

### Go from training to entering your first group of young people in five easy steps



Burnley Youth Theatre

**Delivering Arts Award for the first time can be daunting.** This resource will take you through many of your 'firsts' as an adviser, from planning through to entering your first group of young people in five easy steps.

Remember, as an Adviser your role is to guide, facilitate and support, not to plan and complete the Award for the young people you are working with (the level of involvement of the Adviser will depend on each young person and the level of Award they are completing).

- Make sure you have trained as an Arts Award Adviser in the appropriate level before you start your planning or delivery. This resource is not a substitution for training or for correct use of your Adviser Toolkit.

- If your organisation is already a validated centre you will need to link yourself through the centre portal. If not, you should ensure you have completed the validation process.
- You will not be able to enter any young people for Arts Award until your centre is active and you have signed your Centre Agreement.

At any point in your Arts Award delivery, if you need additional support or guidance visit [artsaward.org.uk/support](https://artsaward.org.uk/support), call 020 7820 6178 or email [artsawardenquiries@trinitycollege.co.uk](mailto:artsawardenquiries@trinitycollege.co.uk)

We also have lots of support available through our blog, webinars and free support sessions.

## Step 1: plan your delivery

### Before you start

- Consider existing arts provision in your setting, and how to make efficient use of time and budget for completing the Award.
- Identify arts organisations and/or artists you can engage to help with delivery, and think about leadership opportunities already existing for Silver and Gold candidates.



Bishop Ramsey CE School

### Your planning phase

- Use one of our free online planning tools (available via the adviser hub) including our comprehensive school resources pack and contact the Arts Award Support Team if you have any questions or would like additional support. Visit [artsaward.org.uk/mapping](https://artsaward.org.uk/mapping) for resources and support.
- Consider what format young people will evidence their Arts Awards in. You can use the free portfolio building templates available on the adviser hub, or consider purchasing log books from the [Arts Award shop](#)

### Things to be aware of

- If you are delivering more than one level of Arts Award, be aware that they have different suggested total qualification times and will take different amounts of time to complete – factor this into your planning.
- If you are running a range of Award levels, think about how you integrate your delivery so they complement each other, we have resources that can help with this.
- We have even more resources and support available. Visit our support pages for more information: [artsaward.org.uk/resources](https://artsaward.org.uk/resources) and [artsaward.org.uk/support](https://artsaward.org.uk/support)

#### Things to consider as an Adviser or organisation

Make sure that your delivery plan works for you as much as the young people, and that deadlines are realistic for everyone. For example:

- When will external professionals be available (and how much will they cost)?
- How long will young people have with any external professionals?
- How will sharing of work be done, and how will ongoing evidence be collected (photographs, diary entries, video recordings etc)?
- How long will you need to review and assess art logs and portfolios and to prepare to enter young people for Arts Award?

## Step 2: Recruit young people

- This could be a whole year group, class, after-school club, or targeted group of young people.
- Use our recruitment presentation to help frame your recruitment drive.





Peterborough Museum

### Step 3: Kick start your Arts Award

Have a launch session where you can generate excitement about Arts Award and talk about what young people will need to do to complete their Award. Plan some time for everyone to talk through their ideas and how they want to complete their portfolios (do they want to create a Vlog, keep a written diary or use mixed media throughout).

Consider exploring the following questions with the young people you are working with:

- ▶ What arts skills will they develop?
- ▶ What artist are they going to research (and at Explore, what arts organisation will they also investigate)?
- ▶ For Silver and Gold, what leadership skills will they want to build on?
- ▶ Will Arts Award be completed within a formal structure or will young people be working on their own?
- ▶ How long do they have to complete the Award?

Ensure that there is appropriate support for them and that they know who to ask if they get stuck.

### Step 4: Mid-award health check

Ideally review portfolios and work continuously, but this is a good opportunity to take stock of progress.

- ▶ Review portfolios against the assessment criteria and required evidence, identify weaknesses or missing evidence, and provide support and guidance to ensure portfolios are completed with all the evidence required.
- ▶ Book a free remote support session to help you ensure your delivery is on track and for advice on how to support your group.
- ▶ If you are running Silver or Gold, make sure the young person is fully prepared for their final leadership project, and they have appropriate support to complete all sections in both units of the award in enough depth to gain a secure pass.

If you are running Discover or Explore over a short timeframe, you may want to do more frequent reviews of portfolios, especially if running Discover in a Day or Explore in a week – and make sure you have built in time to capture evidence as you go! Make use of free online resources to support you:

[artsaward.org.uk/resources](https://artsaward.org.uk/resources)

## Step 5: Enter young people for Arts Award

Download and complete the 'enrolment and marks' spreadsheet from the website.

- ▶ Enter young people for Arts Award by uploading the completed spreadsheet to the centre portal.
- ▶ Have a final check through all portfolios to ensure evidence is present (use our Evidence Checklist resources for Explore, Bronze and Silver)
- ▶ Trinity will let you know if your centre has been selected for moderation once the young people's details and marks have been received.
- ▶ All centres should assume when they enter young people for Arts Award that they will be required to prepare work for moderation.
- ▶ If you are not selected you will be issued with certificates. If you are selected you will need to prepare the portfolios in the requested sample.

- ▶ All portfolios must be provided in digital format.
- ▶ You must complete and upload an 'Evidence Locator Form' for each portfolio. This tells the moderator where they will find the evidence for each section of the award.
- ▶ You will upload each young person portfolio to the submission platform.
- ▶ Portfolios can be provided in two formats:
  - A link (URL) to an external public site where the whole portfolio is hosted for example an online blog
  - Upload the portfolio files directly into the Arts Award portfolio submission platform
- ▶ Once your young people's work has been assessed and validated through moderation as a pass, a certificate will be issued.

Visit [artsaward.org.uk/enter](https://artsaward.org.uk/enter) for more information and guidance.

### And that's it!

We hope your first Arts Award delivery is a smooth and positive experience!



Uckfield Technology College