

Media Trip Organisers Pack

Visit to a 'Photography Masterclass'

at the University of Cumbria,
Fusell Street

The purpose of this trip is to enable Year 12 and 13 learners with a keen interest in photography to enhance their presentation, communication, and confidence skills. This experience will also allow the learners to see the various opportunities in media arts higher education in Cumbria.

Rationale

The nature of the Media Arts Package underpins the 'Creative and Cultural' sector of the Careers Strategy developed by the Cumbria LEP.

The intervention aims to bridge the gap between creative learners and the employment world in alignment with the Cumbria LEP and learner's likelihood of pursuing a career in the showcased industry.

- The intervention activity will include 'learning' in a non-traditional education setting to develop target learner's academic capital.
- Learners will develop new skills, apply existing skills to new tasks and challenge their existing skill-sets (such as through participating in workshops at a level higher than their current educational level).
- Learners will have increased their individual confidence and developed positivity towards their future.
- The intervention activity will increase a learner's academic, social, cultural capital in relation to new environments.
- Learners will have meaningful interactions with HE Alumni through individual face-to-face contact with a University graduate. The rationale for this is that in the local CFE dataset only a third of Cumbrian learners said that they knew someone who has been to University.
- The intervention aims to increase the likelihood of individual target learner progression to HE or a degree apprenticeship.

Aims

This experience will expose learners to Level 4 and above opportunities in photography and media within Cumbria, and allow them to develop not only their photography skills but also their communication and independence.

Outcomes

- Explore the facilities of the University of Cumbria.
- Assist the learners in becoming more independent in their travel within Cumbria; through the use of trains and taxis.
- Engage in discussions with lecturers and university students about their educational pathways and career aspirations.

Planning the trip...

This section provides the contact details of the trip destination - the University of Cumbria, and the contact information of the liaison within the University. This page can be used to assess the potential costs associated with running this trip, such as coach costs and lunch prices.

Destination details...

University of Cumbria

Website: <https://www.cumbria.ac.uk/>

Twitter: <https://twitter.com/CumbriaUni>

Facebook: <https://www.facebook.com/universityofcumbria>

Who to contact...

The point of contact to begin inquiries is

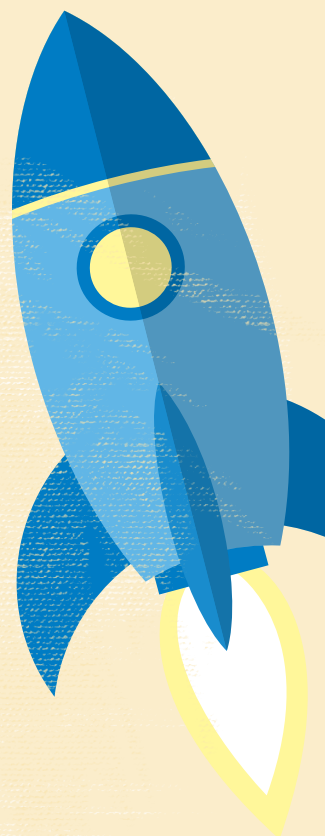
Email: outreach@cumbria.ac.uk

Tel: 01228 616333

Costs to consider...

Below we have included an example of expenditure when this trip was arranged in the 2019/20 academic year.

Item	Description	Cost
Trains	From Workington to Carlisle - 3 learners and 2 staff members.	£15.50
Taxi	From Carlisle train station to University	£10.00
Lunch	For 3 learners	£15.81
Total Spend		£41.31



Planning the trip...

Timetable

Here is an example timetable which was used in September 2019.
A blank timetable is included in this pack for you to plan your own day.

Time	Activity	Description
8:00	Depart	
9:00	Arrive at Carlisle train station	
9:30	Arrival at University of Cumbria	Welcome and Introduction to Masterclass
10:00	Class	Experience with new equipment
13:00	Lunch	Lunch in local Restaurant
14:00	Depart	

Use the following **organisers checklist** to track your planning process. In the rest of this pack, we have included templates for registers and timetables as well as examples of evaluation tools, risk assessments and discussion points.

A blue clipboard with a black clip at the top, holding a white sheet of paper titled 'Organisers Checklist...'. The checklist contains six items, each with a blue square checkbox. The clipboard is tilted slightly to the right.

Organisers Checklist...

- ☐ Transport arranged
- ☐ UoC Masterclass booked
- ☐ Timetable completed
- ☐ Student register and emergency contacts completed
- ☐ Risk assessment completed
- ☐ Evaluation tools planned

Discussion points...



Below we've included some of the questions and ice breakers we asked on the day, either on the bus or whilst walking, to engage the learners in conversation.

What would worry you or put you off considering going to University?

What are your future aspirations?

Do you consider Higher Education as an option in your future?

Are there any other areas in the Media Arts you would like to explore?

Icebreaker game - Two truths and one lie: Get the learners to think of two truths and one lie about themselves and let the others guess which is which

What are your best skills and what would you like to improve through this trip?

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Risk Assessment considerations...

Below we have listed some of the considerations to take into account when conducting your risk assessment for the trip. These were some of the considerations most unique to this trip.

Hazard	List of controls, safety procedures
Working around dangerous equipment i.e. camera, lights	There will be electrical equipment on-site throughout the tour and all learners must only touch/use equipment they are allowed to as instructed by a member of staff or student ambassador. All staff will carefully monitor the groups use of the equipment.
Eating out at a Restaurant: Choking, allergies, and intolerances.	Staff members will bring a record of dietary requirements, allergies, and medical information. Learners will be given all the information about potential food venues so that they can be aware of their choices. Leaders know how to call emergency services. First aid equipment carried.
Overcrowding and confined spaces when touring the department	This is an active learning place with many people entering and leaving. When using the facilities there may be some cramped offices or rooms. Staff will ensure learners are in the designated groups, rooms, and listen closely to student ambassadors and their instructions.
Using trains: Slips trips and falls Bags/luggage causing obstructions	Give an initial briefing to all learners and staff to be cautious of their surroundings, and to be mindful of the gap when boarding trains. Identify anyone who may need assistance. No open drinks. Monitor train aisles for obstructions and ensure emergency exit is kept clear. All learners and staff must place bags in designated spaces/areas.

Trip Timetable



Below we've included an example of the timetable used on the day. We have also included a blank timetable on the next page for your input.

Time	Activity	Description
8:00	Depart from Workington train station	
9:00	Train arrives at Carlisle station	
9:15	Taxi to the University of Cumbria	On the train journey get the learners to complete the pre-evaluation questionnaire and do some icebreakers
9:30	Welcome and Introduction to Class	Meet the class teacher and get familiar with the equipment used in the days session
10:00	Class	Experience with new equipment and techniques with guidance from department lecturers
13:00	Lunch	Take the learners to a local restaurant or eat on campus
14:00	End of session evaluation and Q+A	
14:30	Depart to train station	

Timetable Template

[illegible]

hello future.

For more information:

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