

Definitions

Term/Phrase	Definition/Guidance
Performance	Public presentation of performing arts activity/ies.
By, with and for children and young people	<p>Activities which were targeted specifically and mostly at children and young people; activities in which children and young people present their work in public.</p> <p>'Young people' includes people up to 25 years old.</p> <p>Activities which are for specifically for families (rather than children and young people without adults, or with adults only in a supervisory role) should be counted in the category 'for families'.</p> <p>Please do not include information in both this category and in the category 'for families'.</p>
For families	<p>Activities which were targeted specifically and mostly at families including children and young people. Do not include here activities</p> <p>Activities which are specifically by, with and for children and young people (with adults only in a supervisory role) should be counted in the category 'by, with and for children and young people.'</p> <p>Please do not include information in both this category and in the category 'by, with and for children and young people.'</p>
Exhibition	Public exhibition of art works and/or artefacts.
Exhibition days	<p>Number of days an exhibition runs for. 'Exhibition days' refers to the number of days an exhibition has been open to public view. Calculate 'exhibition days' for each separate exhibition then total them: that is, where two (or more) exhibitions are presented on the same day, this will contribute two (or more) to the 'exhibition days' total.</p>
Talks	Public events which involve a speaker/speakers and an audience.
New products and commissions	New art works commissioned or developed by your organisation/collective/company. These

	might include new pieces of music, new plays, new art installations, etc.
Premieres of new works	The presentation of new performing arts works to the public. These may be works you have commissioned, or they may have been commissioned by someone else.
Publications	If your organisation/collective/company produces or distributes books including e-books, directories, journals, catalogues, magazines, please tell us about them here. Please do not include 'marketing' materials in this.
Broadcasts	Broadcasts are art works presented to the public through radio or television. Please tell us about your work which has been broadcast through radio or television; please do not include broadcast work which you receive from another arts organisation and present/screen.
Digital Outputs	Digital outputs are artistic/cultural content which you/your organisation/collective/company has produced in a digital format. We are interested in apps, educational content, online streaming of activity, etc. Please do not include your normal web presence in this.
Sessions for education, training and taking part	Number of sessions for education, training or taking part. 'Taking part' means doing the activity (Divide the day into three sessions - morning, afternoon and evening. A 'session' is any one of, or part of one of, these. For example, a half-day education workshop would be one session
Primary education settings	Education settings for those aged 4-11.
Secondary education settings	Education settings for those aged 11-18.
Physical health settings/hospitals	Settings for physical health care, including hospitals, GP surgeries and clinics. If your work was targeting physical health outcomes, please include it here.
Mental health settings/hospitals	Settings for mental health care, including hospitals, GP surgeries and clinics. If your work was targeting mental health outcomes, please include it here.
Care homes	Care homes for people of any age who live in completely supported accommodation.
Community settings	Settings which are specific to a community group (e.g. by location or some other shared characteristic, such as cultural or ethnic group).
Criminal justice settings	Settings which are part of the criminal justice system, including prisons and youth offending institutions.

Attendances at performances	These figures are the number of people who attended the performances which you have already identified. Take the number of people who attended each performance, and total these up here.
Number of people receiving publications	These are the number of people receiving each publication.
Audience for broadcasts	These are the number of people viewing or listening to each broadcast.
Number of audience for digital outputs	These are the number of downloads/views/plays of your digital outputs.
Attendances at sessions	Please tell us how many people attended these sessions. This question asks for attendees, not the number of people. So, if an individual attends two sessions, they are counted twice.
Organisation/collective/company	This is who you are filling in this form on behalf of.
Specialist staff	Specialist staff refers to artists, dancers, actors, singers, musicians, directors, choreographers, producers, programmers, writers, composers, designers, curators, conservators, etc and includes the artistic/museum director. This category also includes educational, marketing and audience development staff.
Non-specialist staff	Non-specialist staff refers to those who have not been counted in 'specialist staff' (each staff member should only be counted once. Included here might be executive or senior management staff and administrative and technical staff.
Higher Education & professional/vocational equivalents	<ul style="list-style-type: none"> • Degree or Degree equivalent, and above • Higher degree and postgraduate qualifications • First degree (including B.Ed.) • Postgraduate Diplomas and Certificates (including PGCE) • Professional qualifications at degree level e.g. graduate member of professional institute, chartered accountant or surveyor • NVQ or SVQ level 4 or 5
Other Higher Education below degree level	<ul style="list-style-type: none"> • Diplomas in higher education & other higher education qualifications • HNC, HND, Higher level BTEC • Teaching qualifications for schools or further education (below Degree level standard)

	<ul style="list-style-type: none"> • Nursing, or other medical qualifications not covered above (below Degree level standard) • RSA higher diploma
<p>A levels, vocational level 3 & equivalents</p>	<ul style="list-style-type: none"> • A level or equivalent • AS level • SCE Higher, Scottish Certificate Sixth Year Studies or equivalent • NVQ or SVQ level 3 • GNVQ Advanced or GSVQ level 3 • OND, ONC, BTEC National, SCOTVEC National Certificate • City & Guilds advanced craft, Part III (& other names) • RSA advanced diploma
<p>GCSE/O Level grade A*-C (5 or more), vocational level 2 & equivalents</p>	<ul style="list-style-type: none"> • NVQ or SVQ level 2 • GNVQ intermediate or GSVQ level 2 • RSA Diploma • City & Guilds Craft or Part II (& other names) • BTEC, SCOTVEC first or general diploma etc • O level or GCSE grade A-C, SCE Standard or Ordinary grades • 1-3
<p>GCSE/O Level grade (less than 5 A*-C), other qualifications at level 1 and below</p>	<ul style="list-style-type: none"> • NVQ or SVQ level 1 • GNVQ Foundation level, GSVQ level 1 • GCSE or O level below grade C, SCE Standard or Ordinary below grade 3 • CSE below grade 1 • BTEC, SCOTVEC first or general certificate • SCOTVEC modules • RSA Stage I, II, or III • City and Guilds part 1 • Junior certificate