

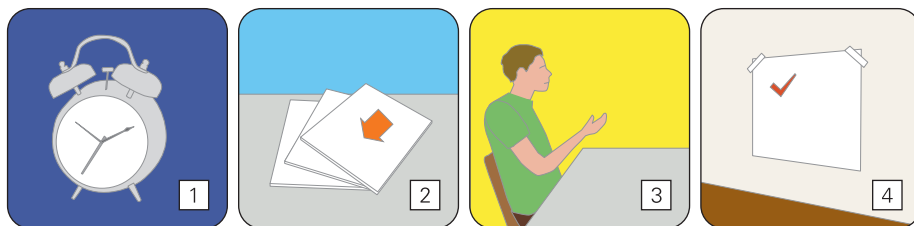
INTRODUCTION TO THE OPEN LEARNING MATERIALS

This section explains the design of the materials and how to use them properly.
Each workbook is a self-contained programme that helps you develop a career in the music industry.

HOW DOES THE PROGRAMME WORK?

You need to be active on the programme for at least 30 hours per week and record your activities in your diary, or on a time sheet, as your MOLP tutor tells you.

It's up to you and your MOLP tutor to decide the best way of using the 30 hours per week. You will need to have regular contact with your MOLP tutor, so you can:



1

Decide what you need to be doing in your 30 hours per week, what you will achieve and by when.

– this might include writing your music at home, rehearsing or performing, or coming to classes, workshops or meetings at your MOLP.

2

Decide which workbooks and projects you need to be doing, what you will achieve and by when.

3

Get help and advice to do your work.

4

Check to see if you're doing what you have agreed and if you're making progress on the programme.

HOW TO STUDY

MOLP is designed to be flexible, so there is no single way of studying on the programme.
Here are two examples:



NAME JON
AGE 23

Jon is in a working band, playing regular gigs. He also writes and records his own material. He has a manager, and is looking for a record deal.

MOLP and Jon agree to do these things in the month before their next review or tutorial:

ACTION POINTS FOR NEXT MEETING

Read and complete all of Workbook 1.

Read and complete chapter 1 of Workbook 2
- A Job in Music.

Read and complete chapter 4 in Workbook 6
- Promotions.

Rehearse new set for showcase gig next month.

Arrange and rehearse 3 chosen songs for new demo.

Select a recording studio with help from MOLP tutor at next meeting.

Start to work on budget for showcase gig.



NAME YVONNE
AGE 19

Yvonne is a beginner level DJ. She has a small collection of records, with a basic set of decks at home. She has played at friends' parties, but needs to get some paid work.

MOLP and Yvonne agree to do these things in the month before their next review or tutorial:

ACTION POINTS FOR NEXT MEETING

Read and complete all of Workbook 1

Read and complete chapter 3 of Workbook 2
- How to find work and work placements.

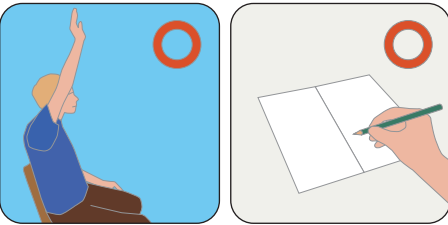
Read and complete chapters 3 and 5 of Workbook 4
- Performing and Equipment.

Attend a taught session organised by your MOLP with a guest DJ tutor.

Prepare your set list for a gig and make a demo recording onto minidisk.

ATTENDANCE

Jobcentre Plus has strict rules about attendance and good timekeeping on all programmes, including MOLP. For MOLP, this means carrying out at least 30 hours of activities per week, as agreed with your tutor.

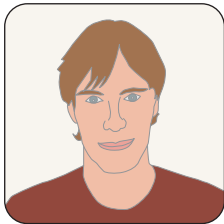


YOU NEED TO

Attend for reviews or tutorials, seminars or other sessions which your tutor tells you to.

Fill in your diary as you make progress, with at least 30 hours of work each week. Your tutor will tell you about attendance requirements. If you don't attend, then you will be dismissed from the programme – ask for a copy of your attendance policy.

CHOOSING YOUR WORKBOOKS



1 SPEAK WITH YOUR MOLP ADVISER

During your induction, your MOLP adviser will issue you with workbooks 1 and 2. Look at the Project in this chapter with your adviser. It shows you to how to start work on your Learning & Development Plan.

2 SELECT THE CHAPTERS that you need to study.

We recommend that everyone studies workbooks 1 and 2.



Remember – each chapter contains a Project, which is a series of tasks, questions and exercises for you to complete. It's really important to complete the Project, as it is the tool by which you learn more about your subject.



Look at the project on P11-14 for a full list of all the chapters.

LINK IN WITH YOUR MOLP ADVISER

Your MOLP adviser is your key contact as you use the workbooks. He/she will monitor your progress, give you help, support and assistance and assess your work. Your New Deal Personal Adviser will also contact you to check on progress during your programme.

ABOUT THE WORKBOOKS

The new Open Learning Materials have been developed as a set of 9 workbooks, together with a diary. You will find more details of all the workbooks, chapters and projects in the Project for this chapter. Some of the chapters in each workbook are ESSENTIAL. They contain vital information and tasks. Other chapters are OPTIONAL. You can decide with your MOLP adviser which optional chapters you are going to do.

THE WORKBOOK CHAPTERS

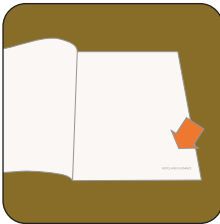
Each chapter inside the workbook is structured in exactly the same way, so it's easier to use.

As well as the section 1 - 5 , each workbook contains:

CASE STUDIES

These are short stories or anecdotes about people who work in various areas of the music industry, telling you about aspects of their work and hopefully giving you some pointers.

TIP (marked as TIP)
Tips from seasoned industry professionals.



1
WHAT IS IT?

Tells you what the chapter is about

2
WHY DO I NEED TO KNOW ABOUT THIS?

Tells you how this will help your music career

3
PROJECT

A list of tasks or questions for you to complete, within a given time. These help you learn new skills, prove your understanding and create evidence for yourself and your tutors that you are progressing on the programme.

4
NOTES AND GUIDANCE

The information you need to carry out the project. This section can be quite large, but by following the headings in the contents sheet, you can find your way around.

5
WANT TO KNOW MORE?

This section has 2 areas:

1. Web links, Books and Magazines to help you through your tasks and to find out more about the subject.

2. More tasks to give those with more experience, or with a particular interest in the subject, the chance to explore further



Will my progress be monitored?

Your Learning and Development Plan, which you develop with your MOLP adviser, is the plan for working through the course. Your progress will be monitored as you work through the materials and complete the Projects.



Where does my MIC fit in?

You will also continue to be able to contact your Music Industry Consultant for advice and guidance during New Deal.



Can I jump from one workbook to the other?

The workbooks all follow roughly the same format and design, making it easy for you to jump from one to the other. There are plenty of signposts (➤) which point you to other relevant sections in different workbooks. There are also icons to help you identify the various music genres covered.

POP/ROCK

URBAN/R'N'B/DANCE/DJ

CLASSICAL/JAZZ/ROOTS

COMMERCIAL/FILM AND TV



How long will it take me?

The idea behind open learning is that you can learn independently at your own pace. The books are designed in a way that encourages and motivates you to find out more about the music industry. Some chapters will take longer than others to complete, but it's usually around 4-6 hours.



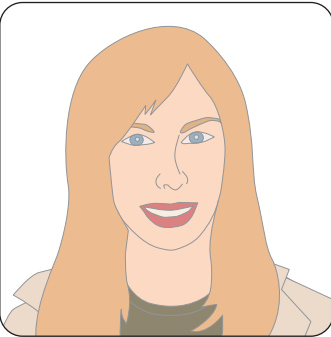
What evidence will I have of my progress?

All the projects involve answering questions or completing tasks. The projects will enable you to measure your progress. You can use this evidence when applying for work, work experience, or perhaps to move onto other courses.



How will I be assessed?

Your tutor will assess your work. He / she will give you feedback on how you have done. If you have not completed the work, you will be given the chance to do further work to bring it "up to scratch". For more details, please refer to your MOLP's own guidance.



Can I gain a qualification just by completing the workbooks?

No. The Open Learning Materials are not accredited at present. However, your MOLP may have a qualification which you can work towards – ask your tutor for more information.



What do I do if I have difficulty in completing the work?

You might need extra help if you

- Find it difficult to complete paperwork
- Struggle with numbers and maths
- Struggle with reading or writing
- Have a disability or health problems

Speak to your tutor first, who will help you find a solution. You can also speak to your Jobcentre Plus Personal Adviser.



What happens if I disagree with an assessment?

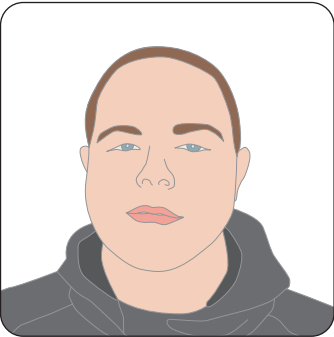
Speak to your tutor first. If you still disagree, then ask for a copy of the appeals procedure which will tell you how to appeal.



Basic computer literacy

You will need basic computer skills to complete parts of the project. If you can't complete the tasks in Question 8, you need to improve your skills. Speak to your tutor and agree what steps you have to take. This may include:

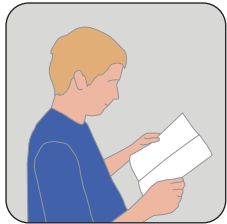
- Enrolling on a basic computer course
- Using tutorials or help files in software such as 'Word'.
- Using tutorials such as 'www.tutorials.com'.



How to start your Learning and Development Plan (LDP)

Read through the Project question called "Introductory Planning Exercise" in this chapter. You can start to create a Learning and Development Plan by selecting various chapters from the workbooks.

Don't be afraid to ask for some help from your MOLP – many people on New Deal for Musicians have been out of education for some time and need to refresh their skills.



READING SKILLS

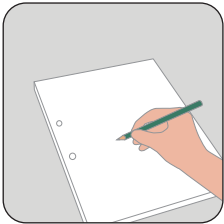
Preview what you're going to read – title, chapter heading, any 'blurb' on the front or back of a book, these all help you decide how relevant it will be. Is it up to date? Check the date of the publication (usually on the inside of the front cover, or you might be able to see when a website was last updated).

Skim reading – cast your eye over a paragraph to pick up any important (key) words, before deciding if it will be useful to read more thoroughly.

Reading on screen – is hard on your eyes! Adjust the size of the document or the size of print to help you. Always remember to save things which you will want to look at again, or even print them out.

Lighting – make sure you read in good, strong light. If you don't, your eyes will get tired and you will lose concentration more easily.

Make notes – when you find information which you know is relevant and which you will want to use, take notes and also make a note of where you found the information.



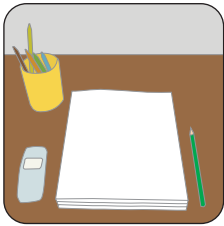
TAKING NOTES

Prepare – planning is important. Take a pen and paper with you. If you can, read up about the subject beforehand. Make a note of any questions you want to get answers to. Make sure that the book you want is in the library, or that you've booked time on the Internet before you go.

Listening - if you're taking notes whilst someone is talking, you need to be able to listen to the important points, not spend your time writing down everything that is said. Sit where you can hear and see well.

Taking note of the important points – look out for chapter headings, or leading paragraphs at the top of a web site page. Watch out for words which signify an important point, such as 'most importantly' or 'particularly' or 'key'.

Taking notes – you can make notes on paper or in a notebook, or in the margins of your workbook. Underline or highlight important points. Use bullet points and abbreviations. Make an exact note of the book, magazine, website or other source of your information. Note down: Author - Title - Publisher - Date - Page



ORGANISING

- Try using envelope folders (cardboard), all marked with separate headings.
- Keep your project work safe within a plastic cover.
- Write your name on your folders and notes.
- Label CDs or other storage devices you use on the computer.
- Always keep copies when possible and ALWAYS keep a copy of your project work.
- Use a diary, or your mobile phone to keep track of important information.
- Clear out your e-mail account regularly, saving essential e-mails in an archive folder.
- Use the wallet at the back of the workbook to help you store your notes.
- Use your diary!

FINDING INFORMATION

- Use your library**
Find out where your local and main libraries are. You can join a library where you live, work, or study, free of charge.
Ask your librarian to show you how to use the catalogue / index system. It will probably be on computer and easy to use.
Learn how to use the classification system in libraries, where books on a certain subject are all in the same place. Within that place, the books will be in alphabetical order.
- Talk to people**
People are an easy source of information. You can usually get a relevant answer very quickly. People will also be able to point you in the right direction to find the information.
You can also find information which is useful, but which you didn't think to ask for.
Use open questions "what do you think is the best way to get a gig?" or "what suggestions would you make?" to get a range of information and to open up conversation.
Use closed questions "do you have any vacancies?" or "are you going to that gig tonight?" to find answers to specific questions and to tie a person down to one answer.

HOW RELIABLE IS YOUR INFORMATION?

- Check Internet sources carefully. If possible take your information from more than one place.
- Check that your information is relevant to the UK (or whatever region you are looking for). Different rules and laws may apply, for example, in Scotland, Wales and Northern Ireland. USA information is not always relevant to the UK.
- How up to date is your information?
- Is your information factual or someone else's opinion?

PLACES TO LOOK FOR INFORMATION

- 1 Gig listings, flyers
Keep in touch with other bands and musicians. Making new contacts.
- 2 Local 'what's on' guide
Explore any new venues that are opening.
- 3 Local newspaper adverts and features
Watch how other use the media to develop their career
- 4 Telephone directories
Finding contacts
- 5 TV and radio programmes
Keeping abreast of the national scene
- 6 The Internet
Making new contacts through discussion groups and newsgroups. Finding new products
- 7 Music shops
Talking to other musicians.
Watching new developments.
- 8 National music papers and magazines
Keeping abreast of the national music scene. Reading adverts for musicians. Reviews of the latest music.