
Museum Development West Midlands

Accreditation and Museum mentors

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Winterbourne House and Gardens

Annette French
Museums Accreditation Manager
Arts Council England



Phase 2 rollout: what's new?

Changes to the online form

Questions have changed but the Standard hasn't!

Published guidance documents are the same (2014)

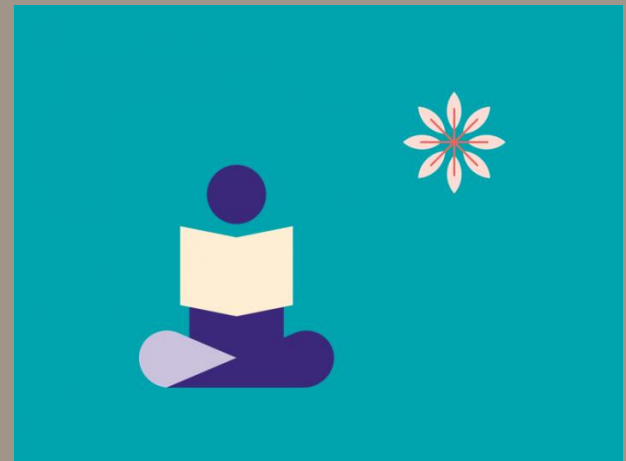
Updated Collections Development policy template (May 2014)

Will ask for more signed approvals (1.10 environmental, 2.3 documentation, 2.4 care and conservation and 3.1.5 access policy statements)

What do assessors do?

Assess applications against Accreditation Standard to prepare a recommendation for Panel

- Full/Provisional/Remove/Remove and exclude
- Required actions (RAs) and Areas for Improvement (AIs)
- Looking for compliance and aiming to achieve the best possible outcome



What is the assessment process?

- Initial assessment
- Initial response to museum via email
- Responses received and workbook prepared
- Complete assessment and draft workbook finalised
- Verification visit
 - (10% of returns, plus *all* new applications)
- Prepare a draft recommendation and report for Panel
- Moderation stage
- Decision made at Panel/award outcome/post award

1. Application/return pre-submission

What can a mentor do?

- Confirm your own eligibility by completing an expression of interest form!
- Signed MM agreement & appointment minutes
- Annual Accreditation reviews can be useful for the mentor report
- Provide mentor report for application or return (now requested on the form as an upload)
- Help with a completeness check
- Refer the museum to the Guidance, resources, networking and training opportunities

2. Initial assessment

What does the assessor do?

- Review the return or application form and info provided
- Read the Mentor report
- Feed back initial queries (if any) to the museum
- Copy feedback to Mentor, MD/Adviser, ACE RM

What can the Mentor do?

- Check status where delays- can contact MDO/Adviser and ACE direct
- Get involved when you hear from an assessor
- Speak to your museum
- Help to prioritise the 'easy wins' from the list of queries
- Help to negotiate realistic timescales and give more context

3. Verification visits

Why are you coming to see us?

- Part of quality assurance process
- 10% of returning applicants
- All new applicants
- Three stages: documentation review, walking tour, collections audit

What can the Mentor do?

- Contact museum
- Work through checklist and timetable (will be sent by Assessor)
- Offer support and advice pre-visit
- Offer reassurance
- Come along too!

4. Recommendations, Moderation and Panel

Once assessment is completed the Assessor will:

- Complete the workbook
- Draft recommendation, RAs and AIs
- Share with museum and Museum Mentor

The workbook is then moderated

Moderator may have additional queries; be on stand by!

Decisions are made at Panel based on the recommendation in the workbook; may be subject to change

Awards published on website two weeks and formal letters/certificates sent (Mentors copied in)

What's a required action?

Required Actions (RAs): when a key criteria is non-compliant

If cannot be resolved during assessment can result in a Provisional recommendation (giving additional time to resolve RA)

The provisional award is not necessarily a negative!

Common issues

- Collections development policy (2011 vs 2014)
- Security review outside of 5 years
- Emergency plan not reviewed within 5 years
- Forward plan out of date or additional areas needed



What's an area of improvement?

Areas for Improvement (AIs): areas that can be addressed over a longer period of time

Can relate to any of the 32 requirements!

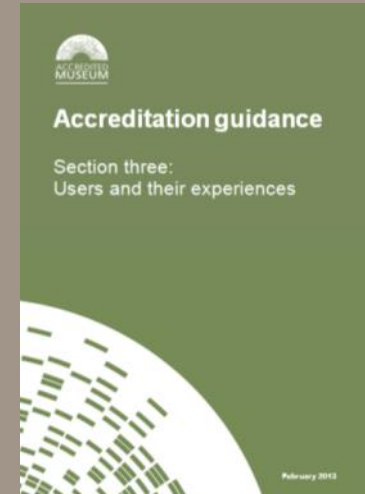
Can be set for a number of reasons:

- Museum is basically meeting the requirement but recommendations for next time
- Leverage, in agreement with museum
- To provide feedback on a current area of work or issue
- Developmental



Key assessment pitfalls, hints and tips

- Reviews of policies and plans and check dates
- Collection Development Policy – all clauses?
- Missing or partial approvals – normally signed
- Missing documents or attachments (online form)
- Check old outcome letter and report on progress
- Be honest- what has changed? 1.8, 2.5 as standard!



Thank you



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accreditation@artscouncil.org.uk
www.artscouncil.org.uk

