



GEM Foundation Course: Museum Learning

November 2019 – January 2020

Specific course dates: 11-12 November, 9-10 December, 13-14 January in London

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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 essential skills and knowledge needed to be a heritage educator.

- **What will the course involve?**

The course will run from November 2019 to January 2020. This includes six full professional development days in London. 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 the early stages of employment in learning 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 in a learning role; or
- following a traineeship in museum learning.

It's not an academic course but forms part of GEM's CPD framework to support the heritage learning workforce through the course of your career.

- **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 London. 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?**

Not at this time, but participants are encouraged to form online peer support networks.

- **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 understanding of different audiences and their varied learning needs;
- gaining understanding of barriers to inclusion and how they can be tackled;
- 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;
- gaining practical skills in project management, partnership building and professional practice.

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. The work-based assignment is a practical project that allows you to put your learning into action by developing a new resource, session, approach or programme for use in your own organisation. It brings direct benefit both to you and your team, giving an opportunity to develop new work and share new skills.

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

Support will be available from the course director and your assigned mentor. Mentors are matched to every participant to meet your specific needs and interests. 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 complete the work-based assignment. This is not formally graded but you will receive feedback from the course director. You will also be able to discuss your work-based reflective journal and CPD action plan.

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

You will receive a certificate to show 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) 853 424.

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. The course will provide them with understanding of the cutting edge developments in learning and engagement and specialised skills that they can share with colleagues. Their work-based assignment will put their learning into immediate practical use in your organisation.
- **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) 853 424.