

Media Trip Organisers Pack

Visit to The University of Edinburgh College of Arts

This trip will provide learners with an opportunity to gain insight into the Arts industry. Through visiting the University of Edinburgh College of Arts department and meeting alumni, learners can see firsthand the educational and career pathways in this sector. Visiting the National Museum of Art will provide learners with cultural capital and artistic inspiration.

Rationale

This intervention facilitates a trip which ties in with the 'Creative and Cultural' sector within the Cumbria Careers Strategy developed by the Cumbria Local Enterprise Partnership (CLEP). To align with this, the intervention aims to bridge the gap between creative learners and the employment world by introducing learners to Media opportunities that could inspire them to pursue a career through higher and further education.

Aims and Objectives:

- The intervention activity will include 'learning' in a non-traditional education setting to develop target learner's academic capital.
- Learners will have increased their individual confidence and developed positivity towards their future.
- The intervention activity will increase the learner's academic, social, cultural capital in relation to new environments. We will be visiting a different environment to what the learners are used to.
- 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 learners progression to HE or a degree apprenticeship.

Planning the trip...

This section provides the contact details of the trip destination, Edinburgh College of Arts, 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...

Edinburgh College of Arts- Website- <https://www.eca.ed.ac.uk/>

Instagram- <https://www.instagram.com/edinburghcollegeofart/>

Facebook- <https://www.facebook.com/ECA.edinburgh>

Twitter- https://twitter.com/eca_edinburgh

Who to contact...

Edinburgh College of Arts Contact: **Cara Samuels** (Recruitment and Admissions Officer).

Telephone: 0131 651 5794.

Email Address: Cara.samuels@ed.ac.uk

Cafe-Lita Marley (Restaurant Manager).

Telephone: 0131 651 5841.

Email Address: Lita.marley@ed.ac.uk

National Museum of Scotland

Telephone: 0131 247 4041

General Email: schools@nms.ac.uk

Costs to consider...

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

Item	Description	Cost
Mini Coach from Reays	Coach started in Penrith, pickup in Carlisle	£320.00
Lunch	College of Art Cafe	£63.80
Edinburgh Misc		£6.68
Total Spend		£390.48



Planning the trip...

Timetable

Here is an example timetable which was used in April 2019.

A blank timetable is included in this pack for you to plan your own day.

Time	Activity	Description
11:00	Arrival	
11:00-13:00	Edinburgh University College of Arts	Student-led tour of Architecture Dept. inc studios/study space. Followed by Q&A time
13:00-14:00	Lunch	Lunch at The Café (ECA Café)
14:00-16:30	National Museum of Scotland	Self-guided trail of Art & Design galleries/ interactive activities
16:30	Departure	

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.



Organisers Checklist...

- ☐ Transport arranged
- ☐ Edinburgh College of Arts booked
- ☐ Timetable completed
- ☐ Student register and emergency contacts completed
- ☐ Risk assessment completed
- ☐ Evaluation tools planned

Discussion points...



Below we've included some questions that were asked on the day, discussion points which took place on the bus and the highlights expression by the learners.

What made you choose Art as a degree? Why Edinburgh University?

What area of the Art industry are you interested in? Why?

What experience and/or skills would you need to help your pathway to the Arts industry?

Highlight: Exploring the old city segment of Edinburgh and seeing the beauty of the castle from a distance.

Highlight: The learners loved the animal part of the Museum! It was amazing seeing life-size replicas of animals from elephants to tigers.

What did you learn from the trip? Did anything surprise you at the university?

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Risk Assessment considerations...

Below we have listed some of the considerations to take into account when conducting your risk assessment or the trip. These were some of the considerations most unique to the trip. It is worth noting that this is not the full risk assessment for this trip that Hello Future used, but these are the more 'unique' health and safety considerations for the trip.

Hazard	List of controls, safety procedures
Slips trips and falls	Initial briefing to all aboard to be mindful of surroundings and taking care getting on/off the coach or when entering the Museum Entrance Hall if raining. Identify anyone who may need assistance. No open drinks. Check coach for hazards.
Overcrowding and confined spaces	Ensure an adequate level of supervision. Ratio of 10 young people to 1 staff/ambassador. Remind learners of the importance of staying in small groups, particularly when approaching small staircases and narrow area so staff can see students and keep count at all times.
Inadequate Supervision	Ensure that there will at all be an adequate level of supervision. Ratio of 10 young people to 1 staff/ambassador. Responsible supervision of young people for the duration of the trip by staff/ambassadors. Agree a meeting point with students at museum and ensure everyone sees it at the start of the day.
Large plate glass cases, doors and sharp edges (cases and stone, glass stairways), Changes in flooring type and level; including escalators, lifts, plinths and stands at low level that could be tripped over.	Initial briefing to be mindful of their surroundings at the start of the event. Identify anyone who may need assistance, particularly during changes in floor level.

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
07:30	Pick up from UCC (Whetheriggs Ln)	
08:00	Pick up from University of Cumbria, Fusehill Street, Carlisle	
11:00	Edinburgh University College of Arts arrival/initial workshops.	Student-led tour of Architecture Dept. inc studios/study space Followed by Q&A time
13:00	Lunch at The Café (Edinburgh College of Arts Café)	
14:00	National Museum of Scotland	Self-guided trail of Art & Design galleries with interactive activities
16:30	Departure	
19:00	Arrival at University of University of Cumbria Fusehill Street Carlisle	
19:30	Arrival at UCC (Whetheriggs Ln)	

Timetable Template

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hello future.

			
			
			
			

For more information:

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