



## DETAILS OF THE OPERATION OF AN AA2A SCHEME

Standard AA2A schemes require four placements but for 2023-24 there is still no extra charge for additional visual arts placements up to a maximum of six.

*The terms 'Artist' and 'Creative' include visual & fine artists in the broadest sense & particularly includes designer-makers*

Host institutions are expected to run their scheme in accordance with the conditions outlined in this document

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## The essential characteristics of the project

AA2A is a national project run by a small national team with the support of Directors drawn mainly from participating institutions. AA2A supports a number of [host institutions](#) across England providing administrative support to enable them to host around 50 artists' placements. The AA2A schemes enable artists and designer-makers to work alongside students, ensuring they get both formal and informal contact with a diversity of practising artists. See also

<https://aa2a.biz/home/intro>

AA2A provides employability support alongside the artists' placements in institutions. More information about the full employability package is available at [https://aa2a.biz/colleges\\_menu/applyashost](https://aa2a.biz/colleges_menu/applyashost)

## Downloadable information to run your scheme

The password-protected information for Coordinators and Administrators is updated annually and can be found in the 'Other info' menu. This [download page](#) contains all the documents needed for the scheme as proformas as well as other useful information. Some are password protected, as they are for staff from host institutions only, i.e. not for artists, who have their own login. A new password is sent out annually.

## The role of the institution's AA2A Coordinator/Administrator

AA2A usually requires three named roles - an AA2A Head, a Coordinator and an Administrator. The institution's Coordinator is usually a member of the academic staff, who is supported by a named Administrator. More information on 'Roles of AA2A staff' in HEIs is also available in the 'Key Documents' folder. It is important for institutions to inform AA2A of any staff changes or extended absences.

## Length of scheme and number of artists

All schemes will cover at least 17 weeks (excluding holidays) offering artists access from October to at least April, which is the earliest the schemes can end. Finish dates for workshop access will not normally be later than 30th June. We encourage schemes to offer or extend access beyond April if possible. Appropriate extensions should always be offered if your start date is later than originally advertised.

Each institution will have a minimum of four and a maximum of six artists/makers on their scheme (unless a 'Mini scheme' for small institutions has been approved with just two placements). These can be 'fine artists' and/or 'designer-makers'. Additional artists can be added at a cost to the institution of £175 per placement and non-visual arts places at £350 each.

## Who is eligible

Applicants will be expected to show evidence of at least one year's professional practice (not necessarily as a self-employed person). Applicants must NOT have been engaged in full or part-time study in the last year. This is defined as courses or studies which allow them access to workshops and facilities at an art institution or similar institution for more than 4 hours a week. There are exceptions for one MA, PhD or BA 'just graduated' student per institution. You can offer one of your places to a graduating MA, PhD or BA student immediately after graduation as long as they've had at least one year's professional practice previously. You can check current eligibility here [https://aa2a.biz/artists\\_menu/apply](https://aa2a.biz/artists_menu/apply)

## Recruiting a 'Rollover' artist

You have the option of inviting one of your artists to return for a second year, as one of your placements. This will support your AA2A Coordinator by helping settle in the new artists, arranging artists meetings, introducing artists to staff and identifying students for AA2A Rep roles, etc. You can wait until all applications are received before making a decision to invite a Rollover artist

## Access offered to artists

Each artist must be offered access to workshops/studio facilities for at least 100 hours from October. It may be useful to know that this is roughly six hours per artist per week across two terms. The access arrangements can be negotiated to ensure

there is no undue pressure on facilities. Artists should be able to demonstrate their ability to work with minimal technical support (unless you're offering specific training).

In addition to relevant workshop and studio access, institutions should offer library-lending, access to lecture programmes, IT equipment, etc. Artists should not rely on the institution as their only place of work and are not guaranteed automatic access to equipment. A dedicated work area and storage space are not a requirement of the scheme but a minimum of a table, chair and noticeboard for artists to use, will help interaction with your students and makes artists feel welcome.

### **What is required from a host institution**

Particularly if you are limiting access to 100 hours, you should record artists' attendance. This is also useful to encourage them to do at least the minimum of 50 hours expected by the scheme. This can be important if they have received expense payments from AA2A. There's a sample monitoring form in the 'Internal Memos and monitoring' folder.

The Administrator or Coordinator should contact the artists at least once a month throughout the scheme to check they don't have any problems. This can be by email, telephone or in person. Institutions should notify us if an artist drops out of the scheme formally or does not attend as expected. There are no penalties to the institution, even if one of their reserve artists cannot take up the place.

AA2A will always give at least two weeks-notice when information is required. Our 'Timeplanner for Coordinators and Administrators' (in the 'Key Documents' folder) provides a reminder of all the tasks required to run your scheme effectively.

### **Financial support for Artists**

AA2A has an 'Artists Support Fund', which can provide help towards expenses of childcare, travel and materials. This is up to £350 for artists on benefits and up to £250 for those on low income (under £12,000). The artists indicate if they intend to apply to this online fund in their application form. The AA2A National team make decisions weekly and artists and institutions are informed of support awarded. Artists who receive a grant should keep records of expenditure, as they may be required by AA2A for audit purposes. If an artist receiving payments didn't attend for at least 50 hours, we may ask for the money (or a proportion of it) to be paid back. See also [https://aa2a.biz/artists\\_menu/grant](https://aa2a.biz/artists_menu/grant)

The project has a small budget to support artists with disabilities through the application process and during the access period. If you think an artist may need to access to this budget please let us know a.s.a.p.

We work with several partner organisations (Disability Champions), who advise on access issues if needed <https://aa2a.biz/home/aa2a-champions> AA2A has an excellent record of attracting high numbers of artists with disabilities (average 19% across three years)

### **Advertising of the scheme**

National advertising is undertaken by the national AA2A team. This includes extensive online advertising, viral marketing and email mailouts to individual artists, arts organisations and funders. We will provide you with an e-mailable advert for local circulation to alumni groups, artists' studio groups, galleries, etc. Standard text to help produce press releases and advertising copy are provided.

### **Artists' enquiries and selection procedure**

Artists responding to the initial adverts will email the individual institutions directly. Application packs (provided to institutions as proformas) are usually sent out by email. These will include an application form, an outline of the scheme, a list of equipment giving size, capacities, etc. Returned application forms, (including a project description, CVs and images), are assessed by the institutions for their suitability. Institutions should acknowledge receipt of email and postal applications wherever possible. The selection process must include an independent representative (this can be a local arts officer, gallery staff or possibly an artist). If selection is to be done by a panel this can include a student. Technical staff MUST have the opportunity to comment on applications; in particular, the viability of the proposal. It is also advisable to ask for comments from course leaders or other relevant staff. Applications should be graded in order of suitability and the top four (or six) applicants selected (or more, if artists have applied to other institutions as well). To ensure you fill your places, you may invite up to two extras to make up your shortlist. These artists are then invited to talk to relevant staff (usually online) to discuss their proposal in more detail before the final decisions are made. Places on the AA2A scheme or the waiting list are then formally offered to these artists. The 'Artist's Access Agreement' can then be finalised and the likely pattern of 'attendance' agreed. This can be written down and added to the document for reference

Selection is undertaken by institutions using our guidelines, (see 'Selection Procedure' folder). Artists will be selected on the basis of need, commitment, ability to make best use of the opportunity, the suitability of their project, professionalism as an artist and their commitment to interaction with students.

### Introduction of staff to the scheme

Information on AA2A should be given to all departmental staff and technicians who may come into contact with the artists, preferably at a departmental meeting. Circulation of this document is recommended (as it should answer most questions). To notify staff outside your department editable 'Memos' are available (particularly relevant for lending library and finance depts.). See 'Internal Memos and monitoring' folder

### Introducing artists to students

This could consist of any form of meeting to introduce artists to the department and give them an opportunity to introduce themselves and their project to the students and fellow artists. An artist's photo, statement and 2D image (supplied with their application form) should be displayed on a notice board or in a relevant workshop or work area. This will also be uploaded onto their AA2A online profile and can be printed out for display. It may be useful to provide AA2A artists with badges identifying themselves to encourage student interaction.

### Artists' talks and demonstrations for students

Most artists are keen to share their experiences of the art world with students and welcome the opportunity to do this. In the application form, the artists are asked to indicate what they would be prepared to do to benefit students. We can send you a summary and recommend that you circulate these offers to your staff, to ensure you get the most benefit for students. Artists can be asked to do sessions they have not offered, but they should not be made to feel obliged to do this. You can only ask artists to do a maximum of three formal unpaid 'sessions' (an exhibition would count as a session) as part of the scheme. If artists are used in addition to this they must be paid under a separate contract using an appropriate rate of pay (see a-n or Artists Union for recommended rates. Artists should never be used to duplicate the formal work of lecturers or technical staff.

### AA2A Student Reps

Institutions are encouraged to recruit two 'AA2A Student Reps'. They each will have an online AA2A profile, with uploading permissions, alongside the artists. The students are encouraged to act as a link between artists and students, both in the institution and online. They may also be useful to help show artists around the department and introduce them to staff. AA2A sets three optional 'Challenges' for them with prizes and incentive payments. See [https://aa2a.biz/colleges\\_menu/students](https://aa2a.biz/colleges_menu/students)

### 'AA2A Engage' - Artists database [https://aa2a.biz/artists\\_menu/engage](https://aa2a.biz/artists_menu/engage)

As part of all AA2A Employability packages we provide institutions with access to a national database of past AA2A artists, see <http://bit.ly/AA2AEngagemap>. The 'AA2A Engage' membership has around 200 artists, who are prepared to help support the employability agenda outside host institutions. You can approach these artists to host group student visits to their studios, talk to students informally about self-employment or introduce students to events such as private views, etc. AA2A currently funds artists' fees (we'd expect institutions to reimburse any direct expenses such as travel). We can also offer incentive payments to Student Reps who help organise these visits. NB: These visits would be in addition to any talks etc. arranged with current artists, as these are done as part of their Access Agreement. We provide a map showing the location, contact details and web pages of Engage artists. Artists on the database are under no obligation to agree to requests. See 'Using AA2A Engage' in the 'Key documents' folder.

### Artists Terms of Access Agreement

The basis for all artists' placements, are recorded in written form, for reference. Artists must be sent a copy of this Access Agreement outlining their entitlements from the scheme and the expectations of the institution. These can be a hard copy signed by both parties or can be sent out by AA2A Coordinators with a digital signature or artists acknowledging receipt by email. As well as the basic information on health and safety, insurance and other general principles, such as student priority, it includes details such as the scheme start and finish dates and holidays, visitor (or staff) code of conduct and how either party can terminate the agreement. You should add any signing-in or booking arrangements required and it is useful to add wording to reflect the expected pattern of attendance. See 'Key documents' folder. If you have any codes of conduct or rules that artists must adhere to, please ensure that they have seen and/or signed these as appropriate.

## **ID or 'Swipe' cards**

If your artists will need ID or swipe cards to gain access to buildings or facilities, arrangements must be made for these to be issued within two weeks of their start date to avoid a delayed start to the scheme, e.g. if they'll need to fill in forms and provide ID, please prepare to do this before your advertised scheme start date in October.

## **DBS checks**

If your institution requires artists to have a DBS check this should be made clear in the artists' application pack. Artists should not be asked to cover this cost and you should ensure you have procedures in place, so the DBS checks do not delay the start of your scheme.

## **Health and Safety**

As health and safety practices vary between institutions, each must ensure that artists are assessed on their ability to safely use the equipment. Some brief form of induction would be expected for all artists, even those who graduated from the same institution, as practices may have changed. If a formal induction is required prior to artists accessing facilities, institutions should make artists fully aware of this requirement at their interview, including the length of induction and when this will take place or how it will be booked in.

## **Insurance cover for artists**

The Coordinator would be responsible for ensuring the names of artists are passed on to the Head of Department or Dean to ensure they are covered by the institution's insurance policy. See 'Memo to Head of Dept' in 'Internal Memos and monitoring' folder.

## **Artists' evaluation of your scheme**

Online evaluation questionnaires are made available to the artists through the AA2A website. A summary of the information received is sent to all institutions, so that they can assess the success of the scheme from the artists' point of view. Please use this evaluation to provide feedback to your staff and technicians to enable the fine-tuning of your scheme. All institutions are expected to reach a minimum evaluation 'score'. If below this figure, an institution will receive individual feedback from AA2A national staff to enable them to improve relevant areas. If below the minimum score for two years running, the institution may not be invited to reapply, particularly if they have not engaged with AA2A national team to improve their score.

## **Internal and external mediation**

The Access Agreement outlines who an artist should talk to within the institution if they are unsure about their entitlements or have other issues. It is suggested that artists can contact the institution's AA2A Coordinator or the AA2A national team to try to resolve any issues informally. If the matter remains unresolved this can be referred by either party, to the AA2A National Team, who will provide advice and formal mediation if needed. This is designed to safeguard both parties, e.g. an institution may want to remove an artist from the scheme because of unsafe working practices; or an artist may believe they were prevented from using their access hours.

## **Acknowledging funders**

Please ensure that the AA2A logo and those of our funders (such as Arts Council England) are used wherever possible (including associated exhibitions). This is a requirement that also helps us to profile the project. Logos are available in <https://aa2a.biz/misc/downloads>

## **AA2A employability resources featuring self-employment**

For students and graduates we offer a 60-90 minute online introductory talk on self-employment tailored for the host institution, as well as places on six national 'Specialist self-employment' seminars. We also provide a downloadable digital pack and a comprehensive suite of videos which can be streamed from links provided in a searchable 'Video Index' covering all eight 45 min videos. All videos have optional subtitles.

## **Creative Support group**

We can build up and manage a GDPR compliant list of your graduates, interested students and AA2A Creatives and send them monthly bulletins with information on self-employment. This will ensure that your graduates, in particular, will have

access to all AA2A's employability resources when they need it. Support for the group will continue as long as you're hosting an AA2A scheme.

**AA2A Plus Collections** <https://aa2a.biz/resources/plus>

As an extension to your schemes we will provide details of access available at local collections in museums, galleries and archives, so artists and students can use them as source material and inspiration.

### **AA2A's main contact details**

We use two email addresses. We all cover both inboxes so no 'cc ing' is needed

[aa2aproject@gmail.com](mailto:aa2aproject@gmail.com) for universities and organisations

[aa2aproject@icloud.com](mailto:aa2aproject@icloud.com) for artists and students

Daniel Hawley-Lingham, National Director

0792 747 4243

Mags McLeary, National Coordinator

0741 036 5466

Andrew Pearson, National Administrator

Our postal and registered company address is:

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website: <https://aa2a.biz>

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