



2024 - CLOCK Sector Expert

Programme Introductory Guide

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Welcome

We are delighted you have chosen CLOCK to support your professional development. CLOCK, a pioneering programme, is designed not just for creatives but for all professionals seeking to develop skills through a diverse range of work and projects. Joining CLOCK means becoming part of an international community of diverse professionals across various industries, including the creative and cultural sectors, business, technology, and more.

What is CLOCK?

CLOCK, or 'Collective Learning Open Curriculum Kit', is a collective approach to learning and development applicable to a wide range of industries. Our qualified Sector Experts (mentors), who work across various sectors, help interpret and contextualise our open curriculum. CLOCK supports the validation and recognition of learning in non-formal, work practice-based, and experiential contexts across industries.

CLOCK Skill Sets

At the heart of CLOCK sit four skill sets¹, across and within which you will demonstrate various competencies. Depending on your professional focus and ambitions, you choose to pursue the Creative Practice or Creative Entrepreneurship pathway to achieve CLOCK Sector Expert status and the associate award.

1. **Creative Practice:** Practical and technical skills applicable in various industries.
2. **Creative Entrepreneurship:** Enterprise skills for commercial and social ventures in any sector.
3. **Sharing Knowledge and Skills:** Peer-to-peer learning activities in professional contexts.
4. **Developing Social Potential:** Activities that build personal, professional, and cross-cultural competencies.

Four Components of CLOCK

To achieve your CLOCK Sector Expert industry status, you complete the four components of the CLOCK programme. You will learn about and discuss these in detail during your sessions with your mentor and 1 to 1 sessions with your supervisor. A brief description of each follows.

1. **Digital Validation Portfolio:** Includes diverse work examples from different industries.
2. **Reflective Statements:** Encourage critical evaluation of professional life in various sectors.
3. **Mentoring Discussion:** Focuses on effective working practices across industries.
4. **Professional Dialogue:** Emphasises cross-cultural and international industry understanding.

¹ *These skill sets have been identified by professionals from different sectors and countries.*

Digital Validation Portfolio

Your digital portfolio will contain examples of your work from the last two years. This work must evidence your competencies and demonstrate your proficiency using three CLOCK skill sets: **creative practice** or **creative entrepreneurship, sharing knowledge and skills**, and **developing social potential**. Examples of work could be in the form of written documents, audio or video files, witness testimonials, webpages or links, or other media or content related to your specialist practice.

By reflecting on your professional work, projects, and roles, and with support from your mentor, you will be able to select relevant examples for your portfolio. They might include examples of your innovation, projects completed, and advocacy and leadership activities.

The work in your digital portfolio needs to be:

Current Created within two years preceding the date you submit your portfolio for review. The project or activity could have started more than two years ago, but examples uploaded to the digital portfolio must have been created within the last two years. You may use a testimonial from another person to confirm this.

Authentic It is evident that the work is yours or that your contribution to a group is clearly defined. Again, you may use a testimonial from another person to confirm this.

Valid Demonstrates achievement of the skill set and competence. Consult the pop-up definition of each competence (in the 'assessment tool' document in your digital portfolio) before selecting relevant examples from your projects or other work.

Reliable Is of consistent quality with the other work in the portfolio and shows that you can consistently perform at the level required to achieve the qualification.

Sufficient There must be enough support material in the digital portfolio for the peer reviewers to make a confident judgement that you have demonstrated an expert level of competence. The amount of work or evidence you provide in your digital portfolio will differ depending on your competence.

Reflective Statements

The purpose of the three reflective statements is to capture your reflective thinking and encourage you to critically evaluate the broader context of your professional life, including:

- Your self-awareness as a leader in your sector and industry, regarding your specialist work
- The influence and impact of personal and professional values on your work and professional development
- Innovation in your work

You can consider the entirety of your professional experience in each statement, not just the last 24 months, as with the work in your digital portfolio. Each statement is 2-3 mins of audio or video recording or approximately 500 words.

First Statement

This statement is a critical review to demonstrate your self-awareness as a specialist. You will reflect on your personal and professional limits and your strengths and development needs. Relate these to each of the four skill sets.

Second Statement

A critical review of the effect of your personal and professional values on your practice. It should consider how:

- Your personal and professional values fit with your sector, including specific employers, contractors, or host organisations, as appropriate
- Your personal and professional values have influenced, informed, and impacted your practice and professional development
- Your personal and professional values may influence or impact different contexts with different participants

Values are distinguishable from practices and may contribute to influences or impacts because they have inhibited practice rather than supported it. In this statement, you bring together relevant knowledge of your specialist practice and knowledge of your sector and the broader context.

Third Statement

This statement is a critical review of the key individuals, texts/media, moments, or experiences in your professional journey that have inspired, influenced, or challenged you and helped shape your practice in some way, over time, across the four skill sets as appropriate. Any experience is valid if you explain how it has inspired, influenced, or challenged your professional practice.

Provide examples of influences for each of the 4 skill sets. Individuals might be known to you or could be expert practitioners, industry or thought leaders. Feel free to choose nonprofessional influences such as family or faith leaders if the relationship to professional life is clear.

Mentoring Discussion

The mentoring discussion is a recorded discussion between you and your mentor. This discussion is a critical review of effective working practice, professional theories, and models and concepts that you have adopted or evolved in your work. The questions asked will relate to your specialist work.

Preparation

You will prepare for your one-to-one discussion by participating in a group mentoring discussion and rehearsing a timed run-through of the questions and answers. The final mentoring discussion is recorded and uploaded to your portfolio (Google Drive).

The questions are as follows:

1. Identify two common effective working practices in your sector or sectors:
 - a) what is beneficial, useful, or effective about each of these practices?
 - b) what are the limits or the downsides of each of these practices?
2. Identify two models or concepts used to demonstrate specific work methods to a new member of your workforce:
 - a) what are the benefits of using each of these?
 - b) what are the limits of using each of these?
3. Identify two 'rules of thumb' or principles that apply in given work situations that you are regularly involved in:
 - a) what are the benefits of using each of these 'rules of thumb'?
 - b) what are the limits or exceptions?

The following three questions are related to your cutting-edge specialist practice and/or concern your innovation or leadership.

4. Acknowledge three professional opinions, perspectives or theories that inform aspects of your innovative work or leadership in your field. These could include people, organisations, texts, articles, TED Talks, podcasts, blogs etc. Explain the impact of these on your work.

5. Give three current professional models or concepts that you have found useful to your innovative work or your leadership within your field. Explain how and why these have been adopted or discarded.

6. Give three current professional 'rules of thumb' or principles that have been relevant and appropriate for your innovative work or leadership within your field.

The final question asks you to speak about current issues that impact your specialist work or practice.

7. Review and prioritise the following current issues which have a higher impact on your specialist work (you can substitute these for others relevant to your work):

- Workforce development
- Environment and sustainability
- Technology and artificial intelligence
- Globalisation
- New audiences or market development
- Access to finance and investment
- Access to professional networks
- Other (give details)

Professional Dialogue

The professional dialogue is conducted via Zoom and is a recorded 30-minute professional conversation between you and two CLOCK-validated Sector Experts and Peer Reviewers.

Your mentor is the first peer reviewer, and the second peer reviewer is in another country. We can extend the professional dialogue by 15 minutes if you or the mentor and peer reviewer (same person) are not native English speakers and provide a translator on request if we receive at least one week's notice.

How it Works

This professional conversation includes six given questions that you consider and prepare for with your peer mentor and six follow-up questions you respond to in real time during the conversation. The peer reviewers will take turns asking you the questions. The first peer reviewer will record the conversation and manage communication with the second peer reviewer. The professional dialogue is recorded and stored in your digital portfolio.

Questions

The six prepared questions are in the same order as below:

1. Identify your two strongest competencies from your portfolio and how and when you became aware of these strengths.
2. Describe any continuing professional development you have undertaken within the last two years, which further developed three of the four CLOCK skill sets: creative practice or creative entrepreneurship, sharing knowledge and skills, and developing social potential. This could include attending online workshops, TED talks, online courses, conferences or personal or collaborative development.
3. Describe at least one example of supervising others in a similar role to yourself within the last two years.
4. Describe at least one example of your innovation in a professional context during the last two years.
5. Describe at least one example of your advocacy activities in a professional context during the last two years.
6. Identify what you now consider your future development priorities after reviewing work in your portfolio and say why these are your priorities.

The six follow-up questions may require you to do any of the following:

- Explain certain aspects in more depth
- Compare and contrast certain experiences
- Give more specific examples of how you contributed to a role or a project
- Provide a critical review of your practice
- Describe the application of your competencies across different contexts
- Consider the broader impact or significance of your work
- Provide more qualitative information about your competencies and professional journey
- Give an outline argument for advocating your practice to different audiences (public, a professional organisation in your sector, policymakers, or public authorities).

Contact

If you have any questions about your CLOCK Professional Practice Framework module, please contact your mentor or supervisor.