

## LEARNING LINKS

## MENTORING, POCKET AND RECIPROCAL PLACEMENTS

- 1 – FAQ'S
- 2 – PROGRAMME INFORMATION  
AND GRANT CRITERIA

### WHO IS ELIGIBLE FOR FUNDING?

All museums and archives are eligible to apply. Priority will be given to:

- Smaller, independent and smaller local authority museums
- Regional archives & record offices
- Museums and archives developing partnerships with schools / education providers who do not currently use their services
- Projects that are innovative & creative

### WHAT BENEFITS ARE THERE TO BEING INVOLVED IN LEARNING LINKS?

Learning Links has had a positive impact on those museums and archives involved in previous years. Benefits of involvement include:

#### Skills:

Learning Links is a proven way for staff and volunteers to develop their skills and knowledge of working with children and young people with qualified education professionals.

*'The sessions were pitched just right for children in our setting. I particularly appreciated the 'hands-on' and 'no panic' attitude to our children man handling the artifacts!'*

Teacher involved in Learning Links 08-09.

#### Sustainability:

With careful planning, your Learning Links placement can be the start of an on-going relationship with local schools / children & young people and can help you develop other areas of your activity e.g. collections, access & accreditation for museums.

*'The resource is developed and the link with schools and the teacher advisor are most definitely sustainable and we have identified ways in which we can take this project further, involving other areas of the museum service'*

Museum educator involved in Learning Links 08-09.

#### Audience development:

Having a strong learning offer through your museum or archive can attract teachers, schools, children & young people, families and friends.

*'This placement allowed me to think freely and creatively... this will have a knock on effect on my teaching'*

Teacher involved in Learning Links 08-09

#### Community:

Work with schools, senior citizens, sure start groups, youth groups and the wider voluntary sector puts your museum or archive at the heart of your community.

#### Resources:

A Learning Links placement can enable you to develop creative and effective learning resources for your museum or archive.

These can be in the form of loans boxes, workshops sessions, handling collections, DVD films, local trails... the list is as broad as your imagination!

## MENTORING, POCKET AND RECIPROCAL PLACEMENTS FAQ'S

### HOW DO I FIND A MENTOR PARTNER FOR A MENTORING PLACEMENT

Museums or archives who are interested in being a mentor organisation can put in an expression of interest to MLA. MLA can support museums or archives who would like to be mentored to find a mentor partner through this process.

### WHO CAN BE A MENTOR PARTNER?

Any educator from a museum or archive can be a mentor partner through the Learning Links programme.

#### **MLA advise that mentoring candidates:**

- Have experience working with children and young people through established museum / archive education programmes
- Are currently employed with an operational museum / archive in a learning role
- Have the capacity to mentor a museum or archive learning representative for up to two days over an academic year
- Have the support of their line management to be involved in the mentoring programme as part of their identified professional development
- Have participated in the Learning Links programme in previous years or are part of an organisation that has participated in the Learning Links programme in previous years

### HOW CAN I BECOME A MENTOR PARTNER?

Museums or archives who would like to be mentor partners to other museums and archives can complete an Expression of Interest form. Return the completed form to [learninglinks@mla.gov.uk](mailto:learninglinks@mla.gov.uk) to be added to a list of Learning Links mentors.

### HOW MUCH FUNDING IS AVAILABLE FOR THE MENTORING PLACEMENT AND WHAT CAN THE FUNDING BE USED FOR?

The mentoring allowance is up to £500 in addition to funding for a reciprocal or a pocket placement.

#### **This allowance can be used for:**

- Backfill costs for the mentor staff time in their own organisation
- Transport costs for both partners between museum / archive sites as part of the mentoring process.

## LEARNING LINKS

# MENTORING, POCKET AND RECIPROCAL PLACEMENTS FAQ'S

1

### DO I HAVE TO WORK WITH A SCHOOL?

No. Learning Links is an opportunity to work with a professional from the education or children and young peoples sector. You may want to develop your learning offer for early Years; 14-19's; informal learning or supporting transition.

#### **To enable this your placement can be with**

- Nursery / sure start group / early years setting
- Home learner groups
- Youth clubs / extended schools
- Youth offending service
- Adoption / fostering agencies
- Schools & Colleges

If you are uncertain, please get in touch with MLA to discuss this further. Contact details are at the end of this document.

### HOW CAN I FIND A PLACEMENT PARTNER?

Support is available from MLA to help you contact educational partners and set up your Learning Links project. You can use the MLA's schools database ([www.mlaschools.org.uk](http://www.mlaschools.org.uk)) to identify schools that do not already use your museum or archive as well as your local contacts and networks.

The briefing sheets developed as part of the Learning Links application pack can be used to explain the Learning Links programme and how it can benefit your potential partner's organisation. Education partners are being approached directly this year and will be completing expressions of interest if they want to be involved in the Learning Links programme. MLA will be able to match these expressions of interest together.

### YOUR QUESTION NOT ANSWERED?

Contact [learninglinks@mmla.gov.uk](mailto:learninglinks@mmla.gov.uk)

## LEARNING LINKS

# MENTORING, POCKET AND RECIPROCAL PLACEMENTS PROGRAMME INFORMATION AND GRANT CRITERIA

2

### LEARNING LINKS 2009-11

Learning Links is a professional development programme for museums, archives, teachers and educators who work with children & young people. Through funded placements, participants are given the opportunity to experience each others work and environments in order to initiate, build and sustain learning partnerships.

Learning Links is aimed at:

- Museums and archives of all shapes and sizes who wish to develop their learning offer in partnership with learning professionals
- Professionals who have a remit to support children & young people through learning (teachers, extended school coordinators, educators, support workers etc) and wish to develop their learning offer in partnership with museums and archives.

### SECTOR INVOLVEMENT

Museums and archives can get involved in Learning Links through a variety of placement offers. These offers have been designed to match quality placement outcomes with capacity and sustainability. In 2009-10 the following placement offers are open for applications:

- Pocket Placements
- Reciprocal Placements
- Mentoring Placements

### HOW TO APPLY EXPRESSION OF INTEREST

This is a simple form that needs to be completed and returned to: [learninglinks@mla.gov.uk](mailto:learninglinks@mla.gov.uk).

Check the form for the closing dates.

This stage helps us to find you a partner if you do not have one and ensures that you complete the application form together, with your partner organisation.

### APPLICATION STAGE

Please complete the Learning Links Application Form – Mentoring, Pocket & Reciprocal placements if you are applying to take part in a Mentoring, Pocket or Reciprocal placement during the 2009-10 academic year.

The application form should be completed in discussion with your identified partner. The application form includes a placement planning grid that includes some elements that you may want to consider with your partner.

Examples of completed application forms can be downloaded from the Learning Links pages of the MLA web site to help you with your application.

## LEARNING LINKS

# MENTORING, POCKET AND RECIPROCAL PLACEMENTS PROGRAMME INFORMATION AND GRANT CRITERIA

2

Applications must be submitted in electronic format.

**The electronic version of this application must be returned to MLA at:**

learninglinks@mmla.gov.uk

Check application form for closing date. Receipt of all proposals will be acknowledged by email.

**The declaration section of the application form should be signed and sent to:**

Learning Links  
MLA  
Grosvenor House  
14 Bennetts Hill  
Birmingham  
B2 5RS

**If for any reason you are going to be unable to submit your proposal electronically please contact:**

Jennifer Bone  
Strategic Commissioning Project Manager  
MLA  
Grosvenor House  
14 Bennetts Hill  
Birmingham  
B2 5RS  
jennifer.bone@mmla.gov.uk  
Tel: 07823 327 547

## NOTIFICATION

MLA will notify applicants of their application status within 3 weeks of the application closing date. Please ensure that both partners provide a contact e-mail / mail address that can be accessed during this time. Successful applicants will be sent a memorandum of agreement which must be signed and returned to MLA.

## LEARNING LINKS-OTHER OFFERS

Other placement opportunities are on offer this year in English regions. These are closed programmes that will be targeted at specific regions to support the roll out of Strategic Commissioning National Offers in 2009-10. For example:

- Cross cultural placements to support learning partnerships across the cultural sector
  - Consortium placements to support whole school change
  - Placements to support the range of national Offers available through Strategic Commissioning 09-10 e.g. Science Networks & Campaign! Make an Impact
- These opportunities will be rolled out across England in 2010-11.

## GRANT CRITERIA

The Learning Links programme is open to all museums and archives across England. Museums and archives will be selected to participate in the Learning Links programme if they are able to demonstrate the following considerations in their applications:

- Professional development of all placement participants.
- Connection to the placement themes (Citizenship, locality, identity, supporting transition or regional audience priority areas).
- The application considers sustainability of the partnership

## MENTORING, POCKET AND RECIPROCAL PLACEMENTS PROGRAMME INFORMATION AND GRANT CRITERIA

### Project Funding can be used for:

- supply cover to release partners from their settings
- Development and production of learning resources as a sustainable output of the placement
- Supporting a children / young peoples group visit to the museum / archive to pilot & evaluate learning resources developed
- Supporting sustainable outcomes

It is expected that successful applicants will bring match funding in kind (e.g. time, resources). There is no requirement to bring monetary funding to the project, although this would be welcomed if it adds value to the project.

N.B. Costs related to supporting voluntary or small organisations to participate in this programme will be considered (e.g. out of season opening; some volunteer / staff time)

### ELIGIBILITY

Eligibility for grant funding will be limited to museum, archive or educational organisations within England. As per MLA guidelines, all museum / archive applicants must have a Child Protection policy or be willing to develop one by March 2011. Support with this is available through the national Strategic Commissioning CPD programme of events 2009-11.

### APPENDIX A:

#### INITIAL TERMS & CONDITIONS

Full terms and conditions will be provided to successful applicants to the Learning Links Programme.

#### Placement Requirements

- Successful applicants may be required to attend a regional Learning Links workshop before they commence placement activity. Full information of these events will be released through the Learning Links pages of the MLA web site. Travel expenses to regional workshops and teacher / educational partner supply cover can be claimed for when attending these events. Allowances & instructions on how to do this will be provided to successful applicants.
- All placements must include a reciprocal arrangement with an opportunity for both partners to experience each others settings and approach to learning.
- Placement activity must be completed by end of July 2010.
- Final report forms and copies of resources / advocacy materials developed must be submitted to MLA by end of July 2010.
- Successful applicants to the learning Links programme must input formal contact with children & young people, a schools & educational organisations into the MLA's Schools Participation Database ([www.mlaschools.org.uk](http://www.mlaschools.org.uk)). A simple user guide is available to download from the database website.

## **MENTORING, POCKET AND RECIPROCAL PLACEMENTS PROGRAMME INFORMATION AND GRANT CRITERIA**

### **PAYMENT SCHEDULE**

To ensure payment, the lead museum / archive must sign and return the Memorandum of Agreement Document that will form the basis of our funding agreement with you.

Funding will be released on receipt of invoices. Clear invoicing guidelines will be provided to all Learning Links placement partners.

Up to 25% of funding amount can be released in advance if a clear case for this can be made by the museum / archive. Within this funding agreement we may also put additional terms and conditions on your grant.

Final payments will be processed depending on MLA being content that all conditions of award have been satisfied and that a FINAL REPORT FORM has been completed by the organisation. This form will be distributed to programme participants during their placements.

### **DATA PROTECTION AND FREEDOM OF INFORMATION**

#### **PUBLICITY**

Full listings of all the grants we award are published on the MLA website. We also publicise some awards in our Information Bulletins and through the media through press releases.

You will be required to acknowledge the MLA in all publicity for your Learning Links Placement (if successful you will receive full details explaining how to do this). Failure to credit the MLA will affect payment of your grant.

Images submitted in support of your project (e.g. final report or case study) may be stored electronically by us. Before you submit images you must ensure that you have the correct permissions for their use from the participants and that these photographs have the relevant permission forms to back these up. Please refer to your own organisation's guidelines on how to do this.

### **OPENNESS AND ACCOUNTABILITY**

Information supplied by you will be held in electronic files. It will then be summarised and details transferred to a computer-based grants management system. These details will include the information you supply within your application and comments made on your application by external assessors and staff members. The information you supply will be made available to those assessing your grant application. By submitting your application you agree to these terms and conditions.

## MENTORING, POCKET AND RECIPROCAL PLACEMENTS PROGRAMME INFORMATION AND GRANT CRITERIA

### FREEDOM OF INFORMATION

Data held on our grants management system is used for the following purposes: statistical reporting, application assessing, accounting purposes and for contacting you. If you are successful, details of your application (including the project scope, amount awarded, title of project, participant numbers) may become public information.

We are committed to being clear to applicants on how we assess and make decisions. We are happy to provide you with copies of your application assessment if you have any queries.

We are also listed as a public authority in the Freedom of Information Act 2000. By law, we may have to provide your application documents and assessment information to a member of the public if they ask for them under the Freedom of Information Act 2000. However, we will not release those parts of the documents covered by one or more of the exemptions under the act. For information on the exemptions and freedom of information generally, please visit [www.foi.gov.uk](http://www.foi.gov.uk).

An exemption in this case would be, your personal details (the name & contact details of person applying for the grant on the application form) which will be held within our grants management system and our paper files and accessed only by our staff, appointed auditors and individuals or organisations who may help us assess or monitor grants.

We view submission of your proposal form as acceptance of the use of your data as outlined above.