

Partner Handbook

2018–19

Cambridge
LAUNCHPAD



Managed by
FORM THE FUTURE



What is Cambridge Launchpad?

Cambridge LaunchPad is a movement led by science, technology, engineering and maths (STEM) organisations, who invest their talent and resources to inspire young people into STEM careers. The programme provides students aged 8 to 17 with experiences and opportunities, and is designed to address the diversity issues which exist in STEM employment.

Our industry partners and partner schools are at the heart of the programme. By building bridges between education and employment, we can support and contribute to the growing demand for a skilled workforce in the Greater Cambridge region.

If you're interested in finding out more about all our activities, you can sign up to our newsletter: cambridge-launchpad.com/newsletter.

How does the programme work?

Cambridge LaunchPad is a 3-tiered scheme designed to excite, educate and encourage students from Year 4 all the way through to the end of Year 12.

Over the academic year, each of our industry partners host project days that give the students a chance to gain hands-on experience within a STEM field and build on what they may have learnt in the classroom.

During these events, the students are encouraged to develop and improve the Cambridge LaunchPad core skills. These are qualities that they will use throughout their everyday lives, such as communication, teamwork, problem solving and innovation.

The students that display these attributes or show improvement throughout the day will be chosen to attend our annual award ceremony to celebrate their personal development. As the Cambridge LaunchPad programme rewards through experiences, these students will also attend an educational prize trip, alongside the winning students from other project days.

What are the three tiers?

1

Stars

The first tier is for students aged 8–11 in Years 4–6.

The Stars programme aims to introduce students to science, technology, engineering and maths (STEM) and increase their enthusiasm and curiosity for these subjects.

Each project day is hosted by one of our industry partners who invite the entire year group to take part in hands-on activities and experience a specific STEM field in a real-world setting.

“ We loved everything about today – especially looking at germs and other micro-organisms on the microscope. We want to do Cambridge LaunchPad next year – we’ve learnt loads! ”

Year 4 student at Teversham
Primary School



2

Innovators

The second tier is for students aged 11–15 in Years 7–10.

The Innovators programme aims to build on the information that the students may have learnt in the classroom and apply this to real examples in industry. This enhances their STEM learning and gets them thinking about the diverse range of careers open to them within these types of organisations.

Our industry partners invite students to apply for their project day by submitting a presentation or mini-project, which will be within a specific field of STEM. The successful teams then attend the project day and get the opportunity to work closely with students from other schools.

“ I really enjoyed the chance to get out of the classroom and see how these activities work in the real world. I liked the mix between creative tasks, like the logo design, and more technical tasks, like prototyping which was much harder than I thought. The whole day has been really fun! ”

Year 8 student at Coleridge
Community College



3

Scholars

The third tier is for students aged 16–17 in Year 12.

The Scholars programme aims to build on the passion for STEM subjects the students have developed in the classroom and apply this to advanced activities in a real-world setting. They will have the opportunity to meet professionals from diverse backgrounds at different stages of their career, which introduces them to the different pathways they can take into these industries and a wider range of job roles than they may be aware of.

As with the Innovators tier, our industry partners invite students to apply for their project day by submitting a presentation or mini-project. The successful students then attend the project day and get the opportunity to work with and compete with students from other schools and colleges.

“ The project day has been really insightful – I’ve learned about the processes that tech companies go through to develop products and a little bit about what it’s like to work for such an innovative company. I would definitely recommend the programme to other students – it’s been such a good experience! ”

Year 12 student at Hills
Road Sixth Form College



Schools

We are proud to be working with these schools and colleges from across Cambridgeshire this academic year. We're looking forward to working with you to excite, educate and empower your students!



Stars

Years 4–6

Abbey Meadows Primary School
Bar Hill Primary School
Cambridgeshire Home Educating Families (CHEF)
Cherry Hinton CofE Primary School
Fen Ditton Primary School
Fulbourn Primary School

Icknield Primary School
King's Hedges School
St Faith's
Teversham CofE VA Primary School
Stapleford Community Primary School
The Spinney Primary School



Innovators

Years 7–10

Bottisham Village College
Coleridge Community College
Comberton Village College
Cambridgeshire Home Educating Families (CHEF)
Linton Village College
Netherhall School

North Cambridge Academy
Parkside Community College
Sawston Village College
Stephen Perse Senior School
Swavesey Village College



Scholars

Year 12

Comberton Sixth Form
Hills Road Sixth Form College
Long Road Sixth Form College

Netherhall Sixth Form
Parkside Sixth

WHAT CAN YOU EXPECT?

The programme will begin with a brief presentation at your school to introduce ourselves and the industry partner that the students will be visiting. For those in Year 7 and upwards, the industry partner will provide the brief for their industry task, which we encourage your students to provide a submission for, so that they don't miss out on this great opportunity!

Our industry partner will host a project day on-site that will give your students a chance to gain hands-on experience within a STEM field and build on what they may have learnt in the classroom. We will ensure that the activities are relevant and at an appropriate level for your students.

We will visit your students again to explore the retention and impact of the information they were presented with on their project day. We hope this will increase the likelihood that our interactions have a long-term, positive effect on their future.

You can see an approximate timeline on page 10. Should you have any queries, please do not hesitate to contact the team – their details are on page 11 of this handbook.

For more information about what Cambridge LaunchPad expect from you and your school, please refer to your Memorandum of Understanding (MoU).

“ What an amazing, well-structured day and an inspiring introduction to potential future careers. The activities were interactive and engaging and I think all the students will take away new skills. As a teacher, we are always looking for ways to inspire our students – this day succeeded! ”

Laura Heard, Head of Product
Design at Netherhall School

Industry Partners

We are excited to be partnering with these leading STEM organisations this academic year. We're proud to be working together to close skills gaps and enhance diversity in these industries.

Founding Partners






Partners








Associates

















WHAT CAN YOU EXPECT?

We will pair your organisation with a suitable school who we will visit ahead of your project day, so that we can introduce ourselves to the students and get them excited about the programme. If you're working with our Innovators or Scholars, this is your chance to brief in the industry task and give them an insight into what they can expect if they're chosen to attend your project day.

We will then invite you to visit the schools again after the project day, so that we can celebrate the students' achievements and inspire them to consider a future in STEM, which will support the growing demand for skilled professionals in the Greater Cambridge region.

You can see an approximate timeline on overleaf. We are always on-hand to provide any guidance or advice you may need when developing your project day activities and industry task, if relevant. The team's contact details can be found on page 11.

We would encourage all of our industry partners to attend our Operations Committee meetings when possible, so that you can share ideas and tips with each other and to ensure that you always have the most up-to-date information.

For more information about what Cambridge LaunchPad expect from you and your organisation, please refer to your Memorandum of Understanding (MoU).

“ It was fantastic to see the enthusiasm and excitement that the pupils had for Science and Technology, and our scientists were amazed by the energy, vigour, and remarkably good behaviour with which the children tackled the diverse range of activities. This made for a fun, enjoyable and educational event for all. ”

David Halliday, Senior Research Scientist at Schlumberger

Timeline

This diagram depicts the approximate timeline you can expect from our pre-project day visit in school, all the way through to our post-project day visit.

We will then host our award ceremonies in the summer, followed by the prize trips that will be attended by the students that stand out on their project days.

Stars

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Pre-Project Day			Project Day				Post-Project Day		

Innovators

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Pre-Project Day – Industry task is set			Industry task – submission deadline	Chosen students notified		Project Day			Post-Project Day

Scholars

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Pre-Project Day – Industry task is set			Industry task – submission deadline	Chosen students notified		Project Day			Post-Project Day

Industry Partner Volunteers

Volunteer Portal

We would encourage all industry partners to ensure that their ambassadors sign up to our Volunteer Portal. This provides an easy way for them to find out about and register for our training sessions.

Visit: formthefuture.org.uk/register.

Once they have successfully signed up for the portal, they will need to read and sign our **Volunteer Agreement** so that they are aware of what will be expected of them and the support and guidance that we can provide.

Safeguarding

We are happy to provide safeguarding training and perform DBS checks for any ambassadors who are keen to enhance their child protection knowledge. For more information, please contact one of the team. Our details are on page 11 of this handbook.

You can also view our Safeguarding Policy on our website.

Visit: cambridge-launchpad.com/industry-partners/resources.

Contact us

Cambridge LaunchPad is managed by **Form the Future CIC**, a social enterprise that aims to empower young people in their career choices and prepare them for the future. Together with representatives from our Industry Partners, we ensure that our programme is efficiently governed and administered.

We work closely with executive staff from our Founding Partners to form our Steering Committee, who ensure our mission is delivered in line with our values. Our Management Committee work to drive the programme forward and develop our strategies and procedures. All of our Industry Partners are invited to join our Operations Committee, which gives them a platform to share ideas, learnings and resources.

Dedicated project management is provided by Anna and Molly with support from the wider Form the Future team. Please feel free to contact them should you have any queries or concerns – they are happy to help!

Dr Anna Aldred

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#LaunchintoSTEM

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