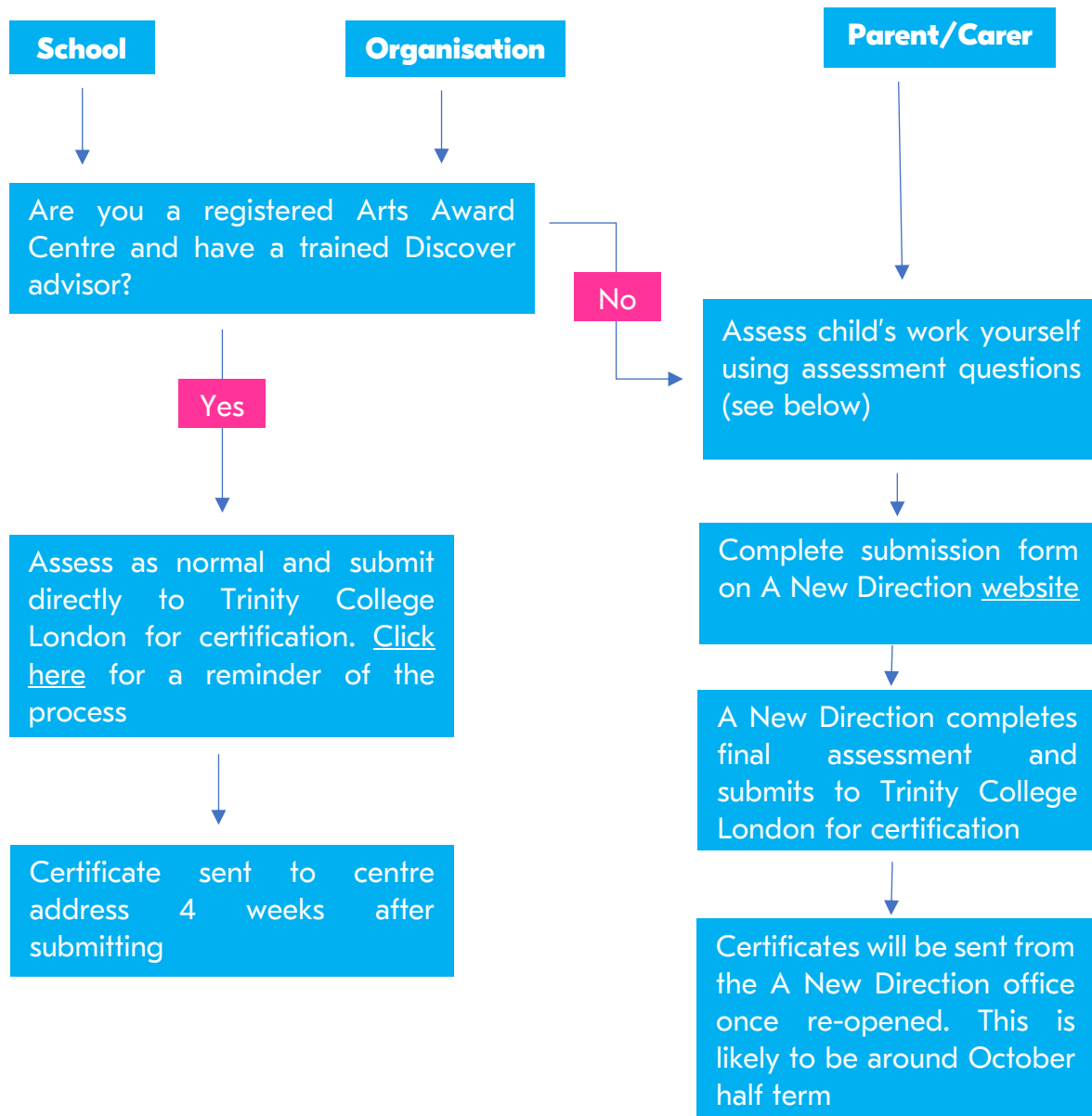


Arts Award Discover Online Guidance document

This guidance document explains the process for assessment and certification of Arts Award Discover Online. For ideas for how to use Arts Award Discover to support Year 6 transition, please see our [resource](#).

How to submit for certification

There are two routes to certification, depending on if you are linked to an Arts Award Centre and have an advisor who is trained at Discover level (please note that you cannot act as an advisor for Discover if you have been trained at any other level). Please follow the process diagram below to find out which route you should follow.



Guidance for non-advisors

Arts Award Discover Online projects can be delivered by individuals who are not trained Arts Award advisors, but to put children forward for certification you will need a trained advisor to review and complete the final assessment. Advisors at A New Direction will act as Arts Award Advisors on your behalf. Below explains how you can assess and submit to A New Direction for certification.

Step 1: Assessing the children's work

To achieve Arts Award Discover an adult must look at the child's work and complete a short assessment form. The assessment form will then be reviewed by an Arts Award Advisor at A New Direction, alongside the child's logbook.

When submitting for certification, you will be asked three assessment questions which will be reviewed by an Arts Award advisor. The assessment questions are;

Please give a brief example of how this young person has:

- 1) Developed their knowledge and understanding of art forms
- 2) Demonstrated their creativity
- 3) Shared their discoveries, thoughts or experiences

Examples of how to respond to these questions:

- 1) Developed their knowledge and understanding of art forms

"After listening to a variety of musical genres, Sarah developed her understanding of reggae music by researching 3 singers and learning a song."

- 2) Demonstrated their creativity

"Muhammad developed his imagination and creativity through taking part in an online drama workshop. He contributed lots of ideas and performed in an online class story telling session"

- 3) Shared their discoveries, thoughts or experiences

"Fahim shared with his class what he learned about the artist Andy Warhol. He spoke about the techniques Warhol used, shared some of his favourite pieces of Warhol's work and a piece of artwork he created inspired by Warhol."

Useful phrases and words for assessment:

Joshua...

increased
developed
challenged themselves
achieved
explored
demonstrated
expanded

his...

knowledge
understanding
creativity

by...

fully participating in...
contributing to discussions
trying out something new while...
researching...
sharing his ideas/work inspired by..
creating a...

Step 2: Complete online form for Discover certification

Once you have assessed your child's/children's work, you will need to submit a form to A New Direction in order to receive a certificate. The submission form can be found [here](#).

Information you will need to submit a child for certification

- » First name
- » Middle name (if applicable)
- » Last name
- » Participating school or organisation name (if a parent/carer, leave blank)
- » Borough of participating school, organisation or child's home (if child is not connected to a school of organisation for the project)
- » School DfE number (only for schools)
- » Date of birth
- » Ethnicity
- » Gender *
- » Art Form (main art form explored in project)
- » Responses to assessment questions
- » Address for certificates to be sent to

**Note from Trinity College London – "We are aware that some transgender or agender young people may not wish to be identified as male or female. At the moment these are the only gender options available when enrolling young people for moderation and we are working to address this. In the meantime, when providing details of any young person whom this affects the gender field can be left blank."*

Step 3 - Submitting logbooks

Children's logbooks must be submitted alongside the form to pass the full assessment. There is an option to upload files when completing the online form.

- » If a logbook was completed digitally, simply upload your file.
- » If a printed logbook was completed, please photograph each page and put into one PDF. Instructions of how to do that can be found [here](#). Then upload your file.

Please make sure each logbook does not exceed 10mb and is clearly named using the following system;

School -	"First name Last name _ School DFE number" e.g. AlexBrown_2075104
Organisation –	"First name Last name _ Organisation post code" e.g. AlexBrown_SE19TG
Parent -	"First name Last name _ Last half of post code" e.g. AlexBrown_9PU

If you are submitting more than 10 applications you will need to complete a mass submission form ([download here](#)) and upload to our website along with logbooks.

If you are unable to submit your logbooks digitally, please contact us at schools@anewdirection.org.uk

Certification cost

Discover certificates are charged at £4 per person.

Trinity offer the following large group discounts which are calculated and applied per enrolment spreadsheet received. If you are an Arts Award centre and have an Arts Award Discover trained advisor, you can download the enrolment spreadsheet needed for certification [here](#).

<i>Large group discounts:</i>	<i>25+ group - £3.85</i>
	<i>50+ group - £3.40</i>
	<i>100+ group - £3.05</i>

Please note, if you are submitting through A New Direction, we will aim to submit your certificates alongside others to obtain the highest discount possible. You will be invoiced once your applications have been submitted to Trinity.

If you feel the cost of certification is a barrier to you, please contact us at schools@anewdirection.org.uk