

Arts Award adviser: responsibilities

To begin delivery of Arts Award an individual must have satisfactorily completed the relevant Arts Award adviser training course.

Arts Award advisers support young people to work towards their award and act as facilitators/mentors. Advisers are the primary assessors for the young people's work and are responsible for assessing that work using the framework and assessment criteria in the toolkit in preparation for moderation where required.

Arts Award validated centres are responsible for the successful delivery of Arts Award. Someone in authority at the organisation must have made an application to be approved as a validated Arts Award centre. Find out more about becoming a centre at [here](#).

Following successful approval as a centre and completion of training, new advisers should [link to the centre/s they are working with](#) or, if they are the first adviser to deliver Arts Award at a centre they will need to [complete the centre registration process](#). Advisers can link themselves to more than one centre where they are delivering Arts Award to different groups of young people across more than one organisation.

Each validated Arts Award centre has a centre representative who acts as the main point of contact between the centre, the Arts Award advisers and young people, and Trinity staff and moderators and monitors. The centre representative is usually an employee of the centre and not involved in current Arts Award projects as an adviser. Whilst they oversee Arts Award delivery at the centre they may ask advisers to take on certain administrative responsibilities, for example entering young people for their Arts Award or preparing work for moderation. In a small number of cases, where no other administrator is available, the centre may ask an adviser working with young people to take on the additional role of centre representative.

Before attending training, please check that the organisation you are going to be delivering Arts Award meets the basic [eligibility criteria and have](#) started their centre validation application

Arts Award adviser person specification

To meet the adviser training requirements, you must meet the person specification outlined below:

- ▶ Be at least 18 years of age
- ▶ Have a current DBS (Enhanced Disclosure). In order to promote good practice and in recognition that Arts Award advisers may work in 1:1 settings with young people, we ask that advisers ensure they have a current DBS (Disclosure and Barring Service – Enhanced Disclosure). Advisers should discuss arrangements for this with the organisations for which they work.
- ▶ Have at least three years' experience working with young people on a part time basis or at least two years' experience working with young people on a full time basis

OR:

- Teachers may offer their teaching qualification or diploma
- Lecturers and trainers will commonly hold the City and Guilds 730 Level 3 adult trainer award
- Youth workers will commonly hold an NVQ Level 3 in youth work
- ▶ Have sufficient literacy skills to understand syllabus and assessment criteria requirements, to conduct written assessment* and to develop young people's support materials when appropriate
- ▶ Have relevant experience of assessing information against a stipulated set of criteria. This experience may be different across sectors and settings and may include, but is not limited to:
 - assessment of recognised qualifications
 - assessment of non formal learning programmes (where deliverers assess young people's achievement against agreed milestones)
 - preparation of materials for external organisations or bodies such as Ofsted, Artsmark, quality marks or external validations
 - preparation of applications for funding or commissioning

**written assessment may be developed using assistive technology or other forms of accessible communication*

Arts Award advisers will, most importantly, have the ability to communicate well with young people. They should also be able to:

- ▶ Create a warm, safe, welcoming environment and develop positive relationships with young people
- ▶ Generate opportunities for young people to explore their creativity
- ▶ Offer young people relevant support and information
- ▶ Communicate well on a one to one basis and in group settings
- ▶ Offer good interpersonal and organisational skills

- ▶ Have relevant experience in working with children and/or young people

Arts Award advisers should have the experience, skills and ability to:

- ▶ Successfully complete Arts Award adviser training
- ▶ Plan, develop and evaluate opportunities for young people to engage in relevant arts activities and experiences
- ▶ Support young people to record and evidence their activities, experiences, responses and reflections in a range of formats appropriate to them and the level they are working at
- ▶ Formally assess young people's progress and offer feedback demonstrated by:
 - Showing an understanding of the Arts Award assessment criteria and evidence requirements through completion of Arts Award adviser training at the relevant level/s.
 - Making assessment decisions on achievement of Arts Award against the outlined criteria before it is moderated by Trinity College London.
 - Use feedback provided by the moderation process to inform future Arts Award delivery.

Successfully completing Arts Award adviser training

The purpose of Arts Award training is to provide you with the information and guidance to deliver and assess Arts Award qualifications. As part of the webinar training, the trainer will assess your abilities to deliver Arts Award before adviser status is granted.

This will include checking whether you have a clear understanding of the assessment criteria and evidence requirements of the award and whether you are able to independently conduct assessments of young people's work using the Arts Award assessment criteria in the Arts Award toolkit.

The trainer will also check whether you demonstrate an understanding of the principles and practice of Arts Award, and your role as an adviser supporting children and young people to have personal responses, make personal choices, and plan their learning, depending on the level they are working at.

The trainer will check that you have an understanding of the importance of the operating instructions in the Arts Award toolkit, and of the process for entering young people for Arts award. The training will ensure you are clear about where and how to get further support, resources and guidance regarding your role as adviser.