



STEM LEADERS PROGRAM

RESPONSIBILITIES DOCUMENT
Winter 2021



Real Skills

Project Leader



There may only be **one project leader per partner**. A Project Leader's responsibilities include:

- Attending the Program Introduction and debriefing students on their project
- Organising a boardroom pitch date/time and consultation times with Student Team Leaders, which is convenient for both yourself and students
- All student enquiries and calls will be directed to you, where you will respond to them or delegate them towards other Project Supports
- Ensuring that all Project Supports (including other partner representatives) are provided with the necessary information/documents before attending an event (i.e. Program Introduction, Boardroom Pitch, Expo Night)
- Attending the Boardroom Pitches and providing students with feedback following their pitches
- Attending the Expo Night to interact with your students, students of other companies and their final products
- Driving the creation of the project brief
- Organising one engagement (online) per week with student teams, to monitor their progress with the project and provide assistance if needed.
- Engaging with your students and their progress on the platform of Slack



Project Support



There may be **multiple Project Supports**. A Project Support's responsibilities include:

- Answering student enquiries delegated to you by the Project Leader
- Assisting the Project Leader with the creation of the project brief
- Engaging with your students and their progress on the platform of Slack
- The following responsibilities are **optional**, but **recommended** for a project support member:
 - Being available to assist students during consultation hours
 - Attending the Program Introduction to debrief students on their project
 - Attending the Boardroom Pitches and providing students with feedback following their pitches
 - Attending the Expo Night to interact with your students, students from other companies and their final products



RSE Programs Representative

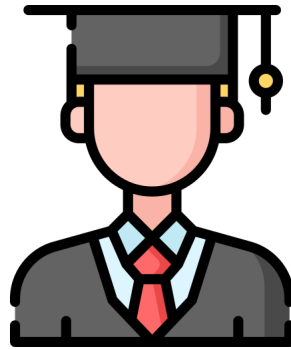


A member of the Programs team will be assigned to assist the Project Leader throughout the program, the Real Skills Education representative will:

- Be the main point of contact for the Project Leader
- Assist the Project Leader in the creation of the project brief
- Send reminders and details to the Project Leader about upcoming events and/or action due dates (e.g. project submissions)
- Act as a mediator between the Student Team Leader and Project Leader
 - This may also encompass organising additional meetings between Student Team Leaders and Project Leaders if their assistance is required
- Be responsible for the creation and maintenance of a communication platform for the student teams



Student Team Leader



All student project teams will have **one elected Student Team Leader**. The Student Team Leader will have the following responsibilities:

- Serve as the main point of contact between the Project Leader and the student team
- Proactively relay any questions and highlights/doubts to the Project Leader
- **Lead the organisation of the boardroom pitch/time**, by collecting the availabilities of their team members
- Relay information regarding the progress of their team's project, and any concerns/doubts they may have to their respective Real Skills Education representative.
- Post team's project progress on the workspace platform of Slack
- Proactively organise at least one meeting per week with their project leaders and/or project support.
- Drive the completion of the industry project and individual project submissions to the highest possible standard with their student team
- Be responsible for organising or delegating regular student team meetings (minimum of two meetings per week)



Key Dates

The STEM Leaders Program will be running from the 29th of June to the 15th of July. Below are the key dates which will involve the Project Leader and the Project Supports.



Program Introduction

6th July - 6-7:30pm



Boardroom Pitches

19th - 21st of July

(time TBD at Intro Night)



Expo Night

22nd of July - 6-8pm

