations from a variety of sources. All members of the public are encouraged to donate to this Fund. This Fund is used where necessary, and at Arkwright's absolute discretion, as 50% matched funding to help organisations, that could not otherwise afford to fund an entire Scholarship, to support a Scholar. Match-funded Scholarships are apportioned in the same way as for fully funded Scholarships. It is not publicly identified whether an Arkwright Scholarship is fully or match-funded, because this has no bearing on the quality of the Scholars' experiences.

Details of the Scholars' Sponsors are made known to Scholars in early Autumn each year. Scholars will be expected to contact their Sponsors to introduce themselves, thank the Sponsor for their support and prepare for the Awards Ceremony.

Arkwright ceases all fundraising for Scholarships in early Autumn each year. There is no opportunity beyond this date for any additional funded Scholarships to be apportioned for that year.

6. AWARDS CEREMONIES

The Awards Ceremonies are large, prestigious events held each autumn in London and Edinburgh. It is unfortunate that in 2021 we are unable to run these events face to face owing to uncertainty following the COVID-19 pandemic and associated social distancing measures; it is our hope that the ceremony in 2023 reverts to a face-to-face offering.

Over 1600 guests in total attend the events. Each Ceremony lasts half a day and incorporates keynote speeches, award of Scholarships and a photo call for all Scholars.

Scholars are invited to one of the Ceremonies and asked to nominate up to two guests to accompany them. **No more than two guests can be accommodated per Scholar.**

When space at a venue permits, a separate invitation is forwarded to the Arkwright contact at the Scholar's school; if he/she is unable to attend, another school representative may be nominated. This invitation to the School cannot be transferred to a Scholar to increase the Scholar's guest numbers beyond 2.

Separately, a representative of each Scholar's sponsoring organisation is invited to attend.

Scholars are expected to attend the Awards Ceremony during which they receive their Arkwright certificate, welcome pack and lapel badge. There is opportunity at the Awards Ceremonies for Scholars and guests to purchase Arkwright merchandise; these are always popular with new Scholars.

We encourage schools to allow Scholars to wear the Arkwright tie or lapel badge as part of their school uniform.

If you are a Twitter user, please use #arkwrightawards when tweeting about the Awards Ceremonies.

7. DURING THE SCHOLARSHIP

7.1 Scholars' Contact with their sponsor

The amount of contact between a sponsor and their Scholar varies from sponsor to sponsor. During the two years we expect you to communicate via our MentorNet platform to your Sponsor as follows (at the very least). You will be sent log on details to do this at the start of your Scholarship. Please do not try and contact them before then.

October 2021	an introduction, to include your GCSE, Scottish National 5s, or equivalent results and thanking your Sponsor for their kind support
February 2022	an update of progress and details of any other achievements since September
September 2022	an update of your progress over the first year of your A levels, Highers or equivalent courses of study and plans for post-school study / employment
February 2023	an update of progress since September 2022
August 2023	a closing letter when you receive your A Level, Scottish Higher or equivalent results, advising of your grades and plans for the future and thanking your Sponsor for their financial support

Throughout the two years, Scholars should reply promptly (usually within a week) to any correspondence from their sponsor and if the Scholar receives any awards, they should proactively let their sponsor know.

How you conduct yourself with your Sponsor not only affects how much they will help you in the future but will affect their desire to continue supporting Arkwright Engineering Scholarships in future years.

You should always conduct yourself as an Ambassador for your school and for Arkwright and show interest and enthusiasm for your Sponsor's support. Throughout the two years you must reply politely and promptly to any correspondence from your Sponsor and fully demonstrate the dynamic, high-calibre student that you are. Also, if you receive any awards please let your Sponsor know.

7.2 Keeping you safe – important information for Scholars and parents

At The Smallpeice Trust safety is our number one priority. Arkwright Engineering Scholarships provides a safe environment for Scholars to develop themselves and their knowledge of Engineering.

We safeguard young people accessing the Arkwright programme by monitoring and moderating all communication between the Scholars and their sponsor/mentor using MentorNet (<http://www.sfgmentornet.com/>) You are expressly forbidden from communicating with your sponsor or assigned mentor outside of MentorNet without our prior consent.

Our programmes are supported by a range of policies and procedures (full details can be found on our website here: <https://www.smallpeicetrust.org.uk/safety-for-all>). Should you wish to see a copy of our safeguarding policies and procedures, or if you have concerns about a young person's safety while involved in our activities, please contact the staff member responsible for organising the project/event or their manager.

As a Scholar, it is important that you understand that whilst Arkwright will offer enrichment in the form of industry Connect Days and Summer Schools, any work experience or other activities/events organised directly between you and your sponsor are beyond our control. In these circumstances you are required to notify us in advance so that we can suitably risk assess the visit and ensure that overnight care is in place where required. If parents or guardians have concerns about any Arkwright related event, they are advised to contact Arkwright **immediately**.

7.3 Mentoring

Over the course of the Scholarship, Scholars can choose if they would like an engineering mentor to help them as they progress through their sixth form studies. The exception to this is where having a mentor is required by the Sponsor, who will pair the Scholar with a mentor from their organisation.

In situations where this is not possible (typically where sponsors don't have the resources or expertise in engineering) a mentor will be provided by Arkwright Engineering Scholarships if the Scholar requests one. We highly recommend Scholars take up this fantastic opportunity. Many Scholars report it is one of the most beneficial aspects of their scholarship.

All communication between the mentor and Scholar takes place over our dedicated online platform MentorNet. This allows the Arkwright team to monitor all communication and to ensure that our strict safeguarding practices (see section 7.2) are always adhered to.

7.4 Contact with other Arkwright Sponsors and Partners

All Scholars, whoever their sponsor, can take advantage of Arkwright's broad and deep programme of enrichment activities which occurs separately to the Scholar-sponsor relationship. These opportunities, which may be arranged by Arkwright or may be offered by third parties, are communicated to Scholars through the quarterly e-newsletter and occasionally by direct emails. Examples include:

- Connect Days. Hosted by partner organisations as either a virtual or site visit, these days provide real world insight into different engineering industry sectors
- A dedicated mentor
- University VIP receptions
- Exclusive Scholar summer schools

8. MONITORING AND SECOND YEAR PROGRESSION

Monitoring of Scholars during their Scholarship backs up the stringent selection process to ensure the quality of the Engineering Scholarships. Monitoring is conducted through:

- A first-year report completed by each of the Scholar and their teacher. Reports will be submitted on-line by the Scholar and their teachers. The two reports are reviewed by Arkwright and are **MANDATORY**. Where first-year school or Scholar reports are not submitted to Arkwright by the requested deadline, Arkwright reserves the right to withdraw second year funding after consultation with the Sponsor
- Ad hoc progress reports submitted through our online communication platform, MentorNet
- Final year report completed by the Scholar alone. Final year reports are vital to show the Sponsor the positive outcome of each Scholarship. Final year report forms will be sent to Scholars to coincide with the notification of A2 and Advanced Higher results. This report requires no input from the school
- **MANDATORY** Annual, online school finance report, where teachers report how the nominating STEM Department(s) spent their Arkwright 1st and 2nd year financial award(s) for the academic year. Where a Financial Report is not submitted Arkwright reserves the right, at its absolute discretion, to not release the school's second year funding

First and Second year reports are required to be completed and returned by a set deadline (usually in August each year, but the exact date will be communicated when end-of-year reports are sent to Scholars and schools).

The award of the second year of the Scholarship and release of second-year monies is subject to Arkwright being satisfied with the first-year Scholar and teacher reports. Satisfactory reports depend on, amongst other things, at Arkwright's absolute discretion: the Scholar and school maintaining eligible status (see Section 2); Scholars maintaining satisfactory contact with his/her Sponsor (see Section 6); the Sponsor and teacher giving their satisfactory feedback about the Scholar; and the Scholar maintaining his/her high reputation as an Ambassador of the Arkwright Engineering Scholarships.

Where, at the end of the first year, a Scholar is no longer actively considering further study and/or a career in Engineering, or otherwise ceases to fulfil the Scholarship eligibility criteria then the Scholar's Sponsor will be consulted as to whether the Scholarship should continue into a second year or not.

After careful consideration of the Scholar's and school's first-year reports by Arkwright, consulting with the Sponsor where necessary, the outcome for each Scholar will be one of the following:

- Scholar authorised for progression to second year of his/her Scholarship; Scholar and school second-year financial awards paid by December that year
- Scholar authorised for progression to second year of his/her Scholarship and Scholar second-year financial awards paid by December that year; school financial award not paid or paid to a prior school e.g., if the Scholar has moved to a new school that declines to become partnered with Arkwright Engineering Scholarships
- Scholar not authorised to progress to the second year of the Scholarship; Scholarship ceases and no further payments made to Scholar or School (this occurs where the first-year report and/or other evidence clearly shows that the student is no longer suitable to be an Arkwright Engineering Scholar). In this case the student may continue to state on their CV that they were awarded an Arkwright Engineering Scholarship and completed the first year.

Where, at the end of the first year, a Scholar leaves A level, Scottish Higher/Advanced Higher or equivalent studies at school/college to take up an apprenticeship, university place or other training/employment, the Scholarship will cease.

Second year payments for successful first-year Scholars will be made to Scholars and schools by early December.

Removal of Arkwright Scholar Status

Where the behaviour and/or actions of a Scholar are such that they bring the Arkwright Engineering Scholarships and/or the Sponsor into disrepute, or where the behaviour/actions are clearly counter to those of a future leader in Engineering, Arkwright reserves the right, at its absolute discretion, to remove a Scholarship from a Scholar by way of a written letter. Such withdrawal will have immediate effect and the student loses the right to state that they were ever an Arkwright Engineering Scholar. Such action may be taken at any point during a Scholarship.

9. SCHOLARSHIP FINANCIAL AWARDS

9.1 Expenditure of Financial Award

Scholars should use their financial award to enhance their STEM studies or widen their knowledge and experience of Engineering. Further details can be found at <http://bit.ly/benefit-from-award>

Scholars are welcome to use their award for the purchase of laptops to support their studies; however it should **not** be used for recreational activities or the purchase of leisure equipment or be saved to support activities post A2 or Advanced Highers.

The Scholar should include a brief summary of the expenditure of their financial award when they complete their first-year report and their final-year report.

Schools should use their financial award to support the teaching of STEM within the school, in order to nurture future engineers.

The school's annual Financial Report should detail how the school spent all of its Arkwright financial awards that year (i.e. 1st and 2nd year Arkwright Awards).

9.2 Validity of Cheques

Arkwright's standard payment method is by BACS transfer. However, in circumstances where cheques need to be issued the following will apply:

- Cheques that are received from Arkwright Engineering Scholarships are valid for six months from the date of issue. If a cheque is received but cannot be presented within six months, please contact Arkwright HQ immediately.
- Cheques which are not presented within six months of the date of issue will become invalid. If this occurs, Arkwright will contact the school and Scholar to advise them that the school or Scholar cheque has not been presented. Arkwright will charge a £20 administration fee to issue a revised cheque. This fee will be deducted from the value of the cheque. Where a school or Scholar does not contact Arkwright within a month of being made aware that a cheque has not been presented it will be assumed that the school or Scholar does not wish to claim the money. In such cases Arkwright Engineering Scholarships will contact the appropriate Sponsor to ask how it would like the unused funding to be managed. Once this process has been initiated Arkwright cannot make the unclaimed financial award available to the school or Scholar again if we are subsequently contacted by the school or Scholar.

10. PROMOTING ARKWRIGHT ENGINEERING SCHOLARSHIPS

It is hoped that each partnered school will promote the Arkwright Engineering Scholarships in the school's prospectus. Suitable text and an Arkwright logo can be obtained from Arkwright's Senior Operations Coordinator.

There are two types of certificate presented by Arkwright to recognise affiliated schools' achievements. Partnered schools are asked to display these in a prominent position on school premises:

- **School Partnership Certificate** is issued when the school submits its first applicant
- **Department Certificate** listing each year's awarded Scholarships, which will be forwarded with the first-year financial award

Arkwright Engineering Scholarships are a prestigious accolade for outstanding students. Arkwright Engineering Scholarships hopes that teachers and Scholars in partnered schools will be proud of their achievements. For this reason, we invite Head Teachers to allow their Scholars to wear a visible sign of their Scholarship, i.e. the Arkwright lapel badge and/or tie, as part of their school uniform.

A standard press release is forwarded to schools at the time of the autumn Awards Ceremonies. Schools are encouraged to seek coverage of their Scholars in local newspapers. It can be productive for schools to write to their local MP suggesting a school visit to congratulate the Scholars.

Schools are asked to forward copies of any press coverage to the Arkwright Senior Operations Coordinator.

If you are a Twitter user, please use @arkwrighttalent when tweeting about Arkwright.

11. MAP AND LIST OF PARTNERED SCHOOLS

All of Arkwright's partnered schools can be viewed on a map at <http://bit.ly/affiliated-schools>

Appendix A: Arkwright Aptitude Exam Marking Criteria

In **Section A** you are asked to provide **THREE** solutions to a problem.

You will be marked on the following:

	Mark
a) Quality of your THREE solutions – how well you solve the problem along with the flair and imagination of your ideas.	30
b) Technical knowledge & reasoning of your solution – how well they may work, with operating principals explained and justified. – how much technical / engineering knowledge you demonstrate in your ideas and annotations.	15
SECTION A TOTAL	45

In **Section B** you are asked to solve a more focused problem, providing only **ONE** detailed solution.

You will be marked on the following:

	Mark
a) How well your solution works	30
b) The consideration and application of engineering knowledge. This could include mechanisms, structures, electronics, components, materials, flow charts, coding etc.,	15
SECTION B TOTAL	45
Communication in diagrams, annotations, and readability	10
GRAND TOTAL	100

USEFUL CONTACT INFORMATION

Name	Position	Responsibilities	Email Address
Simon Wilson	AES Programme Manager	Overall management of the Scholarship Programme, Designated Safeguarding Officer, London awards	simon.wilson@smallpeicetrust.org.uk
Kate James	Senior Operations Coordinator	School contact, student interviews, aptitude exam, Edinburgh awards	kate.james@smallpeicetrust.org.uk
Katie Taylor	Mentoring Coordinator	Scholar mentor allocation, monitoring, MentorNet management, and student interviews	katie.taylor@smallpeicetrust.org.uk
Sarah Casey	Events & Administration Coordinator	Connect Days, Summer Schools, Events, interviews, and interviewer coordination	sarah.casey@smallpeicetrust.org.uk

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