

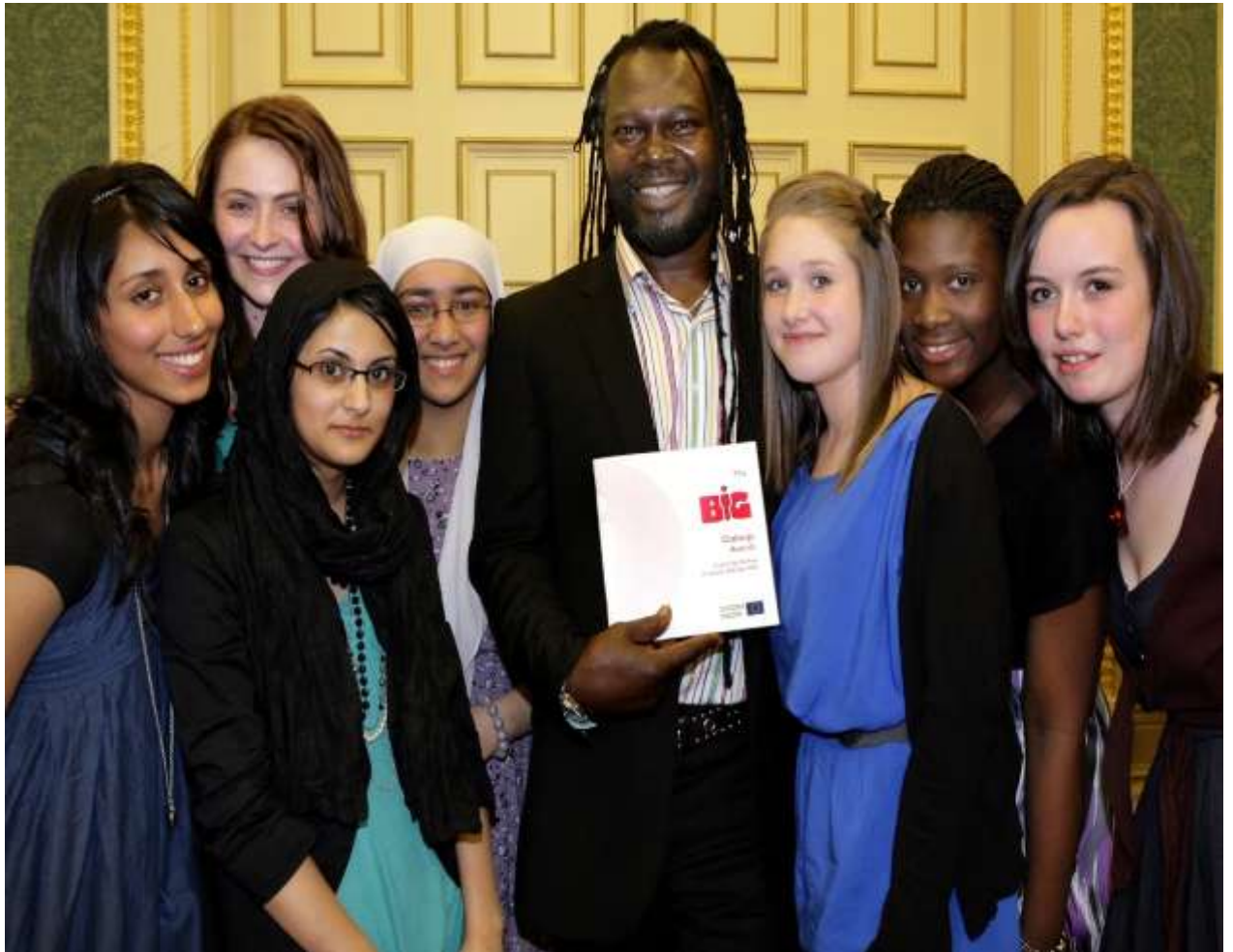


BiG Challenge 2010

Guidance

for Schools & Colleges

www.bigchallenge.biz



Contents

1. Introduction.....	3
1.1 BiG Objectives.....	3
1.2 BiG Challenge 2010	3
1.3 The 2009 Challenge	4
1.4 What's different in 2010?.....	5
2. The basics	7
2.1 Entering Teams	7
2.2 Start up Funds & Profits	7
2.3 Business Reporting & Website Requirements.....	8
2.4 Judging.....	8
2.5 Film, websites and other exposure.....	8
3. The Prizes.....	9
3.1 Winners & Categories	9
3.2 Interim Progress Awards	9
4. The Schedule	10
5. The Launch	11
5.1 Planning	11
5.2 Approach.....	11
5.3 Launch Resources	12
6. Entrepreneur Team Support	13
6.1 Support Models	13
6.2 Organisation.....	13
6.3 Ideas that work.....	14
7. Value Added Possibilities	15
7.1 Qualifications.....	15
7.2 Ongoing Business Development	15
Appendix 1 – School Enterprise Champion Links.....	16
Appendix 2 - Rules of the BiG Challenge 2009	18
Appendix 3 - Basic Dos and Don'ts for Working with Young People	23

1. Introduction

1.1 BiG Objectives

The BiG Challenge is part of the Sheffield BiG programme – the city's initiative to develop enterprise and entrepreneurship across education and the community.

The BiG Challenge has 3 objectives for the young people, their schools and colleges:

- **Experience** – to provide positive experience of entrepreneurship and operational business challenges
- **Opportunity** – to encourage the participants to value and consider entrepreneurial career opportunities, including self-employment
- **Embedding** – to catalyse the development of enterprise as an integral part of education in schools, colleges and apprenticeships.

The BiG Challenge is organised by the Generate strand of the programme, which is focused on young people aged 11-19 in full time education. The Steering Group is

- David Grey – Chair, Sheffield Local Economy Board
- Kevin Bennett – Programme Executive, Sheffield BiG
- Mike Garnock-Jones (Myers Grove) – BiG Enterprise Champion for schools
- Roger Maleham (Fir Vale) – BiG Enterprise Champion for schools
- David Kay – BiG Enterprise Champion for post-16 education
- Clive Lightburn – BiG Enterprise Champion linking with businesses
- Pete Eason – BiG Enterprise Champion for schools

1.2 BiG Challenge 2010

The BiG Challenge 2010 runs from Friday 4 September 2009 to Friday 5 March 2010.

Teams aged 11-19 from Sheffield schools, colleges and apprenticeship schemes have the opportunity to win substantial sums to support enterprise learning in their institution, with personal rewards for every winning entrant plus 'the BiG Prize' for the overall winning team - a fully paid 5 Star overseas trip.

Each team (between 1 and 8 students) will form and operate a business. Each business will be given a £25 cash investment, as a starter towards their business objective of increasing that amount by making as much profit as possible, within the BiG Challenge time frame, employing teamwork, innovation and entrepreneurship using any legal means. Having repaid the £25 investment plus a further £5 in interest on that investment, the profits made by the teams may in any combination be retained in the business, retained by the teams or donated to their chosen charity.

Each team requires a member of staff to support its entry and its activities, who will be assisted by the BiG Enterprise Champions and by agreed local business volunteers.

The winning criteria, which will be judged in the final Business Report submitted by each team on Monday 29 March 2010, include:

- Profit made
- The ideas and methods used
- Teamwork
- Use of external networks and resources
- Marketing and communication
- Potential beyond the time frame of the BiG Challenge
- And not least ... the fun enjoyed and enthusiasm communicated by the team

There is a special twist that is essential in the modern world of business and team work, which will attract its own prize. Each team's profile and its work can be recorded on the BiG Challenge website, where each team will have its own space.

In addition, the official BiG Challenge filmmaker will track the BiG Challenge 2010. The film will include activity with the participating teams, covering planning and delivery of their schemes, from the launch to the awards event.

1.3 The 2009 Challenge

The BiG Challenge 2009 was an even bigger success than the BiG Challenge 2008, for the teams, for the schools and colleges and for the city of Sheffield. The statistics speak for themselves:

Entrants	Total teams signing up	286
	Key Stage 3 teams	192
	Key Stage 4 teams	49
	Post-16 teams	45
	Schools & Colleges involved	22
Completers	Total teams completing	75 =26 %
	Key Stage 3 completions	41 =21 %
	Key Stage 4 completions	15 =30 %
	Post-16 completions	19 =42 %
	Schools & Colleges involved	17
Winners	Total Winning Teams	13
	Winning Schools & Colleges	10
	Winning Team members	83
Money Raised	From 32 completing teams	£17,856
	Average per team	£238
	Multiplier on £25 starter	952%

	Best team profit to Charity	£3,131
--	-----------------------------	--------

Go to www.bigchallenge.biz to find out about the winners and to access their websites.

1.4 What's different in 2010?

Even if you think you know how the BiG Challenge operates, please be aware of the following changes, building on the experiences of the BiG Challenges 2008 and 2009:

- **Return of investment** – At the end of the competition, teams making a profit will be required to pay back the £25 cash they received at the start with 20% interest (making a total of £30). This will provide a 'return' on the £25 investment as would be required in the real world of business. If no profits are made, then the investment will not be returned.
- **Charitable donations** – Teams may optionally give some or all of their profits to charity. This is a business decision that each team should make but it should be borne in mind that the highest marks will be given to teams that do not rely on fundraising to generate business. Teams need not decide at the start, but must fulfil any promises they make to their customers. The prize for the 'Biggest Profit' will be calculated on the overall profit (minus the £30 above), regardless of how the profit is used – for example (1) donated to a good cause, such as a Charity, (2) divided between the members or (3) invested in the future of the business
- **Statement of Accounts** – The final Business Report will include a statement of accounts using a standard format provided with the instructions for the Report. This will cover Income, Expenditure, Profit & Loss. Whilst not reducing the profit to be declared, it will also include recognition of real costs, valuing the time put in to the business by the team and the resources provided by their school or college (e.g. specific overheads such as computers, copying).
- **Existing Businesses** – The continuation of businesses involving students who won prizes in the 2008 or 2009 BiG Challenges is strongly encouraged. However, they are only eligible to compete for one prize in 2010 – but it's a BiG opportunity. The value of the prize is £2000 with £200 going to each team member.
- **Interim Progress Awards** – Interim progress awards will be announced via the website (www.bigchallenge.biz) during the course of the BiG Challenge 2010. These will be worth £20 in retail vouchers for each member of a winning team.
- **Trophies** – winning teams will each receive a trophy which can be exhibited at the winning schools. Winning team members will also receive trophies. The

style and design of the trophies have yet to be decided but each will be appropriately engraved.

- **Best mentor award** - an addition to the 2010 prize winning opportunities is that there will be judge's discretionary prizes of £250 in retail vouchers for the best mentor(s) of a team or teams. Mentors may be from the same or another school or college. Please contact your BiG Enterprise Champion if you wish to be put in touch with mentors from another school or college.
- **School & College Team Contacts** – Every entry must provide the name and email address for the member of staff supporting their team; entries will be validated by emailing that person for confirmation - so the simple rule is no valid email, no entry, no £25, nothing! Schools and colleges may wish to make the entries on behalf of the teams so they can be validated internally and so the appropriate staff can be associated with each team.
- **Presentation to the judges** – due to technical issues encountered in both the previous years and feedback from the judging panel, video will not be allowed as all or any part of presentations to the judging panel. Teams may use PowerPoint to enhance their presentations but must not include video clips. PowerPoint presentations must be provided on a memory stick.
- **Castle Market** – As last year, they may again be the opportunity for teams to use a refurbished stall or vending barrow at Castle Market, (Monday – Saturday only) for selling their goods and services. Schools and colleges should contact john.rigby@sheffield.gov.uk for details and availability. To make best use, a reconnaissance trip and entrepreneur support is recommended.

2. The basics

This section summarises the processes you definitely need to know about as a teacher or as a team member.

You should contact your school or college BiG Enterprise Champion, as set out in Appendix 1, if you have any problem with these processes.

2.1 Entering Teams

Application process – Applications can be made online only at www.bigchallenge.biz from Friday 4 September till Friday 23 October. Any further advice regarding the process will be posted on that website.

£25 investment cheques – The £25 investment will only be payable after confirmation of team eligibility is received by email from the school/college member of staff nominated to support the team; they will receive an email request for confirmation. The cheques will be paid to the school/college, which will make arrangements to hand on to the team.

2.2 Start up Funds & Profits

Here are two examples of how it works

Team 1 which makes a profit

- Receives £25 cheque + £25
- Spends £100 on various things - £100
- Sells £250 of goods or services + £250
- Balance £125 = £125
- Pays back up to £30 (£25 plus £5 interest) - £30
- ***Final Profit for the Challenge = £95***

Team 2 which fails to make a profit

- Receives £25 cheque + £25
- Spends £50 on various things - £50
- Sells £40 of goods or services + £40
- Balance £15 = £15
- Pays back up to £30 (£25 plus £5 interest) - £15
- ***Final Profit for the Challenge = zero***

2.3 Business Reporting & Website Requirements

The following 'deliverables' are expected from each BiG Challenge business team

The final business report – this will be a maximum of 10 pages and will be submitted online on or before Friday 5 March. The report will be in the same standard format as the 2009 reports, with sections as follows:

1. Business Description
2. The Team
3. Help Used
4. Products
5. Customers
6. Reflections – strengths, weaknesses, lessons learned
7. Future Plans
8. Profit made
9. Team Financial Accounts - using a standard spreadsheet that will be provided, including simple calculation of manpower and other overhead costs

Short listed team presentation – these teams will be invited to give a 10 minute presentation and to answer questions from the panel of judges at the Town Hall

Website – it is expected but not compulsory that a successful business team would want to use the website and blogging facilities on offer at www.bigchallenge.biz – as illustrated by the 2008 and 2009 sites which are still online for you to learn from. Teams may also set up more elaborate independent websites to promote their work, as some successful post-16 teams did in 2008 and 2009.

Interim progress reports – these are entirely optional opportunities to win extra prize money and to build up the reputation of the team.

2.4 Judging

The integrity of the competition is paramount and therefore the decisions on the final prizes, including the overall winner, will be made by the panel of judges, which is independent from the BiG Challenge steering group, the BiG Enterprise Champions and the BiG programme executive team. The panel will consist of 4-6 judges including a Chairperson. Final presentations will be made to this panel.

Winners of the interim progress awards (£20 vouchers to each team member) will however be selected by the BiG Challenge steering group.

2.5 Film, websites and other exposure

Like any successful business, BiG Challenge teams are putting themselves in the spotlight:

- Team websites are publicly accessible
- The organisers will be commissioning a film of the 2010 BiG Challenge story, just like 2008 and 2009
- Newspapers and radio will be interested in the story

Schools and colleges should therefore ensure that the appropriate parental permissions are secured.

3. The Prizes

3.1 Winners & Categories

There are 15 main prizes.

The prize money goes to the school or college to spend on enterprise investments agreed with the students/school/college and signed off by the BiG School Enterprise Champion for that school/college. The cost of team member vouchers as outlined below will not be deducted from the school or college's prize money.

Each student in a winning team (a total of around 100 students) will personally receive £100 in retail vouchers. The exception is the 'Best Existing Business' award for which each student will win £200.

The categories are as follows:

- Overall winning team – fully funded trip to an exciting overseas destination for all members of the overall winning team; the destination will be announced in January 2010
- Three winners in each of the three Age Categories (Key Stage 3, Key Stage 4 and Post-16) as follows
 - 1st - £5,000 + vouchers
 - 2nd - £2,000 + vouchers
 - 3rd - vouchers
- Best presentation to the judging panel – prize of £2000
- Best website content – prize of £2000
- Biggest profit made during the period of the Challenge – prize of £2000
- Best Existing Business - best entry from a business team formed for the 2008 or 2009 Challenge – prize of £2000
- Best mentor(s) - £250 vouchers

3.2 Interim Progress Awards

At least two interim progress awards will be announced via the www.bigchallenge.biz website during the course of the Challenge.

These will be worth £20 in retail vouchers for each member of a winning team.

For example, we may announce an interim award for the Website or for a Business Progress Report with team prizes in each age category.

4. The Schedule

The 2009-10 BiG Challenge schedule has been based on the complete 2008-9 experience, including some important lessons learned. Most important, we're starting earlier, allowing around 5 months of business activity before closing date of Friday 5 March.

All judging, including the 'Dragon's Den' style presentation for short listed teams, will be completed before the Easter break. The award winners (but not the order) will be announced on ... April Fools Day ... leaving only the Awards Celebration for the Summer Term.

2009 – Autumn Term
Fri 4 September – Entries open
Friday 23 October - Entries close
2010 – Spring Term
Friday 5 March – Challenge closes
Friday 19 March - Short List Announcement
Monday 29 March – Judging
Tuesday 1 April – Winners
2010 – Summer Term
Wednesday 28 April – Awards Celebration

5. The Launch

5.1 Planning

A well planned launch of any programme is critical in establishing the vision and overarching aspirations as well as clarifying the practical 'rules of engagement'. A BiG Challenge launch in your school or college should address both these aspects.

It is important that managers consider necessary or beneficial local 'rules' that will maximise the value of the Challenge to the teams and the wider institution; for example:

- businesses encouraged (and discouraged – such as unhealthy food)
- method for approval of entries (one successful school in 2009 required teams to pitch to the Head Teacher)
- basis for allocating teaching and / or support staff support to teams

Schools and Colleges are recommended to launch the BiG Challenge as early as possible in September 2009.

5.2 Approach

The launch should provide clear and succinct information for students to consider their involvement but also set an exciting context where the entrepreneurial spark of Sheffield's youth is ignited, fuelling the wider regeneration agenda.

The launch should communicate the following key messages about the BiG Challenge:

- It is an exciting, challenging and fun business development opportunity
- It's about teams making money (for themselves, for a charity or a mix of the two)
- It's about being creative and innovative and fostering their entrepreneurial talents through teamwork
- it involves celebrating progress through team websites and business reports
- last but not least, it's a competition with significant prizes

In the BiG Challenges 2008 and 2009 the most effective schools undertook a 'launch' or information sharing approach with colleagues (teaching and support staff) first to establish a common understanding of the programme. This could be undertaken through all mediums including staff meetings, bulletins and briefing papers.

The launch with students can take many formats and a range of resources are available to assist schools and colleges.

When planning the launch event there are two key aspects to consider:

- **Targeting** - the school/college should consider who will be informed of the Big Challenge opportunity. Is this open to all students, particular year groups or Key stages? Schools during 2008 and 2009 took a range of approaches here all with evident success.

- **Timing** - consideration of when the launch event should take place within the school year is important. Resources and entrepreneur input is available now.

Entrepreneurs play a vital role in the BiG Challenge and this can start from the launch event. An inspiring presentation from a successful entrepreneur provides that initial impetus that schools can then build upon.

When requesting support from an entrepreneur through the BiG Enterprise Champions or the Entrepreneur Exchange it is helpful to consider the approach you would like them to take (e.g. to talk about their own entrepreneurial experiences, personal qualities, business approaches etc.) and the format of the launch event.

5.3 Launch Resources

The following resources will be available via BiG Enterprise Champions (see Appendix A) from the start of the autumn term:

- BiG Challenge DVD 2010 (3 minutes) - High impact DVD explaining programme, process and prizes
- BiG Challenge 2010 Leaflet - Paper based information to compliment DVD. Directs students to BiG Challenge website for further details

In addition, the BiG Challenge 2010 Website – www.bigchallenge.biz – is a key source of information for staff and students. Teams approved by the school or college will register through the website and this should form a constant point of reference.

A range of resources were used during the BiG Challenges 2008 and 2009 and these will still have value during this year's competition. They include:

- Big Challenge 2009 website, which is still accessible from www.bigchallenge.biz/2009 - this contains the websites (logos, blogs, films, use of images etc.) that teams developed during the 2009 competition.
- BiG Challenge awards evening DVD s(10 minutes) - these were used to introduce the 2008 and 2009 Awards evenings and illustrate the whole experience in the words of the participants, including the fun and learning derived from the process
- 'BiG Prize' trip DVD - this shows the top 2008 prize winning team, Bitz & Boblets, during their trip to Boston, USA

6. Entrepreneur Team Support

6.1 Support Models

The BiG Challenges 2008 and 2009 were huge successes and one of the contributing factors to those successes was the help provided to the competing teams by a group of over 40 local entrepreneurs. Those entrepreneurs helped over 150 teams of young people from Sheffield schools/colleges to set up, grow and develop 'real businesses'. Sufian Abdullah from the Defence group supported Westfield Internationals from Westfield School who won the 2009 Key Stage 3 prize said "It was inspiring, exciting, enjoyable and above all it was rewarding"

Three school support models have been successfully used to meet differing team needs and institutional modes of operation:

- **1:1** - An entrepreneur working with an individual team; this is resource heavy and so not for schools with a large number of BiG Challenge entries; however, it can work very well if there is a good rapport
- **Single Entrepreneur** supporting the whole school – this is easy to coordinate but is only sustainable where there is a small number of teams or where all engagement is around group work (e.g. selling skills) or drop-in clinic sessions (e.g. fortnightly in a fixed slot)
- **Specialised entrepreneurs** supporting teams in their areas of expertise - which might be in particular markets (e.g. food & drink, beauty, websites) or with particular skills across all teams (e.g. sales, finance, presentations); this is particularly helpful for older teams

Any of these models (or variants of them) can work well if there is an anchor staff relationship within the school or college for each team. Without that relationship, the entrepreneur interventions will typically lack both fitness and depth of application.

6.2 Organisation

The Entrepreneurs Exchange is a brokerage service sourcing and engaging established entrepreneurs, introducing them to schools and arranging for them to work with students on a variety of entrepreneurship based projects. BiG Challenge support can range from assembly presentations, interactive workshops and small group business support sessions and one to one mentoring.

The Entrepreneur Exchange now has a database of 150 local entrepreneurs and enterprising business people who are willing to give up their time to go into schools and share their expertise and experience to inspire enthuse and support local students in the challenge.

Schools/colleges wishing to take advantage of the assistance of one or more entrepreneurs should contact Liz Yoxall or Michele Mason at The Entrepreneur Exchange, Business Education South Yorkshire, Sheffield Road, Rotherham, S60 1DX by telephone on 01709 336738 or by email to thebig@be-sy.co.uk. It is important that schools and colleges register their lead contact details with this

service.

New from 2009, there is also opportunity for schools to draw on support from business students from Longley Park Sixth Form College (contact Stephen Coote – stephen.coote@longleypark.ac.uk). It should however be understood that such inputs will be restricted in terms of timing and location.

Risk Assessment for all BiG Challenge activity remains the responsibility of each school and college.

Furthermore it is emphasised that teachers or appropriate support staff should be present for all activities organised for BiG Challenge participants with entrepreneurs.

In addition BE-SY will work with its selected entrepreneurs to ensure that Child Protection and Health & Safety guidelines are clearly communicated – as set out in Appendix 3.

6.3 Ideas that work

This section is designed to help you decide which model will work for you.

Entrepreneurs will be on hand to support the schools/colleges in the BiG Challenge 2010. Here are some of the ways in which last year's entrepreneurs provided support.

What comes out of these experiences, apart from the obvious enthusiasm of the entrepreneurs, is the clear need for the schools/colleges to work closely with the entrepreneurs to enable them to provide those schools/colleges with the appropriate level of support for their teams.

For example, a launch of the Challenge at school assemblies worked very well in 2008 and 2009, especially where it was followed by a workshop for those students and teachers/teaching assistants who were interested in participating in the Challenge.

Other things that worked well were where entrepreneurs provided drop-in advice sessions, particularly where these were held at regular intervals and at times which suited the school/college teams, and where teams were encouraged to attend local business events, such as those run by the Sheffield Chamber of Commerce and SENTA e.g. Women-in-Business, or the BME forums

There was also clear evidence that the most successful teams in 2008 and 2009 were those that received the most support from their school/college. It is therefore hoped that for the BiG Challenge 2010 schools/colleges will provide their teams with as much support as possible and that the supporting teachers and assistants will work closely with their entrepreneurs to enable them to use their time more efficiently and provide the best possible support.

This might include providing assistance in making the initial application to enter the Challenge and the vetting of student's initial ideas to ensure that teams do not fall foul of any restrictions, such as Food Hygiene Regulations, Health & Safety or other such legislation.

Although risk assessment and Health & Safety issues remain the responsibility of each of the schools/colleges, the BiG Challenge team recognizes that not all of the participating entrepreneurs may have experience in working with children and so a guidance note for entrepreneurs on working with children is included at Appendix 3.

7. Value Added Possibilities

7.1 Qualifications

Schools and colleges have identified a number of relatively short qualification awards that could be used to complement and consolidate the experience gained in undertaking the BiG Challenge.

Colleagues are however reminded that the principal purpose of the BiG Challenge is to experience enterprise and to act entrepreneurially for real. It is not intended to be and should never become a platform for pressing more awards in to the crowded school or college experience.

Nevertheless, there will be opportunities with some learners to link activity and achievement with accreditation in a way that will be genuinely rewarding.

We note that partner schools and colleges have worked with the following awards and recommend making direct contact to find out more:

- AQA - Enterprise & Employability (L1 & L2) – Myers Grove
- Ormiston Education – Online course – Sheffield Park Academy
- ASDAN Certificate of Personal Effectiveness (Entry to Level 2) - Yewlands

Other awards from Edexcel, OCR & NCFE might also be considered.

7.2 Ongoing Business Development

The BiG Challenge should not end with the closing Team Report on Friday 5 March, not even with the Awards Celebration or the winners' trip.

This competition is about the BiG Challenge of creating businesses that last, that grow and morph in to new things, and inspiring young people to keep on making money so they develop their entrepreneurial potential to the max.

We hope some teams and individuals will therefore want to receive ongoing and specialised support beyond the end of the BiG Challenge.

Schools and colleges should contact the BiG Enterprise Champions as the first line to access ongoing support beyond the BiG Challenge. They will work with partner organisations such as the BE-SY Entrepreneur Exchange, Sheffield Chamber, SENTA and Sheffield Technology Parks to draw on the right inputs.

Support from previous BiG winners and from business students in our colleges and universities will also be welcomed. Anyone wanting to help should contact the enterprise champions as set out in Appendix 1.

Appendix 1 – School Enterprise Champion Links

One of the 'BiG Enterprise Champions' will act as the primary point of contact between each eligible school/college and the BiG Challenge organisation.

Their contact details are as follows

Mike Garnock-Jones, based at Myers Grove School

T: 0114 234 8805 / M: 077891 999 505

E: Mike.garnock-jones@sheffield.gov.uk

Roger Maleham based at Fir Vale School

T: 0114 243 9391 / M: 07957 150 801

E: rmaleham@firvale.com

David Kay based at Sheffield Technology Parks

T: 0114 221 6006 / M: 07795 494 540

E: david.kay@sero.co.uk

Clive Lightburn

T: 07860 663291

E: c.lightburn@btinternet.com

Pete Eason

T: 07899 750125

E: pete.eason@btopenworld.com

Their responsibilities are as follows:

Abbeydale Grange School	Clive and Pete
All Saints RC School	Roger
Birley Community College	Clive and Pete
Bradfield	Mike
Chaucer Business and Enterprise College	Roger
Ecclesfield School	Mike
Firth Park Community College	Roger
Fir Vale School	Roger

Handsworth Grange School	Mike
High Storrs	Roger
Hinde House 3-16 School	Roger
King Ecgberts School	Clive and Pete
King Edward VII School	Clive and Pete
Learning Skills and Employment Unit	David
Longley Park College	David
Meadowhead School	Clive and Pete
Myers Grove School	Mike
Newfield School	Clive and Pete
Notre Dame	David
Parkwood School	Roger
Sheffield Park Academy	Mike
Sheffield Springs Academy	Mike
Silverdale	Clive and Pete
Spring Lane School	David
Stocksbridge	Mike
Tapton	Roger
The City School	Mike
The Sheffield College	David
Westfield Sports College	Clive and Pete
Wisewood Secondary School	Mike
Yewlands School	Roger

Appendix 2 - Rules of the BiG Challenge 2010

Rules of the BiG Challenge 2010

Definitions

“the Awards Event” means the event at which the winning teams are awarded their prizes;

“the Board ” means the board of directors for the time being of BiG;

“the Challenge” means the BiG Challenge 2010;

“rules” means these rules and any additions or amendments thereto made by the Board;

“school/college” means education and training providers and 16 to 19 educational institutions, and

“School Enterprise Champion” means the school enterprise champion appointed by the Board and allocated to the relevant school/college.

Eligibility

1. The schools/colleges eligible to enter the Challenge are.

Abbeydale Grange School

All Saints RC School

Birley Community College

Bradfield School

Chaucer Business and Enterprise College

Ecclesfield School
Firth Park Community College
Fir Vale School
Handsworth Grange School
High Storrs School
Hinde House 3-16 School
King Ecgbert's School
King Edward VII School
Learning Skills and Employment Unit
Longley Park College
Meadowhead School
Myers Grove School
Newfield School
Notre Dame School
Parkwood School
Sheffield Park Academy
Sheffield Springs Academy
Silverdale School
Spring Lane School
Stocksbridge School
Tapton School
The City School
The Sheffield College
Westfield Sports College
Wisewood Secondary School
Yewlands School

2. Each eligible school/college may enter as many teams into the Challenge as they wish.

Age Categories

3. The Challenge shall comprise 3 age categories: 11 to 13 (Key stage 3), 14 to 16 (Key stage 4) and post 16.

Teams

4. Teams shall consist of between 1 and 8 students and each team shall be entered into the appropriate age category. Teams containing students of mixed ages must be entered into the age category of the eldest team member. Team mentors will not be counted as members of the team and will not be entitled to share in any prizes but will be eligible for the prize for best mentor.

Closing date for entries

5. Team entries must be submitted electronically by schools/colleges from Friday 4th September 2009 and by no later than midnight on Friday the 16th October 2009. Entries received after that time will only be accepted at the discretion of the Board. Entries must contain the name and contact details of at least one member of staff supporting the team. Upon receipt of a valid team entry the Board will procure the sending of a cheque for £25 from an initial investor to that team's school/college. Teams can begin working on the Challenge any time at their discretion and the period of the Challenge shall end at midnight on Friday the 5th March 2010.

Delivery

6. During the period of the Challenge all teams will seek to increase the initial amount of £25 by as much as possible using teamwork, innovation, entrepreneurship and only legal means. The first £30 of any profits made from the initial amount shall be repaid by the school/college to the Board. Schools/colleges will not be required to return any of the initial £25 where a team fails to make any profit. All profits or a proportion of profits may be donated to charity at the discretion of each team

7. All teams shall submit their final report by no later than midnight on the 5th March 2010. Late submission will only be allowed at the discretion of the Board. All reports shall be presented electronically by entry onto the BiG website.

8. All teams short-listed shall make a presentation of their project to the judging panel at a venue in Sheffield on Monday the 29th March 2010. Presentations may include PowerPoint slides but no video content. All winners will be announced on Thursday the 1st April 2010.

Prizes

9. The prizes for 1st and 2nd places in each age category will comprise cash payments of £5,000 and £2000 respectively, paid to schools/colleges in accordance with clause 11 below. There will also be cash prizes for progress during the period of the Challenge, to be awarded to teams at the discretion of the judging panel. These prizes will be £150, £100, £25 and £25 for 1st, 2nd, 3rd, and 4th places respectively.

In addition a discretionary award of retail vouchers to the value of £250 each will be made by the judging panel for the best mentoring of a team or teams by students from a school or college or by an entrepreneur.

10. In addition to the prizes outlined in clause 9, further prizes will be awarded to teams for each of the following categories:

- Overall winning team – fully funded trip to a destination to be decided upon and announced by the Board for all overall winning team members. Details of the departure, duration and the itinerary of the trip shall be decided by the Board. There will be no cash alternative or other compensation for any winning team members unable to attend the trip;
- Overall runner up - £4000 to be paid to the winner's school/college to fund a trip within the UK/Europe, the scope and destination of such trip to be chosen by the team in conjunction with the school/college, approved by its School Enterprise Champion, and organised by the school/college;
- Best presentation to the judging panel – prize of £2000;
- Best website content – prize of £2000;
- Biggest profit made (from the initial £25 during the period of the Challenge) – prize of £2000.

11. All Challenge prize money will be paid to the winning team's school/college and, with the exception of the prize money for Overall runner up, must be utilised to promote entrepreneurship within that school/college. All payments will be made upon delivery of a satisfactory submission by the school/college to its School Enterprise Champion, outlining the intended use(s) for the prize money.

12. Each member of a team shortlisted to attend the Awards Event (1st, 2nd and 3rd in each age category) will receive retail vouchers to the value of £100.

Media and Website

13. It is the responsibility of all participating schools/colleges to monitor content added to the BiG Challenge website by their teams and for the conduct of the team members generally with regard to the use of the BiG Challenge website and any associated facilities.

Notwithstanding the above and the overall obligation on schools/colleges to administer the Challenge in accordance with these rules the Board shall operate and retain control of the BiG Challenge website and the Board reserves the right to remove any content from it which it deems to be inappropriate and to exclude access to any persons responsible for placing such content onto the website.

14. The Board will also procure a video and photographic record of all aspects of the Challenge, copies of which will be placed on the BiG Challenge website, and the Board shall retain the copyright in all such material. Schools/colleges are required to obtain consents (where required) from team members and/or their parents for all teams who enter or attend any events relating to the Challenge and for winning teams names and photographs to be used for promotional and publicity purposes.

General

15. By entering the Challenge all schools/colleges, teams and team members agree to comply with and be bound by these rules. The Board may disqualify any school/college and its team(s) if it reasonably suspects that they are in breach of these rules, or that their conduct in relation to the Challenge is fraudulent or unlawful.

16. The Board reserves the right to add to or amend these rules to the extent required to ensure the success of the Challenge. The Board also reserves the right to change or cancel the Challenge at any stage if circumstances arise which are beyond its control. In all matters relating to these rules, and any additions or amendments thereto, the decisions of the Board shall be final and binding.

17. The members of the judging panel, and any required replacement member, shall be appointed by the Board. All decisions made by the judging panel shall be final and binding.

18. Schools/colleges must appoint at least one member of staff to have overall responsibility for and to administer the Challenge in accordance with these rules. Schools/colleges shall be responsible for ensuring the suitability of activities undertaken by its team(s) whilst competing in the Challenge and shall also be responsible for all risk assessments and Health & Safety issues. All activities must be legal, must adhere to schools/colleges own health and safety policies, and must not jeopardise the safety or well being of team members or the general public.

19. Neither the Board nor Sheffield City Council shall be liable for any injury, loss or damage to persons or property arising directly or indirectly from the Challenge.

December 2009



Appendix 3 - Basic Dos and Don'ts for Working with Young People

This guidance is for entrepreneurs and business people supporting young and vulnerable people through the BiG Entrepreneur Exchange and BiG Challenge.

It is important that the experience is positive and beneficial for all concerned and that all parties feel confident in their working relationship, but at the same time are aware of a number of basic requirements relating to child protection and health and safety.

This guidance is to assist those giving their time with some basic do's and don'ts. If you are in any doubt about any guidance within this document or any other issues not covered please seek guidance, in the first instance, from the Entrepreneur Exchange Enterprise Relationship Managers (contact details below).

Working with Young People on the BiG Challenge

- Activities taking place within the BiG Challenge will always involve a teacher.
- Arrangements involving young people should always be made through the named teacher for the particular school. Arrangements will normally be made by the Entrepreneur Exchange Team. The Entrepreneur Exchange Team will advise who the Teacher is for the School(s) you are supporting.

Health and Safety

- If you are proposing to take a young person or group of young people to your place of work or any other venue then please advise the Entrepreneur Exchange Team in advance as a Health and Safety or Risk Assessment may be required. If this is the case this will be arranged through Business and Education South Yorkshire at no cost.

Behaviour & Relationships

- Do not provide any young person with your personal contact details, such as mobile phone number, e-mail address or home address.
- All communication and arrangements should be made through a member of teaching staff
- You should do all you can to ensure that your own and any of your employees relationships with young people are appropriate to their age and gender and do not give rise to comment and speculation. Attitude, behaviour and language all require care and thought.
- Relationships should remain professional and avoid becoming too familiar. You should not allow any “horseplay” which may cause embarrassment or fear.

Environment

- It is advisable to limit the possibility of placing yourself in a situation where you are isolated or working alone with a young person. If there are times when one to one contact is unavoidable, this should be in a public area or in a room with the door open enabling occupants to be visible and audible outside the room.

Physical Conduct

- On occasions when touch is required to guide the arm or hand of a young person during a task or whilst training to carry out a technical or manual operation should be kept to a minimum and should be used in a manner that is appropriate to the situation.

Travel

- Travel alone with a young person should be avoided.
- In the rare circumstances where it is unavoidable then it is good practice for the young person to be seated in the rear passenger seat ensuring that a seat belt is worn at all times. On such occasions, ensure that a third party is aware of the intended destination and check-in times are agreed and registered. It is good practice to make available a mobile telephone in the event of a breakdown or emergency situation arising.
- Do not transport a young person in any vehicle if the appropriate insurance is not in place.

Disclosure

- A student may confide information that could raise concern for their physical or emotional safety. If this arises, the individual must speak to their BiG Entrepreneur Exchange Enterprise Relationship Manager who should share this concern with the school contact / College contact.

Disqualification

- You are required under the Criminal Justice and Court Services Act 2000 to declare if you are disqualified from working with children.

Criminal Records Bureau (CRB) Checks

- In some circumstances a CRB check may be necessary before working with young people. However this is unlikely to occur as a member of staff will be present at all events/meetings. If you are being asked to undertake a task where this is appropriate you will be advised by the BiG Entrepreneur Exchange Team who will arrange for a CRB check to be completed with your agreement.
- Should you wish from your own perspective to undertake a CRB check this can be arranged at no cost through the BiG Entrepreneur Exchange team.

Further Information

- Should you require any further information or have any concerns regarding child protection or health and safety issues please contact the BiG Entrepreneur Exchange Enterprise Relationship Management Team at Business and Education South Yorkshire who will assist you with your query.
 - Telephone - 01709 336738
 - E Mail - thebig@be-sy.co.uk
 - Website - www.be-sy.co.uk
 - If required, Business and Education South Yorkshire can provide an example of a Child Protection Policy, which businesses can adopt for suitability to their requirements.
-