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Guidance booklet for
RTPI Future Planners Initiative

RTPI Future Planners
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1. INTRODUCTION

The Royal Town Planning Institute (RTPI) Future Planners initiative can be carried out by RTPI ambassadors, teachers or other interested parties with a knowledge of town planning.

This guidance is aimed at RTPI ambassadors, or other suitably qualified persons (e.g. teachers, careers advisers, other built environment professionals) to ensure they have the support they need to set up a school visit, and deliver a successful Future Planners session, and hopefully to develop links with schools for future RTPI educational initiatives.

Starting out in 2014 as a flagship RTPI centenary project, this popular programme is looking to expand and develop in 2015/16. The Future Planners project is about helping young people to understand the role that they can play in improving their environment as citizens and possibly as professional planners in the future.

Overall the principal aim is to raise awareness and foster interest amongst secondary school students (i.e. 11-18) in:

- Connecting planning to a range of global and local concerns;
- The role of planners in shaping the environment;
- What planning is, who planners are;
- Planning as a career and how to shape education choices towards a planning career.

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2. ORGANISING YOUR VISIT

This section provides a step-by-step guide that breaks down the process of arranging a Future Planners school visit and highlights issues to be considered and planned into seven stages.

Step 1: Which school?

In order to do the school visit, you will first need to identify a suitable school.

- Most Ambassadors in 2014 found it easiest to organise a visit with a school they had a connection with. For example, this might be your old school, the school your children attend, a school at which friends or relatives work or a school in your community.
- Try to choose a local school to reduce the effort and cost of travelling.
- Don't be surprised if the school can only accommodate a visit some weeks or even months after you first approach them.

Step 2: First contact

- Once a school is selected or targeted, you will need contact the school office or relevant teacher. Try to identify the most appropriate person to contact. The school website should give lists of contacts – if it is your old school or if there is an existing contact, then draw on that link.
- To facilitate your initial contact, and to provide an overview of what the Future Planners project is about, a standard introductory note is included with this pack ('Draft initial contact letter for the school') for sending to the school.
- The school will advise you on any need for background checks or similar. We would like the presentation to be delivered with a teacher in the classroom at all times, which should make any background checks unnecessary. However, it is always advisable to check with the school in advance.

Step 3: Setting up the visit

Once a visit has been agreed in principle, some further details are required.

- Agree on the date, timeslot available and length of the session.
- Clarify the audience (e.g. numbers and age group) – adjust the presentation to suit the audience if desired. It may be useful to talk to the teacher prior to the session to plan about this.
- Forward the presentation slides to the teacher so they are ready for you to use.
- Ensure necessary equipment is in place. You will need a computer, an overhead projector and speakers for the audio. The teacher should be able to advise on technical set-up and any issues that may arise.
- Provide your regional project co-ordinator with the key details of the visit (e.g. name and location of school, time and date).

Step 4: Preparation for the visit and presentation

Once the date for the school visit is fixed you will need to:

- familiarise yourself with the materials (i.e. the film and PowerPoint presentation) and edit the slides in the standard presentation to make it suitable for the age group and incorporate some local examples (where applicable and where time permits)
- practise the presentation and the way you will need to be moving between the PowerPoint slides, film and Q&A. Make sure you stick to the given time.

Step 5: The lesson

This pack is intended to provide you with the key materials and support needed to deliver an effective presentation to the group of students. At the end of your session they should have a basic understanding of:

- what is planning
- what planners do
- why their function is important to society – possibly aided by local examples
- how they might become planners.

You will also find a more detailed description of the prepared PowerPoint and the film script in the next section (3.) below.

Step 6: Last tasks

We hope that students and their teachers will learn a great deal from this visit. It will also be an opportunity for us to learn from them.

- At the end of your presentation the RTPI would like the teacher to complete a report card and the individual who delivered the presentation to complete the feedback form.
- Please email the report card to the teacher beforehand, along with the PowerPoint presentation. Ask the teacher to fill this out after the session and email it back to the Ambassador co-ordinator. Don't forget to provide the email address of the Ambassador. If by mistake the teacher emails you back the report card, please forward it on to the Ambassador co-ordinator.
- Do not forget to then send your feedback form to the Ambassador co-ordinator.
- The report card, feedback form and Ambassador co-ordinator details can all be obtained by emailing the RTPI on **ambassadors@rtpi.org.uk**

Step 7: Further engagement with the school

It may be that the school would like further inputs from planners. This may be possible, given the range of activities and work carried by RTPI across nations and regions. Some of the types of sessions that could be set up include:

- case study exploration
- 'planning for real'-type exercises
- a specific careers talk.

These should be identified through the report cards and further discussion. Options for Phase 2 activity will also be developed and highlighted on the RTPI website.

3. THE MATERIALS

This section describes the materials through which the lesson will be delivered. This mainly consists of the PowerPoint and the short film.

4.1. 'How do we plan our world?' film

The RTPI's short film, 'How do we plan our world?' should be played at the start of the presentation.

The film was designed so that the content could be actively reflected upon and discussed through the PowerPoint presentation by developing key points from it. The film intends to:

- explain the need for planning
- show how planning makes a positive contribution to society
- show how planning makes better places for people to live and work
- highlight the challenges faced by planners.

4.2. PowerPoint presentation

The PowerPoint presentation includes embedded notes at the bottom of each page to act as a guide to coverage, points to stress, flexibilities etc

Before you begin your presentation, make sure you have opened the film in a separate window, paused and minimised it.

The PowerPoint is designed as a skeleton or outline for a successful presentation. The Ambassador is encouraged to develop or improve upon this format as they see fit, but is also welcome to use the slides and follow the slide notes if they feel more comfortable doing so.

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4. RTPI CHECKLIST

When you are ready to go to the school, please ensure you have:

- confirmed the date and time of your visit with the school and sent the details to your regional project co-ordinator
- confirmed the length of the presentation, which should fit around the lesson time or the allocation that the teacher has agreed
- emailed the relevant teacher (ideally about two weeks before the visit) the PowerPoint presentation along with the report card with instructions to fill it in afterwards and send it back to the Ambassador co-ordinator
- prepared well for the presentation and class discussions.

And once you have visited the school please ensure you have:

- sent a thank you email or letter to the school or teacher, reminding them about filling in the report card and sending to the Ambassador co-ordinator
- given feedback about your visit to the regional project co-ordinator
- for queries and further information contact: **ambassadors@rtpi.org.uk**

We hope you will find this project an enjoyable and rewarding experience!

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GO MAKE A DIFFERENCE

Please visit
goconstruct.org

Or contact
experience@goconstruct.org

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The RTPI is the UK's leading planning body for spatial, sustainable and inclusive planning and is the largest planning institute in Europe with over 23,000 members.

Guidance booklet for RTPI Future Planners Initiative is produced in conjunction with:

RTPI (Royal Town Planning Institute) – **www.rtpi.org.uk**

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