ArchI've Learnt

Resource Creation Information & Guide

This document provides detailed information about the resource creation process and what the completed resource will contain. This document serves as a starting point for discussion only and participants will be responsible for the final resource content.

Session 1

09.00 – 09.10 - Introduction, Agenda setting and Q&A about the project

An introduction to the project and a quick run through of the agenda will be provided. The opportunity will be given for participants to ask any questions about the project they may have.

Participants will also be given a quick introduction to the structured sprint work method, the Pomodoro technique,

09:10 – 09.35 - Initial discussion session

The initial discussion will be focused on the following questions designed to get the heart of why a resource like this is so important.

- Why is it important to engage children and teenagers in archives?
- How does the sector benefit from engaging children and teenagers?
- How can individual services benefit from increased engagement of local young people?

09.35 - 10.20 – Work session

Participants will be split into groups to work on the following sections of the resource framework,

- Section 1 – Why should archives work with schools and young people?
- Section 2 – Archives as an educational tool
- Section 3 – Ways to contact educators

The following questions can be used as prompts;

- What is important for children and teenagers to know about archives?
- How can children and teenagers engage with their schoolwork by using archives?
- How can children and teenagers engage with their local community by using archives?

- What tasks or activities can archives provide to help young people learn the importance of, and how to use, archives?
- What methods can archives use to approach and engage local schools?
- How do we envisage the resource could be used?

10.20 – 10.40 – Screen and Comfort Break

10.40 – 11.10 – Discussion session

All participants will come together to discuss the progress they have made on their sections. Each section will be reviewed, pros and cons listed and suggested edits/ changes and additions documented.

Prompts to help discussion

- Ideas presented by the participants should be looked through and discussed as a group.
- Do the answers people have given throw up any more questions?
- Can any gaps be identified?
- Participants should be encouraged to find their own questions as a group and to explore what they feel needs explored.

11.10 – 11.40 - Work session

Participants will then split back into their groups and carry out further work on their sections based on the discussion session outputs.

This section should be focused on filling gaps, making edits and trying to answer the questions flagged in the previous discussion period.

11.40 – 12.00 – Review and Session Close

- The collaborative documents will stay open until the 31st January at 5pm to allow participants to continue adding to it in their own time as and when they have ideas.
- The EYA convenor will then bring all the documents together to form the first draft of the resource which will be sent to participants on the 1st February in advance of the review session on the 3rd February.

Session Two (1.5 hour)

9.00 – 09.10 – Session Introduction and overview of the previous session.

This time will also give participants a chance to raise any thoughts or issues they've discovered since the last session

09.20 – Introduction to resource draft.

The first draft of the resource will be introduced by the session convenor

Any recaps that are needed should be given, and the collaborative platform will be reopened to allow review work to take place

09.20 – 10.05 – Discussion session

This session will be focused on reviewing the resource draft. The following questions will be used as prompts;

- Is the resource what the group collectively want it to be?
- Are there any more gaps which can be identified?
- Does any of the information need rewording?

An additional discussion focused on how the resource could be used and any additional information needed to do this will then be facilitated. Prompt questions for this section are,

- How should archives use this resource to achieve the best results?
- Is there any other advice participants would give to archives that plan to use this resource?

10.05 10.20 – Review and To-Do creation

As a group participants will work with the convenor to produce a to-do list that will be used to create the final draft of the resource. This list will be used by the convenor after the session has concluded.

10.20 – 10.30 – Next steps and session close

- How participants will be credited
- When and how the resource will be made available
- How will we be measuring the resources as successful
- Option of a pilot use project for participants