



MAKING IT HAPPEN

SETTING UP & RUNNING
MAKERIGHT : FOR PRISON STAFF
PART 2 of 6

MAKERIGHT
DESIGN
COURSE



Pack 2: Content

2a

Building your team

Page 1-5

2b

Preparing Makeright

Page 7-10

2c

Course breakdown

Page 11-13

2a:

**Building
your team**

Building your team.

We realise that teamwork isn't always easy so we have created key roles that can be assigned to your team members which highlight individual attributes and responsibilities that bring out your team members strengths:



Promote and support success throughout this project.

The Champion.

This role is for the strategic networker who has access to different departments in the prison as well as those that lead and manage them. The team member that takes on this role will have a keen interest and strength in managing a project holistically and understanding it from the macro as well as micro level. The champion is needed to do just that, champion a project, ensuring that teams are well supported and that any decisions that need to be made about the purchase of materials, which teaching and learning environments to use, the creation of new schedules for inmates are done so well in advance of the project starting. The champion not only leads but is happy to support from the sidelines when the team take the leads in the delivery of Makeright.

[Each prison regime changes so you may have to adapt the course to the way the prison works.]



Teaching, session coordination, action.

The Facilitator.

The facilitator is directly engaged with the learners and design student volunteers when Makeright starts (all the way through to getting inmate learners portfolios' ready for accreditation). This role is best suited to a team member who has experience in and is comfortable with delivering teaching and learning exercises as well as facilitating the group in discussion and reflection (we have found that this is best suited to the Textile Studio officer as the majority of the course will involve designing and making in textiles). This role can be split so that there are two facilitators at one time or if there are part time roles within the Textiles Studio.



Higher education
liaison, inmate
learner scheduler.

The Recruiter.

This role is key to Makeright happening, without any inmate learners there is no course to deliver! This role is suited to a team member who is a people person, connected to and trusted by inmate learners, those in activity scheduling as well as organisations outside of the prison. Whilst this role is not about forcing any inmates to take part (a key principle is self selection for the course, otherwise we know that learners won't commit to the duration) it is about publicising the course to those who are interested in creative learning and the wider prison population. Publicising in just one part, the recruiter owns the responsibility of ensuring all inmate learners are scheduled, paid and that any changes are communicated to the time. This role also requires developing a lasting relationship with neighbouring universities, as the student design volunteers will be recruited from here and the recruiter will be there main point of contact prior to and throughout the course.

To help the Recruiter publicise and recruit inmate learners for Makeright we have included a poster template (for use either hard copy or digitally if you have the CMS system in your facility) and a flyer to be distributed:

Promotion poster. (INSERT PDF NAME)

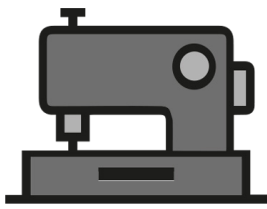
Flyers for use hard copy. (INSERT PDF NAME)



Rooms, equipment,
people on site.

The Locator.

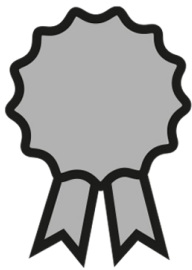
Knowing the logistics of the prison inside out, as well as being able to act quickly in case changes happen on the day (and we know they do in prison) is key to the role of the Locator. Whilst in some ways this role is about logistics, it also requires a close working relationship with the entire team to know what teaching and learning environments would work best, what equipment will be needed on the day to present etc, whether there are any restrictions on who can be recruited for the course (we do not like to over promise and under deliver!), when materials are coming into the prison etc. This role is really about having effective oversight of the Makeright course and is suited for the team member that likes to plan ahead.



**Studio technician/
design technician.**

The Maker.

On the face of it this role may seem more straight forward than the others but it requires a close working relationship with the Facilitator(s) and the Locator. Makeright has been designed to utilise creative teaching techniques which are predominantly activity based using handouts. There are key materials that need to be sourced and prepared before Makeright begins and at the beginning of each teaching session. This role is best suited for the preparer in the team, someone who is acutely organised and aware of what will be happening in the next session as well as in the next week.



**Education tutor
collaborator.**

The Accreditor.

This role is typically suited for a teacher within prison who has experience of accrediting inmate learner work for certification. The Accreditor will work closely with the Facilitator prior to and during Makeright to ascertain which element of the session plan relate to the deliverables for accreditation. Once the inmate learners have presented their final designs, the following week (typically week 7) is led by the accreditor to assist those interested in certification in compiling their portfolios.

As you navigate the session plan you will see the different role icons appear at the beginning of each workshop. This is to give you an idea of who will be needed for that session either before it starts to set up or during.

What prison staff will be included?

You will need to think about which colleagues you already have that would benefit from taking part within this course. Of course, your textile department would be the first point of call. But maybe think about your print studios or any other teams that would benefit from the way of thinking that is being taught.

The roles will be split into two sub-teams. The in-session team and the overseeing team. The in-session team will include the assigned roles that will be involved in the session taking place on the day. The overseeing team will be the assigned roles that will need to overlook and keep communication with the in-session team to be able to adapt to any changes that may occur.

External team roles.



Key liaison and coordinator in university.

The Design School Liaison.

The recruiter will be in regular contact with your design school liaison who will be in charge of promoting the opportunity to volunteer on the Makeright course as a design mentor to assist learners. It is the design school liaisons role to coordinate students that are interested in taking part (i.e. scheduling which sessions students will be in) and ensuring that their course leaders/relevant staff know what is going on. It is key that the recruiter and the design school liaison are in constant contact as we realise that the prison can enter into lock down or have wing searches that may cause the course to be paused.



Provide mentoring support to learners throughout Makeright.

The Design School Volunteer.

The design students will be studying on varying design courses that can provide an array of support to the learners and to the facilitators of Makeright. Design volunteers are asked to give 1-2 afternoons (or sessions depending on how you are splitting the course delivery) of time a week. As part of an agreement between prison and design schools, design volunteers should be provided with a free lunch in prison.

The recruiter has responsibility in meeting and greeting design volunteers when they arrive at prison, and walking them to the teaching space etc. It is also part of the recruiters role to ensure that any changes that are happening in the prison that may affect teaching on a daily basis are communicated to the design school liaison and onto the design volunteers.

2b:

Preparing Makeright

Preparing Makeright.

Before you start (3-4 weeks prior)

Team required:



Before you embark on delivering the Makeright course, there are a few things that need to be organised. Allocate some time so that the entire team can get together to plan and action the points below.

1

Locate the correct teaching and learning environment(s). Led by the Locator



Textile studios: this is where most of the design development and making will happen but Week 1 of Makeright will require the use of a projector and screen. Can you arrange to have this equipment in the Textiles studio? Is there enough space? If not you may need to locate a separate space.

Teaching room: is there a space within the education department that you can use for week 2 of Makeright that has either an interactive whiteboard or a projector and screen?

Materials/Equipment needed for week 1 only: Projector and screen and relevant handouts/activities printed for all learners (inc. spares).

2

Advertise and Recruit. Led by the Recruiter



Learners: Do you have a CMS system?

Yes: Use the Promotion Poster [PDF NAME] inserted in a word document and save as a single file web page (.mht) and go for the smallest file size possible. This can now be circulated on the CMS system to either individual computers in cells or kiosks on wings.

No: Print Promotion Poster [PDF NAME] and flyers. These can be distributed on notice boards as well as handed out to learners.

Timings: Advertise at least 3 weeks prior to the stitch skill week starting. This will allow enough time for your activities scheduler to check for risk levels and onboard an inmate learners to your Makeright schedule.

3

Recruit External Design Volunteers

We will initiate contact with a local University to set up the design volunteer programme to come in and mentor/support inmate learners with their design development and handover the relationship development to you.

Ideally you should aim for a ratio of 1 design volunteer to every 2 inmate learners (for example 16 inmate learners would ideally have 8 design volunteers) but the mentoring and support is still effective with smaller numbers.

Design volunteers are asked to be available for 1-2 sessions a week max. These are to be decided by you and the relevant course tutor in the university. You may wish to allocate the volunteers across the week so that you have around 1-2 in all sessions.

As design volunteers are giving their time we have agreed that students are provided with lunch at the prison.

FACILITATION TECHNIQUES SESSION - TO ADD?

Timings: Design volunteers should be identified as early as possible through communication and discussion with course tutors at the University (to ensure alignment of timings with degree course timetables, the anticipated start date of Makeright, the prison regime schedule etc).

4

Gather materials. Led by the Maker



Below is a comprehensive list of all materials you need for the course.

Materials for learners:

A3/A2 plastic folders for learners to keep all work completed

Avery sticky labels (for name badges)

Ball point pens

Pencils and erasers

Marker pens/Coloured sharpies

A5 sketch books (these can be made by running a stitch down the middle of sheets of plain A4 paper (landscape) folded in half

Post it notes

Tracing paper/layout paper

Materials for Textiles Studio (this list is not comprehensive and you may already have most of it):

Masking tape/sellotape

Medium weight calico for samples

Textiles for use in final toiles (we were connected with a curtain manufacturer who provided us with large amounts of off-cuts for free, this could be a way forward instead of having to purchase new materials)

Pattern card and pattern hooks

Spot and cross pattern paper (roll)

YKK zips of varying lengths

Plastic clips, buckles and fasteners for use on bags

Pattern masters

Set squares

Printed Materials:

Please see each day of the Makeright session plan to get an outline of what needs to be printed prior to each day.

2c:

Course breakdown

MAKERIGHT DESIGN COURSE

Makeright Course breakdown

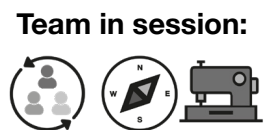


Note: The Champion and the Recruiter may not be needed within the session. But you are needed to over see all sessions.



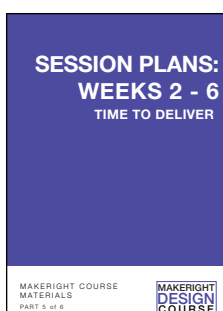
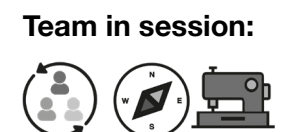
Week 0: Stitch skill development

A basic stitch skill course (the basics of using a flatbed or domestic sewing machine, inserting zips, various seams, and bag construction) is taught for 1 week prior to Makeright course start. Learners build a 'sample' portfolio for use at the making stage. This week is optional for learners already trained in stitch skills (to be assessed by the facilitator). This week is optional for learners already trained in stitch skills (to be assessed by the facilitator).



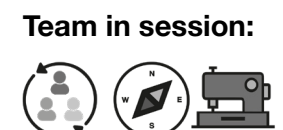
Week 1: Discover, Define, Develop.

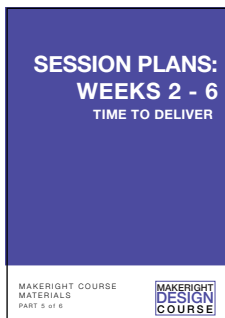
Over weeks 2 - 7 learners are taken through the Makeright course to develop a persona to design for, identify opportunities where theft may occur, develop a design brief in order to design bags and accessories with an anti theft element.



Week 2: Design development

Learners will develop their communication, cooperation & collaboration skills through working with peers and design volunteers to develop initial design ideas. Inmate learners will move from 2D design sketches into 3D modelling through the use of rapid prototyping in paper.

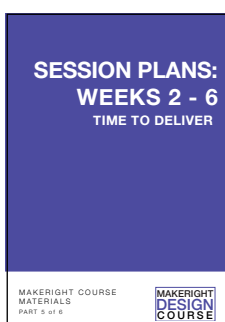




Week 3: Design, prototype and resolve

Learners are taken through the learn by doing approach. Design development will occur through constructive feedback from facilitators, peers and design volunteers. They will have a chance to reflect on their chosen design and make iterations to improve in order to develop patterns for initial prototype construction.

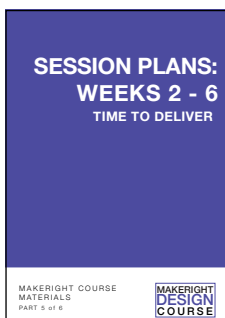
Team in session:



Week 4: Construction of prototypes

Using the patterns developed inmate learners will construct toiles in calico in order to review and refine any design/construction issues. All stages are to be documented/photographed for use in developing inmate learners portfolio for accreditation.

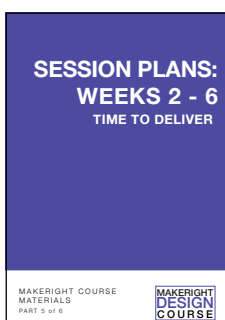
Team in session:



Week 5: Design production

Final bag patterns are developed after refinement from prototype construction. Inmate learners begin to construct their final bag design.

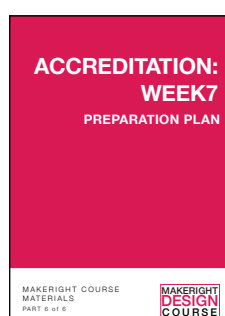
Team in session:



Week 6: Design production continued/ Practical workshop

Learners continue constructing final bag designs, will final refinements to patterns in the process with support from facilitators and design volunteers. Inmate learners also compile design development work, activity handouts in preparation to present their work to the cohort on the last day.

Team in session:



Week 7: Preparing for accreditation.

Led by the facilitator and accreditor, inmate learners are to finalise all toiles and final models as well as compile all flatwork for their portfolio. Portfolios are to be reviewed by the accreditor by the end of the week.

Team in session:



