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Making Accreditation work for you

A Work Plan for Delivery and Improvement

Congratulations! Your museum has achieved / retained Accredited standard.

Museum Accreditation is a framework for running a resilient museum that continually improves the way it is run, the way it looks after its collections and the services it offers to the public. An internationally recognised museum standard, it is much more than an accolade to be achieved, celebrated and hung on the wall.

In the aftermath of the flurry of activity involved in pulling together an application or a return and the subsequent wait to hear the Accreditation Panel's decision, the purpose of the scheme as a living framework for running an exciting and successful museum can get lost.

The Accreditation team of the SW Museum Development Programme (SWMDP) has put together a series of resources designed to help you put all your hard work to good use and reap the benefits of having an organisation-wide commitment to working to the Accreditation standard.

This one is a work plan of a key dates and activities during the 5 year cycle of the life of many policies and over the 3 year period between Accreditation Application and Accreditation Return.

The others can be downloaded from the SWMDP website and are:

- Top Tips for Accredited Museums - ten ways to make Accreditation work for you
- A series of tabulated reminders of what each requirement covers and suggestions of when to use the various documents, policies, plans and procedures your museum now has in place to guide its operations.
- A list of Policies, Plan, Procedures, Agreements, Assessments and Charts required for Accreditation

Before you start, please make sure:

Everyone involved in the museum – paid and volunteer staff, the governing body - has an understanding of Accreditation and the importance and benefits of applying the standard to their work;



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Everyone is aware of the resources that exist in and beyond the museum to help them – whether other members of the museum workforce, colleagues in neighbouring museums and the specialist development officers available through the [SW Museum Development Programme](#) or the online resources available at:

www.southwestmuseums.org.uk – information about Accreditation, contact details for the Development Officers and regional projects and project funding
www.swfed.org.uk/resources – guidance, toolkits, case studies and links on every aspect of running a museum; information about the SW Museum Skills programme
www.artscouncil.org.uk/accreditation - Accreditation guidance and information about the application and returns process
www.collectionstrust.org.uk – guidance and information on collections management



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A Work Plan for Delivery and Improvement

Daily	Monthly	Quarterly	Annually	Every three years	Every five years
Documentation policy, procedures, plan	Check the website is up to date	Monitor progress towards achieving the objectives set out in the FP	Have annual review with MM to review past year's progress, look at plans for coming year and confirm MM agreement	Carry out an in depth review of the FP if all Key Aims in the current plan have been met.	Review all policies at least every 5 years
Collection Care & Conservation Policy & Plan	Check progress towards achieving targets set out in the documentation plan	Carry out scrutiny role as defined by constitution and type of organisation	Review workforce development needs and plan CPD for coming year	Submit triennial return to ACE	Commission a review of security
Collections Development Policy	Check progress against targets set out in the action plan that refer to individual work plan	Send Board papers to the MM	Analyse results from past year's consultation & evaluation and feed into planning process	Review Emergency Plan	Commission or carry out an access audit
Environmental sustainability policy & initiatives	Evaluate activities and services		Plan detail of FP action plan for coming year, Inc. budget and personnel		
Customer care charter			Draft out action plan for current action plan + 1 to work towards achievement of key aims		
Exhibitions and learning activities			Run a survey of non-users		
			Have a test run of the Emergency Plan		



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Key					
	Everyone			Manager or workforce	
	Governing body (trusts) /senior manager				Senior manager
	Workforce				



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