

YOUNG ENGINEER AWARDS 2024 - 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 1st of March 2024 and have a formal qualification in an Engineering or related subject. The candidate will be working in a professional role with engineering/technical 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 1st of March 2024 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 engineering/technical 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 1st of March 2024 and have proven experience on engineering/technical 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 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 24th November 2023.**
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 2023.
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 2024 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 virtually during the week commencing **19th February 2024**. Full details of the process and timings will be provided to the short-listed candidates.
3. The presentations & interviews may be recorded. 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 2024.

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 15th May 2024**.

The winning candidates will each receive a commemorative certificate or trophy, gift vouchers worth up to £250 and a one-day Pump Centre training course of their choice worth up to £450.

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 3 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 24th November 2023**.
Nomination forms received after this date will not be considered.

Timescales

The timescales for the Young Engineer Awards 2024 are as follows:

1. Nomination Forms to be completed and submitted by **Friday 24th November 2023**.
2. Stage 1 Judging (assessment of nomination forms and selection of finalists) will be completed during **December 2023**.
3. The short-listed finalists will be notified during week commencing Monday **8th January 2024**.
4. Stage 2 interviews will take place virtually using Microsoft Teams during week commencing **19th February 2024**
5. More details about the Stage 2 interviews will be provided to the finalists in **early January 2024**.
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 2024**.
7. The official announcement of the winners will take place on **Wednesday 15th May 2024** at the Water Equipment Show 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 PDF version as submissions using the old version will not be accepted. Note that responses to questions are **limited to a maximum of approximately 400 words**. 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.