Discover!
Creative Careers
18th - 22nd November, 2019
‘For many young people there are few clear and visible pathways into the arts as a professional career route and this is why we’re thrilled to be part of the Discover! Creative Careers week.’

Learning and Participation Officer at The Customs House

Discover! Creative Careers is a week-long event launching this year which will see hundreds of employers from across the creative industries opening their doors to young people to inspire and inform the next generation of workers. It’s an opportunity for your organisation to demonstrate the variety of roles and pathways available and ensure the future demands of our vibrant sector are met by a strong and diverse workforce.

We’re asking employers to join the Discover! Creative Careers week by welcoming local school students aged 11+ into your organisation for just one day within the week of 18th – 22nd November 2019.

We will support you through every stage of the process with resource packs, templates and one to one guidance, but we encourage all participating organisations to show off and share your specialist sector knowledge and showcase the work of all departments in a way that suits you best. You could decide to run a rolling tours programme, a series of talks and demonstrations or an interactive masterclass for example – the choice is yours.

You don’t need to worry about recruiting schools either – we’ll ensure schools and young people sign up to attend.

Interested?

To sign up, please complete the online registration form by Friday 30th August. Once you’ve registered we’ll be in touch to discuss the next steps and work with you to support planning and logistics. A full resource pack will be available in August.

REGISTER HERE
Why get involved?

By signing up you’ll not only be inspiring local young people and encouraging them into a career within the creative industries, but you’ll also be part of a nationwide campaign to improve careers information, which has employers and inclusivity at its heart.

Discover! Creative Careers is just one initiative within the wider Creative Careers Programme (CCP), an integrated industry-led programme of activity across England that is working to ensure there is a larger and more diverse intake of talent and a broader range of routes into the creative industries, a commitment of the Creative Industries Sector Deal. The ambition is to reach more than 160,000 students through face-to-face encounters by 2020, with around two million young people accessing information online.

Supported by the Department for Digital, Culture, Media and Sport (DCMS), this programme directly addresses some of our most urgent challenges and risks around skills shortages within the creative economy – a challenge that must be tackled together to ensure our sector continues to thrive. The ‘open doors’ approach is vital in this - evidence shows that young people who are exposed to real workplaces and their associated job roles and functions, are much more confident and informed about making future career choices.

‘We are really excited by this work and we look forward to further developing our offer for young people which is at the heart of our programme’

Learning Curator at Middlesborough Institute of Modern Art
FAQs

The following FAQs and sample schedule should answer any initial questions, if you have any further queries please see page 7 for details of your CCP lead contact.

Will the Creative Careers Programme provide funding for my organisation to take part?
The CCP has limited funding which is being used to support several programmes set by the DCMS, this means we’re unable to provide funding for organisations to take part. The DCMS is keen for the sector to put itself at the heart of owning, shaping and delivering careers information and support to young people without subsidy. This approach is central to the Government’s Careers Strategy, as it is recognised that young people can only learn about the real jobs in a sector from those who do them.

There are also a number of other ways your organisation can get involved in the Creative Careers Programme, find out more on page 8.

How much time will it take to deliver overall?
We’re asking organisations to open their doors for one day during Discover! Creative Careers week and we’ll provide you with information and materials that help you schedule and promote your events and support colleagues to shape their activities.

Organisations will need to provide a nominated contact whom we can work with directly during the planning phase, we would expect that specific staff would be allocated for the delivery of activities during the Discover! day. Evaluation of similar activity delivered by the sector has demonstrated that involvement in these events is not only hugely valuable to young people but also provides professional development to staff that take part.

How many young people would we likely host at any one time?
We’re happy for you to tell us how many young people you can host during a day and expect these numbers will range from around a class size of 30 up to 200, depending on the size of your organisation. We’ll ask you to give us an indication of this as part of the registration and will liaise with you on specific details.

How should we structure our day and when should sessions run?
This can be determined by the individual organisation but we encourage the activities to take place within the school day (9am-3.30pm). In terms of the structure, we will support you in the development of this and the resource pack (available in July) will include a number of suggested schedules and activities - however the final decision on what your day involves is yours.

How will we engage with schools?
Once you’ve registered, a local contact at the Careers and Enterprise Company (CEC) will promote your day to nearby schools and help coordinate engagement and associated logistics, including travel arrangements. Your CCP contact will help broker and manage sign-up from schools via the CEC and will work closely with you to ensure this works within your requirements.
Will the young people be accompanied?
All young people taking part in a Discover! Creative Careers day will be accompanied by teachers and support staff in line with the participating school’s rules.

Will students have any special needs i.e. access requirements, neurodiversity etc?
We are keen to make sure a diverse range of young people take part in Discover! Creative Careers week. It is of paramount importance that all Discover! days are inclusive and accessible and we will work with each employer to ensure that any specific needs requiring additional support can be met.

Will we be responsible for their safety while they are in our workspace?
Yes, in line with your health and safety policy. Please make sure your public liability insurance and health and safety procedures are up to date before taking part to ensure it is safe and legal for you to confidently deliver a Discover! Creative Careers day. If you are unsure about any particular part of your workplace and how suitable it is, please talk this through with your lead CCP contact.

What requirements do staff need to work with children and young people?
All students will be accompanied by a DBS checked school-staff member and should not be left alone with any members of your team.

Will the participating schools and students need to sign a Non-Disclosure Agreement (NDA)?
We strongly advise all organisations to avoid sharing anything with students during your Discover! Creative Careers day that would be deemed business sensitive. We also recommend that you do not let students into spaces that would put them or you at risk and for these reasons we consider it highly unlikely that NDAs will need to be used.

Are we expected to provide lunch/refreshments?
No, schools will be asked to arrange for staff and students to bring their own packed lunch and refreshments, however we do ask organisations to ensure there is a safe and dedicated space for them to sit during breaks and lunch.

Can we decide which schools we would like to be invited?
Yes, if you feel strongly about engaging specific schools in your Discover! day then you can make that decision. However, the CEC will also support coordination with schools and help ensure students and schools who are likely to benefit the most from this engagement are targeted.
Sample Schedule

This schedule is based on two school groups attending one full day, however we understand that the activities and timings in each organisation will differ. We’ll provide additional resources, templates and one to one guidance to support the delivery of your Discover! Creative Careers day once you’ve signed up.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.30am</td>
<td>Group 1 arrives (15 mins)</td>
</tr>
<tr>
<td>9.45am</td>
<td>Welcome from CEO/Director and introductions by team members (30 mins)</td>
</tr>
<tr>
<td>10.15am</td>
<td>Tour of the organisation to showcase different departments and job roles (45 mins)</td>
</tr>
<tr>
<td>11.00am</td>
<td>Break (15 mins)</td>
</tr>
<tr>
<td>11.15am</td>
<td>3 x 20 min workshops/interactive masterclasses/talks (1 hour total – groups split and rotate workshops)</td>
</tr>
<tr>
<td>12.15pm</td>
<td>Feedback / close (15 mins)</td>
</tr>
<tr>
<td>12.30pm</td>
<td>Group 1 leaves / lunch and Group 2 arrives</td>
</tr>
<tr>
<td>12.45pm</td>
<td>Welcome from CEO/Director and introductions by team members (30 mins)</td>
</tr>
<tr>
<td>1.15pm</td>
<td>Tour of the organisation to showcase different departments and job roles (45 mins)</td>
</tr>
<tr>
<td>2.00pm</td>
<td>Break (15 mins)</td>
</tr>
<tr>
<td>2.15pm</td>
<td>3 x 20 min workshops/interactive masterclasses/talks (1 hour total – groups split and rotate workshops)</td>
</tr>
<tr>
<td>3.15pm</td>
<td>Feedback / close (15 mins)</td>
</tr>
<tr>
<td>3.30pm</td>
<td>Finish!</td>
</tr>
</tbody>
</table>
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REGISTER HERE

If you have any further queries, please contact the relevant Creative Careers Programme contact listed below, alternatively you can email creativecareers@ccskills.org.uk

For organisations in the Music, Theatre & Performing Arts, Visual Arts, Crafts, Museums, Cultural Heritage, Libraries & Archives industries, please contact your local Creative & Cultural Skills Partnership Manager:

**North West**
Sandra Dartnell
07741 196103
sandra.dartnell@ccskills.org.uk

**North East**
Melanie Shee
07741 194522
melanie.shee@ccskills.org.uk

**North West**
Sandra Dartnell
07741 196103
sandra.dartnell@ccskills.org.uk

**Midlands**
Ruth Richardson
07741 164491
ruth.richardson@ccskills.org.uk

**North East**
Melanie Shee
07741 194522
melanie.shee@ccskills.org.uk

**London, South East and East**
Sam Hawkins
07741 194553
sam.hawkins@ccskills.org.uk

**Yorkshire & Humber and South West**
Madeleine Lund
07894 566942
madeleine.lund@ccskills.org.uk

**Midlands**
Ruth Richardson
07741 164491
ruth.richardson@ccskills.org.uk

For organisations in the Design, Publishing, Architecture, Marketing & Advertising and Fashion industries please contact:
Sarah Gregory, Head of Creative Careers at Creative Industries Federation
020 3771 0354 / sarah@creativeindustriesfederation.com

For organisations in the TV, Film, Radio, Visual Effects, Games and Animation industries please contact ScreenSkills to register:
Margaret Burgin, Head of Careers at ScreenSkills
020 7713 9800 / ccp@screenskills.com
Other ways to get involved:

The Creative Careers Programme is a unique opportunity to radically increase the impact and reach of our sector’s engagement with young people. By being involved you will join with the rest of the creative industries to bring about genuine change. Through our shared mission and a coordinated approach, we can make a far bigger impact together than would be possible alone. Here are some other ways you and your organisation can get involved:

**Leading industry figures are encouraged to give their time by delivering inspiring assembly talks through Speakers for Schools**

Speakers for Schools (S4S) arrange for the UK’s top industry leaders to deliver inspirational talks in state secondary schools, giving students opportunities to hear more about our sector.

**Contact: Carly Wilkinson, S4S Programme Manager**
carly.wilkinson@speakers4schools.org

**Provide work experience placements to young people who wouldn’t otherwise have the opportunity with the help of S4SNextGen**

S4S make it possible for busy, top sector firms and institutions to host state school students for work experience through S4SNextGen.

**Contact: Oli Wells, S4S Programme Manager**
oliver.wells@speakers4schools.org

**Offer industry insight and advice to a local school by becoming an Enterprise Adviser**

An Enterprise Adviser is a volunteer from business who works closely with the headteacher or Senior Leadership Team of a school or college to provide strategic support across their careers strategy, putting local employers at the heart of a young person’s education.

[Click here](#) to find out more and express your interest.

**Partner with the Creative Industries Federation to deliver a series of immersive events with young people**

Creative businesses and organisations are invited to to deliver a series of immersive events for 11+ year olds, with the aim of inspiring them to learn more about the creative industries and what might be possible with creative skills when they leave school.

**If you are interested in delivering an immersive event, or already offer something similar and might be able to share your expertise, please contact Sarah Gregory:**
sarah@creativeindustriesfederation.com
About the CCP partners:

**Creative & Cultural Skills** gives young people opportunities to work and learn in the creative industries. We are an independent charity that provides careers advice and guidance, promotes apprenticeships, and delivers activities for young people through our National Skills Academy network of industry and education supporters. Since 2008, we’ve created over 7,000 Creative Apprenticeships and provided over 5 million people with careers advice.

**ScreenSkills**, formerly known as Creative Skillset, is the industry-led skills body for the UK’s screen industries - animation, film, games, television including children’s TV and high-end drama, VFX and immersive technology. We work across the whole of the country to ensure that UK screen has access now, and in the future, to the skills and talent needed for continued success.

The **Creative Industries Federation** is the independent body which represents, champions and supports the prosperity of the UK’s creative industries. Through our unique network of member organisations, our influential policy and advocacy work and our UK-wide events programme we bring together the many sectors that comprise our world-leading creative industries. We are stronger together. Through the combined expertise of our members we ensure that our sector is at the heart of political, economic and social decision-making.

Find out more about the Creative Careers Programme online and follow us on Twitter

#CreativeCareers