

# **GWYNEDD ARCHIVES SERVICE**

## **EDUCATION POLICY**

### **1. Mission Statement**

Gwynedd Archives Education Service is committed to providing a full and effective service at the Gwynedd Record Offices and to fostering and enhancing people's understanding of their history and heritage, and serving the local community, schools and colleges as well as the general public.

### **2. Aims**

- 2.1 To promote greater awareness of the nature and role of the archives and their collections.
- 2.2 To promote the use made of the archives by schools and colleges, and of the collections and documents.
- 2.3 To enable the archives to make full use of the educational potential of its collections and resources.

### **3. Objectives**

- 3.1 To ensure that education is seen as a core function at the Records Offices, and that the education service is considered an integral part in management and planning processes.
- 3.2 To develop educational activities which are targeted towards the needs of schools and colleges.
- 3.3 To be aware of new developments in formal education and to modify educational activities at the Record Offices in response to these developments.
- 3.4 To maintain close contact with other professionals in the field of archival education, and the field of education generally.
- 3.5 To develop an effective programme of INSET sessions to highlight the contribution archives and archival educational activities can make to the National Curriculum.

#### 4. **Audiences**

The Education Officer will enhance the service to all members of the public visiting the Record Offices, but will be concentrating on providing a service for the following groups:

- pupils and teachers from Gwynedd schools, both at primary and secondary level
- adult education groups
- educational institutions/organisations funded or partly funded by Gwynedd Council or by another council source

#### 5. **Provision**

A full educational service targeting the above audiences will be provided in the following way:

- a request service for archival resources for schools
- guided visits at the Record Office
- educational activities aimed to answer the needs of the National Curriculum
- educational resource packs for schools and college based on the National Curriculum
- an outreach service based on documents for schools and colleges
- permanent exhibitions/displays
- temporary exhibitions/displays

#### 6. **Resources**

The resources of the education service can be strengthened and developed in following way:

- increase the involvement of the Education Officer when planning new displays, exhibitions, activities and publications
- involve archive staff in the educational programme of the Record Office
- developing the programme of information technology

#### 7. **Training**

The Education Officer will enhance the service by ensuring a training programme for staff and members of the educational institutions in the following way:

- participating in specialised archive education courses
- encouraging, participating in and providing In-service training for teachers in order to explain the value of archives in education and to outline their provision and scope of services
- providing schools, colleges and universities with the opportunities for using the Record Offices to give their students experience in a working

environment, as a preparation for future careers. This includes work experience schemes and taking part in partnership schemes

- being aware of the training needs of the Archives staff as regards to the educational input

## 8. **Marketing**

In order to keep people informed about the nature of the services provided and to attract new audiences, the Record Offices will promote the education service in the following ways:

- newsletters and publicity leaflets to educational establishments
- training opportunities for schools such as INSET days
- participation in meetings and courses held by advisory teachers
- participating in courses for trainee-teachers at local colleges and universities
- entry in educational handbooks

## 9. **Evaluation**

The service must be evaluated in order to ensure its continual effectiveness and credibility. This will be carried out in the following ways:

- detailed records of visitor figures
- personal feedback
- observation
- participation in the department's performance indicators and improvement plan
- recording the number of requests for resources from individuals, schools and colleges