

Arkwright Engineering Scholarships Handbook

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

Academic Year 2024/25

Issue 2

OUR PURPOSE

Administered by The Smallpeice Trust, Arkwright Engineering Scholarships exists to identify, inspire, and nurture outstanding engineers of the future.

We do this by awarding Arkwright Engineering Scholarships, through a rigorous selection process, to high-potential students¹ who apply during year 11 (England and Wales), S4 (Scotland) and year 12 (Northern Ireland). These scholarships are the most respected awards of their type in the UK.

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.

FOREWORD

This handbook has been compiled for:

- teachers or youth community organisations who wish to submit students for consideration for an Arkwright Engineering Scholarship
- current and potential Arkwright Engineering Scholars and their parents/guardians (including home schooled students).

This handbook includes the criteria for affiliating your school/organisation, 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.

www.arkwright.org.uk

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¹ For ease of readability, we have used the term students to apply to all young people who are eligible to take part i.e. home educated and nominated by a youth community group, as well as pupils in a formal school setting.

Contents

1. WHY APPLY TO BE AN ARKWRIGHT ENGINEERING SCHOLAR?	4
2. BECOMING AN ARKWRIGHT AFFILIATED ORGANISATION.....	5
3. ENGINEERING SCHOLARSHIP APPLICATION CRITERIA	6
3.1. Application Criteria	6
3.2. Policy for students on GCSE / Scottish National 5 fast track.....	7
3.3. Policy for Home Educated Applicants	7
3.4. Policy for Applicants from other youth community organisations	8
3.5. Policy on Equity and Diversity.....	8
4. ENGINEERING SCHOLARSHIP APPLICATION PROCESS	8
4.1 Students' Application Form.....	8
4.2 Application Fees	9
4.3 Support for students applying for an Arkwright Engineering Scholarship.....	9
4.4 Arkwright Aptitude Exam	9
4.5 Interviews.....	11
5. ALLOCATING SCHOLARSHIPS	11
6. DURING THE SCHOLARSHIP	13
6.1 Scholars' Contact with their sponsor (for externally funded scholarships).....	13
6.2 Scholar welcome and networking event.....	13
6.3 Keeping you safe – important information for Scholars and parents.....	14
6.4 Mentoring	14
6.5 STEM enrichment events and activities	15
7. MONITORING AND SECOND YEAR PROGRESSION	15
8. SCHOLARSHIP FINANCIAL AWARDS	17
9. PROMOTING ARKWRIGHT ENGINEERING SCHOLARSHIPS	17
10. USEFUL CONTACT INFORMATION	17

1. WHY APPLY TO BE AN ARKWRIGHT ENGINEERING SCHOLAR?

The Arkwright Engineering Scholarship is a coveted 2-year scholarship which is widely respected by academia and industry across the UK.

The Scholarship are administered and partly funded by the Smallpeice Trust, the UKs largest STEM educational charity, as well by external sponsors. These include a range of industrial and commercial companies, charitable trusts, professional engineering organisations, universities, trade associations, the Armed Services, schools, and personal donors.

We now offer 2 scholarship pathways under the Arkwright Engineering Scholarship name:

- A Smallpeice Trust funded virtual scholarship
- An externally sponsored scholarship

By offering the two pathways we can now ensure that everyone who passes the rigorous application process can deservedly call themselves an Arkwright Engineer Scholar, and access additional STEM enrichment opportunities.

Please see below for a summary of the differences between the Smallpeice virtual and externally sponsored scholarship:

Scholarship Benefits

	Smallpeice Virtual Scholarship	Externally Sponsored Scholarship
Attend welcome networking event	✓ (Virtual)	✓ (In-person)
1 to 1 mentor		✓
Access to Group Mentors	✓	
In person Connect Days		✓
Virtual Connect Days	✓	✓
Access to online enrichment resources and events	✓	✓
Networking Opportunities with other scholars	✓	✓
Scholarship financial award - £250 per year		✓
School financial award - £150 in year one only (for state schools)		✓




Smallpeice Trust funded virtual Scholars will:

- Be able to call themselves an Arkwright Engineering Scholar and use this for future educational/employment applications.
- Gain access to a wide range of virtual enrichment events and opportunities through The Smallpeice Trust
- Have opportunities to network with other Scholars
- Be able to access a pool of mentors via our online mentoring platform to support them through their Scholarship.

Externally Sponsored Scholars will:

- Be able to call themselves an Arkwright Engineering Scholar and use this for future educational/employment applications.
- Gain access to a wide range of face to face and virtual enrichment events and opportunities through The Smallpeice Trust including in-person Connect Days, summer schools and technical lectures.
- Receive a dedicated mentor to support them through their Scholarship.
- Have opportunities to network with other Scholars
- Some sponsors also offer the following enrichment opportunities for their Scholars:
 - day visits
 - work experience
 - factory and site tours
- Receive an annual financial award during your two years with us to spend on STEM related equipment or activities. This is set at £250 per year for 2025-27 scholarships.

Affiliated organisations who take part in the Arkwright Application process will:

- Have access to a regional Arkwright Liaison Officer and online webinars to provide you with guidance on the application process
- Be supporting student development in relation to valuable social skills.
- State schools will also receive two free applications per year (see 4.2 for more information)

Affiliated organisations who have awarded Scholars will additionally:

- Gain the prestige of having student(s) awarded an Arkwright Engineering Scholarship which provides the school/organisation with valuable marketing opportunities and a means to inspire other students in STEM.
- State schools/youth community organisations will receive a payment in year one for each Scholarship secured. This is set at £150 per scholar for 2025-27 scholarships.

2. BECOMING AN ARKWRIGHT AFFILIATED ORGANISATION

Affiliating with The Smallpeice Trust is quick, simple, and free.

To become affiliated, schools or youth community organisations 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”).

To become affiliated, you can:

- download our affiliation form from [here](#) and return it to schools@smallpeicetrust.org.uk (or scholarships@smallpeicetrust.org.uk for community youth organisations). Once we receive your form you will be sent details of how to submit applicants

or

- contact schools@smallpeicetrust.org.uk at 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 affiliate with Arkwright.

Once your organisation is affiliated, all our communications will be sent to the 'link contact' that you have identified as overseeing Arkwright.

3. ENGINEERING SCHOLARSHIP APPLICATION CRITERIA

3.1. Application Criteria

The Arkwright Engineering Scholarship programme is committed to ensuring that we inspire and nurture creative and talented young people in the field of Engineering; people who can become outstanding engineers of the future.

To be considered for an Arkwright Engineering Scholarship:

- The applicant's school/college must be affiliated with Arkwright Engineering Scholarships; See section 3.3 for home educated applicants and 3.4 for other youth community organisations
- All applicants must have a permanent UK address
- 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 3.2
- 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 a personal project completed at home or school, i.e. GCSE/National 5 projects
- 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

- 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
- 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	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 to achieve A levels, Scottish Highers/Advanced Highers, IB Highers/Advanced Highers, BTEC level 3s or equivalent examinations.

3.2. 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.

3.3. 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).

3.4. Policy for Applicants from other youth community organisations

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. The applicant's nominating organisation must be affiliated with Arkwright Engineering Scholarships/The Smallpeice Trust. The application's supporting reference (if required) should be completed by either the student's main Science/Maths/D&T/Computing teacher/tutor OR a nominated youth lead at the organisation making the referral.

3.5. Policy on Equity and Diversity

Arkwright Engineering Scholarships recognises the importance of, and is committed to equity 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 use non-gender-based pronouns.

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).

4. ENGINEERING SCHOLARSHIP APPLICATION PROCESS

The application process comprises three components: application form, aptitude exam, and 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 late November.
- Teachers (including tutors for home educated students) or the youth community organisation lead² must nominate the student applicant on our web-based portal (portal log ins will be provided to those making the nominations when the application round is launched, so please make sure you have affiliated with us in order to receive the log in)
- The applicants' invitation to the portal will be sent to them once the teacher/youth lead has added the applicant's name and email to the portal
- Applicants complete the on-line form, saving and iterating it as they wish
- Teachers/youth lead can view applicants' applications throughout the process, but cannot make changes
- Applicants should discuss their application with the person that nominated them, allowing applicants to make changes before submitting online

² This is the person who will be taking responsibility for the application and acting instead of the teacher role. For ease, this will be shortened to teacher/youth lead for the remainder of the handbook to make it more readable.

- Once applicants submit their application back to their nominating teacher/youth lead, they can choose to endorse the application (NB we see a much higher take up of students by sponsors where an endorsement has been provided) before fully submitting the application to Arkwright. **At this point no further changes can be made to the application by the Applicant**

The **students'** on-line application is a few days before the teacher's/youth leads final submission date. *It is up to the school/organisation and the student to agree when the student will finalise their application.* Arkwright cannot enter discussion with parents/guardians regarding earlier deadlines set by teachers/youth lead.

Completed applications must be received from the teacher/youth lead by the closing date 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.**

4.2 Application Fees

There is usually a £45.00 fee for each application that is entered into the Arkwright selection process - this covers the cost of processing and marking the applications.

NEW FOR 2024 – state schools and youth community organisations who are affiliated with us now get two free applications per year. The fee is also waived for home schooled applicants.

As of Autumn 2024, we also now require payment for all eligible applications to be made at point of submission rather than be invoiced. We have unfortunately had to introduce this due to the large number of non-payees over the last few years.

An application is deemed to have been “entered into the Arkwright selection process” if the teacher /youth lead submits a completed student application via our on-line system, with or without a teacher/youth lead reference, fully or partly completed.

Any applicant whose fee has not been paid for on submission will not have their application for an Arkwright Engineering Scholarship considered any further.

4.3 Support for students applying for an Arkwright Engineering Scholarship

There are a number of resources to help students submitting their Arkwright application:

1. What we are looking for in the initial on-line application - [how-to-succeed-in-the-arkwright-application-august-2024.pdf](#)
2. Project ideas for students <http://bit.ly/AESprojectexamples>
3. Online Webinars during the application process

These resources may help enhance the quality of students' applications and improve chances of success.

4.4 Arkwright Aptitude Exam

Unless otherwise advised by Arkwright, all applicants must sit the Aptitude Exam.

New for 2024 – we are trialing an online aptitude exam for 2024 that removes the need for schools to administer a formal exam on our behalf and allows more non-school settings to access the programme.

The Exam encourages students to demonstrate their skills in a number of areas through timed multiple-choice questions.

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 will be open over a Friday and Saturday, to enable students to either sit at home in their own time, or in school if they don't have access to a laptop/PC and webcam outside of school.

The exam is hosted by Test Gorilla and has built in anti-cheat mechanisms. This means that even if sat in school it doesn't require strict national exam conditions.

The format of the exam requires applicants to undertake a series of multiple-choice questions. These are all timed, so there is limited time to answer each one. This lasts approximately 40 minutes (students with additional support needs are given extra time).

Aptitude Exam – Suitability of Items for the exam

Every year we receive requests from schools, applicants, and their parents around items that they are allowed to use for the exam. Below is a (non-exhaustive) list of common items. If you have any questions please contact scholarships@smallpeicetrust.org.uk to enquire:

Allowed	Prohibited
Calculator	Engineering textbooks
Laptop and webcam or equivalent i.e. tablet	Use of internet to research
Phone – for accessing the exam if not using laptop/tablet Must not be used for research or to assist with answering the questions posed.	

Special Circumstances relating to sitting the exam

The teacher/youth lead is asked to inform us before submitting the application if a student requires any adjustments ahead of taking the exam. This will be shared with the marking group.

Any students who are unable to sit the exam over the two days or who experience severe technical issues will have an opportunity to sit it the following week. It will be the responsibility of the applicant to inform us of this. **Applicants who cannot sit the Exam within the timescales set out in this paragraph cannot be considered for an Arkwright Engineering Scholarship.**

Please advise candidates not to discuss the contents of the Exam on social media sites because students will be sitting it at different times. 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.

Applicants will then be shortlisted for interview by the Arkwright Selection Panel, based on a standard marking process, applied nationally, that combines the results of applicants' Exam mark 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 mid-December. Teachers/youth leads will be similarly informed.

4.5 Interviews

Interviews will be held virtually 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 during January and February and applicants can request a change of date where it may clash with a mock exam. Applicants are free to attend their interview from whichever location is most convenient for them i.e. school or home.

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.

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 and the decision to award a Scholarship is based primarily on this interview.

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 <https://bit.ly/Int-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 to maintain a national standard of Interviewers' marks - to spot anomalies and to ensure consistency across interview panels.

We will notify successful applicants in March as to whether they have been awarded a scholarship, but not if it's a virtual or externally funded one, as we then begin the process of securing sponsors based on the successful students, which continues until September.

Scholars and their teachers/youth lead are told by email by the start of September if it's a Smallpeice funded virtual scholarship, or an externally funded one.

All externally funded Arkwright Engineering Scholarships must be supported by a sponsor. 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, or interest in a specific area of engineering.

Affiliated organisations, 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 Arkwright's Business Development 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 Business Development Team will then pursue the contact if appropriate. Please note we cannot guarantee any successful leads will lead to a specific student being awarded that sponsorship.

However, please do not attempt to secure sponsorship from an organisation without discussing it with us first 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. This fund is also used to support the virtual scholarships programme.

Details of the Scholars' Sponsors are made known to Scholars in early September each year. Scholars will be expected to contact their sponsors to introduce themselves, thank the Sponsor for their support and prepare for the Welcome and Networking event.

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.

Transferring a Scholarship between Schools

- Students can transfer their scholarship if they move to another school. School financial award is still made to the nominating school in year one

6. DURING THE SCHOLARSHIP

6.1 Scholars' Contact with their sponsor (for externally funded scholarships)

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 with your Sponsor as follows (this is the bare minimum). 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 2025	an introduction, to include your GCSE, Scottish National 5s, or equivalent results and thanking your Sponsor for their kind support
February 2026	an update of progress and details of any other achievements since September
September 2026	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 2027	an update of progress since September
August 2027	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/youth organisation 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.

6.2 Scholar welcome and networking event

New for 2024, we are now offering a Scholar welcome and networking event rather than an awards ceremony. There will be a southern and northern event, plus an RAF specific event as a sponsor of a large number of scholarships.

This event is just for scholars and their sponsor

Each event runs 10am to 4pm and incorporates:

- opportunities to network with the new cohort of scholars

- hearing from previous scholars and learning how to get the most from the scholarship
- meeting a representative of each Scholar's sponsoring organisation
- photo opportunities
- receiving their Arkwright certificate and lapel badge.
- opportunity to purchase Arkwright merchandise; these are always popular with new Scholars.

Virtual scholars will have a shorter virtual welcome and networking event

6.3 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**.

6.4 Mentoring

Over the course of the Scholarship, externally sponsored 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.

For Smallpeice virtual scholarships, we will have a pool of mentors to contact via online forums.

All communication between the mentors 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 are always adhered to.

6.5 STEM enrichment events and activities

All Scholars can take advantage of Arkwright's online 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 direct emails and via the online mentoring platform. For example:

- Virtual Industry and Connect Days. Hosted by partner organisations, and often including alumni speakers, these days provide real world insight into different engineering industry sectors and engineering roles.

Externally funded scholars may also be offered additional STEM enrichment, for example:

- In-person Connect Days
- Exclusive Scholar summer schools
- University VIP receptions and Open days

7. 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. Reports will be submitted on-line by the Scholar. The reports are reviewed by Arkwright and are **MANDATORY**. Where first-year 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. 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.

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).

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 reports. Satisfactory reports depend on, amongst other things, at Arkwright's absolute discretion: the Scholar and school maintaining eligible status (see Section 3); Scholars maintaining satisfactory contact with his/her Sponsor (see Section 6); the Sponsor 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 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 second-year financial awards paid by December that year
- Scholar not authorised to progress to the second year of the Scholarship; Scholarship ceases, and no further payments made to Scholar (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 by early December.

Policy for students on leaving full-time education or changing career aspirations at any point in the scholarship

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 3.1** after they have been awarded a Scholarship they **must** immediately notify Arkwright in writing (e-mail is sufficient), explaining the reasons and stating their proposed career route.

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.

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.

8. SCHOLARSHIP FINANCIAL AWARDS

Externally sponsored Scholars receive an annual 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, or to travel to Arkwright enrichment activities; 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 summary of the expenditure of their financial award when they complete their first-year report and their final-year report.

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

9. PROMOTING ARKWRIGHT ENGINEERING SCHOLARSHIPS

It is hoped that each affiliated school or youth community organisation will promote the Arkwright Engineering Scholarships in their school's prospectus, website etc. Suitable text and an Arkwright logo can be obtained from schools@smallpeicetrust.org.uk

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

- **School Affiliation 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 affiliated schools will be proud of their achievements. For this reason, we encourage Head Teachers to allow their Scholars to wear a visible sign of their Scholarship, i.e., the Arkwright lapel badge, as part of their school uniform.

A standard press release is forwarded to affiliated organisations in early autumn and 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 scholarships@smallpeicetrust.org.uk

If you are an X user, please use @arkwrighttalent when tweeting about Arkwright.

10. USEFUL CONTACT INFORMATION

Name	Position	Main Responsibilities	Email Address
Chris Byrne	Head of Community Programmes	Overall management of the Scholarship Programme, Designated Safeguarding Officer	chris.bryne@smallpeicetrust.org.uk

Chloe Fensome	Scholar and Alumni Coordinator	Main scholar and applicant contact Student application process inc interviews, exam etc	scholarships@smallpeicetrust.org.uk or chloe.fensome@smallpeicetrust.org.uk
Katie Taylor	Mentoring Coordinator	Scholar mentor allocation, monitoring, MentorNet management	mentoring@smallpeicetrust.org.uk katie.taylor@smallpeicetrust.org.uk
Claire Fisher	Events Manager	Overall management of the event STEM enrichment activity	claire.fisher@smallpeicetrust.org.uk
Georgia Blenkinsop	Events Administrator	Connect Days, Summer Schools, Events, student interviews, and interviewer coordination	georgia.blenkinsop@smallpeicetrust.org.uk
Liason Officers		Can visit schools to talk about the Arkwright programme and support teachers and students through the application process Support with marking applications and interviews	Our Team - Arkwright Scholarships Trust
Schools recruitment team		Answers queries from schools about the programme Process new schools onto the programme Updates school records when teachers change	schools@smallpeicetrust.org.uk

The Smallpeice Trust
(Incorporating Arkwright Engineering Scholarships)
74 Upper Holly Walk
Leamington Spa
Warwickshire
CV32 4JL

Tel 01926 333210

Email scholarships@smallpeicetrust.org.uk

www.arkwright.org.uk