**Accreditation skills self-assessment tool**

This form is designed to identify your strengths and any gaps in knowledge and skills you need to be an effective Accreditation mentor. Use the form before you start mentoring and revisit it periodically.

Your honest self-reflection is important. Credit yourself for knowledge you have gained even if you have not yet had to apply it. The form will help you to identify potential training opportunities and useful resources for you and for your mentored museum. Look for resources in:

* [Museum Accreditation Guidance Library](https://www.artscouncil.org.uk/supporting-arts-museums-and-libraries/uk-museum-accreditation-scheme/accreditation-guidance-library#t-in-page-nav-7)
* [Collections Trust Accreditation guidance](https://collectionstrust.org.uk/accreditation/)
* [Charity Commission guidance](https://www.gov.uk/guidance/charity-commission-guidance)
* [AIM Success Guides](https://aim-museums.co.uk/museum-101-success-guides/)

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| **Requirements for the Museum**  **(2018 Standard)** | | **How ready am I to provide professional advice in this area?**   * **Very** * **Somewhat** * **Not at all** | **What other training and resources in this area could help me provide better advice to my mentored museum?**  **Can museum development providers or sector support organisations help me?**  **Who else can I ask for advice?** |
| **Organisational Health**   1. Have appropriate governance and management 2. Plan ahead and have the resources to deliver your plan 3. Assess and manage risk to the organisation | | | |
| 1 | Do I understand the [Quick Reference Guide to Constitutional Requirements](https://www.artscouncil.org.uk/supporting-arts-museums-and-libraries/uk-museum-accreditation-scheme/accreditation-guidance-library#t-in-page-nav-2) sufficiently to advise on governance and management requirements? |  |  |
| 2 | Have I got experience in or knowledge of developing forward or business plans and budgets? |  |  |
| 3 | Do I understand the requirement for secure occupancy of all premises? |  |  |
| Do I know how to conduct risk assessments and develop emergency plans? |  |  |
| **Managing Collections**   1. Hold and develop collections 2. Hold useful and useable information on collections 3. Care for and conserve collections | | | |
| 4 | Can I advise on collections development policies and on issues around acquisition and disposal of collections? |  |  |
| 5 | Have I got experience in or knowledge of documentation policies and plans,addressing backlogs and implementing Spectrum primary procedures? |  |  |
| 6 | Have I got experience in or knowledge of collections care and conservation? |  |  |
| **Users and their Experiences**   1. Be accessible to the public 2. Understand and develop your audiences 3. Engage with your users, and improve their experiences | | | |
| 7 | Can I advise on access policies and plans? |  |  |
| 8 | Can I advise on how a museum can understand its audience and create plans to broaden it? |  |  |
| Do I have knowledge about how a museum can gain information on its users and non-users? |  |  |
| 9 | Can I advise on engaging with audiences and improving their experiences? |  |  |
| Do I have experience in or knowledge of museum good practice in learning and discovery activities? (Including exhibitions and collections-based programmes.) |  |  |
| Can I advise on communicating effectively with users and potential users through a range of access, marketing and promotional activities? |  |  |
| **Which areas are my strongest and which do I need to develop?** | | | |
|  | Strongest |  |  |
|  | To develop |  |  |