



AWARD HANDBOOK

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investigate | engage | inspire



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Introduction

Thank you for your interest in the Heritage Hero Awards. The Awards depend on the exciting heritage projects undertaken by groups up and down the country, and we hope your group will be part of that.

This handbook should give all the information you need to run a successful project. Our contact details are below, and we always love talking about the Awards. If you want help or advice, or just a chat, do get in touch.

Many Thanks

Archaeology Scotland

Key information

1. The Awards celebrate and reward engagement with all forms of heritage and are based around participation in a heritage project decided by your group
2. There are 5 levels of Award. Your group can sign up to the level that suits you best, change levels during the project, and even gain different levels if that is appropriate
3. There are 5 compulsory sections to the Awards – **plan, investigate, engage, inspire and reflect**
4. We encourage a youth-led approach, and look for participants to be involved in all stages of the process, from planning to evaluation
5. We know projects can change and develop as they progress. Give us the basic information to register before you start your project, and send us the detail only at the end
6. These Awards were designed for young people, but we welcome participants of all ages
7. This Award is free and open to everyone

Contact details

- ◆ E-mail us on awards@archaeologyscotland.org.uk
- ◆ Call us on **0300 012 9878**
- ◆ We are really happy to talk to you – so do get in touch

What are the Heritage Hero Awards?

The Heritage Hero Awards are an award scheme open to anyone engaging with cultural heritage. They aim to encourage connection with the past, and to reward achievement. They have been designed to link to work in schools, youth organisation and for heritage volunteers. This handbook should help guide you through each stage of the award.

The Heritage Hero Awards are run by Archaeology Scotland. We are the leading independent charity working to inspire people to discover, explore, care for and enjoy Scotland's archaeological heritage.

The aims of the award scheme are:

- ◆ To improve young people's self-confidence and wellbeing through engagement with challenging heritage projects
- ◆ To inspire young people to develop a lifelong interest in the past
- ◆ To increase awareness of how to access heritage in schools, youth groups and similar organisations
- ◆ To help foster links between heritage organisations, community groups and young people

The awards are based around participation in a project decided by your group and encouraging personal growth.

There are 5 different levels. A brief overview of the levels is given below. There is scope for real challenge in all award levels.

The Five Award Levels are:

Name	Description	Time
Heritage Explorer*	For discovering heritage	3+ hrs
Heritage Detective	For finding out about heritage	8+ hrs
Heritage Hero - Bronze	For getting involved with heritage	15+ hrs
Heritage Hero - Silver	For developing your own skills and interests in heritage	30+ hrs
Heritage Hero - Gold	For leading and inspiring through heritage	60+ hrs

*The Explorer Award is for short projects only lasting a day/ weekend. There is a separate section of this handbook which deals specifically with this Award on page 16.
More detailed guidance on the other levels is on page 17.

Working together

Below is a brief overview of what Archaeology Scotland will provide for you, and what we ask for in return. Please make sure you are clear about and happy with this before completing a project outline form. If in doubt please talk to us.

Archaeology Scotland will offer:

- ◆ Support and advice on the development of projects and completion of forms, by e-mail, telephone and where possible in person
- ◆ Help, support and guidance whenever you need during the project, by e-mail or telephone
- ◆ Digital copies of forms, booklets for each award level, and this handbook
- ◆ Access to our digital resources and our loan kits to support your projects
- ◆ Certificates for every successful Heritage Hero Award participant with 3 weeks' notice
- ◆ An opportunity to celebrate your project on our social media channels

We ask our award facilitators to:

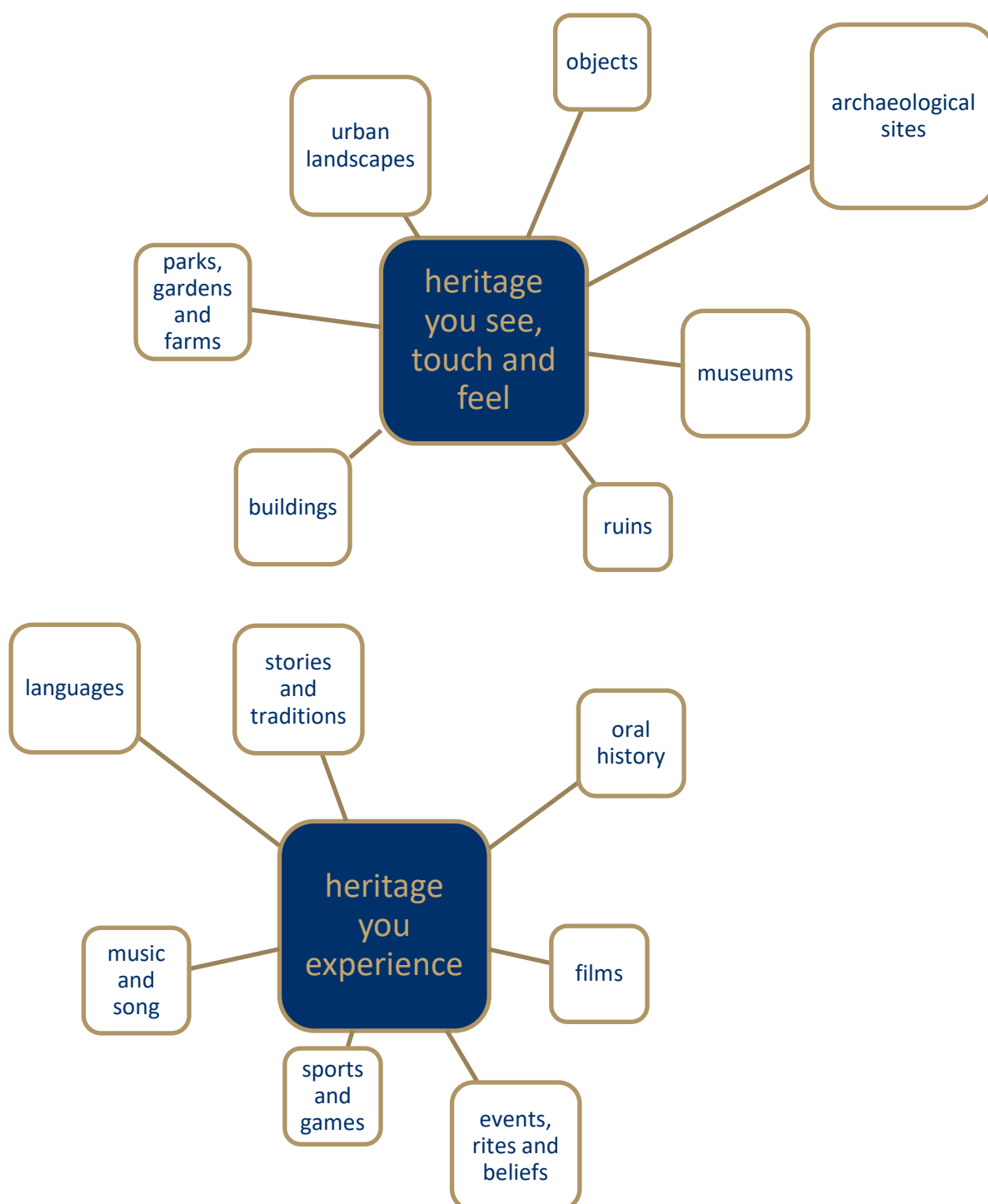
- ◆ Be responsible for health and safety/ risk assessment and appropriate insurance for your project
- ◆ Ensure you have appropriate permissions for the activities you are doing and the sites you are visiting
- ◆ Complete page 1 of the Project Outline Form and discuss it with us before the start of the project
- ◆ Support participants in developing and progressing through their project
- ◆ Stay in communication with us during the award and notify us of any issues
- ◆ Ensure that the final project outline form includes accurate details of the activities carried out by the group, and that the hours reported for each participant are accurate

What is heritage?

For these awards, we mean everything that has survived into the present from the past. This can be objects, documents, landscapes, buildings, but also songs and stories. It could mean something thousands of years old, or 50 years old.

These awards focus on 'cultural' rather than 'natural' heritage. We ask that you look at something that has been created or altered by humans.

Here are lists of the some things you could look at for your award. This is a guide, it is not exhaustive. If you are in any doubt, please contact us, we are happy to discuss ideas and projects.



What does the award involve?

This Award is designed to reward groups working together on a heritage project. These projects can be developed in schools, youth groups, heritage organisations and community groups. More advice on the kind of projects you could do is available on pages 9-15.

Every project should allow the group to take part in 5 activities that form the basis of the award. These fit very naturally with project work, and should be easy to complete within any project you undertake.

Plan		
Be involved in the planning of the project and the details of what you are going to do.		
Investigate	Engage	Inspire
Research and find out more about the heritage you want to engage with.	Visit, explore and experience heritage. Spend time on the site or with the collection at the heart of the project.	Share what you have learnt in an imaginative way. Inspire others with something you create.
Reflect		
Identify the transferable skills you have developed through the project. Evaluate your own performance, what you have learned and how you could use this in the future.		

There is **no minimum** time requirement for any of these sections. Some time needs to be spent on each one.

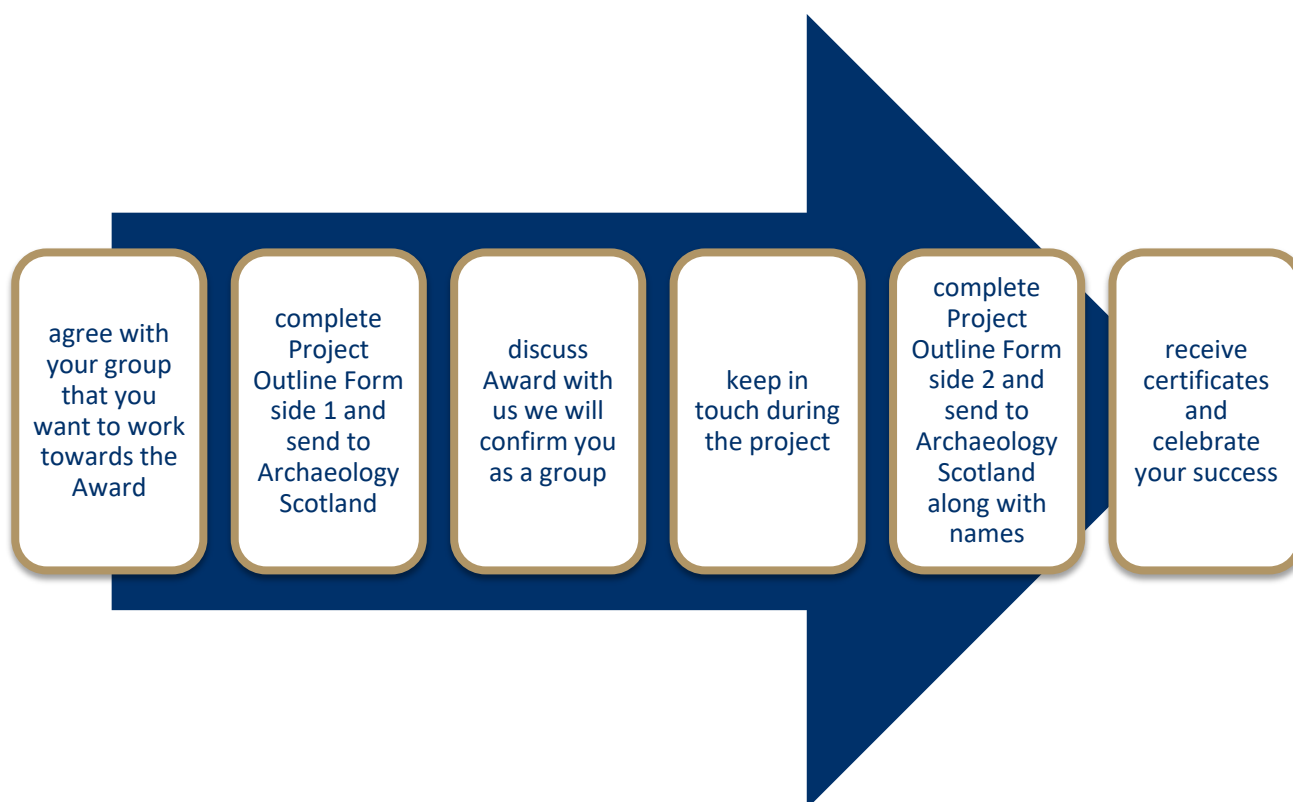
As far as possible we encourage projects to be planned and led by their participants.

We encourage groups to look at using Heritage Hero Awards alongside other award schemes where appropriate. Details of other awards available (in Scotland) can be found at www.awardsnetwork.org/home.

How to sign up to the Heritage Hero Awards

Important information about the Award:

1. It is free
2. We require **only one piece of paperwork** from you – the Project Outline Form, find it at www.archaeologyscotland.org.uk/learning/heritage-hero-awards/
3. Please sign up for the Awards before you commence your project. Send your forms to awards@archaeologyscotland.org.uk
4. We are here to help at all stages, just get in touch



We have produced three documents to support your journey through the awards:

1. The Heritage Hero Award Handbook

This is the document you are currently reading.

2. The Project Outline Form

Download a Project Outline Form at www.archaeologyscotland.org.uk/Learning/Heritage-Hero-Awards or contact us if you need it in a different format. Fill in page 1 and send it back. This is the **only piece of paperwork** that we will ask for from you throughout the project, and we only need one per group. It allows us to see what you are doing and offer suggestions, help and support. It is a **working document**, and we hope you'll add to and amend it as the project progresses. Just keep us up to date by sending us your current document.

If you need any help or guidance with the form please contact us – 0300 012 9878 or awards@archaeologyscotland.org.uk.

What you need to know:

1. You only need to fill in side 1 initially

Side 2 only needs completing as your project progresses. Please add to this during the project.

2. Correct contact details

These are the details of the person who will be our key contact for the project, and that is up to you. If this changes just send us the amended form. We will not share details with any other organisation, and only add you to our mailing list with your permission.

3. Completing the form

We will need to see a completed Project Outline Form only **at the end of your project** to award certificates. We encourage you to fill in the details of the form as the project develops.

We don't need excessive detail about what you have done at every stage – 2 or 3 bullet points are fine. Feel free to be imaginative and send us photos or videos showing what you have done for each section as well. We love to see these.

4. Evidencing your project

Our approach is one of explain, don't evidence. We trust our partners delivering the Awards to report truthfully on what they have done, and how many hours they have spent. So we want to know what you have done, but you don't need to prove it.

3. The Award Level Booklet

Every level of the award has a booklet to guide participants through the different sections. If you would like one we can send you a digital copy of the correct booklet in Word and/or PDF format.

What you need to know:

1. This booklet is not compulsory

It is for guidance, support and to allow your group to create a record of what they are doing. If this is useful to your group. If it is extra paperwork your group don't need, don't use it.

2. We do not need to see your completed booklets

It is the final version of the Project Outline that we need – the booklet is for your use only.

3. We encourage you to use the booklet creatively

You can use sections, pages, or the whole booklet. The whole group can have a booklet, or you might not use it at all. You can change, add or redesign sections to support what you need.

4. Fully completing the booklet may be useful to you because...

It may be possible to use it as evidence for another award. You may also want to keep it as a personal record of what you have done and what you have achieved.

The award sections

To complete this Award, every participant needs to **plan, investigate, engage, inspire and reflect**. You will find more details about what these sections involve, along with possible activities below. Please look at the Explorer Level guide on page 16 for guidance on that level.

You can find advice on some activities on our website -

www.archaeologyscotland.org.uk/Learning/Heritage-Hero-Awards and we will give more support and guidance if you need it. Please make sure you have the correct permissions and processes for your activities. If you are in any doubt we are happy to help.

The lists of possible activities are only a starting place - here to offer you some ideas. It should not limit your creativity. We are looking forward to seeing the ideas created by our groups.

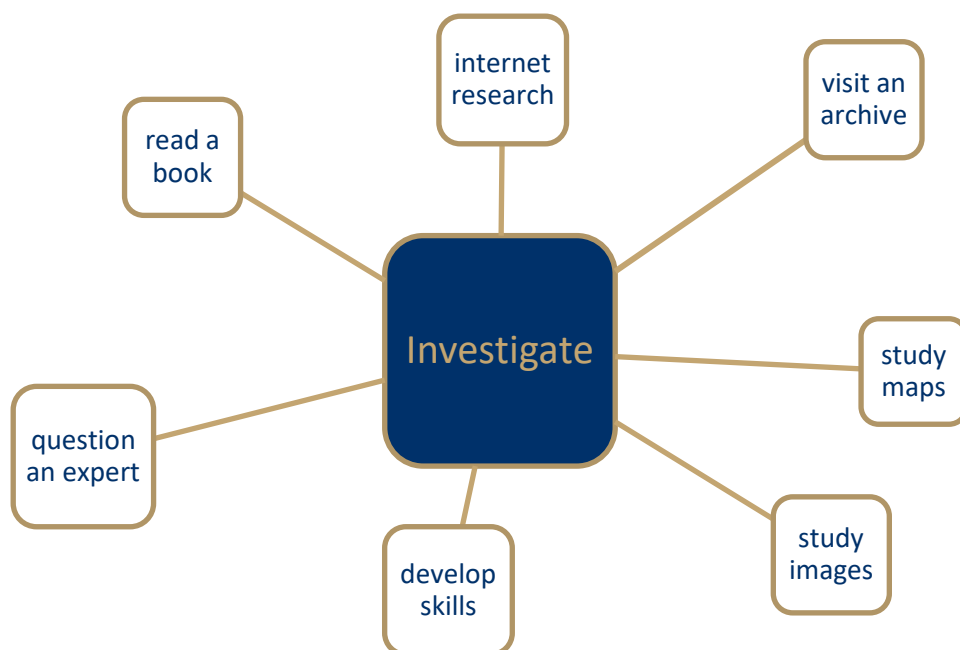
Plan

Participants should play an important role in the planning and organising of the project. The Project Outline Form is a place to record plans, and offers a framework to help groups plan.

The amount of responsibility taken depends on the level of the award. At Gold Level we would love to see groups planning and organising everything themselves, including liaising directly with us.

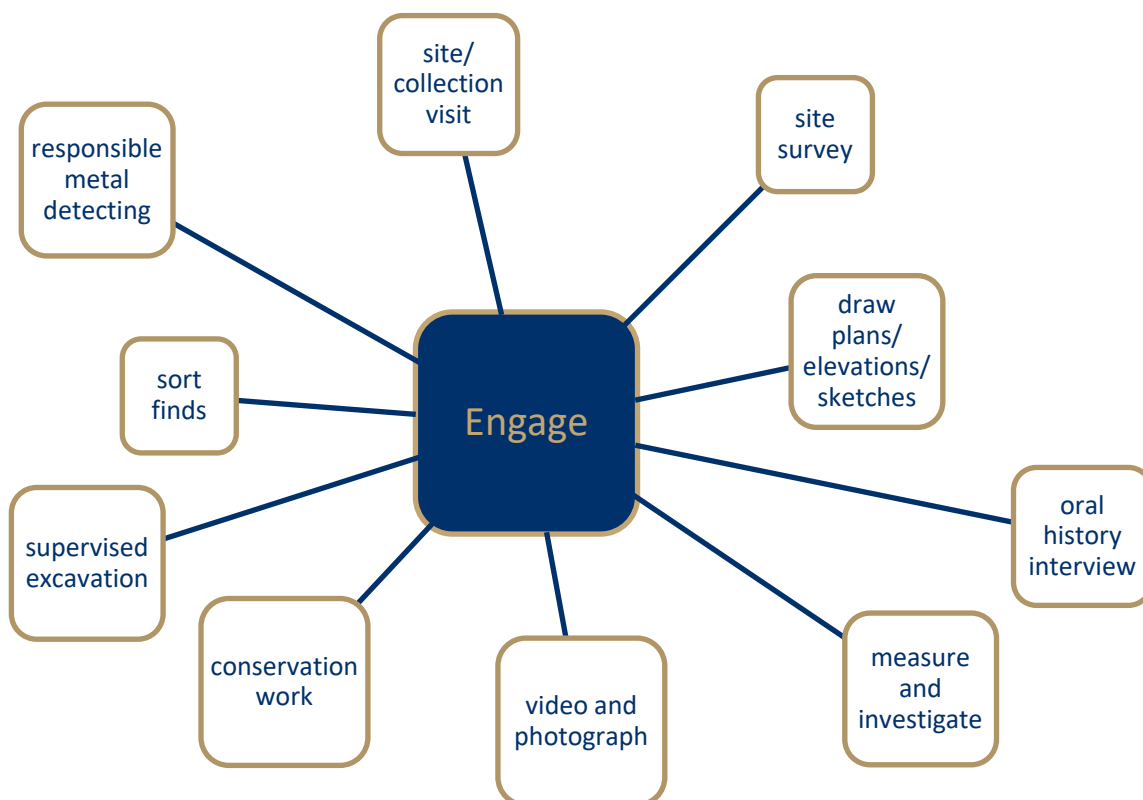
Investigate

This is about researching the heritage. Your project group should decide what they want to know, and then find that information. If you need to develop or practice new skills to engage with your heritage, that is also part of the investigate phase.



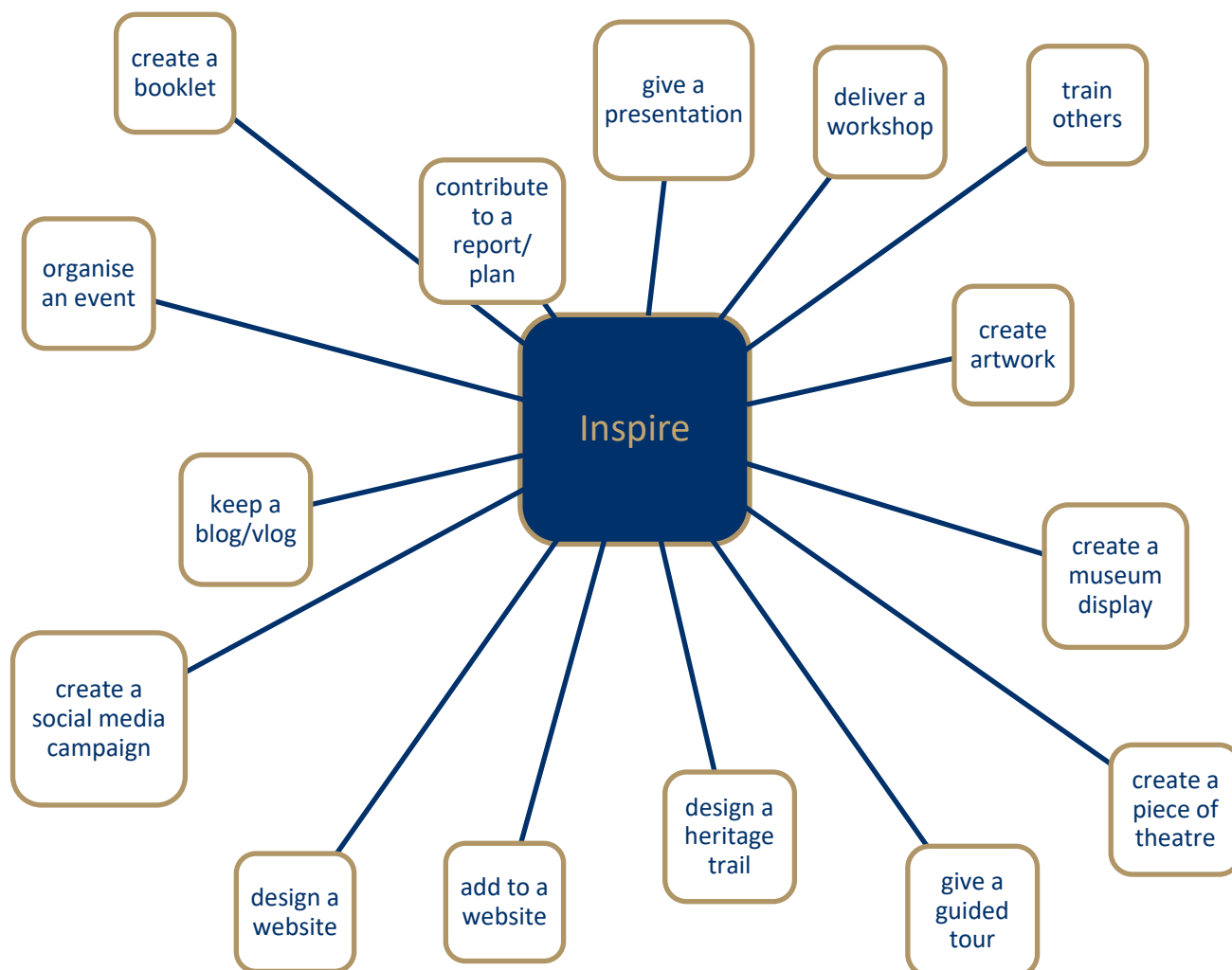
Engage

Engage is the section where you work with heritage directly. It is the time you spend at the historic site, or exploring the building/ area. It is the time you spend looking at the objects or collection. It is the time spent carrying out the oral history interviews.



Inspire

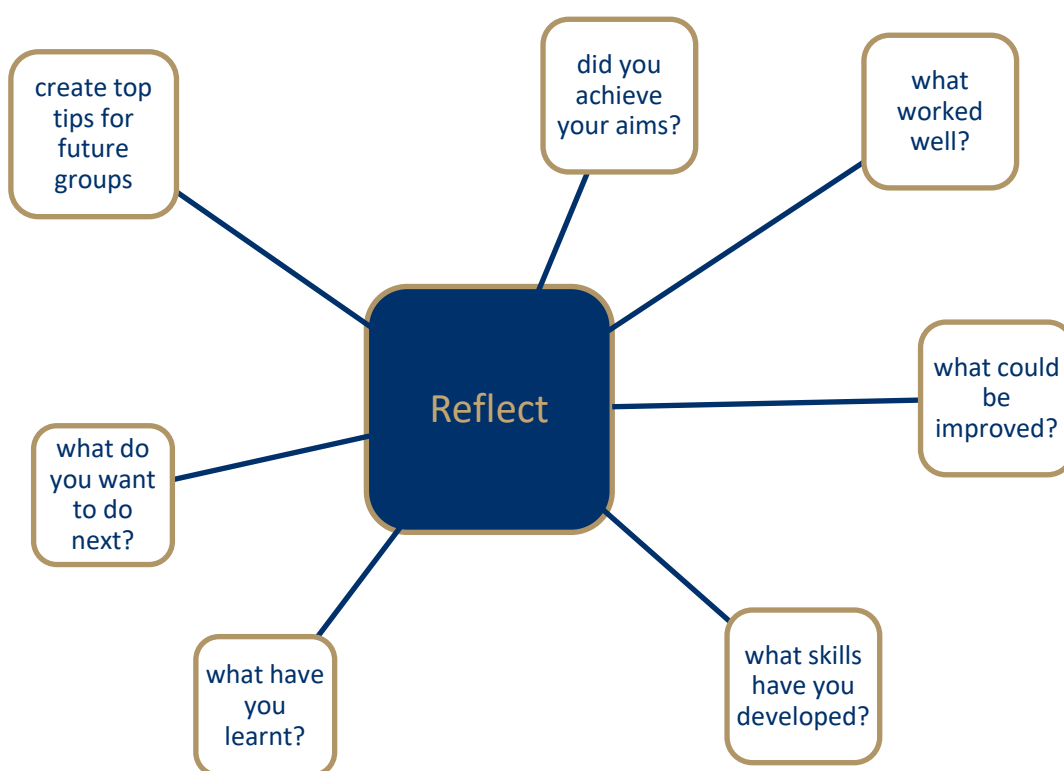
This section is about creating a product from your project - something that interests and inspires others. It can take a huge variety of forms.



Reflect

Reflect allows participants to evaluate their own performance and the project as a whole. Crucially it also allows them to consider the transferable skills they have developed and think about how they can take them forward.

Each Award Level Booklet contains a “reflect” section with suggested questions. They can be used for group discussion or individual reflection. There is no requirement, however, to follow these questions/format if you wish to approach this section in a different way. You could have one-to-one discussions and interviews, or look at real job applications and map your new skills to them.



Exemplar projects

You can find a range of Case Studies from real Award Groups on our website

www.archaeologyscotland.org.uk/Learning/Heritage-Hero-Awards. The following pages give some quick examples of possible projects to offer starting ideas.

1. A heritage trail of your local area

You don't need a special site or collection to take part in these awards. There is lots of fascinating heritage to be found everywhere, you can even base a project around the building you are in now.



2. A display about an historic site

A great chance to work outside, and get to know an interesting site. Visit a historic site, use a range of archaeological skills to record it and then create a display to tell the story of the site. Make sure you check you can get access to it, and have permission for the activities you want to do. You can find guidance to take you through a project like this in our Archaeology Detective resource

www.archaeologyscotland.org.uk/learning/learning-resources/

Plan

- agree on your site and the activities you want to do
- you could visit and investigate the site
- do you want to do an archaeological survey?
- do you want to draw plans and elevations of the site, or make a photographic record?

Investigate

- contact a local heritage group. They may have resources and information or they could offer a talk/tour
- see if your local museum has any information
- practise your skills – carry out a practice survey, or elevation drawing

Engage

- spend time at the site
- survey, draw, make a photographic record or any other activity you have planned

Inspire

- create a display about the site
- you could do this on a school or community centre noticeboard
- you could create a display in your local museum
- you could create a digital display on a website

Reflect

- evaluate the project, either as a group or individually
- use the questions in the award booklet as a starting place

3. A piece of artwork inspired by a museum collection

A museum object, museum display or museum collection can be used as the basis of your project. There are many things that could be done with these, here is one suggestion.



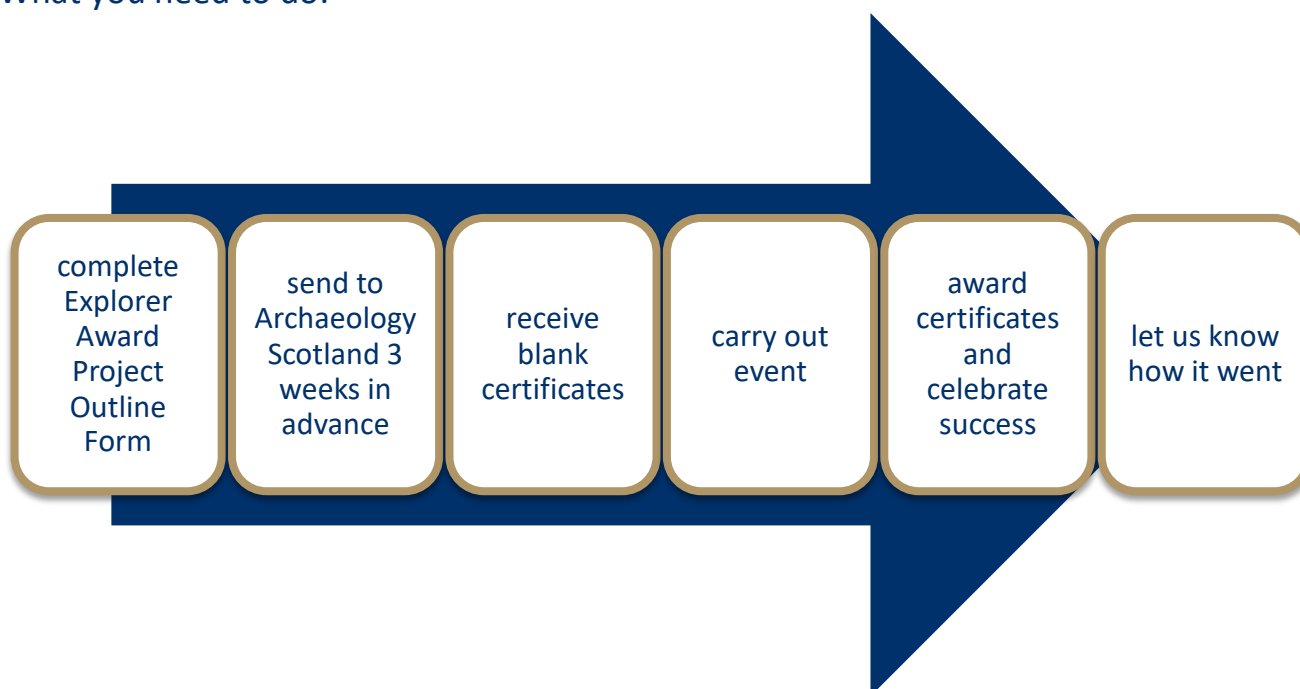
The Explorer Level

For discovering heritage
Minimum time – 3hrs

This Award is for a one off event/project where you may not know the participants in advance, but want to reward their achievement. This could be excavations, open days or festivals. It is also available to youth workers and schools wanting to reward achievement in a single event.

We recognise that these events cannot offer significant opportunities to **plan** and **reflect**. Its focus is therefore on the **investigate, engage and inspire** elements. Further information is on the Explorer Award Project Outline Form.

What you need to do:



You will find an Explorer Award Project Form on our website

www.archaeologyscotland.org.uk/learning/heritage-hero-awards/. This is a 2 page form that asks for your contact details and a brief summary of the event. Please send it back with **3 weeks' notice** to give us time to check any details with you and post you the blank certificates (printed names available on request). After the event we will ask for brief feedback, including the number of people you gave the award to.

Requirements for the Explorer Award

We would like events/ projects for the Explorer Award to offer these things to participants:

1. At least 3 hours on the event/ project
2. Genuine engagement with heritage
3. An opportunity to learn more about heritage
4. An sense of achievement/ accomplishment

We are really keen to see groups' ideas for this award, and are happy to discuss this with you.

Detective to Gold Levels

This table gives a quick overview of the levels. The activity lists are here to give an idea of what we expect at each level, not to limit you. It is not necessary to complete the previous award, you can sign up for the level appropriate for the project you are doing. Please note there is scope for giving separate awards to different members of the group; please talk to us if this is an issue.

Heritage Detective For finding out about heritage Minimum time commitment - 8 hours This is an introductory level. It aims to encourage exploration and curiosity about heritage. Plan - have a project aim and agree what you will achieve by the end. Plan what you personally are going to do. Investigate - could involve looking at one or two websites, or reading a section of a book. Decide what you want to know, and find the information. Engage - visit the site or museum. Explore the objects in a loan box, talk to people about their memories. Inspire – contributing to a display, or delivering a short presentation/ talk would be an appropriate activity. Reflect - The Detective Level Booklet offers a couple of simple questions to consider.	Heritage Hero Bronze For getting involved with heritage Minimum time commitment - 15 hours Plan - be genuinely involved in some of the planning. A group meeting/discussion is recommended at the start of your project. Investigate - identify and use relevant websites or books. Develop questions that need answered. Engage – visit, touch and experience the heritage. Have a clear goal - what you want to learn or what you want to do. Inspire - this could be a guided tour or presentation, a pop up museum, or an addition to a website. Reflect - The Bronze Level Booklet offers some questions as guidance. Consider the success of the project, and plan any next steps.
Heritage Hero Silver For developing your own skills and interests in heritage Minimum time commitment - 30 hours Plan - plan the detail of the project. Activities, timescales, budgets. Investigate - take initiative for the investigation. Decide what you need to know and plan how to find out. Engage – Really study the heritage. Use a range of techniques to explore it. Inspire - create something that genuinely engages others with heritage, and your project. You could give a guided tour or presentation, create a pop up museum or webpage or design a heritage trail. Reflect - The Silver Level Booklet offers some questions and support. Consider the success of the project and identify the skills you have developed.	Heritage Hero Gold For leading and inspiring through heritage Minimum time commitment – 60 hours Plan - design and develop your own project. If this is not possible, develop the detail from a basic outline. Investigate – use more than one method; do not focus on the internet. Use of libraries and archives is encouraged. Engage – do more than just visit and study the heritage. Sketch, survey, film, photograph etc. Inspire - you could design a guided tour programme, develop a presentation to be delivered to other groups, create a webpage or design a heritage trail. Be as imaginative here as you can be. Reflect - The Gold Level Booklet offers some questions and support. Analyse the success of the project, identify the skills you have developed and how to use them in the future.

Acknowledgements

Archaeology Scotland would like to thank the following for their help and support developing the Heritage Hero Awards.

The John Muir Trust and its John Muir Award Scheme



Scottish Waterways Trust



Adopt a Monument



Historic Environment Scotland



Dunfermline Young Archaeologists' Club

