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CITY COUNCIL



ARTS & CULTURE PASSPORT

Recognising engagement, participation and achievement in the arts and culture

Arts and Culture Passport has been created in response to requests from schools and parents for an aspirational scheme recognising engagement, participation and achievement in the arts and culture.

Aims:

- to enable and encourage children, young people and adults to enjoy engaging with the arts and culture
- to provide an accessible, affordable and manageable means of assessing and recognising engagement, participation and achievement in the arts and culture
- to provide a flexible framework that enables participants to engage in new arts and cultural activities, learn new skills and receive recognition for their endeavours
- to provide opportunities for participants to celebrate their participation, engagement and achievement in the arts and culture, to explore new artistic and cultural experiences, develop their own creativity and share their experiences with others
- to increase artistic and cultural participation across the city and increase audience numbers and visitor numbers

Objectives:

- to encourage more young people and adults to participate in the arts and culture
- for participants to record, reflect on, respond to and share their arts and cultural experiences
- to enable Hub Partners, museums and organisations to contribute to the development of participants' engagement in the arts and culture
- to raise the profile of the arts and culture in the city

Entry Requirements

There are no entry requirements for *Arts & Culture Passport* and no time scales – participants can complete each stage in their own time.

Assessors

Arts & Culture Passport can be completed in many settings, including schools, theatres, arts organisations, galleries, youth clubs, museums, libraries, colleges and community groups. The setting needs to register with Portsmouth Music Hub in order to participate.

Criteria:

A number of stamps are collected for each stage, achieved through attendance and participation in the arts and culture beyond national curriculum lessons or for adults, beyond their paid job.

Range of Experiences:

Participants are encouraged to engage with a range of the arts and culture for each stage, including music, art, dance, drama, creative writing, photography, cultural understanding through museum visits etc. However, they may choose to specialise in one form.

Stages:

There are 5 stages, increasing in engagement and challenge.

The stamps are not cumulative and each new stage requires the participant to collect a new set of stamps and evidence.

Students in infant and junior schools are advised to start at Stage 1.

Students in secondary schools may start at any stage.

Participants are strongly encouraged to find new ways of engaging with the arts and culture for each stage.

Each stage can be achieved with either standard or gold status.

To achieve gold, at least 20% of the stamps need to be participation stamps, i.e. with the participant actively engaging in an activity.

Stage 1:

5 stamps + 1 reflection

To achieve gold, of the 5 stamps, there should be at least 1 participation stamp

Stage 2:

10 stamps + 2 reflections

To achieve gold, of the 10 stamps, there should be at least 2 participation stamps

Stage 3:

20 stamps + 4 reflections + 1 project

To achieve gold, of the 20 stamps, there should be at least 4 participation stamps

Stage 4:

30 stamps + 6 reflections + 1 project

To achieve gold, of the 30 stamps, there should be at least 6 participation stamps

Stage 5:

40 stamps + 8 reflections + 1 project + 1 leadership challenge

To achieve gold, of the 40 stamps, there should be at least 8 participation stamps

GUIDELINES:

Examples of an Attendance Stamp

- attending a concert
- going to a show or musical
- visiting an art gallery or museum
- watching a play
- watching a ballet or contemporary dance performance

Examples of a Participation Stamp

- performing in a concert
- participating in a dance show
- passing a music exam
- acting in a school play
- creating a sculpture/painting for an exhibition
- taking part in art club
- being on the technical team doing sound, lighting etc.
- writing and performing a piece of poetry or creative writing
- singing in a choir
- photographing an arts event and displaying the photographs

What is a Reflection?

A reflection can take various forms: recording thoughts, researching, responding or sharing ideas. These can be written, audio/video recordings or a created piece in response to a stimulus:

- a) A documented piece describing thoughts and ideas linked to an artistic or cultural encounter
- b) Evidence (written, audio/video) that the participant has undertaken independent research in an arts/cultural area of interest
- c) Responding through the creation of a piece of artwork, poetry or song inspired by an artistic or cultural encounter
- d) Communicating what has been experienced, learnt or achieved to an audience. For example:
 - describing a visit to an art gallery in a class assembly
 - talking about a concert in a class sharing time
 - writing an article for a magazine
 - giving a presentation about a concert for a group of people
 - making a film about the experience
 - teaching someone a new skill

What is a Project?

A longer-term *new* activity taking place over time e.g. learning songs and attending workshops, culminating in a show/exhibition or creating a series of artwork or photographs to share

What is a Leadership Challenge?

Something new that will challenge the participant to take on a leadership role at an appropriate stage (discussed and agreed in advance with the assessor).

For example:

- organising a concert
- creating a new arts initiative
- organising an art exhibition
- choreographing a dance performance
- producing or directing a play

Registration

Participating schools, organisations and individuals will need to register with Portsmouth Music Hub to participate in the scheme and a pack will be emailed to them, free of charge, so they can introduce the scheme to the participants.

Evidence:

Participants are required to keep their own evidence portfolios in any format they agree with the assessor - this could be a folder or scrap book. The aim of the evidence portfolio is to enable participants to track and record their engagement, participation and achievement in the arts and culture.

These portfolios should also be available for moderation purposes.

Portfolios may include:

- entrance / admission tickets
- programmes
- photos of an event
- newspaper clippings
- comments about the event/activity
- a report from a teacher or workshop leader
- video or audio files of a performance

Assessment

Each organisation is responsible for identifying adults to assess each stamp once they have seen the evidence. Assessors keep a log per participant in which they tick off that each stamp has been achieved.

Submission

Assessments can be submitted to Portsmouth Music Hub at any time throughout the year. Organisations are asked to submit applications in batches rather than single applications, although these can be accommodated in particular circumstances.

Teachers/ leaders and those entering participants complete a checklist for each student and submit these electronically along with an Excel spread sheet of names and the status (i.e. standard or gold).

Submission...

There will be a three-week turn around period, after which certificates will be emailed to organisations for them to print.

Moderation

The Hub reserves the right to sample / moderate portfolios. Schools/organisations will be contacted by the Hub if a moderation visit is going to take place.

Cost

There is no cost to participate in the programme.

Stickers and Stamps!

Optional stickers/stamps will be available for purchase from the Hub to use in the participants' passports/evidence records. Alternatively the school or organisation may want to sign or tick these off to keep avoid additional costs.

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FREQUENTLY ASKED QUESTIONS:

How long should it take to complete a stage?

This will depend on the stage and the amount of engagement the participant has with the arts and culture; Stage 1 may be quick to complete as a way of getting participants engaged in the scheme; stages can be completed over a number of years.

Can passports be taken between schools/organisations?

Yes

Is Stage 1 suitable for secondary students?

Every stage is suitable for anyone – it is up to the assessor from the organisation to discuss and agree which stage is best for individual participants; some older participants may want to start at Stage 1 and collect certificates for each stage.

Can I jump a stage?

Yes, however we would encourage participants to build up stage by stage.

How do we get hold of the passports?

These will be emailed to organisations when they register. It is up to the organisation to print these out.

Can a participant opt to start at Stage 5 and ignore the first four stages?

Yes, however, with younger participants it is advisable to start at Stage 1 and build up experiences and certificates.

How does the Arts & Culture Passport relate to Arts Award?

The Arts & Culture Passport is a city-wide scheme to encourage and reward engagement in the arts and culture. The scheme is different from Arts Award and participants can do both.

Participants can use their Arts & Culture Passport portfolios as evidence for Arts Award. The main differences are:

- Arts Award is nationally accredited and Arts Passport is a city-wide scheme
- Arts & Culture Passport is cheaper for schools
- Arts & Culture Passport is less workload for assessors/schools/leaders
- Arts & Culture Passport is for young people and adults of any age;
Arts Award is for those aged under 25

Portsmouth Music Hub and many of its Partners are Arts Award supporters. The aim is to support and encourage young people to engage, participate and achieve in the arts and culture.

What if the organisation I belong to is not taking part in the scheme?

Contact Portsmouth Music Hub to discuss how the participant can take part in the programme.

What if a child moves out of a Portsmouth school to another region, can they still participate?

Yes – any organisation in or beyond Portsmouth can register for the scheme.

Does the Hub provide the passport resources?

Resources are provided electronically once the school/organisation registers with the Hub; organisations can print these for participants. Stickers and stamps for the participants' passports are optional and can be purchased from Portsmouth Music Hub.

Can the evidence portfolios be electronic?

Yes, provided they can be accessed by the assessor and moderator.

Does taking a music/dance exam out of school count?

Yes, provided the exam is passed - use the certificate or mark sheet for the portfolio.

Does being in a band count as a project?

No - a project needs to be something new.

Does watching a film count?

If this is accompanied by a reflection it will count as a reflection, but not as a stand-alone attendance stamp. There may be some exceptions to this, however in general, watching a DVD at home or going to the cinema do not count. Making a film does count as a participation stamp.

Does cheer-leading count?

Yes - due to the need for participants to listen to the music and keep in time as well as performing dance movements and in some cases choreography, cheer-leading can count as a passport stamp.

Do cake decorating and nail art count as art?

This is left to the assessor's discretion; if the activity or experience demonstrate creativity and artistic engagement they can be included, provided the participant can provide evidence in their portfolio.

Do zoo/aquarium visits count?

No. However, if you go to a zoo or aquarium and perform a song about each of the animals by their cage and provide video evidence, this will count!

Does crazy golf count?

No. However, if you photograph a range of crazy golf courses and design your own crazy golf course with accompanying artwork/graphics/photographs for a project, this will count!

If I belong to a band can I use my participation as a new stamp in subsequent stages?

You *could* count it, however, participants should be encouraged to explore new arts and cultural engagement for subsequent stages. 'Band-hopping' for the sake of a new stamp is not to be encouraged, however, participation in different concerts can be used as new stamps.

What counts as photography?

A photographic project/themed set of photographs for a participation stamp or project; a photographic workshop counts as a stamp; individual photos are fine for evidence.

If I visit the Portsmouth Historic Dockyard does each attraction count as a stamp?

Yes - each attraction does count as a stamp. Some are smaller than others and the evidence would need to reflect engagement beyond a quick walk around.

What should I do if I am not sure if something counts as a stamp?

This scheme empowers teachers and leaders to support participants by recognising their engagement and achievement in the arts and culture. Provided the assessor has a rationale for their decision that is acceptable - however, if in doubt, contact Portsmouth Music Hub.

What if the museum I visit is free and there no are tickets or leaflets for my portfolio?

Ask the museum if they could sign and date something to say you were there; take a photo of yourself outside the museum...or inside of photos are allowed.