

## YOUNG ENGINEER AWARDS 2020 - NOMINATION FORM GUIDANCE NOTES

The Young Engineer awards are presented in three categories: Professional, Technician and Apprentice.

To qualify for nomination in the **Professional Young Engineer** category the candidate must be 28 years of age or less on the 1<sup>st</sup> March 2020 and have a formal qualification in an Engineering or related subject. The candidate will be working in a professional role with responsibilities and experience commensurate with that of a professional engineer.

To qualify for nomination in the **Technician Young Engineer** category the candidate must be 24 years of age or less on the 1<sup>st</sup> March 2020 and have proven experience on engineering projects as appropriate to their field of work. The candidate will likely be spending most of their time working outside the workshop in a less hands-on role, have a level of responsibility commensurate with that of a Technician Engineer and possibly be working towards a formal qualification in Engineering or a related subject.

To qualify for nomination in the **Apprentice Young Engineer** category the candidate must be 22 years of age or less on the 1<sup>st</sup> March 2020 and have proven experience on engineering projects as appropriate to their field of work and primarily be working in the workshop or in the field on hands-on based tasks.

In each category, the selection process will comprise two stages. The first stage comprises an assessment of the nomination forms received to draw up a list of finalists. **Nominators and Nominees should therefore ensure that they complete ALL sections of the nomination form and include sufficient information to allow the judges to accurately assess their applications.** The nomination forms will be the only thing that the judges will have available to them to draw up a short-list of finalists. It should be noted that **marks are awarded for each completed section of the form**. It is therefore essential that all sections are completed.

In the second stage, all finalists will be invited for interview and to give a presentation. The outcome of this process will be the selection of the Award winners. More details of the stage two process will be supplied to the finalists.

### Eligibility for nomination

1. The competition is open to employees of Pump Centre member companies and employees of non-member companies who work closely with Pump Centre member companies (e.g. contractors, consultants etc.).
2. All nominations must be endorsed by a representative from a Pump Centre member company.
3. Each Pump Centre member company can nominate or endorse up to 2 young engineers in each award category.
4. The endorser and nominator can be the same person.
5. The nominator must have known the nominee in a working capacity for at least one year (e.g. manager, team leader, foreman etc.). The nominator does not have to be an employee of a Pump Centre member company.

6. The nomination form must be completed in full by the nominee, nominator and for non-members, be endorsed by a Pump Centre Member.

## **Selection Process**

The selection of the award winner in each category will be carried out in two stages.

### **STAGE 1**

The first stage will be carried out by an independent panel of judges who will assess the nomination forms and select a short-list of finalists to go through to the second stage. The judging panel will include professionally qualified members with wide experience.

Please note;

1. All nomination forms must be submitted to the Pump Centre **on or before Friday 13<sup>th</sup> December 2019.**
2. Please ensure that ALL sections of the nomination forms are completed with sufficient information to provide the judges with an accurate and complete picture of the Nominee's achievements. No other information will be available to the judge's other than what is included on the form.
3. All valid nomination forms will be circulated to the judging panel in December 2019.
4. The judging panel members will award each candidate a score, based on the nomination form responses and the following competences:
  - General technical knowledge & understanding
  - Problem solving
  - Leadership and professionalism
  - Communication skills
  - Quality of work
5. The Pump Centre will collate the scores from each judging panel member and announce in early January 2020 the short-listed candidates in each category who will progress to Stage 2.
6. All applicants will be notified of the outcome at this stage.

### **STAGE 2**

1. The shortlisted candidates in each category will be asked to give a short presentation (maximum 15 minutes) followed by a 15-minute interview in front of a selected judging panel.
2. The presentations & interviews will be carried out on **Tuesday 25<sup>th</sup> February 2020** at the Best Western Calcot Hotel, Reading. Full details of the process and timings will be provided to the short-listed candidates.

3. The presentations & interviews may be videoed. The video footage may be used on the Pump Centre website and / or at the Water Equipment Show conference dinner awards ceremony.
4. The judges will select the winning candidate in each category and all the candidates will be informed of the result by mid-March 2020.

## Awards and Prizes

The awards and prizes will be presented at the Water Equipment Show conference dinner to be held at the Telford International Centre on the evening of **Wednesday 13<sup>th</sup> May 2020**.

The winning candidates will each receive a commemorative certificate or trophy, gift vouchers worth up to £200 and a one-day Pump Centre training course of their choice worth up to £350.

In addition, the winning candidates and all short-listed finalists will each receive an invitation to the Water Equipment Show conference dinner and Awards ceremony.

\*Photographs and video taken prior to and following the awards ceremony and details of all winning candidates may be used for press and publicity purposes.

## Nominations

All Nominations must comply with the following requirements

1. Nominations must be made using the updated version of the Pump Centre nomination form attached. Please ensure that you use the updated form, older versions and entries in any other format will not be accepted.
2. The competition is open to Employees of Pump Centre member companies and Employees of non-member companies who work closely with Pump Centre member companies (e.g. contractors, consultants etc.).
3. Nominations must be endorsed by a representative from a Pump Centre member company.
4. Each Pump Centre member company can nominate or endorse up to 2 young engineers in each award category
5. The endorser and nominator can be the same person.
6. The nominator must have known the nominee in a working capacity for at least one year (e.g. manager, team leader, foreman etc.). The nominator does not have to be an employee of a Pump Centre member company.
7. The nomination form must be completed in full by the nominee and nominator. For non-members the nomination form must be endorsed by a Pump Centre Member.

8. All forms must be returned to the Pump Centre **on or before Friday 13<sup>th</sup> December 2019**.  
Nomination forms received after this date will not be considered.

## Timescales

The timescales for the Young Engineer Awards 2019 are as follows:

1. Nomination Forms to be completed and submitted by **Friday 13<sup>th</sup> December 2019**
2. Stage 1 Judging (assessment of nomination forms and selection of finalists) will be completed in early **January 2020**.
3. The short-listed finalists will be notified in early **January 2020**.
4. Stage 2 interviews will take place on **Tuesday 25<sup>th</sup> February 2020** at the:  
  
**Best Western Calcot Hotel**  
**Bath Rd**  
**Calcot**  
**Reading RG31 7QN**
5. More details about the Stage 2 interviews will be provided to the finalists in **early January 2020**.  
Please note: It is a condition of entry to the competition that all nominees, if selected as finalists, must undertake to be available and attend the stage 2 interview process.
6. Candidates will be informed of the outcome of the interviews by **mid-March 2020**
7. The official announcement of the winners will take place on the **13<sup>th</sup> May 2020** at the Water Equipment Show conference dinner

## Nomination Forms – IMPORTANT - Please Note

The nomination form should be completed by the Nominee and the Nominator. The nomination form has been updated, please ensure that you use the attached version as submissions using the old version will not be accepted. Note that responses to questions are now **limited to a maximum of approximately 400 words**. You may wish to use the 'word count' feature in a separate Word document to prepare.

Please note that when entering answers to the questions, the text will appear as plain text and you will not be able to reformat it or choose alternative fonts or styles. You will of course have the option to use Capital Letters for titles and insert blank lines to space paragraph text from title text if you wish. To use bullet points and numbered text, type the text into a separate Word document and copy and paste it into the form.

However, do not be concerned about text formatting. Plain text is desired. It is the quality of the answer that is important, not the text formatting.

You should ensure that sufficient information is provided in response to every question as finalists are chosen **using ONLY the information provided on the nomination form.** Marks are allocated for the answer to **EVERY** question. Candidates and sponsors should therefore ensure that **ALL** questions are answered.

The Pump Centre reserves the right not to consider incomplete or incorrectly completed nomination forms.

The Pump Centre's decision on all matters relating to the Young Engineers Awards and awards process is final.

At various stages throughout the award process photographs and video will be taken of all the candidates. By entering for the award, you are giving consent for the Pump Centre to use these images for press and publicity purposes.