**Accreditation planning prompt**

Use this form to keep track of what support you need from your Accreditation Mentor, any questions you have about particular areas of the Standard, and actions you need to embed in your forward plan.

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| **Requirement**  **(2018 Standard)** | | * **Questions to ask Mentor** * **Additional support / advice needed** * **Areas to be reviewed** | **Actions needed** |
| **Organisational Health** | | | |
| 1 | Have appropriate governance and management |  |  |
| 1.1 | A clear statement of purpose |  |  |
| 1.2 | An appropriate constitution |  |  |
| 1.3 | A satisfactory structure for your governance and management |  |  |
| 2 | Plan ahead and have the resources to deliver your plan |  |  |
| 2.1 | An approved forward or business plan which covers the current and subsequent planning year |  |  |
| 2.2 | Financial sustainability |  |  |
| 3 | Assess and manage risk to your organisation |  |  |
| 3.1 | Secure occupancy of all premises containing collections |  |  |
| 3.2 | A risk assessment of security arrangements |  |  |
| 3.3 | A clear, workable emergency plan |  |  |
| **Managing Collections** | | | |
| 4 | Hold and develop collections |  |  |
| 4.1 | To take responsibility for all the collections you hold |  |  |
| 4.2 | A policy, approved by the governing body, for developing collections, including acquisitions and disposals |  |  |
| 5 | Hold useful and useable information on collections |  |  |
| 5.1 | An approved documentation policy |  |  |
| 5.2 | To follow the Spectrum primary documentation procedures |  |  |
| 6 | Care for and conserve collections |  |  |
| 6.1 | An approved collections care and conservation policy |  |  |
| 6.2 | A collections care and conservation plan |  |  |
| **Users and their Experiences** | | | |
| 7 | Be accessible to the public |  |  |
| 7.1 | An approved access policy |  |  |
| 7.2 | An access plan |  |  |
| 8 | Understand and develop your audiences |  |  |
| 8.1 | To understand who uses your museum, and who doesn’t |  |  |
| 8.2 | To use information to assess your users’ needs |  |  |
| 8.3 | To have a plan for developing your range of users |  |  |
| 9 | Engage with your users, and improve their experiences |  |  |
| 9.1 | To provide stimulating learning and discovery activities, including exhibitions and programmes based on your collections |  |  |
| 9.2 | To communicate effectively with users and potential users through a range of access, marketing and promotional activities |  |  |