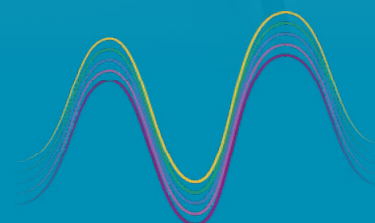




LET'S TALK MUSIC

TOOLKIT



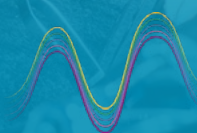
THE
MUSIC
COMMISSION

LET'S TALK MUSIC TOOLKIT

We are delighted that you have agreed to host a Let's Talk Music session to contribute to the research and findings of The Music Commission. Thank you!

This toolkit is designed to help you and your organisation plan and run a Let's Talk Music session. It outlines the questions we would like your session to ask and answer, how to collate the information from participants and how you submit the "collaborative statement" on behalf of your Let's Talk Music session.

If you have any further questions about these guidelines, please contact the Commission's Researcher, Nerissa Taysom – ntaysom@abrs.ac.uk



THE
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COMMISSION

What is the purpose of the Let's Talk Music sessions?

Let's Talk Music sessions are all about gathering responses from those involved in music education, in answer to the Commission's key questions which are set out below. As part of the process, we ask that each Let's Talk Music session generates a collaborative statement of no more than 800 words (two sides of A4) that accurately reflects your group's shared view on the Commission's questions. This statement should draw on participants' views, ideas and experiences based on the issues discussed at the Let's Talk Music session.

What are The Music Commission's key questions?

The Music Commission would like participants to respond to the following four questions in their collaborative statements.

1. What are the opportunities for progress in music making within your organisation or community, and within the current educational and cultural context?
2. What are the barriers to progress in music making within your organisation or community, and within the current educational and cultural context?
3. What is the ideal situation for supporting someone to make progress in their music making?
4. What question or key issue would you like The Music Commission to answer or address?

What should the collaborative statement contain?

- An introduction to the context of the Let's Talk Music session, eg. who is participating in your Let's Talk Music session, where is it being held, the time and date and any pertinent background information to the organisation. (as a guide, no more than 100 words)
- A statement on the group's perception of the barriers to someone progressing within the context of your organisation and beyond that context. (around 200 words)
- A statement about the opportunities for progress in, through and beyond your organisation. (around 200 words)

- A statement of what the shared vision is for enabling anyone who wishes to access opportunities within your organisation or outside, and what the priorities for supporting progress is. (around 200 words)
- A question or issue for The Music Commission to consider in its study. (no more than 100 words)

We encourage the collaborative statements to draw on the specific context of your organisation, community or context in which the Let's Talk Music session is taking place. To help you collate these statements, you may like to discuss the following with participants in your Let's Talk Music session:

The different points in time when you or those you support have moved to another stage of music making. This could include moving schools, teachers, social groups or geographical areas. It could also include the memorable milestones that have defined the experience of music making for you or others.

The pathways for progression that have been open or closed, or the ones that might be opened or closed in the future. This could include where you think your music making might lead, or how you find out about musical opportunities for others.

The people who have enabled you or others to progress, or helped you to overcome the barriers preventing others from progressing. This might include local networks (such as friends, family, teachers or colleagues), or the networks within larger structures you are attached to (such as schools, music education hubs, local community music groups or clubs).

The places where you or those you support make music. Does the environment in which music making happens help or hinder the opportunities to progress?

Can collaborative statements be submitted in other formats?

We actively encourage non-written statements to be submitted to the Commission. These can be as imaginative as possible. You might want to use recorded answers or video content, or send photographs or illustrations of your discussions.

For any content that might include sensitive material, for example if you are hosting a Let's Talk Music session with children or young people, please refer to our ethical guidance below.

How do I submit the collaborative statement?

All collaborative statements and submission should be sent with copies of the participant consent forms and the submission form to the Commission research team research@musiccommission.org.uk

How will the views of the Let's Talk Music sessions be recorded?

The method of recording responses or discussions during the Let's Talk Music session is entirely up to the moderator and its participants, provided that your Let's Talk Music session produces a collaborative statement at the end of the session. You may wish to record the session, use postcards or produce graphic responses. If you are submitting a written response, we have created a template for you and your participants to use during the Let's Talk Music session.

Who will run and take part in the Let's Talk Music session?

Who facilitates and takes part in the Let's Talk Music session is entirely up to you and your organisation, and will vary depending on your context and community. In order to fulfil the practical aspects of our research, we ask that you appoint a moderator and a transcriber for each Let's Talk Music session.

- The moderator is responsible for chairing the Let's Talk Music session. Their tasks are likely to include the following:
 - Giving some background to the study and explaining why the Let's Talk Music session is happening.
 - Introducing participants to the topics for discussion.
 - Keeping the group on time and focussed on the topics in hands.
 - Encouraging participation from all group members.
 - Summarising the discussing and checking the appropriate understanding of participants' comments.
 - Ensuring that all key issues are addressed.

- The transcriber is responsible for recording the discussion, either in note form or using a recording device. They will also collate the final thoughts of the Let's Talk Music session and write the collaborative statement for submission.

The moderator and transcriber will both countersign the consent form for the final collaborative statement.

How many participants are required for each Let's Talk Music session?

A minimum of three people should be invited to be part of each Let's Talk Music session, to ensure that the views expressed in the collaborative statement are balanced and representative.

How long should the Let's Talk Music session last?

The intention is for the Let's Talk Music sessions to be led by organisations within their own community or context, meaning that they can either be standalone events or folded into existing activities. It is entirely up to the facilitators of the Let's Talk Music session to decide how long feels sufficient to generate discussion and fulfil the brief of producing a collaborative statement. As a guide, we would suggest that this could take between 1.5 and 3 hours.

Where will the Let's Talk Music sessions take place?

The Let's Talk Music sessions should take place within the organisation, community or context of where your participants make or support music. Ideally, this would be somewhere that's familiar to your participants and free from interruptions and distractions.

What additional resources will we need for the Let's Talk Music session?

The Commission will provide Let's Talk Music sessions with the following:

- Introduction to The Music Commission
- Participant consent forms
- Template for collaboration statement
- Consent and submission form for collaborative statement
- Copy of the ethical guidelines

What other information will be requested of participants?

As part of the consent form for the collaborative statement, you will be asked where in the UK the discussion is taking place, how many participants are present, the age of participants and what type of organisation you are. We also ask for your permission to publish the name of your organisation, which will be included in the Commission's final report.

How will the information and data collected be used by The Music Commission?

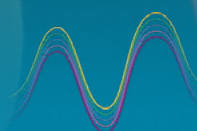
All information collected during the Let's Talk Music sessions will be used as evidence and have a direct impact on how the Commission Panel make their final recommendations.

Data submitted through this process will be handled according to the Commission's ethical and data protection rules.

How do the Let's Talk Music sessions fit within the context of other Commission research?

The Let's Talk Music sessions are a central part of the Commission's research programme. The collaborative statements will enable us to learn more about how progress in music is enabled within your organisation or community, and provide us with a broader understanding about the opportunities for music making across the UK.

Alongside the Let's Talk Music sessions, we have also launched an online survey aimed at individuals, which asks similar questions to those in the Let's Talk Music sessions. As a facilitator or participant in a Let's Talk Music session, you are very welcome to also submit your views via the online survey.



Suggested format for running the Let's Talk Music session

Time	Welcome and Introductions	Facilitators to introduce The Music Commission, explain why the session has been organised, format of the session and how the views of participants will be used.
	Rules and housekeeping	<ul style="list-style-type: none"> • Please speak one at a time, we want to ensure that everyone has an opportunity to give their views • Respect the opinions of others - everyone's views are valid although you might not agree with them • There are no right or wrong answers – we just want to know what you think • If anyone has any specific questions that do not relate to the discussion, there will be an opportunity at the end of the meeting. • Housekeeping issues e.g. toilets, fire exits, expenses reimbursed at the end of the meeting. • Confirm when you intend to finish but say that people can leave earlier if they need to. • Ask participants to introduce themselves to give people a chance to speak so that they feel more confident when participating in the Let's Talk Music session.
	Let's Talk Music session questions	<ul style="list-style-type: none"> - 1. What are the opportunities for progress in music making within your organisation or community, and within the current educational and cultural context? - 2. What are the barriers to progress in music making within your organisation or community, and within the current educational and cultural context? - 3. What is the ideal situation for supporting someone to make progress in their music making? - 4. Do you have a question that you would like The Music Commission to answer?
Any questions from the group		
	Summarising thoughts	Moderator should summarise main points raised in discussion and clarify any points of view that have been raised, before updating on the process of writing the collaborative statement.
	Writing collaborative statement	To involve input and to reflect the thoughts, views and perceptions of all participants.
Thank you and close		

The Music Commission Let's Talk Music session Participant Consent Form

The signature below indicates that you have decided to give voluntary informed consent to participate in this study and that you have read and understood the information provided in the participant information above.

The Music Commission Conversations with the Commission	
Principal Investigators: ABRSM	Name of Researcher: Nerissa Taysom
Participant identification number for this project:	
Please initial boxes below	
1. I confirm that I have read and understood the information sheet for this project and have had the opportunity to ask questions.	
2. I understand that participation in the Let's Talk Music session is entirely voluntary and I'm able to withdraw at any time without giving any reason.	
3. I understand that my responses will be anonymised before analysis. I give permission for members of the research team to have access to anonymised responses. I understand that all my personal data will be kept confidential.	
4. I understand that the investigator(s) will adhere to the BERA Ethical Guidelines and that I can seek permission to view these.	
5. I agree to take part in the above research project.	
Name of participant:	
<hr/>	
Signature:	
<hr/>	
Date:	
<hr/>	

For any further questions about this participant consent form, please contact Nerissa Taysom – ntaysom@abrs.ac.uk

Copies: One copy of this form should be retained by the participant and one copy should be given to the moderator for submission to the Researcher.

The Music Commission Collaborative Statement Submission Form

Name of organisation facilitating the Let's Talk Music session		
Date of Let's Talk Music session	<input type="checkbox"/> April 2018 <input type="checkbox"/> May 2018 <input type="checkbox"/> June 2018 <input type="checkbox"/> July 2018	
Location of Let's Talk Music session	<input type="checkbox"/> Scotland <input type="checkbox"/> Northern Ireland <input type="checkbox"/> Wales <input type="checkbox"/> South-West <input type="checkbox"/> South-East <input type="checkbox"/> Greater London	<input type="checkbox"/> East of England <input type="checkbox"/> East Midlands <input type="checkbox"/> West Midlands <input type="checkbox"/> Yorkshire and the Humber <input type="checkbox"/> North-East <input type="checkbox"/> North-West
How old were the participants in your group? (Tick all that apply)	<input type="checkbox"/> Under 10 <input type="checkbox"/> 10-14 <input type="checkbox"/> 15-18 <input type="checkbox"/> 19-25	<input type="checkbox"/> 26-34 <input type="checkbox"/> 35-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> 60+
How many participants were present in the Let's Talk Music session?		
Are you happy for the name of your organisation to be published in The Music Commission's final report?		
<input type="checkbox"/> Yes <input type="checkbox"/> No (If you tick no, all your details will be kept confidential)		
<input type="checkbox"/> We agree that the following collaborative statement has been accurately recorded by our appointed transcriber and fully reflects the thoughts and opinions of this Let's Talk Music session.		
<input type="checkbox"/> We give permission for our moderator to sign and submit this collaborative statement on behalf of all the participants in this Let's Talk Music session.		
Moderator's name:		Moderator's signature:
_____		_____
Date:		

For any further questions about this participant consent form, please contact Nerissa Taysom – ntaysom@abrsm.ac.uk

Focus Group Participant Information

What is the purpose of the focus group?

This focus group forms a central part of the research for The Music Commission, an enquiry launched by ABRSM in July 2017 to look at the factors behind supporting progress in music. The Commission is independently chaired by Sir Nick Kenyon, with a group of Commissioners drawn from the cultural sector, education, academia and policy. The supporting research team is led by Dr Jennie Henley (Royal College of Music) and chaired by Professor Pat Thomson (University of Nottingham).

The Commission wants to learn more about the opportunities and barriers that people face in their music making and to identify what the key priorities are for better sustaining progression in music, now and into the future. Drawing on the evidence of stakeholders from across the music education sector and further afield, the Commission will undertake extensive research over an 18-month period, culminating in a final report towards the end of 2018. In this, the Commission will outline its findings and make recommendations for the education and cultural policy sectors. It will also focus on how to better support practitioners and organisations within the world of music education.

We would therefore like to invite you to participate in this focus group. Participation is voluntary and you do not have to give your permission to take part. If you decide to participate we will produce a summary at the end of the research explaining the main things we have learned. If you would like to receive this, please contact the research team via ntaysom@abrsn.ac.uk.

Many thanks,

The Music Commission