



CLOCK Sector Expert Leadership Programme

Welcome Pack

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CLOCK Guide

Welcome

We are delighted you have chosen CLOCK and the CLOCK team to support your professional development. CLOCK is a ground-breaking programme designed for people who learn and develop their skills through creative and professional work. Everyone who completes the CLOCK programme becomes a member of our international community, a diverse group of artists and professionals working across the creative and cultural industries in the UK, Europe, Australia, and the US.

What is CLOCK?

CLOCK, or 'Collective Learning Open Curriculum Kit', is a collective approach to learning and development. CLOCK uses a broad or open curriculum interpreted and highly contextualised by a CLOCK qualified Sector Expert who works in one or more sectors of the creative industries. The CLOCK programme uses a digital learning platform to support the validation and recognition of learning in nonformal, work, practice-based, and experiential contexts and is delivered through a peer mentoring process.

CLOCK Skill Sets

At the heart of CLOCK sit four skill sets¹, across and within which you will demonstrate various competencies. You choose to pursue the Creative Practice or Creative Entrepreneurship pathway to achieve CLOCK Sector Expert status and the associate award.

- **Creative Practice:** Practical activities and the application of technical skills (using appropriate resources and materials) to undertake the practice and deliver work.
- **Creative Entrepreneurship:** Entrepreneurial activities and the application of enterprise skills (using appropriate resources and methods) to develop and support commercial and social enterprise.
- **Sharing Knowledge and Skills:** Share your knowledge and skills with others in a professional context through peer-to-peer learning activities.
- **Developing Social Potential:** Social and community activities that include and engage people, develop personal and professional capabilities, support mental and physical wellbeing, and build emotional intelligence and cross-cultural competence.

CLOCK Boot Camp

People who do CLOCK describe the CLOCK boot camp experience as transformative. Your practical, experiential, and nonformal learning is recognised and validated as we benchmark the skills and knowledge (across the skill sets outlined earlier) that you apply in your professional work, roles, and projects to specific industry and qualification levels.

¹ These skill sets have been identified (by creative professionals from different sectors and countries) as essential for individuals who want to work in the creative industries.

Preparation for the Boot Camp

Your CLOCK industry mentor who supports you through the CLOCK programme will arrange two mentoring sessions with you before the boot camp (or before each session of the boot camp if it is split over different months).

Mentoring Session 1

Your mentor will introduce you to the CLOCK learning platform and digital portfolio and discuss the CLOCK skill sets and professional competencies within the CLOCK programme. This session allows you to speak with your mentor about your current role and identify examples of your work to meet the competencies and skillsets.

Mentoring Session 2

An opportunity to discuss work you have uploaded to your digital portfolio and receive feedback and advice from your mentor.

Four Components of the CLOCK Programme

To achieve your CLOCK Sector Expert status, you complete the four components of the CLOCK programme. You will also have the opportunity to discuss these in detail during the pre-boot camp mentoring sessions. A brief description of each follow.

Digital Validation Portfolio

Your digital portfolio will contain examples of your work from the last two years. This work must evidence your competencies and demonstrate your proficiency using all four CLOCK skill sets: creative practice, creative entrepreneurship, sharing knowledge and skills, and developing social potential. Examples of work could be in the form of written documents, audio or video files, witness testimonials, webpages or links, or other media or content related to your specialist practice.

By reflecting on your professional work, projects, and roles, and with support from your peer mentor, you will be able to select relevant examples for your portfolio. They might include examples of your innovation, projects completed, and advocacy and leadership activities.

The work in your digital portfolio needs to be:

Current Created within two years preceding the date you submit your portfolio for review. The project or activity could have started more than two years ago, but examples uploaded to the digital portfolio must have been created within the last two years. You may use a testimonial from another person to confirm this.

Authentic It is evident that the work is yours or that your contribution to a group is clearly defined. Again, you may use a testimonial from another person to confirm this.

Valid Demonstrates achievement of the skill set and competence. Consult the pop-up definition of each competence (in the 'assessment tool' document in your digital portfolio) before selecting relevant examples from your projects or other work.

Reliable Is of consistent quality with the other work in the portfolio and shows that you can consistently perform at the level required to achieve the qualification.

Sufficient There must be enough support material in the digital portfolio for the peer reviewers to make a confident judgement that you have demonstrated an expert level of competence. The amount of work or evidence you provide in your digital portfolio will differ depending on the competence.

Reflective Statements

The purpose of the three reflective statements is to capture your reflective thinking and encourage you to critically evaluate the broader context of your professional life, including:

- Your self-awareness as a leader in your sector and industry, regarding your specialist work
- The influence and impact of personal and professional values on your work and professional development
- Innovation in your work

You can consider the entirety of your professional experience in each statement, not just the last 24 months, as with the work in your digital portfolio. Each statement is 2-3 mins of audio or video recording or approximately 500 words.

First Statement

This statement is a critical review to demonstrate your self-awareness as a specialist. You will reflect on your personal and professional limits and your strengths and development needs. Relate these to each of the four skill sets.

Second Statement

A critical review of the effect of your personal and professional values on your practice. It should consider how:

- Your personal and professional values fit with your sector, including specific employers, contractors, or host organisations, as appropriate
- Your personal and professional values have influenced, informed, and impacted your practice and professional development
- Your personal and professional values may influence or impact different contexts with different participants

Values are distinguishable from practices and may contribute to influences or impacts because they have inhibited practice rather than supported it. In this statement, you bring together relevant knowledge of your specialist practice and knowledge of your sector and the broader context.

Third Statement

This statement is a critical review of the key individuals, texts/media, moments, or experiences in your professional journey that have inspired, influenced, or challenged you and helped shape your practice in some way, over time, across the four skill sets as appropriate. Any experience is valid if you explain how it has inspired, influenced, or challenged your professional practice.

Provide examples of influences for each of the 4 skill sets. Individuals might be known to you or could be expert practitioners, artists, musicians, writers, industry or thought leaders. Feel free to choose nonprofessional influences such as family or faith leaders if the relationship to professional life is clear.

Mentoring Discussion

The mentoring discussion is a recorded discussion between you and your mentor. This discussion is a critical review of effective working practice, professional theories, and models and concepts that you have adopted or evolved in your work. The questions asked will relate to your specialist work.

Preparation

You will prepare for your one-to-one discussion by participating in a group mentoring discussion with other boot camp candidates and rehearsing a timed run-through of the questions and answers. The final mentoring discussion is recorded and uploaded to Filecamp.

The questions are as follows:

1. Identify two common effective working practices in your sector or sectors: a) what is beneficial, useful, or effective about each of these practices? b) what are the limits or the downside of each of these practices?
2. Identify two models or concepts used to demonstrate specific work methods to a new member of your workforce: a) what are the benefits of using each of these? b) what are the limits of using each of these?
3. Identify two 'rules of thumb' or principles that apply in given work situations that you are regularly involved in a) what are the benefits of using each of these 'rules of thumb'? b) what are the limits or exceptions? The following three questions are related to your cutting-edge specialist practice and/or concern your innovation or leadership.
4. Acknowledge three professional opinions, perspectives or theories that inform aspects of your innovative work or leadership in your field. These could include people, organisations, texts, articles, TED Talks, podcasts, blogs etc. Explain the impact of these on your work.
5. Give three current professional models or concepts that you have found useful to your innovative work or your leadership within your field. Explain how and why these have been adopted or discarded.
6. Give three current professional 'rules of thumb' or principles that have been relevant and appropriate for your innovative work or leadership within your field.

The final question asks you to speak about current issues that impact your specialist work or practice.

7. Review and prioritise the following current issues which have a higher impact on your specialist work (you can substitute these for others relevant to your work):

- * Workforce development
- * Environment and sustainability
- * Technology and artificial intelligence
- * Globalisation
- * New audiences or market development
- * Access to finance and investment
- * Access to professional networks
- * Other (give details)

Professional Dialogue

The professional dialogue takes place at the end of the boot camp and is conducted via Zoom. The dialogue is a recorded 30-minute professional conversation between you and two CLOCK validated peer reviewers. Your mentor is the first peer reviewer, and the second peer reviewer is a CLOCK Peer Reviewer in another country. The professional dialogue can be extended by 15 minutes if you or the peer reviewer are not native English speakers and we can provide a translator on request if we receive at least one week's notice.

How it Works

This professional conversation includes six given questions that you consider and prepare for with your peer mentor and six follow up questions you respond to in real-time during the conversation. The peer reviewers will take turns asking you the questions. The first peer reviewer will record the conversation and manage communication with the second peer reviewer. The professional dialogue is recorded and stored in your digital portfolio.

Questions

The six prepared questions are in the same order as below:

1. Identify your two strongest competencies from your portfolio and how and when you became aware of these strengths.
2. Describe any continuing professional development you have undertaken within the last two years, which further developed three of the four CLOCK skill sets: creative practice, creative entrepreneurship, sharing knowledge and skills, and developing social potential. This could include attending online workshops, TED talks, online courses, conferences or personal or collaborative development.
3. Describe at least one example of supervising others in a similar role to yourself within the last two years.
4. Describe at least one example of your innovation in a professional context during the last two years.

5. Describe at least one example of your advocacy activities in a professional context during the last two years.

6. Identify what you now consider your future development priorities after reviewing work in your portfolio and say why these are your priorities.

The six follow-up questions may require you to do any of the following:

- Explain certain aspects in more depth
- Compare and contrast certain experiences
- Give more specific examples of how you contributed to a role or a project
- Provide a critical review of your practice
- Describe the application of your competencies across different contexts
- Consider the broader impact or significance of your work
- Provide more qualitative information about your competencies and professional journey
- Give an outline argument for advocating your practice to different audiences (general public, a professional organisation in your sector, policymakers, or public authorities).

Boot Camp Schedule

5th & 6th of March 9th & 10th of April 2022

Location: Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/87559190296>

Meeting ID: 875 5919 0296

Day One: Saturday 5th March

12:00 - Welcome

12:15 - Induction: Talk about a project or area of work and how it applies to the CLOCK competencies and/or skills sets

12:45 - Discussion: CLOCK competencies

- Self-awareness
- Values
- Communication

13:15 - Digital Portfolio: Candidates discuss work and projects and upload material with 'on demand' support from Industry Mentors

14:15 - Break

15:00 - Discussion: CLOCK competencies

- CPD
- Peer mentoring and leadership

15:30 – Digital Portfolio: 1 to 1 mentoring support

16:00 - Reflective Statements: Group discussion and prepare draft statements with mentor support

17:00 – Digital Portfolio: 1 to 1 mentoring support

18:00 - End

Day Two: Sunday 6th March

12:00 - Welcome & reflection on previous session

12:15 – Roadmap: What is a complex project? The 8 contexts and developing content for different purposes and target groups

12:45 – Digital Portfolio: 1 to 1 mentoring support

14:15 - Break

15:00 – Reflective Statements – Continue drafting statements with mentor support

16:00 – Digital Portfolio: 1 to 1 mentoring support

17:45 – Review: Round up and to-do for April

18:00 End

Day Three: Saturday 9th April

12:00 Welcome & catch up

12:15 – Group Exercise: Mentoring discussion questions

13:00 – Mentoring Discussion: 1 to 1 support

14:00 – Break

15:00 – Recording: Mentoring discussion with Industry Mentor

16:30 – Professional Dialogue: Discussion and planning

18:00 – End

Day Four: Sunday 10th April

12:00 - Welcome & catch up

12:15 – Professional Dialogue: Rehearse questions and responses with mentor

13:30 – Recording: Professional dialogue

15:30 – Break

16:30 – Digital Portfolio: Checkpoint and reflection (Q&A)

17:00 – End

Contact Details

Your industry mentor is your point of contact during and after the boot camp.