Lord Bhattacharyya Engineering Education Programme Industrial Secondments

FY2024-25

Information for teachers

The industrial secondments are part of the Lord Bhattacharyya Engineering Education Programme (LBEEP) and there is funding available to support practioners from schools and colleges across the LBEEP network, to take part in up to 10 working days of secondment in a relevant, external business, who would benefit from the first-hand experience of engineering industry.

This may also include one or more days at CPD events such as seminars, lectures, and networking events. However, these must go alongside the industry placement and **not stand alone** – with a total of ten days allocated to all activity.

The aims of the industrial secondments are:

- To enable staff to experience/re-experience the industry sector first-hand
- To engage staff in current industry practice
- To raise awareness of post-18 opportunities
- To increase positive contact between academies/colleges and external providers
- To allow staff an opportunity which may otherwise be unaffordable for academies/colleges

Anticipated outcomes:

- An increase in staff's sector-specific knowledge
- Consideration given to new/modified engineering teaching and learning best practice
- An increase in profile of the school/college with industry
- Consolidation and extension of existing relationships between academies/colleges and industry
- Greater involvement in existing partners' strategy and business models
- Dissemination of learning to other departmental/relevant wider staff

Depending on when staff decide to undertake their secondments, payment will be made as follows:

- If staff undertake their secondments **during term time**, centres will be remunerated £150 per day (up to a maximum of £1500) per member of staff, in order to cover any expenses incurred by undertaking this opportunity.
- If staff undertake their secondments **during the holidays,** payment will be made directly to that member of staff in recognition of the extra work undertaken, at a rate of £150 per day (up to a maximum of £1500), which may be subject to tax.

To keep payment straightforward, you must complete your placement EITHER during term time, OR during the holidays. It cannot be a mix of both.

Eligibility

This opportunity is being offered to teachers, lecturers, careers leads and support staff (with some teaching), from the academies and colleges within the Lord Bhattacharyya programme network:

- The Avon Valley School and Performing Arts College, Rugby
- Barr's Hill School, Coventry
- Blue Coat Church of England School and Music College, Coventry
- Colmers School and Sixth Form College, Birmingham
- Coventry College, Coventry
- Eden Girls' School, Coventry
- Ernesford Grange Community Academy, Coventry
- Grace Academy, Solihull
- George Eliot Academy, Nuneaton
- Harris Church of England Academy, Rugby
- Light Hall School, Solihull
- Lyndon School, Solihull
- Meadow Park School, Coventry
- Nicholas Chamberlaine School, Bedworth
- North Warwickshire and South Leicestershire College, Nuneaton
- The Nuneaton Academy, Nuneaton
- King Edward VI Northfield School for Girls, Birmingham
- Rugby College part of WCG, Rugby
- Rugby Free Secondary School
- Sidney Stringer Academy, Coventry
- Solihull College & University Centre, Solihull
- South and City College, Birmingham
- St Thomas Aquinas Catholic School & Sixth Form, Birmingham
  WMG Academy for Young Engineers, Coventry
- WMG Academy for Young Engineers, Solihull

Sourcing placements

In the first instance, we encourage you to utilise any existing relationships that your college/academy may have with industry partners to arrange the placement(s). These can be configured to suit the needs of institutions and applicants, for example:

- Placements may be any number of days, up to a total of ten, per member of staff
- The placement days may be taken consecutively, or at regular/irregular intervals to suit
- Placements may encompass one or more industry hosts or events

Should your academy or college be unable to source placements, the Programme Manager will work with you to ensure that appropriate introductions are made. The Programme Manager will also assist in the process in other any way required.

<u>Submitting an application</u>

Secondments may take place at any time up to **31st March 2025**, but **applications must be submitted by 4pm Thursday 11th July 2024.**

The application should be submitted before the placement is formally agreed, but please ensure you discuss the potential for a placement with the host organisation before completing the application. The application will then be assessed by the Royal Academy of Engineering.

Please note that, in line with the Academy's Diversity and Inclusion policy, we particularly encourage proposals which include female members of staff and other under-represented groups in engineering.

Applications must be submitted through the Academy's Grant Management System (GMS) which can be found [here](#). If you have used the system previously, the form will autocomplete your name and contact details. If you are new to the system you will have to register first.

Please allow up to 30 minutes between registering for the first time and accessing the form. You must ensure your email address is recorded accurately, as this will be how the Academy will contact you regarding the application.

Applications will need to be completed and submitted by the member of staff undertaking the placements. The member of staff leading on LBEEP at the school or college will be responsible for disseminating information about the scheme to their staff, but the applications must be completed by the member of staff undertaking the placement.

Staff will receive their contract once applications are approved, and will be required to provide the signatures and other information such as proof of bank details for BACS payments, and complete monitoring reports, which are a condition of the award.

Once the application for has been submitted you will be unable to re-access the form or amend it in any way. We therefore strongly encourage you to make full use of the ten-day allocation in a single application.

On submission, please email the Programme Manager Rebecca.Sanderson@raeng.org.uk to inform her that your application has been submitted.

Assessment of applications will take into account:

- The potential for impact and anticipated benefits to staff (including wider academy/college staff) and students
- The suitability of the placement
- The likelihood that the placement will deliver the expected aims and outcomes of the scheme

You will be informed shortly after submission if your application has been successful, after which contracts will be processed and sent out to the college coordinator.

<u>Diversity and Inclusion</u>

The Royal Academy of Engineering is committed to diversity and inclusion and welcomes applications from all underrepresented groups across engineering. It is the Academy's policy to ensure that no applicant is disadvantaged or receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Before you commence your application, you will be asked a few diversity monitoring questions to help the Academy monitor and assess our [diversity and inclusion policy.](#) It will only be used for statistical purposes with access restricted to staff involved in processing and monitoring the data. No information will be published or used in any way that identifies individuals. The Academy will retain personal information as per our [Data Retention Policy](#) in line with the General Data Protection Regulations 2018.

The information will be treated as strictly confidential, nonattributable and will not be seen by anyone involved in any selection processes. You will need to complete the diversity monitoring section before you can see the grant application form, but can choose "prefer not to say" as responses.

<u>The application form:</u>

Part 1 – Application Details: here the relevant member of staff will need to provide their name, contact email address, job title and brief outline of key responsibilities in their role, together with their motivations for wanting to take part in the scheme.

You also need to state how many days' funding you wish to apply for in total (up to a maximum of ten days, paid at £150 per day.)

Part 2 – Placement Details: please provide full information about the placements you wish to undertake.

In this section, you will be required to enter details about the host organisation, the dates and duration of the placement(s), and also:

- Describe the activities you will be undertaking on the placement
- Describe the learning outcomes you hope to achieve from this placement
- Describe how this knowledge will support/develop the existing engineering curriculum in your college/academy and how this experience will benefit your students in the classroom/workshop
- Describe how you see this experience having a longer-term/sustainable impact in your department
- In the final box, please write anything else in support of your application

Remember, these can be configured in such a way so as to suit you, your organisation, and the host organisation, so you may give details of multiple placements if necessary, and have the option to include additional ones if necessary.

Part 3 – CPD/Networking events: please provide full information about the networking/CPD event you/your colleagues wish to attend.

In this section, you will be required to enter details about the organising body for the event(s), the topic of the session, and provide the dates and duration of the event(s). You will also have to provide similar details to those listed above, such as the learning outcomes and impact you hope to achieve.

Again, you may provide details of multiple events however please note that these will only be considered alongside an industrial placement with a host company, and **must not stand alone.**

<u>Guidelines on the use of generative AI in the grant application process:</u>

The Academy has aligned with other UK funders around the use of generative AI tools in funding applications through the Research Funders Policy Group <u>joint statement</u>.

Regarding the use of AI, applicants are fully responsible for all the content presented in their grant applications. The grant process does not penalise the use of generative AI tools, but it is imperative to ensure that the application reflects the applicant's own voice and ideas. It is not acceptable to solely rely on generative AI tools to write the entire grant application from start to finish. While these tools may be used to assist in various aspects, the application must primarily represent the applicant's own work.

Applicants must provide clear acknowledgement if they have used generative AI tools in the process of writing their grant applications. This includes disclosing the name of the tool used and describing how it was utilized. The following style should be employed for referencing:

I acknowledge the use of [insert AI system(s), version number and link] to generate materials for background research, styling, proofreading, etc.

Or,

I acknowledge the use of [insert AI system(s), version number and link] to generate materials that were included within my final assessment in modified form.

<u>National Security</u>

The Academy is the UK's National Academy for engineering and technology and seeks to increase the potential positive benefit that innovations can have for society, whilst reducing the risks of harm. Hence, in all our activities, we seek to minimise the risk that technology developed as part of work that we support could be misused by a foreign state to build a capacity to target UK interests in a hostile fashion or to control or repress their population. There is a risk that for some grant activities, failure to protect IP and a lack of due diligence into collaborators could result in sensitive technology being transferred to and misused by a hostile or repressive foreign state.

As such all applicants should ensure they are familiar with the Academy's <u>Policy on National Security-Related Risks.</u>