



SEE IT BE IT
IN SHEFFIELD



Guidance for Teachers

Welcome to the BiG Challenge! Thank you for agreeing to support teams in your school in this annual competition. To support you in your role, we have put together some resources to help you facilitate the development of the teams.

Competition Aims

- To encourage ambition, careers awareness and aspiration and for young people to gain an understanding of the world of work and how businesses work.
- Young people form a team; come up with a business idea; use a £25 loan to make products; sell products; problem solve and reflect on their experiences along the way.

Support

We've created resources for each of these stages along with this guidance for each of the resources to enable a simple lift and learn approach.

We recognise that different schools will have different approaches and time available to deliver support sessions to **BiG Challenge** teams. The resources are there to support dialogue and learning and to be used as the Teacher sees fit in the time available.

The Activity Plans in this document provide links to the resources relevant for each topic.

Along the way, if you have any questions or feedback, please do get in touch with us as bigchallenge@sheffield.gov.uk

Skills Builder

Skills Builder - Universal Framework

This year, we have embedded the Skills Builder framework into the competition to help young people to identify which skills they are using along their journey and to enable improved evidence of learning alongside their immersive entrepreneurial world of work experiences. More details in the Skills Builder Section.

Who Can Enter?

Young people in Year 7, 8 and/or 9 in any secondary school in Sheffield can enter the competition. They should:

- Have volunteered to take part in this activity (we do not advocate conscription)

And

- Have time to be able to complete the required tasks

As they will:

- Be expected to progress their business idea at pace
- Complete some of the actions required for this competition in their own time

The school will be responsible for providing the £25 loan to the teams and be responsible for the supervision and risk assessment of the activities the teams undertake so it is advised that you have a process of agreeing how many teams you can support. Full details of the terms of the competition can be found here: **[BiG Challenge - Competition Terms](#)**

Business Advisors

We are recruiting people from local businesses to become Business Advisors to the teams, providing an extra guidance and support to the teams. This is optional. The BiG Challenge team will contact you to discuss if this is something you would like for your teams.

Key Dates

We will provide as much notice as possible for any key dates across the competition. These will be published in this location: **[BiG Challenge - Key Dates](#)** and an email will be sent to you to alert you to new dates or changes.

Selling opportunities

At different stages in the competition, the BiG Challenge team will arrange for some opportunities for teams to have tabletop selling opportunities in different locations. These are usually places such as the Moor Markets or banks or lifestyle venues. Details will be shared as and when available along with details on how teams can book on. Teams attending these sessions must be supervised by an appropriate adult.

Managing Teams

BiG Challenge Sheffield

BiG Challenge school leads will be provided with a school login to the BiG Challenge website.

BiG Challenge - User Login

It is important that lead teachers share their contact information with the BiG Challenge team to ensure that team notifications and queries reach the right person.

Teams can register their entry through the 'Register your team' link on the website homepage which will generate a notification to the lead teacher's email address for verification. Teams who are not verified will not appear on the website or on the school's team list.

BiG Challenge Entry

Individual team logins are generated after verification to allow teams to update on their progress, add photos or logos and generate interest in their products. Lead teachers have access to the content that is uploaded by their school teams, and this should be monitored on a regular basis to ensure quality, accuracy, and relevance.

Communication

All communication will be sent from the BiG Challenge team to the teachers registered for them to share, as appropriate with their teams.

The BiG Challenge Reflective Journal (formerly Final Report)

We know through feedback from previous years that the final report format has been a barrier to teams completing the programme, so we are working on a new version of the final report. We have renamed this the BiG Challenge Reflective Journal and the guide and template for this can be found on the website.

Awards Ceremony

The BiG Challenge Awards Ceremony will take place in March, dates and venue details can be found on the website – save the date! All BiG Challenge School Leads will be invited to the event.

Prizes will be awarded through local business sponsorship in the following categories:

Interim Award (Nov/Dec)

- Marketing

Final Awards (March)

Enterprise Awards

- Marketing & Sales
- Made in Sheffield
- Sustainability
- Out
- Biggest Profit

Final Awards (March)

Skills Builder Awards

- Aiming High
- Creativity
- Problem Solving
- Teamwork

The BiG Prize

Each member of the winning team is awarded a £500 Virgin Experience Voucher

Skills Builder

This year, we have embedded the Skills Builder (SB) framework into the competition to help young people to identify which skills they are using along their journey and to enable improved evidence of learning alongside their immersive entrepreneurial world of work experiences. Our Learning Intentions (LI) for the programme are as follows:



LI1 Teamwork – forming a team, understanding roles, responsibilities and values and setting ground rules

- SB Step 3: I work well with others by taking responsibility for completing my tasks (What it means to take responsibility / When responsibility works well)
- SB Step 4 Working well with others (What it means to support others and why it is important and helpful / How to know if you can support with something)



LI2 Creativity – generating new ideas or improvements to existing ideas in line with the BiG Challenge guidelines and feedback from potential customers

- SB Step 3 – I generate ideas when I have been given a clear brief (What is a creative brief? / How to create ideas for a brief)
- SB Step 4 – I generate ideas to improve something (Understanding the success criteria / Making something better, using those success criteria)



LI3 Problem Solving – generate a simple project plan on how to make their product/service, where and how they will source their materials and think of possible ways to manage supply and demand

- SB Step 2: I complete tasks by explaining problems to someone for advice if I need to (How to explain a problem to someone else / How to act on advice)
- SB Step 3: I explore problems by creating different possible solutions (When problems might have a lot of answers / How to come up with multiple potential solutions for those problems)



LI4 Aiming High – set ambitious targets for sales and plan for marketing and sales activities that stretch the young people out of their comfort zone

- SB Step 1: I know what doing well looks like for me (How to recognise good work / How to know when you are making a useful contribution)
- SB Step 4: I work with a positive approach to new challenges (Why new challenges are a good opportunity / How to find opportunities for stretch)

LI5 Reflections & Evaluation – reflect on learning as a result of the experiences from the BiG Challenge, logging them in a way that can also be used to recognize achievements through the BiG Challenge end or programme awards.

- For this activity, we will send a link to each young person to ask them to complete short questionnaires across their BiG Challenge experience

In addition to the Skills Builder framework, this programme has wider curriculum links to maths, English, employability, citizenship, character, PSHE and digital skills.

Skills Builder Benchmark

The students involved in the BiG Challenge will have access to the Skills Builder Benchmark platform which is an online self-assessment tool. This will allow individual team members to evaluate themselves against the identified Skills Steps periodically throughout the programme, providing impact measurement in relation to personal and essential skills development.

Skills Builder Benchmark


What is Skills Builder Benchmark and how will it work?

- Skills Builder Benchmark is an online self-assessment tool
- Schools will be allocated an access code by the BiG Challenge Team
- Students register using this school specific code
- Skills assessments, notifications and reminders are managed by the BiG Challenge team and sent to students at key points of the programme
- Each Skill Step has a set of simple questions, the BiG Challenge self-assessments will relate to the Skills detailed above
- Students will discover strengths and areas for development
- Students will be given practical ideas to improve
- There are Skills videos which address specific skills steps
- Students can download personalised Skills Reports, which can be shared with teaching staff throughout the competition


Teacher Activity Guides – Competition Launch

| Learning intentions | Implementing Key Learning Episode | Resources/Material | Assessment Methods/ Success Criteria |
|--|---|--|--|
| <p>Students will learn the basics of what the BiG Challenge is and be inspired to join</p> | <p>Agree as a school how many teams you are willing to support (each team will need a loan of £25 from the school)</p> <p>Gather a group of Y7, Y8 and/or Y9 students together</p> <p>Explain that you are supporting the BiG Challenge and why. Also explain that some of the activities will need to take place outside of school hours and that teams need to be committed to doing this</p> <p>Play the Launch Video</p> <p>Confirm arrangements as to how teams express an interest to you if they want to take part</p> | <p><u>Team Loan Agreement</u></p> <p><u>BiG Challenge 2023 - Launch Video</u></p> | <p>Teams have approached you to join the BiG Challenge</p> |


Teacher Activity Guides – Get a team together

| Learning intentions | Implementing Key Learning Episode | Resources/Material | Assessment Methods/ Success Criteria |
|---|--|---|---|
| <p>LI1</p> <p>Teamwork</p> <p>Forming a team, understanding roles, responsibilities and values and setting ground rules</p>  | <p>Arrange a time to meet with the teams who have expressed an interest in entering a team in the BiG Challenge</p> <p>To help the teams to form strong partnerships and have good communication, it is recommended that you work through the ‘<i>Get Your Team Together</i>’ slides with the prospective teams.</p> <p>Get the teams to write down any agreements they make as a team as part of their ground rules</p> <p>The Skills Builder Skills Videos help to support the teams to understand more about their responsibilities as a team member. The links below provide detailed support on how to deliver these videos and conversations (in the advice section, select Educators)</p> <ul style="list-style-type: none"> ▪ <u>SB Step 3: I work well with others by taking responsibility for completing my tasks (What it means to take responsibility / When responsibility works well)</u> ▪ <u>SB Step 4 Working well with others (What it means to support others and why it is important and helpful / How to know if you can support with something)</u> | <p><i>Get Your Team Together Slides:</i></p> <p>https://bigchallenge.biz/pages/resources-for-students</p> | <p>Teams have formed and have built good foundations and agreed some ground rules</p> |


Teacher Activity Guides – come up with an idea

| Learning intentions | Implementing Key Learning Episode | Resources/Material | Assessment Methods/ Success Criteria |
|--|--|---|--|
| <p>LI2</p> <p>Creativity</p> <p>Generating new ideas or improvements to existing ideas in line with the BiG Challenge guidelines and feedback from potential customers</p>  | <p>Arrange a time to meet with the teams to support their idea development</p> <p>To help the teams generate several possible ideas and then select their most promising venture(s), it is recommended that you work through the 'What is your idea?' slides with the teams.</p> <p>The Skills Builder Skills Videos in the slides help to support the teams to understand more about idea generation. The links below provide detailed support on how to deliver these videos and conversations (in the advice section, select Educators)</p> <ul style="list-style-type: none"> ▪ <u>SB Step 3 – I generate ideas when I have been given a clear brief (What is a creative brief? / How to create ideas for a brief)</u> ▪ <u>SB Step 4 – I generate ideas to improve something (Understanding the success criteria / Making something better, using those success criteria)</u> | <p><i>What is your idea?</i> <i>Slides:</i></p> <p><u>https://bigchallenge.biz/pages/resources-for-students</u></p> <p>Team Risk Assessments – to support schools with the risk assessments of the ideas proposed by the teams, can we remind you of the <u>competition terms</u> and encourage you to refer to <u>Business Companion</u> which is a helpful guide to laws surrounding trading standards</p> | <p>Teams come up with a range of ideas and then select the one they think is the most viable</p> |

Teacher Activity Guides – Make your product

| Learning intentions | Implementing Key Learning Episode | Resources/Material | Assessment Methods/ Success Criteria |
|---|--|---|--|
| <p>LI3</p> <p>Problem Solving</p> <p>Generate a simple project plan on how to make their product/service, where and how they will source their materials and think of possible ways to manage supply and demand</p>  | <p>Arrange a time to meet with the teams to support their business development</p> <p>To help the teams create a plan of action as to how they are going to make their product/service, it is recommended that you work through the 'Make Your Product' slides with the teams.</p> <p>The Skills Builder Skills Videos in the slides help to support the teams to understand more about their responsibilities as a team member. The links below provide detailed support on how to deliver these videos and conversations (in the advice section, select Educators)</p> <ul style="list-style-type: none"> ▪ <u>SB Step 2: I complete tasks by explaining problems to someone for advice if I need to (How to explain a problem to someone else / How to act on advice)</u> ▪ <u>SB Step 3: I explore problems by creating different possible solutions (When problems might have a lot of answers / How to come up with multiple potential solutions for those problems)</u> | <p><i>Make Your Product Slides:</i></p> <p><u>https://bigchallenge.biz/pages/resources-for-students</u></p> | <p>Teams have a plan on how to make their product/service and put this into action</p> |

Teacher Activity Guides – sell your product

| Learning intentions | Implementing Key Learning Episode | Resources/Material | Assessment Methods/ Success Criteria |
|---|--|--|---|
| <p>LI4</p> <p>Aiming High</p> <p>Set ambitious targets for sales and plan for marketing and sales activities that stretch the young people out of their comfort zone</p>  | <p>Arrange a time to meet with the teams to support their business development</p> <p>To help the teams generate income through sales opportunities, it is recommended that you work through the 'Sell Your Product' slides with the teams.</p> <p>The Skills Builder Skills Videos in the slides help to support the teams to understand more about how to stretch themselves out of their comfort zone. The links below provide detailed support on how to deliver these videos and conversations (in the advice section, select Educators)</p> <ul style="list-style-type: none"> ▪ <u>SB Step 1: I know what doing well looks like for me (How to recognise good work / How to know when you are making a useful contribution)</u> ▪ <u>SB Step 4: I work with a positive approach to new challenges (Why new challenges are a good opportunity / How to find opportunities for stretch)</u> | <p><i>Sell Your Product Slides:</i></p> <p><u>https://bigchallenge.biz/pages/resources-for-students</u></p> <p>Team Risk Assessments – to support schools with the risk assessments of the selling of items/services by the teams, can we remind you of the <u>competition terms</u> and encourage you to refer to <u>Business Companion</u> which is a helpful guide to laws surrounding trading standards</p> | <p>Teams set ambitious targets and try things they haven't tried before</p> |