

**Photography in the Arts Photojournalism & Documentary Photography Professional  
Promotion**

**KAYLEE FRANCIS**

**1704112**

**ADAD6002**

**External Liaison File**

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## KIDS IN MUSEUMS

Kids in museums Works with museums nationwide to make them more welcoming for children, young people and families. On the 22 of March I participated in an event at St David's hall In Cardiff. The event was held for museum and gallery professionals in order to get an insight on how to make their facilities more accessible for people on the autistic spectrum.

### Task:

I entered into a Q&A with event co-ordinator Catharine then opened up the questions to the audience. I produced a zine for the event with my work on autism which was handed out to the audience members.

### Self-evaluation:

I believe the kids in museums event went very well considering it was my first time speaking in public. I maintained eye contact and spoke clearly throughout. I felt confident my answers brought some insight to the audience about how they can make their space more accessible for individuals with autism.

*On the 22 March Kaylee Francis participated in a Q&A, answering questions put to her on the topic of how she felt welcomed when she and her daughter, who has autism, visit museums and galleries. There was an audience of almost 50 museum and gallery professionals. In the evaluation many delegates highlighted her answers as insightful and inspirational. Some even said the Q&A was the best part of the day. With a little bit of support and encouragement Kaylee was an excellent speaker and would excel at speaking at events such as this if asked again.*

C x



## HALCYON

Halcyon is a charity with the aim of raising awareness of autism and related neurodevelopmental conditions through training and education. It aims to reduce conflict within families and communities and offers advice and support to all those affected. Halcyon believe all people with autism have a right to reach their full potential and provides a framework and opportunities for them to do so

### Task:

I met with halcyon director Paul Murphy at the kids in museums event, he was one of the main speakers, he approached me enquiring how to purchase some of the images in the zine given out to audience. We agreed a meeting at a later date, during the meeting Paul bought the right to use 7 images which are now being used for [www.halcyon-foundation.org.uk](http://www.halcyon-foundation.org.uk) website and a brochure which was used throughout London as a fundraising tool.

### Self-evaluation:

At the beginning of the process I was unsure about what was needed in order to sell one of my images, I began by having a meeting with Kathryn Penaluna, Associate Professor in Enterprise Education & Enterprise Manager for some advice. she advised me I would need a contract signed by Paul and myself and an invoice. I researched contracts and created my own version along with an invoice. The experience has enabled me to have a better understanding in the process and has given me the confidence to sell more images in the future.

### Photography Contract

*Kaylee Francis*

This agreement is between the client: Paul Murphy – Halcyon Training Foundation.

And “the Photographer” ©Kaylee Francis

This contract is for services and products related to photography: shoots / Commissions /photographic images / photographic prints etc.

Specific job details.

- *7 Digital Images 300dpi for print, Halcyon Training Foundation brochure run: 500 – 1000 copies*
- *7 digital Images 72dpi for Halcyon Training Foundation website for 1 year.*

- 
- *Kaylee Francis to be credited alongside every image as well as fully on website and brochure.*
- 
- 
- 
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In consideration for the photography services provided by PHOTOGRAPHER, CLIENT agrees to pay the sum of

- £150.00.

CLIENT agrees to pay the photographer a non-refundable payment of the total price of the photography services upon signing this contract.

The balance of the payment for photography services must be paid in full no later than 30 days after the date.

How many photos--included in the price--will be licensed to client, and in what resolution?

- 7 Digital images 300dpi for print, Halcyon Foundation brochure print run: 500-1000 copies.
- 7 Digital images 72dpi for halcyon foundation website for 1 year.

PHOTOGRAPHER Signature \_\_\_\_\_ Date:

\_\_\_\_\_

CLIENT Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

THANK YOU

# Kaylee Francis Photography

TO:

**PAUL MURPHY**

Halcyon  
foundation  
Elliott Buildings  
21 Cardiff road  
Cardiff  
CF15 7RB

**INVOICE:..101**

**DATE:**

## COMMENTS OR SPECIAL INSTRUCTIONS

7 Digital images 300dpi for print, Halcyon Foundation brochure print run: 500-1000 copies.  
7 Digital images 72dpi for halcyon foundation website  
Kaylee Francis to be credited alongside every image as well as fully on website and brochure

Subject: Autism



| IMAGE               | DESCRIPTION  |           | QUANTITY | UNIT PRICE | TOTAL  |
|---------------------|--------------|-----------|----------|------------|--------|
| Autism01            | 300dpi print | 72dpi web | 1        | £21.42     | £21.42 |
| Autism02            | 300dpi print | 72dpi web | 1        | £21.42     | £21.42 |
| Autism03            | 300dpi print | 72dpi web | 1        | £21.42     | £21.42 |
| Autism04            | 300dpi print | 72dpi web | 1        | £21.42     | £21.42 |
| Autism05            | 300dpi print | 72dpi web | 1        | £21.42     | £21.42 |
| Autism06            | 300dpi print | 72dpi web | 1        | £21.42     | £21.42 |
| Autism07            | 300dpi print | 72dpi web | 1        | £21.42     | £21.42 |
| SUBTOTAL            |              |           |          | 150.00     |        |
| VAT                 |              |           |          | N/A        |        |
| SHIPPING & HANDLING |              |           |          |            |        |
| TOTAL DUE           |              |           |          | 150.00     |        |

## SWANSEA CITY VOLUNTARY SERVICE

Swansea Council for Voluntary Service is the umbrella organisation for voluntary activity throughout the City & County of Swansea, supporting, developing and representing voluntary organisations, volunteers and communities in the County. They work to support and develop the Third Sector by providing a wide range of information, advice and support services and by representing the views of the sector to government and policy makers.

### Task:

During 2018 volunteer week SCVS had a week of events organised, one of the events was an exhibition which included images of the week. I applied for a internship to work with SCVS, my roles were To document a week of events held in various places around Swansea, curate and exhibit the work at the creative bubble, Swansea. I worked alongside Julia Manser.

*Reference / Testimonial Kaylee Francis UWTSD photojournalism student*

*By Julia Manser SCVS*

*Regarding professional promotion module*

### *Background*

*Swansea Council for Voluntary Service is the umbrella body for voluntary activity throughout the City and County of Swansea, supporting, developing and representing voluntary organisations, volunteers and communities in the County. We have 40 staff, are managed by a board of trustees made up of representatives of local organisations, have an income of 1.5 million annually and a very healthy active member base of over 300 member organisations. We work to support the third sector by providing a wide range of information, advice & support services and by representing the views of the sector to government and policy makers.*

### *Details of professional relationship between SCVS & Kaylee*

*In 2018 kaylee became an intern for Swansea Volunteering Forum facilitated by SCVS working very closely with myself Julia Manser Swansea Volunteer Centre coordinator and facilitator of the forum.*

*Brief: Document the event being careful to capture images showing how Swansea Volunteering Forum events boost the skills & understanding of Volunteer managers*

### *Event 1*

*Monday 4 June*

*Venue: Friends of the Young Disabled Centre*

*Event : Training Conference for Volunteer managers*

*Audience : 30 local volunteers managers*

*I was impressed to see how Kaylee put all at ease gaining images showing networking, group work in workshops, contributions being made, trainers and volunteer managers present listening to each other and enjoying the day / laughing . The photos that she edited really well met the brief easily showing the peer education and constant manager development inherent within the Swansea Volunteering Forum. These images were used that year on our social media / webpages to advertise the Forum, we had a large swell in members due to the increase in profile and a removal of a very small membership fee. The images were shared with those in the pictures and some organisations used these images themselves. Some of the images were also very artistic extending the brief. Also*

images of the venue were sent to Friends of the Young Disabled so they could use these to assist them in advertising the spaces they have for hire. Friends of the Young Disabled is a fully volunteer led (no staff) organisation with no government funding wholly reliant on donation / income generation from their venue. Kaylee had to overcome some difficulties in that the venue was very badly lit and new to her. She was able to find all the right spots to get all the right images using the Conference agenda and reflecting on the brief.

## Event 2

Thursday 7th June

Venue: Matt's cafe / Matthews House

Event: volunteers from member organizations and volunteer managers mingle

Audience about 50

I was impressed to see how Kaylee worked with different spaces within the venue, one a church space, one a cafe plus a community hub room and with different people present, some shy volunteers, some directors of charities and some volunteer managers. She has a very professional manner dealing with everyone she met and her quiet respect of everyone wins her access to great images. She took some excellent photos of speakers contributing, activities underway at the event, catering volunteers supporting the event themselves, individuals receiving Volunteers week certificates for their amazing contributions to Swansea in their own projects and large group pictures. Some of the images she took were shared on social media, our website, in reports to WCVA to Welsh Government and were shared amongst all prentn. Again, Kaylee took images of the venue and these were shared with Matt's cafe for them to use.

Post event: Kaylee was very quick in editing and sending images to myself for consideration and circulation. This meant that I could use them quickly in Volunteers Week news posts on our website and social media. Kaylee was able to upskill me introducing me to “we transfer” a very useful way to transfer images around our Third sector Forum members where IT skills are not necessarily the highest. Kaylee took a lot of time to learn more about the member organisations and made a very strong link with Matt's Cafe the venue of event 2, undertaking a project with them which led to city centre campaign and exhibitions highlighting local homelessness. She has continued a professional relationship with SCVS and myself and I would be happy to give her a reference regarding her ability, diligence, strong work ethic, she is very charming and a joy to be involved with. Her images met the brief, were beautiful, moving and captured the spirit of the events.

Julia Manser SCVS Volunteer Centre Manager

[julia\\_manser@scvs.org.uk](mailto:julia_manser@scvs.org.uk)

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|  <b>RIES Internship 2017-18</b><br><small>Support with costs for full time undergraduate students who wish to undertake an internship with a corporate partner.</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                |                                                                                                                                                                             |                                                                                                                                                                |                                                                                                                                                             |        |  |  |  |  |
| <small>Please complete the form in full as we will not consider an application form that is not fully completed and does not have all the required supporting evidence.</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                |                                                                                                                                                                             |                                                                                                                                                                |                                                                                                                                                             |        |  |  |  |  |
| <b>SECTION A: Your Personal Details</b><br>Title: <input type="text"/> Mr <input type="text"/> Mrs <input type="text"/> Miss <input type="text"/> Other <input type="text"/><br>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Trans <input type="checkbox"/> Other <input type="text"/><br>Date of Birth: 30/07/1986 <input type="text"/><br>Student Number: 1704112 <input type="text"/><br>Home Address: <input type="text"/><br>E-mail address (please print clearly): KayleeFrancis123@outlook.com <input type="text"/><br>Contact Telephone Number: 0755415949 <input type="text"/>                                                                                                                                                                                                                                                                     |                                                                                                                                                                |                                                                                                                                                                             |                                                                                                                                                                |                                                                                                                                                             |        |  |  |  |  |
| <b>SECTION B: Course Details</b><br>Course Title: <input type="text"/> Photography & documentary photography <input type="checkbox"/> Creative <input type="checkbox"/> Design <input type="checkbox"/><br>Level of study: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/><br>Year of Course: 1 <input type="text"/> Start date: 09/17 <input type="text"/> End date: 2020 <input type="text"/><br>Have your tuition fees been paid? Yes <input type="checkbox"/> No <input type="checkbox"/><br>Are you classified as a UK/EU student or overseas student for tuition fee purposes? UK <input type="checkbox"/> EU <input type="checkbox"/> Overseas <input type="checkbox"/>                                                                                                    |                                                                                                                                                                |                                                                                                                                                                             |                                                                                                                                                                |                                                                                                                                                             |        |  |  |  |  |
| <b>SECTION C: Bank Details</b> - Please write clearly to ensure payment can be made correctly.<br>Bank: <input type="text"/> Natwest <input type="text"/><br>Sort Code: 20-80-01 <input type="text"/><br>Account Number: 1234 5678 9010 <input type="text"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                |                                                                                                                                                                             |                                                                                                                                                                |                                                                                                                                                             |        |  |  |  |  |
| <b>SECTION D: Funding</b><br>Do you receive funding from any other source? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/><br>e.g. Parental Support / Private scholarships / Trust Fund <input type="text"/><br>Please give details: <input type="text"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                |                                                                                                                                                                             |                                                                                                                                                                |                                                                                                                                                             |        |  |  |  |  |
| <b>Section E: Personal Statement</b><br><small>Please use this section to outline the internship activity you wish to undertake, including the name and nature of the host company, the duration of the internship and your objectives. If you have any correspondence from the company arranging or confirming your internship, please provide copies with your application. You will also need to submit a statement of your estimated costs.</small><br>I will be putting an exhibition together taking responsibility for the printing, formatting of the work, the design of the space - including the labelling of the photos and the launch event. This will be with the Swansea city volunteering service to which I photographed volunteers week 2018. It is able to do the exhibition could I request some printing costs.                                                                          |                                                                                                                                                                |                                                                                                                                                                             |                                                                                                                                                                |                                                                                                                                                             |        |  |  |  |  |
| <b>SECTION F: Student Declaration</b><br>I confirm that all the information on this form is correct. I understand that giving false information may lead to rejection of my application and steps being taken to recover any payment made to me from the (scholarships and bursaries fund). I understand that for administrative purposes my information will be held on a database.<br>I have enclosed the relevant documentation as requested and understand that if it is missing or incorrect, my application may be delayed or rejected.<br>I accept that the university reserves the right to request further information from me or clarification on the information supplied.<br>I will inform you immediately of any changes to the information provided.<br>Print Name: Kaylee Francis <input type="text"/><br>Signature: Kaylee Francis <input type="text"/> Date: 24/05/2018 <input type="text"/> |                                                                                                                                                                |                                                                                                                                                                             |                                                                                                                                                                |                                                                                                                                                             |        |  |  |  |  |
| <small>Please return your completed application form to the relevant Student Finance Officer:</small><br><table border="0"> <tr> <td> <b>Campanile &amp; Cardiff Campus:</b><br/>           Carolyn Lewis, Student Services<br/>           University of Wales Trinity Saint David<br/>           College Road, Carmarthen, SA31 8BP<br/>           01267 476 847         </td> <td> <b>Lampeter Campus:</b><br/>           Linda Lloyd Thomas, Student Services<br/>           University of Wales Trinity Saint David<br/>           College Road, Lampeter, SA48 7SD<br/>           01546 266141         </td> <td> <b>Swansea Campus:</b><br/>           Sharna Alexander, Student Services<br/>           University of Wales Trinity Saint David<br/>           Mount Pleasant, Swansea, SA1 8ED<br/>           01792 401123         </td> </tr> </table>                                               |                                                                                                                                                                | <b>Campanile &amp; Cardiff Campus:</b><br>Carolyn Lewis, Student Services<br>University of Wales Trinity Saint David<br>College Road, Carmarthen, SA31 8BP<br>01267 476 847 | <b>Lampeter Campus:</b><br>Linda Lloyd Thomas, Student Services<br>University of Wales Trinity Saint David<br>College Road, Lampeter, SA48 7SD<br>01546 266141 | <b>Swansea Campus:</b><br>Sharna Alexander, Student Services<br>University of Wales Trinity Saint David<br>Mount Pleasant, Swansea, SA1 8ED<br>01792 401123 |        |  |  |  |  |
| <b>Campanile &amp; Cardiff Campus:</b><br>Carolyn Lewis, Student Services<br>University of Wales Trinity Saint David<br>College Road, Carmarthen, SA31 8BP<br>01267 476 847                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Lampeter Campus:</b><br>Linda Lloyd Thomas, Student Services<br>University of Wales Trinity Saint David<br>College Road, Lampeter, SA48 7SD<br>01546 266141 | <b>Swansea Campus:</b><br>Sharna Alexander, Student Services<br>University of Wales Trinity Saint David<br>Mount Pleasant, Swansea, SA1 8ED<br>01792 401123                 |                                                                                                                                                                |                                                                                                                                                             |        |  |  |  |  |
| <b>Office Use Only:</b><br><table border="1"> <tr> <td>Evidence:</td> <td>SLC:</td> <td>BY:</td> <td>Other:</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                | Evidence:                                                                                                                                                                   | SLC:                                                                                                                                                           | BY:                                                                                                                                                         | Other: |  |  |  |  |
| Evidence:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | SLC:                                                                                                                                                           | BY:                                                                                                                                                                         | Other:                                                                                                                                                         |                                                                                                                                                             |        |  |  |  |  |
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## UWTSD EVENTS

### Testimonial

*I am very pleased to provide a testimonial for Kaylee, for her journalistic photographic contributions that captured three enterprise events over the past year. I first approached Kaylee with a request for her expertise when I saw first-hand the professional sensitivities within her images portraying human angst, in her personal portfolio.*

*On a cold day in November 2018 Kaylee joined us to help to report UWTSD's Global Enterprise Week, and captured the development and destruction of an Ice Sculpture that went viral on twitter. She has always demonstrated professionalism, ensuring timely delivery of high quality images to be used on a range of mediums, in particular social media.*

*Kaylee was an ardent professional in her teamwork collaboration with her colleague for the week-long festival of enterprise in Art and Design. This was critical as the resultant images were being used for both internal and external promotional purposes, for example they were used on the European Commission's Arts and Humanities Enterprise Hub web site.*

*Kaylee has both the creativity to envisage an image and the communication skills to orchestrate her subjects into a professional composition. This was of particular value at the How to of entrepreneurial learning event, when she posed the high-profile keynote speakers, accommodating the challenges of lighting and the various paraphernalia that adorns the walls of the Dylan Thomas Centre. Kaylee's organisation of taking photographs of our Vice Chancellor and fellow high-profile speakers, during a limited time frame, exemplifies her professionalism.*

*The UWTSD 'How To' event reached an international audience and Kaylee select and edited images to use during the event, working with Rebecca Davies from our PR team to use in social media and post event images that was shared with participants. The audience included Welsh Government representatives and other stakeholders of enterprise education across Wales. Her management of the photograph of our Vice Chancellor and high-level speakers spoke volumes.*

*Indicative of my confidence in her ability is that I trusted her to cover this high-profile event and subsequently I did not arrange for our internal professionals to attend. Kaylee is ardent professional, enthused to successfully utilise her expertise for the benefit of others. I would welcome working with again and wish her every success.*

Kathryn Penaluna

Associate Professor in Enterprise Education/Athro Cysylltiol Addysg Fenter

Rheolydd Menter / Enterprise Manager

Athrofa Ryngwladol ar gyfer Datblygiad Entrepreneuriaidd Creadigol / International Institute for Creative Entrepreneurial Development

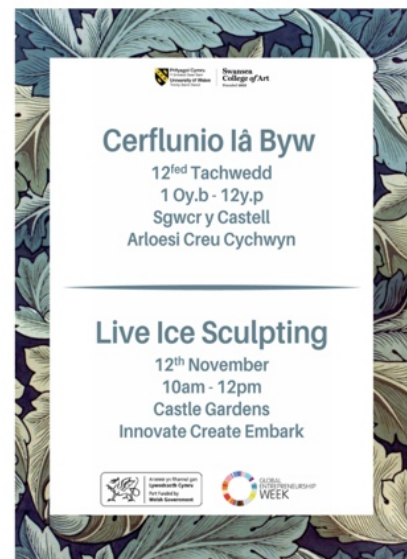
Prifysgol Cymru Y Drindod Dewi Sant

University of Wales, Trinity Saint David

## ICE SCULPTURE EVENT – CASTLE GARDENS

IICED - a live ice sculpture carving event. Monday 12th November to mark Global Entrepreneurship Week 2018.

Task: Document the ice sculpture event, images were sent to Kathryn Penaluna & used for UWTSD social media.



Global Entrepreneurship Week 2018: Ice Sculpture Carving



## UWTSD COLLABORATIVE PROJECT

UWTSD Collaborative project which helps to enhance graduate employability at the University of Wales Trinity Saint David (UWTSD) by sharing knowledge and expertise in innovative entrepreneurial learning.

Task: Document The week-long series of workshops and activities which took place in 4 different rooms in Dynevor, Alex and the BBC Hall.

Self-evaluation: The documentation of the events overall went considerably well, the only issue I had was that the lighting in the BBC building had an orange cast, so it took some time for me to get my settings manually correct and not rely on auto. I believe this will help me in the future with difficult lighting situations and now enables me to have the confidence to correct the problem without panicking.



## UWTSD - How To' of Entrepreneurial learning; why it matters and what to do.

Monday 11th November UWTSD, Swansea University and Coleg Sir Gar hosted an exciting knowledge exchange event supported by the Entrepreneurship Exchange at UWSTD. The event showcases and shared best practise initiatives across Wales, also keynote speaker for this event was Professor Colin Jones, Senior Lecturer in Entrepreneurship, University of Queensland. Colin is a world leading academic expert and educator practitioner who has published a number of academic papers and books and shared insights and experiences of his pedagogical delivery.

Task: Document the event held at the Dylan Thomas centre; images were used for various UWTSD social media platforms.

Self-evaluation: by this stage I am confident at documenting events, the day went really well, images were edited and sent during the event to UWTSD PR Rebecca Davies and were used on various social media platforms.



## GETTY GUEST LECTURER

Swansea collage of art had Andy Saunders, senior Vice President of creative content for Getty as a guest lecture to share his knowledge & expertise with students. Rebecca Davies PR attended the lecture and asked if I could document it. The images were used for UWTSD & Swansea Collage of Art social media platforms.

## Reference

*I have worked alongside Kaylee on two occasions and have found her to be highly skilled, confident and reliable. As a PR and Media executive for the University managing print and digital content, it's important to have a photographer with excellent communication skills who quickly understands the task ahead and is able to deliver to a very high industry standard.*

*For both tasks, the first which involved covering a conference with a large audience and key speakers and the latter an important industry speaker talking to students, from the point of enquiry until operational on the day, Kaylee, at all times, demonstrated the utmost professionalism in providing a high quality service in a relaxed and friendly manner, whilst taking amazing shots that I was really pleased with.*

*Kaylee is a great photographer, not only taking lots of excellent shots, but she also really captured the atmosphere of both events. Her professionalism throughout enabled her to take fantastic pictures and edit and send them the same day so they could be published on all our social media platforms and sent out to local media.*

*Rebecca*



## YOUNG-DRAGONS

The Young Business Dragons is aimed at recognising tomorrow's entrepreneurs and promoting the great talent pool of young talent that exists locally.

It offers schools colleges and universities a competitive and enjoyable way for students across South West Wales to participate in an enterprise and entrepreneurship activity. It not only provides a great learning platform, but it's also a great opportunity for sponsors to support entrepreneurial young people whilst also showcasing their organisation to those attending these events.

### Self-evaluation

Whilst documenting for UWTSD I was approached by Kathryn David who enquired about an event that needed documenting for young- dragons, the event was held at the village hotel Swansea, tasks were to document the evening of networking and talks from a professional. The images were used on various media platforms.

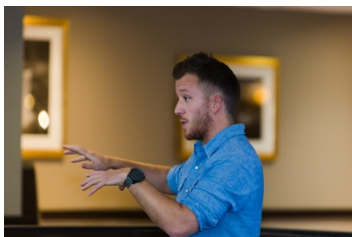
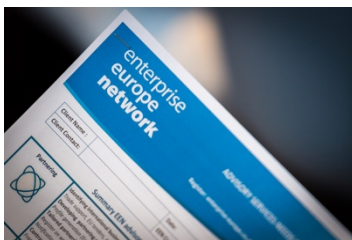
### Reference

*We engaged Kaylee to photograph a key Seed Pod event at the Village Hotel on the recommendation of a colleague and were delighted with the results. She was very professional and efficient without being obtrusive, which was important to us. The images she produced captured the event perfectly and we have used them to promote Seed Pod in various formats.*

*Our business is supporting young people to be entrepreneurial and Kaylee represents everything that we try to encourage. We are happy to recommend Kaylee's services; we wish her every success and hope to work with her again in the future.*

*Kathryn David  
Director, Young Dragons CIC*

*Tel: 07528 268985  
Email: [info@young-dragons.co.uk](mailto:info@young-dragons.co.uk)  
Web: [www.young-dragons.co.uk](http://www.young-dragons.co.uk)*

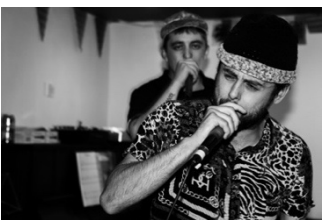


## CORACLE EUROPE AUTUMN FEST

The coracle Europe Autumn fest is an international arts festival that took place in venues across Carmarthenshire and Ceredigion over 5 days at the end of October 2019. The celebration of the arts in west wales featured performances from creative collaborators from Wales, England, Ireland, Sweden and beyond. Events included book launches, open mic events, poetry-slams, music, rugby, arts exhibitions and spoken word performances.

Task: Network with artists before the festival, arrange and undertake various interviews to publish on social media. Document and promote the events before and throughout the festival. Publish a catalogue of Edited images for after the festival and Curate an exhibition.

Self-evaluation: The coracle festival was a great experience, I felt confident documenting the event in various locations and venues. I enjoyed the networking opportunities and got to meet some potential future clients. The images I produced reflected the requirements from the client.



### Testimonial Kaylee Francis

On behalf of write4word I am delighted to recommend Kaylee Francis. I am a Director of write4word, based in Carmarthenshire. We promote all aspects of the language arts and specifically the written and spoken word. We have particular experience in arranging and delivering literary festivals. In October 2019 we arranged the Coracle Europe Autumn Festival in west Wales, which featured literary artists from Sweden and Ireland along with local writers and performers. Kaylee was one of three interns who joined our festival team to support marketing and publicity for the festival across a number of social network platforms. Kaylee's tasks included the following:

- Arranging, conducting and publishing interviews with local and international artists
- Documenting and promoting a range of literary and spoken word performance events in varied venues across west Wales
- Establishing and maintaining good professional relationships with the festival team, artists and venues
- Collating and editing the catalogue of photographs after the festival ended.

Kaylee was a pleasure to work with. She was personable and engaging, and was able to put people at ease quickly. She took a keen interest in the poetry that was read at the festival and and an active part in discussions about the performers' work. She was creative and adaptable to the wide range of venues that hosted festival events including bars, bookshops, and a chapel. She was unobtrusive as a photographer, while at the same time being clear about the atmosphere and character she wanted her images to convey. I would be very happy to work with Kaylee again and highly recommend her.

**Melanie Perry**  
**Writing Practitioner**  
**Co-Director, write4word.**

write4word CIC  
Calon y fferi  
West Wing  
Carmarthen Road  
Ferry-side  
SA17 5TE



Monday 7 October 2019

Sharon Alexander  
Student Services  
University of Wales Trinity Saint David  
Swansea

Dear Sharon,

I am pleased to inform you that write4word has accepted Alexandra Smith and Kaylee Francis onto its unpaid internship programme in October 2019.

The internship coincides with the Coracle Europe international arts festival and takes the form of a discreet project to be co-ordinated by the interns. Alex and Kaylee will form the media team that will document the events during the festival and manage the social media channels during the course of the festival.

The festival takes place between 24 and 28 October 2019 there will be 12 events taking place at eight venues across Carmarthenshire and Ceredigion. The interns will need to base themselves near Carmarthen for the duration of the festival and travel between the venues. They will be required to some preliminary design work in cooperation with the rest of the festival team and preparations for the communication channels prior to the festival.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'D. Williams'.

Dominic Williams, Director write4word CIC



## Internship 2019-20

Support with costs for full time undergraduate students who wish to undertake a period of voluntary work experience.  
Deadline for applications: 08/11/19 & 06/03/20 & 01/05/20

Please complete the form in full as we will not consider an application form that is not fully completed and does not have all the required supporting evidence.

Help with filling out the application form is available from Student Services.

### SECTION A: Your Personal Details

|                 |                                      |
|-----------------|--------------------------------------|
| Title:          | Miss                                 |
| Full Name:      | Kaylee Francis                       |
| Date of Birth:  | 30/07/1986                           |
| Student Number: | 1704112                              |
| Home Address:   | 31 Hafod Street<br>Swansea<br>SA12ha |
| Term Address:   | Above                                |
| E-mail Address: | 1704112@student.uwtsd.ac.uk          |
| Telephone No:   | 07554156949                          |

### SECTION B: Course Details

|                                                                        |                                           |   |           |           |                      |   |              |
|------------------------------------------------------------------------|-------------------------------------------|---|-----------|-----------|----------------------|---|--------------|
| Course Title:                                                          | Photojournalism & documentary photography |   |           |           |                      |   |              |
| Campus:                                                                | Dynevor                                   |   |           |           |                      |   |              |
| Level of study                                                         | Full Time                                 |   | Part Time |           | Undergraduate        |   | Postgraduate |
| Year of course                                                         | 1                                         |   | 2         |           | 3                    | X | 4            |
| Start date (mm/yy)                                                     | Sept 2019                                 |   | End date  | June 2020 | Resitting the year?  |   | / No         |
| Country of birth                                                       | UK                                        | X | EU        |           | Other (please note): |   |              |
| How are your Tuition Fees being paid? (self-funding / Student Finance) | Student finance                           |   |           |           |                      |   |              |

### SECTION C: Bank Details - Please write clearly to ensure payment can be made correctly

|                |            |   |   |   |   |   |   |   |  |  |  |  |
|----------------|------------|---|---|---|---|---|---|---|--|--|--|--|
| Bank           | Nationwide |   |   |   |   |   |   |   |  |  |  |  |
| Sort Code      | 0          | 7 | - | 0 | 4 | - | 3 | 6 |  |  |  |  |
| Account number | 1          | 4 | 6 | 5 | 0 | 0 | 8 | 2 |  |  |  |  |

### SECTION D: Funding

|                                                                                                                |     |   |
|----------------------------------------------------------------------------------------------------------------|-----|---|
| Do you receive funding from any other source? e.g. Local Authority support / Private scholarships / Trust Fund | Yes |   |
| Please give details                                                                                            | No  | X |

### Section E: Personal Statement

Please use this section to outline the internship activity you wish to undertake, including the name and nature of the host company, the duration of the internship and your objectives. If you have any correspondence from the company arranging or confirming your internship, please provide copies with your application. You will also need to submit a

I will be co-managing the media and marketing for Coracle Europe Autumn Festival, the festival will be held over a 5 day period from 24-28th October. The festival is a celebration of the arts in West Wales and features performers from Wales, England, Ireland, Sweden and beyond.

My main role will be to document the festival which is held at numerous locations throughout Carmarthenshire, Ferryside, Llansteffan, Carmarthen and Cardigan. Funds will be used for travel expenses to and from locations and also accommodation of £50 pp a night for 4 nights. I will also be holding a collaborative photographic exhibition capturing this celebration of art, For this I will need £200 pound printing & mounting costs. In order to promote the festival successfully I will also need travel expenses as I have connected with local performers and plan to interview them beforehand for media and promotion purposes.

Travel - £10 return from Swansea to Carmarthen to interview artists x 10 = £100  
Travel - £10 return from Swansea to Carmarthen festival attendance x 1 = £10  
Travel - £10 return from accommodation and different venues x 4 = £40  
Accommodation -£50 pp per night x 4 nights = £200  
Photography Exhibition/Printing/Mounting costs = £200

These figures are an approximate and receipts will be obtained.  
Approximate cost  
Total = £550

Company contact details: Dominic - write4word 07814172996

### SECTION F: Student Declaration

- I confirm that all the information on this form is correct. I understand that giving false information may lead to rejection of my application and steps being taken to recover any payment made to me from the Scholarships and Bursaries Fund. I understand that for administrative purposes my information will be held on a database.
- I have enclosed the relevant documentation as requested and understand that if an item is missing or incorrect, my application may be delayed or rejected.
- I accept that the University reserves the right to request further information from me or clarification on the information supplied.
- I will inform you immediately of any changes to the information provided.

|             |                                                                                   |
|-------------|-----------------------------------------------------------------------------------|
| Print Name: | Kaylee Francis                                                                    |
| Signature:  |  |
| Date:       | 6/10/2019                                                                         |

Please return your completed application form to the relevant Student Finance Officer:

**Lampeter Campus:**  
Lynda Lloyd-Davies, Student Services  
University of Wales Trinity Saint David,  
College Street, Lampeter, SA48 7ED  
l.lloyd-davies@uwtsd.ac.uk

**Swansea Campuses:**  
Sharon Alexander, Student Services  
University of Wales Trinity Saint David  
Mount Pleasant, Swansea, SA1 8ED  
sharon.alexander@uwtsd.ac.uk

**Carmarthen & all other campuses:**  
Delyth Lewis, Student Services,  
University of Wales Trinity Saint David  
College Road, Carmarthen, SA31 3EP.  
d.lewis@uwtsd.ac.uk

Tel: 01570 424 722 Tel: 01792 481 123 Tel: 01267 676 947

### Office Use Only:

| Evidence: | SLC: | B/S | Other |
|-----------|------|-----|-------|
|           |      |     |       |





# CORACLE EUROPE AUTUMN FEST

INTERNATIONAL ARTS FESTIVAL TAKING PLACE IN VENUES ACROSS CARMARTHENSHIRE AND CEREDIGION

**OCT 24  
OCT 28**

EVENT INCLUDES:  
- BOOK LAUNCH -  
- OPEN-MIC - POETRY SLAM - MUSIC -  
- WORLD CUP RUGBY -  
- ARTS EXHIBITION -  
- SPOKEN WORD PERFORMANCES - PLUS MUCH MORE

**COMEDY**

**Oct 24 - 8PM GOLDSTONE BOOKS | 7.30PM CAPSICORN DA**

**Oct 25 - 7.45PM THE CELLAR CHAOS**

**Oct 26 - 8AM THE THREE RIVERS HOTEL AND LEISURE PARK | 12.30PM GOLDSTONE BOOKS | 3PM THE BARRON GUN BAR | 8PM CWM**

**Oct 27 - 8AM THE THREE RIVERS HOTEL & 12PM THE CASTLE, 1PM - 3PM THE THREE RIVERS HOTEL & 8PM 1 8PM CWM**

**Oct 28 - 7.30PM PHOTOGRAPHY & FESTIVAL SPECIAL THE QUEEN**

Prifysgol Cymru  
Y Drindod Dewi Sant  
University of Wales  
Trinity Saint David

## SCOUTS CYMRU

The scout movement is a voluntary non-profitable educational movement that contributes to the development of young people in achieving their physical, Emotional, intellectual, spiritual and social potential as individuals. It is open to all without distinction of gender, Origin, race or religious beliefs as responsible citizens and as members of their local, national and international communities in accordance with the purpose, principles and method conceived by the founder Lord Baden Powell.

### 4 WEEK 1 HR PHOTOGRAPHY WORKSHOP

#### Workshop requirements.

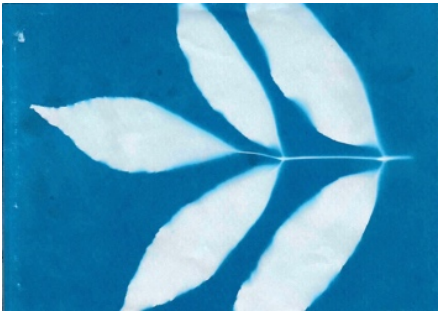
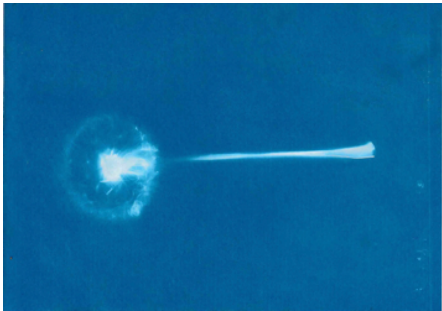
1. Produce 12 photographs, featuring at least two of these photographic techniques: portrait, still life (or similar), landscape or seascape, sport or action, or time-lapse.
2. Show that you know the main settings on a digital camera or a smartphone camera.
3. Describe what accessories are available to use with digital cameras or smartphone cameras.
4. Edit a selection of your images, using editing software on a computer or using an app on a smartphone.
5. Show that you know how to care for a digital camera or smartphone camera.
6. Produce Cyanotype images using already treated paper, collected objects and UV lights.
7. Curate an exhibition for family and friends.

#### Reference:

*Kaylee Francis facilitated a scout workshop to help approximately 20 children of a variety of ages and abilities gain their photography badge. She engaged and communicated with the children exceptionally well and put the children at ease very quickly. She efficiently divided the children into groups, setting different tasks to each table while rotating to make sure all children participated in each task. Kaylee was able to adapt easily to each child's needs and I would definitely recommend kaylee to other groups in the future. In parent evaluations the children expressed the photography workshop to be one of the best aspects of the season. We were very impressed with Kaylee's skills and participation with the group that we have since been in conversation with Kaylee enquiring her help at setting up a new scout group within her local area and facilitating other groups in order to gain their photography badge.*

*Best regards  
Michelle Whitcombe  
Group Scout Leader*

*Email: Michelle\_whitcombe@yahoo.com*



## **MATTHEWS HOUSE (MATTS CAFÉ)**

Matthew's House exists to provide a warm and welcoming building in the heart of Swansea, with the expressed intention of being accessible for the homeless and most vulnerable in Swansea. We aim for it to have the feel of a home where hospitality is experienced by all who enter the doors, regardless of their background, beliefs or circumstances.

### **Hospitality**

Matts House offer the most vulnerable the warmest welcome, free showers and laundry facilities; refreshments, training, hope and dignity. Working with others Matthew's House become a beacon of hope in Swansea.

The Real Junk Food (TRJF) Project network is a national and international network of cafes (both permanent and pop-ups) with one central objective: to intercept food waste destined for land fill and use it to feed people who need it, on a pay as you feel basis. Matt's Café is the first registered café on the TRJF network in Swansea. It is equipped with first-class facilities

### **Their three pillars:**

- \* To reduce food waste
- \* To feed those with or without funds
- \* To provide opportunities for those who are long-term unemployed

### **Hope**

Without hope it is very difficult for anyone to flourish. With hope we are strengthened. With hope we can overcome obstacles, embrace new experiences and move forward in ways previously considered impossible. Their aim at Matthew's House is to be hope-givers. By supporting people with their time and services.

One of Matts cafe expressions is to create and distribute Dignity Packs to vulnerable women and men in Swansea. As of August 2019, they distributed over 800 Dignity Packs across our city.

They collect donations from members of the public, organisations and Collection Days at Tesco. They have dedicated volunteers who sort donations weekly. Packs are distributed from Matthew's House and a long list of supporting agencies. Some agencies they have worked with include Swansea Women's Aid, Cyfle Cymru, WCADA and British Red Cross. Partnering and working with many charities across Swansea and surrounding areas, they are able to send packs out to those who really need it most and they are not precious about the packs as the goal is focused on delivering hope (in care package form) to the most vulnerable of Swansea. One of their guests who receives packs every month expressed "they're lifesavers with these".

### **Task:**

Matthews house held the first Homeless Period Awareness Week in May 2019. I was approached by Thom Lynch Project Manager and asked if I would be willing to document the process and create a catalogue of images which they could use for their private/ public social media plus to share with volunteers of Matthews house. We had a Collection Day at Tesco Llansamlet, a Packing Night at Matthew's House and a Distribution Day all across Swansea. They encouraged supporters to hold their own Donation Drop-off Parties and received a

mountain of donations. The week was a huge success, creating 240 dignity packs and distributing 170 to people who need them.

The Homeless Period Swansea also received support from Swansea City Football Club during the 2018-19 season to rebrand and maximise their outreach. We were also joined by Leon Britton at the annual Packing Night.

Self-Evaluation: I enjoy my work best when I work with places such as Matt's Café, I want my work here to not only bring awareness to homelessness but to also highlight places like Matthews house and the people who bring hope and hospitality to hundreds of people around the city. I believe by highlighting and concentrating not only on the issues but on solutions my work may also encourage others to help.





MATTHEW'S HOUSE

**HOSPITALITY  
AND HOPE**  
IN THE HEART OF SWANSEA

### Testimonial | Kaylee Francis | January 2020

I lead a project in Swansea called Matthew's House which exists to deliver Hospitality & Hope for anyone who needs it. We express this hope in ways of food, hospitality, showers, dignity packs and much more to individuals struggling with all kinds of vulnerabilities. We support individuals who are rough sleeping, people struggling with homelessness and isolation, addiction, mental health difficulties, poverty, health and loneliness just to name a few. We currently run the project with 94 volunteers and have served more than 55,000 meals to those who need it. Our shower expression has been used more than 80 times and we have delivered to guests and other charities more than 1000 dignity packs with only two staff members in under three years.

Kaylee Francis has supported Matthew's House on several occasions through 2019. Kaylee originally approached us about a project that she was leading and was very professional with her team in communicating the issues she wanted to address in a "Uniquely different" way. With this project in mind, her team entertained our art gallery wall for 10 weeks as part of a city-wide project called #NotAnotherPasty. Since then Kaylee has been an asset to Matthew's House with her abilities and character in helping us be transparent and growing our external support networks. We have large collections of images that she has produced that are excellent, from several events through the year. Some of these are from "in-house" volunteer thank you events to outreach expression events, including fundraising and collection events. Each event we were blessed with a package of images that we will share and enjoy for years to come both with our volunteers and with our city.

We would recommend Kaylee not just for her skills and abilities in this field of work but her caring and compassionate nature making up a genuinely quality character. We wish Kaylee lots of success in the work that she clearly enjoys and loves and hope to spend another year enjoying her time in our teams.

**Warmest Regards,**

**Thomas Lynch**

Project Manager

Matthew's House, Swansea

thom@matthewshouse.org.uk

☎ 07708 115903

🌐 [matthewshouse.org.uk](http://matthewshouse.org.uk)

✉ [friends@matthewshouse.org.uk](mailto:friends@matthewshouse.org.uk)

🐦 [@mattshouseSA1](https://twitter.com/mattshouseSA1)

**Location:** Matthew's House, High Street, Swansea, SA1 1LW **Correspondence address (IMPORTANT):** Matthew's House, PO Box 696, Swansea, SA1 9PQ

Matthew's House an initiative of The Hill Church. Registered Charity (no. 1151797) and a company limited by guarantee (no. 08415396). Registered in England and Wales.

## **You me and us: our shared community**

### **Community cohesion festival**

**Funded by the Economic and social research council**

**Location: Grand theatre**

Festival of Exhibitions, film, performances from the local community and food from all over the world.

Attendees include the African community centre, city of sanctuary, EYST, Swansea Asylum seekers support, Swansea women's group, public health wales, UWTSD, Welsh Refugee council, women's Aid and local artists.

#### **Tasks:**

Attend and Document at Swansea Asylum Seekers Support group

Document a workshop at EYST

Print and hang images at the grand theatre.





University of  
BRISTOL



## You, me, and us: Our shared community

**A FREE ONE DAY COMMUNITY COHESION FESTIVAL  
EVERYONE WELCOME!**



**Arts Wing, Grand Theatre, Swansea  
Thursday 7 November 2019, 10am-6pm**



Take part in fun activities on the day including:

- Fabric flower making
- Circus skills
- Calligraphy
- Comic drawing
- Tai Chi
- Origami

Enjoy **exhibitions**, **films** & **performances** from the local community, and **food** from around the world.

**Learn new skills and make new friends!**

**For more information please contact Dr Nilufar Ahmed:  
[n.ahmed@bristol.ac.uk](mailto:n.ahmed@bristol.ac.uk)**

### Who'll be there?

African Community Centre, Circus Eruption, City of Sanctuary, EYST, Local Area Coordinators, Festival of Stitch, Freaks, Geeks and Autographs, Swansea Asylum Seekers Support, Swan Housing, Swansea Women's Group, Swansea Comic Con and Gaming, Public Health Wales, St Joseph's Cathedral School, University of Wales Trinity St David, Wales One World Film Festival, Waterfront Museum, Welsh Refugee Council, Women's Aid, & local artists!

**With thanks to funder: Economic and Social Research Council  
and sponsors:**



## **MORRISTON RUGBY CLUB**

Morrison Rugby Club is a rugby union team based in Morrison, Swansea founded in 1876. The Club often feeds players into the Ospreys and is a member of the WRU.

Task: Attend and Document a weekend tour to Tenby with the club's youth rugby teams, use the images to create a video to present to sponsors, family and friends of the club on presentation night.

### *Kaylee Francis reference*

*Kaylee attended our 2019 annual weekend rugby tour to Tenby; her aim was to document our team players and compile an album that we could use to promote the teams through various platforms. The pictures were better than anything we had imagined and so we asked if she was able to create a video out of them to play on our presentation night for the team's sponsors. The video was a big hit with the whole audience, the sponsors requested personal copies and most parents asked how they could purchase one. Kaylee not only compiled an album of our players and teams, she also included a number of albums for our component rugby teams across Wales. We would definitely recommend Kaylee to others and look forward to working with her again in the future.*

*Your sincerely*

M.A.Rowe  
Morrison Rugby Coach  
Mrowe929@yahoo.com

## FULLY SPONSORED STUDENT DEVELOPMENT WORKSHOP.

Canon Europe student development workshop held in Perpignan, France, between 2-8 September.

Canon selected 200 students across Europe and offered them the opportunity to learn skills from industry leaders, enjoy guided exhibition tours, network with photography professionals and have their portfolios reviewed by inspirational Canon Ambassadors. Visa pour l'Image offers the photography community unrivalled opportunities to exchange creative ideas, develop new relationships and enjoy a range of captivating lectures and seminars.

Canon brought nearly 200 photography students from across Europe and Russia to the festival of photojournalism, to participate in workshops held throughout Professional Week. Leading photographers including Daniel Etter, Catalina Martin-Chico, Maciek Nabrdalik, Ivor Prickett and Giulio Di Sturco shared their experiences and insight. They spoke alongside former Photo Director at Agence France-Presse Francis Kohn, Politiken's Photo Editor-in-Chief Thomas Borberg, GEO France Director of Photography Magdalena Herrera, and WeTransfer's Photography Director Lucy Pike.

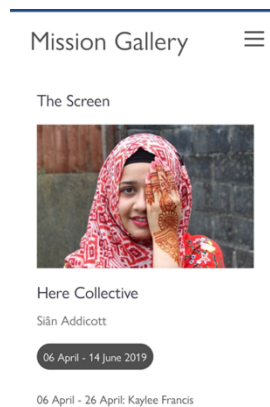


## MISSION GALLERY

The [...] space

Task: share images with sian Addicott in order for her to curate an exhibition at the Mission Gallery, create an artist statement.

## PROJECT – TEIGAN



06 April - 26 April: Kaylee Francis  
27 April - 10 May: Chloe Davies  
21 May - 08 June: Saba Humayun  
09 June - 14 June: All artists

**ARTIST STATEMENT:** Autism is a lifelong developmental disability that affects how people perceive the world and interact. Autistic people see, hear and feel the world in a distinct way. Autism is a spectrum condition which means all autistic people share certain difficulties, but being autistic will affect them in different ways, often people feel being autistic is a major aspect of their identity.

Kaylee started documenting her step-daughter Teigan to raise awareness of the challenges faced by children with Autism, over the last few years this process has become a shared pastime, an activity that has brought them closer together.

Early images show the frustration and isolation of the Autistic Spectrum Disorder but gradually Teigan begins to emerge as a typical teenager, curious, precocious and searching for her own independence.

## DESCRIPTION

Siân Addicott - Being in the privileged position of receiving an offer to exhibit at the [...] space in the Mission Gallery, I have decided after some contemplation to 'gift' the opportunity to three artists less likely to have received such an invitation. This small intervention is carried out with the aim of contributing to the levelling of net-worked hierarchies, and to form new expectations for the social organism away from power and profit.

Taking the position of activist-curator, I would like to enhance the volume of some dis-enfranchised voices, voices that more often than not rarely get heard in contexts like public galleries. The idea is to start with a trilogy of photographic perspectives taken from beyond the usual realms, unseen and unheard first-person perspectives on the topics that consume their imaginations. After this showing the three individuals will invite three more marginal but compelling voices into the collective to develop their own network and expand upon their own particular polemics. In turn a further three voices will be added for the Here Collective to continue to grow and to disrupt traditional narratives whilst raising awareness of under-represented artists.

- Siân Addicott

Image: Untitled by Saba Humayun