

Training Overview	
Course: Documentation for Accreditation	
<i>Overview</i>	<p>This one-day course provides an introduction to the new collections management requirements for Accreditation and, in particular, the documentation requirements.</p> <p>Topics covered include the new Accreditation requirements for Documentation, an overview and introduction to good museum documentation and a detailed look at all the documentation requirements for Accreditation. These include a Documentation Policy, Documentation plan, and Documentation Procedures.</p> <p>The course refers to collections management standards and guidance including, the Accreditation Guidance and SPECTRUM 4.0 and also introduces participants to PAS 197:2009 Code of practice for cultural collections management, published by Bsi.</p>
<i>Objectives</i>	<p>By the end of the course participants will have:</p> <ul style="list-style-type: none"> • Looked at the requirements of the new Accreditation scheme • Considered a good documentation system • Looked in detail at the documentation requirements of Accreditation • Analysed the documentation in their own museums using SPECTRUM 4.0 • Outlined a plan to enable their museum to meet the documentation requirements of Accreditation
<i>Participants</i>	<p>The course is designed primarily for:</p> <ul style="list-style-type: none"> • Museums who are applying for Accreditation for the first time • Museums who are re-applying for Accreditation using the new requirements • Museums addressing documentation backlogs
<i>Training methods</i>	<p>This course will deliver the objectives using a mix of presentations, informal discussion, case studies and practical work.</p>
<i>Preparation</i>	<p>None required</p>
<i>Length of course</i>	<p>One day</p>