



# MAKING IT HAPPEN

SETTING UP & RUNNING  
MAKERIGHT: FOR HE DESIGN 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 11-14





**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:



**Key liaison and coordinator in university.**

## The Design School Liaison.

The design school liaison will be in regular contact with the Recruiter in prison (see external roles below) and 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 when) 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. There are some key document templates (e.g. a university ethics form) available for your use, further down in this pack.



**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.

# External team roles.



**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)

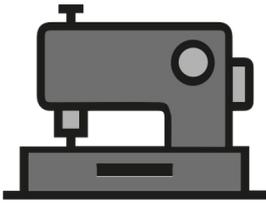
Flyers for use hard copy. (INSERT PDF NAME)



**Rooms, equipment,  
people on site.**

## The Locator.

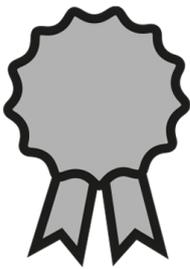
Knowing the logistics of the prison inside out, as well as being able to act quickly in case changes happen on the day (and we know they do in prison) is key to the role of the Locator. Whilst in some ways this role is about logistics, it also requires a close working relationship with the entire team 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 university staff will be included?**

You will need to think about which colleagues and teaching teams would benefit from taking part in this course. Of course, your fashion/textiles programmes may be the first point of call but your product/industrial design courses would also 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.



**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

## Advertise and Recruit. Led by the Design School Liaison



- Do you have a university focussed creative opportunities site to post jobs/volunteering opportunities? Use the Promotion Poster [PDF NAME] and amend as needed to advertise to students across art/design disciplines.
- You can also print the Promotion Poster [PDF NAME] and distribute within courses/programmes.
- Students that are interested should be interviewed in order to vet for suitability of the role as a volunteer and design background. This also gives you the opportunity to ensure that you have a diverse volunteer group (in terms of gender, ethnic background and discipline).
- 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.

**Note: we have not usually accepted first year undergraduate students on as volunteers as we ideally look for those students with more life experience. We also would advise against taking on final year students (both undergraduate and postgraduate) as their focus should be on course commitments.**

### Timings:

Advertise and aim to interview at least 3 weeks prior to week 1 of Makeright starting. This will allow enough time for students to select which days they can volunteer and for the facilitation and security training to be undertaken.

# 2

## **Scheduling, expenses and training. Led by the Design School Liaison (in partnership with the Recruiter and team in prison).**



Once you have selected the students that will volunteer on Makeright, we found it easier to schedule students (we used doodle polls so that students could self select the days they could attend) across the course so that you have an even spread of support for learners in prison.

As students are volunteering their time we have compiled an agreement with prisons that they will cover travel expenses to and from prison and provide lunch (inside prison) for those volunteering on the day. Please ensure that this is discussed and firmly agreed with the Champion in prison prior to the course starting and that student volunteers know to keep their travel receipts.

Through delivering Makeright at HMP Thameside we realised that we had to develop an ethics framework to support and protect students working with vulnerable adults in a space like a prison as well as a dignity contract for students in relation to the type of support they would offer. Through this we have developed templates that can be used/modified by your university. See [PDF NAME] for a template of an ethics contract and [PDF NAME] for a template of an ethics contract.

**Training:** it is at the prisons discretion but it's best to run a morning or afternoon of basic security training (an introduction to the do's and don'ts in prison) for volunteers before they start in prison. This should be arranged with the Recruiter and Locator in prison and prior to the week 1 teaching starting.

FACILITATION TECHNIQUES SESSION - TO ADD?

# 3

## Reflection and debriefing

As part of design student volunteer learning on Makeright, we ask that students reflect on their experiences after each session that they attend. Through working with HMP Doncaster and Sheffield Hallam University, a student design volunteer developed a framework for reflection which can be used by both volunteers and learners. Please distribute [PDF NAME] to the design student volunteers for use through the course.

Design student volunteers should also be facilitated through debrief sessions either prior to a Makeright session occurring or post. When delivering Makeright in HMP Thameside we held debriefs during lunch before a session started, to allow volunteers the opportunity to comment on any developments or difficulties they may be encountering when working with learners. You may find it useful to hold these sessions at University and a number of times in a week but this should be discussed and negotiated with your prison delivery team.

During delivery in HMP Thameside and HMP Doncaster, design student volunteers set up their own whatsapp group (with design school liaisons included) to share knowledge and insights across the volunteer team. We found this to be a very useful and effective platform to keep everyone in the loop.

# 4

## Certificates

The final session of Makeright is used for learners to present their final designs and process work to the entire cohort for feedback. This session is also used as a celebration to completing the course for both learners and design student volunteers. We have used this opportunity to present certificates to learners and student volunteers. Please use the template [PDF NAME] for learner certificates and template [PDF NAME] for design student volunteer certificates.

**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.

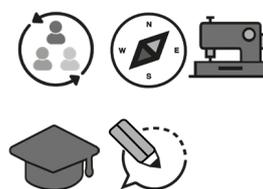


### Week 0: Stitch skill development

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. Inmate 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 does not require any design school volunteers to attend but it is an opportune time to organise any security and facilitation training during this time.

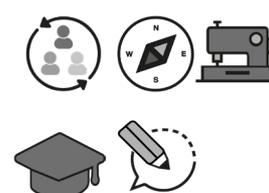
#### Team in session:



### Week 1: Discover, Define, Develop.

Over weeks 2 - 7 inmate learners and design school volunteers 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. Ideally all design student volunteers would attend as much of this week as possible as relationships of trust are formed between learner and volunteer but that would depend on their timetable/university commitments.

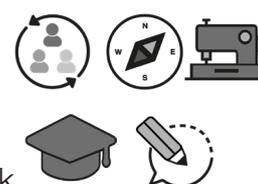
#### Team in session:



### Week 2: Design development

Inmate 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. Design student volunteers can offer their support over 1-2 sessions a week (or whichever way the prison has chosen to deliver Makeright) to support learners in their design development. Design student volunteers knowledge and skills are key to supporting learners in their design development process during this week.

#### Team in session:



**SESSION PLANS:  
WEEKS 2 - 6**  
TIME TO DELIVER

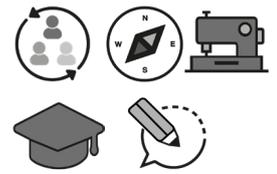
MAKERIGHT COURSE  
MATERIALS  
PART 5 of 6

MAKERIGHT  
DESIGN  
COURSE

### Week 3: Design, prototype & resolve

Inmate 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. Design student volunteers can offer their support over 1-2 sessions a week (or whichever way the prison has chosen to deliver Makeright) to support learners in their design development. Design student volunteers knowledge and skills are key to supporting learners in their iterative process during this week.

**Team in session:**



**SESSION PLANS:  
WEEKS 2 - 6**  
TIME TO DELIVER

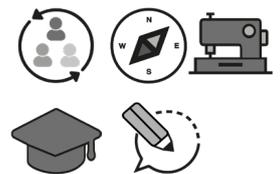
MAKERIGHT COURSE  
MATERIALS  
PART 5 of 6

MAKERIGHT  
DESIGN  
COURSE

### 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. Design student volunteers can offer their support over 1-2 sessions a week (or whichever way the prison has chosen to deliver Makeright) to support learners in their design development. Design student volunteers knowledge and skills are key to supporting learners in their construction process during this week.

**Team in session:**



**SESSION PLANS:  
WEEKS 2 - 6**  
TIME TO DELIVER

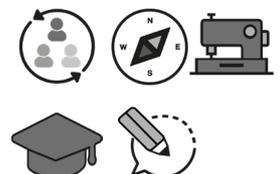
MAKERIGHT COURSE  
MATERIALS  
PART 5 of 6

MAKERIGHT  
DESIGN  
COURSE

### Week 5: Design production

Final bag patterns are developed after refinement from prototype construction. Inmate learners begin to construct their final bag design. Design student volunteers can offer their support over 1-2 sessions a week (or whichever way the prison has chosen to deliver Makeright) to support learners in their design development. Design student volunteers knowledge and skills are key to supporting learners in their production process during this week.

**Team in session:**



**SESSION PLANS:  
WEEKS 2 - 6**  
TIME TO DELIVER

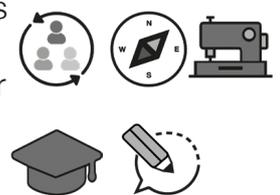
MAKERIGHT COURSE  
MATERIALS  
PART 5 of 6

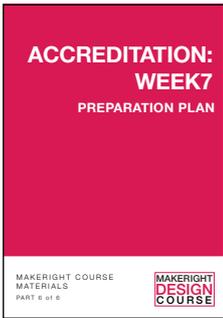
MAKERIGHT  
DESIGN  
COURSE

### Week 6: Design production continued/ Practical workshop

Inmate 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. Design student volunteers can offer their support over 1-2 sessions a week (or whichever way the prison has chosen to deliver Makeright) to support learners in their design development. Design student volunteers knowledge and skills are key to supporting learners in their production process and presentation/communication during this week. This week culminates in learners presenting their final designs and process to the entire cohort. This is also the opportunity to present learners and design student volunteers with Makeright certificates

**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. Design school volunteers do not need to attend this week but it should be utilised for final reflections and debriefing on the experience at university.

**Team in session:**



