



GEM Foundation Course: Museum Learning

April 2020 – July 2020

Specific course dates: 20-21 April, 21-22 May, 18-19 June 2019 in Manchester

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- **What are the benefits of taking the course?**

The course will give you more confidence within your heritage learning role. It will provide you with opportunities to develop, practise and demonstrate the basic skills and knowledge needed to be a heritage educator.

- **What will the course involve?**

The course will run from April 2020 to July 2020. This includes six full professional development days in Manchester. Each pair of days will consist of seminars, workshops and visits to a range of museums.

You will be allocated a mentor who will guide you throughout the course and observe you in your workplace.

There will be a work-based assignment which you will be required to complete within the four months of the course. You will also be required to maintain a work-based reflective journal and develop a continuing professional development (CPD) action plan.

- **Who is the course for?**

The course is aimed at those either:

- in their first year or so of employment in an education position in the heritage sector;
- already working in a different part of the heritage sector but wishing to take up or moving into a position with learning responsibilities;
- currently volunteering consistently and substantially in a learning role; or
- following a traineeship in museum learning.

In other words, it's intended for people working or volunteering in the sector but towards the start of their time as a heritage educator. It's not an academic course but forms part of GEM's CPD framework to support the heritage learning workforce through the course of people's careers.

- **Will I need to get my employer's / volunteering manager's permission to attend the course?**

Yes, you will need them to grant you the time off to attend the six course days in Manchester. They will also need to agree to allow your mentor to visit and observe you in your workplace as well as carry out a work-based assignment. All of this is covered in the manager's supportive statement on the course application form.

- **Will the course be available online?**

No, not at this time but participants will be able to access an online forum.

- **How can I apply?**

You need to be a personal member of GEM to attend the course. However, you can join GEM by submitting a membership application form along with your *Foundation Course: Museum Learning* application form. Both forms are available on the GEM website or from the office.

- **How many participants will be on the course?**

Places are limited so that each participant may benefit from the personal tuition of the course director. There will be no more than 15 participants on the course.

- **Who will deliver the course?**

The course director is Pete Brown, an experienced museum learning professional, responsible for CPD and organisational development at senior management level and for devising and running training courses for learning, curatorial and visitor services staff. Pete will be delivering the six professional development days.

You will also be allocated a mentor who will offer guidance in creating and carrying out your CPD action plan and will observe you in your workplace.

- **What will I achieve during the course?**

Learning outcomes for participants include:

- understanding the variety of heritage learning that takes place today and the range of career options that exist for heritage educators;
- gaining a basic understanding of different audiences and their varied learning needs;
- developing skills in different methods of interpretation and engaging audiences with collections and sites;
- understanding museum learning theories and developing skills in best practice approaches to museum learning;
- developing skills in planning and delivering learning programmes for audiences.

Whilst working towards these during the six CPD days you will also complete your own individual CPD action plan and personalised work-based assignment, and keep a reflective journal.

- **What support will I get during the course?**

Support will be available from the course director and your assigned mentor. Peer support will also be encouraged to allow for networking and sharing of best practice and skills.

- **How will I be assessed?**

You will be required to attend all the course days and to successfully complete the work-based assignment. This is not formally graded but will be reviewed against specific criteria. Your work-based reflective journal and CPD action plan will also be submitted as part of the course requirements.

- **What will I get once I successfully complete the course?**

You will receive the GEM foundation certificate in museum learning to show satisfactory completion of the course. The course is not formally accredited.

- **Do I have to attend all of the course days?**

Yes, you are required to attend all six course days in order to receive your certificate at the end of the course.

- **How much does the foundation course cost?**

The complete course costs £650 per student which must be paid in full at least two weeks before the course begins.

- **What about travel, subsistence and other expenses?**
Travel and accommodation expenses will not be covered by GEM. Refreshments will be available on the course days, but you will be required to bring your own lunch. All other expenses are the responsibility of the participant.
- **I need help with my application.**
If you have a question that hasn't been answered here, please contact the GEM office by email at office@gem.org.uk or by phone on (01634) 816280.

Employer/Institution questions

- **What are the benefits for an employer?**
Your staff will be better trained and more able to do their job to the best of their ability. They will also be more confident and motivated in their work and will have had opportunities to network within the sector.
- **We are institutional members of GEM. Do our employees get a discount?**As an institutional member of GEM, up to two employees or volunteers that you send on the course will receive complementary personal membership of GEM if they are not already a member.
- **I'd like to put forward my museum for a site visit. Who do I need to speak to about this?**
Please contact Pete Brown, course director, through the GEM office with information about what you would be able to offer by email at office@gem.org.uk or by phone on (01634) 816280.