
Training programme

September 2007 – March 2008

SCOTTISH
MUSEUMS
COUNCIL



Date	Course	Venue
03/10/07	<u>Introduction to museum ethics</u>	Edinburgh
17/10/07	<u>Developing and evaluating online learning resources</u>	Stirling
15/11/07	<u>Care of textiles</u>	Edinburgh
21/11/07	<u>Documentation for Accreditation</u>	Glasgow
28/11/07	<u>Documentation procedural manual workshop</u>	Edinburgh
30/01/08	<u>Documentation planning workshop</u>	Glasgow
13/02/08	<u>Introduction to environmental monitoring</u>	Stirling
21/02/08	<u>Introduction to oral history</u>	Glasgow
07/03/08	<u>Working with people with special educational needs</u>	Edinburgh
14/03/08	<u>Developing and evaluating learning activities</u>	Perth
18/03/08	<u>Writing a collection care action plan</u>	Edinburgh

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Introduction to museum ethics

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This day aims to identify key ethical issues in the changing landscapes of museums today and to introduce you to elements of the Museum Association's Code of Ethics. It will also provide you with an opportunity to work through relevant case studies and discuss ethical issues that arise in your everyday work.

Course objectives:

By the end of the course, participants will be able to:

- provide participants with practice in analyzing the ethical dimensions of museum practices and purposes with reference to simple case studies
- provide an open forum in which participants can discuss ethical issues in their everyday work
- clarify what constitutes ethical issues in contrast to legal issues and questions of personal conviction
- place museum ethics within the context of professional recognition and responsibility in the UK.

"Wonderful this will help me a lot with the future development of my responsibilities."

"The whole session was useful as it highlights possible problems and gave good tips on how to deal with them."

Date	Wednesday 3rd October 2007
Venue	The Engine Shed, Edinburgh
Leader	Fiona Wilson, MA/SMC Development Officer
Cost	£35 for SMC member museums' volunteers £50 for SMC / ASVA members £75 for non-members

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NEW! Developing and evaluating online learning resources



This course will provide practical training on developing e-learning resources aimed principally at people planning or just beginning to incorporate e-learning programmes into their organisation's work.

It will include participative sessions and hands on activities. You will have the opportunity to explore different methods, different audiences and how they use online resources.

Topics include use of online collections and evaluation of online learning resources.

The day opens with a basic overview of websites, useful for people unfamiliar with the web, and there is also an opportunity to discuss your own current or future projects and to examine barriers to development of online learning resources with a view to identifying areas for action in your own organisation.

Course objectives:

This course will enable participants to:

- consider ways in which online learning resources can enhance their overall offer
- practise writing web content
- explore practical case studies
- look at different approaches to evaluation of online learning resources
- identify take-home action points for their own organisation.

Date	Wednesday 17th October 2007
Venue	Stirling Smith Art Gallery and Museum
Leader	Martin Bazley, ICT4learning
Cost	£35 for SMC member museums' volunteers £70 for SMC / ASVA members £90 for non-members

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MDA Documentation for Accreditation

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This course will provide a comprehensive and practical guide to mastering the documentation elements of the Museum Accreditation Scheme.

Date	Wednesday 21st November 2007
Venue	GO Centre, Glasgow
Leader	Susie Hillhouse
Cost	Free of charge to SMC members

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MDA Documentation procedural manual workshop



This workshop will give you the opportunity to begin building an outline Procedural Manual that will support your museum's documentation system and help you meet the criteria for Accreditation.

Date	Wednesday 28th November 2007
Venue	Engine Shed, Edinburgh
Leader	Susie Hillhouse
Cost	Free of charge to SMC members

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MDA Documentation Planning Workshop

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This is a practical course giving participants the opportunity to begin work on a documentation plan for their own organisation, with guidance from the trainer.

Date	Wednesday 30th January 2008
Venue	GO Centre, Glasgow
Leader	Susie Hillhouse
Cost	Free of charge to SMC members

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Care of textiles



From banners and embroideries to medal ribbons and costumes, many museum collections contain a wide range of textiles with different care needs.

During this course you will be given key guidance on identifying care needs, handling and moving, storage, support, protection and the display of these various textiles.

You will also have an opportunity to participate in exercises demonstrating this guidance whilst gaining from the knowledge and experience of the course leader.

This course is designed for curators, museum assistants and volunteers who are involved in caring for textiles in museum collections.

Past participants comments:

'Excellent – lots of good tips and advice to take away.'

'Really enjoyed the course and see it of benefit to me personally, for my course work and in the museum!'

Date	Thursday 15th November 2007
Venue	The Engine Shed, Edinburgh
Leader	Tuula Pardoe, Textile Conservator, The Scottish Conservation Studio
Cost	£35 for SMC member museums' volunteers £85 for SMC / ASVA members £105 for non-members

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Introduction to environmental monitoring



This course provides a basic introduction to environmental monitoring for staff and volunteers in museums and other heritage institutions. Participants will explore the reasons for undertaking monitoring, what factors should be monitored, the variety of equipment available and how to analyse and make use of the data gathered.

The day will include practical exercises within Perth Museum, including an opportunity to see and hear from staff about their environmental practices – what they currently use and why.

This course will be particularly helpful if your museum is currently preparing to meet the requirements of the Museum Accreditation Scheme.

Date	Wednesday 13th February 2008
Venue	Stirling Smith Art Gallery and Museum
Leader	Will Murray, Artefacts and Preventive Conservator, The Scottish Conservation Studio
Cost	£35 for SMC members' volunteers £85 for SMC / ASVA members, £105 for non-members

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Introduction to oral history



This new course will give you a practical introduction to oral history interviewing with an opportunity to handle recording equipment and discuss some of the issues around oral history, life stories and memories.

The day will also cover how to get started, who to interview, approaches to questioning, interview dos and don'ts, what to do after the interview e.g. transcription, copyright and archiving and the evaluation of this work.

Date	Wednesday 21st February 2008
Venue	Glasgow Media Centre, Glasgow
Leader	Dr Graham Smith, Lecturer in Healthcare Studies and Clinical Humanities (Sheffield University) and Chair of the Oral History Society.
Cost	£35 for SMC member museums' volunteers £70 for SMC / ASVA members £90 for non-members

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Working with people with special educational needs



How can your organisation become more inclusive to people with learning and physical disabilities?

This workshop will ask participants to look beyond the obvious issues around access to more innovative practice. It will consider planning for access and the design of inclusive activities for visitors and groups. Delegates will get the opportunity to hear from a user's perspective about issues and attitudes encountered and what a user might expect from a museum.

"The day brought up a lot of interesting issues and new ideas which will be directly relevant and very useful in my work. Really helpful, thank you."

Overall aims of the course

This course will enable participants to:

- explore different approaches to working with learners with special educational needs
- consider the planning and design of activities that can be used with different groups
- hear case studies from the client group and organisations
- identify areas for action in their own organisation.

Date	Friday 7th March 2008
Venue	The Engine Shed, Edinburgh
Leader	Calum Price, Education Consultant
Cost	£35 for SMC member museums' volunteers £70 for SMC / ASVA members £90 for non-members

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Developing and evaluating learning activities



The day is aimed at demonstrating inspiring ways to incorporate learning into museum programmes, including practical examples of teaching techniques, case studies from previous successful projects and practical advice on who is available to help. There will be an opportunity to explore issues affecting museums and the implementation of learning activities. It will also look at some practical approaches to evaluating these.

“The whole day was helpful, useful and informative. Gave me many new ideas and networks through which to work and share my ideas”

Date	Friday 14th March 2008
Venue	Perth Museum and Gallery
Leader	Calum Price, Education Consultant
Cost	£35 for SMC member museums' volunteers £70 for SMC / ASVA members £90 for non-members

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NEW! Writing a collection care plan



Collections care is an essential part of managing and maintaining a successful museum. It is a requirement of Museum Accreditation that a planned programme is in place to institute improvements in collection care, to ensure that these improvements are made over time, on the basis of priority. This can be achieved through the development and implication of a Collection Care Plan.

This course builds on the basic collections care issues and assumes some prior collections care knowledge and experience.

Course objectives:

- identifying strategic aims in collections care
- setting objectives specific to your organisation
- developing a collection care plan
- identifying resources
- learning how to measure implementation
- evaluating the plan.

At the end of the course, participants will be familiar with the collection care planning process and the various aspects of the Collection Care Plan. They will have acquired the skills and knowledge to develop such a plan for their own organisation. The outline of a plan for their own situation will have been made during the course.

Date	Tuesday 18th March 2008
Venue	The Engine Shed, Edinburgh
Leader	Wilma Bouwmeester, Conservation Consultant
Cost	£35 for SMC member museums' volunteers
	£85 for SMC / ASVA members
	£105 for non-members

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MDA Courses

2007-08 marks the second year of MDA's ongoing arrangement with SMC. MDA's training modules are standard products, quality-assured by MDA and delivered by an approved trainer. They provide museum professionals with practical, proportionate and cost-effective training that is directly applicable to their work.

The courses are among MDA's most popular, and we believe will provide museum professionals with the most up-to-date information linked to the newly published *SPECTRUM* standard.

MDA Documentation for Accreditation
MDA Documentation procedural manual workshop
MDA Documentation planning workshop



Key to symbols

A course objectives assist with knowledge/skills to achieve accreditation requirements



course objectives assist with knowledge/skills to achieve national collections development strategy action points



course objectives assist with knowledge/skills to achieve national ICT strategy action points



course objectives assist with knowledge/skills to achieve national learning & access strategy action points



course objectives assist with knowledge/skills to achieve national workforce development strategy action points

Travel bursaries

The SMC travel bursary fund, supported by The Binks Trust, can help individuals attend the training courses included in this programme. Awards will be targeted at small independent museums where travel costs would otherwise prevent staff and volunteers attending. We cannot allocate bursaries to cover course fees or, in normal circumstances, accommodation.

Advice and information

If you would like information or advice on any aspect of workforce development, contact

Catherine Cartmell

SMC Workforce Development Manager

Tel 0131 550 4131

E-mail CatherineC@scottishmuseums.org.uk

For information on course bookings, contact

Lucy Adams

Administrative Assistant

Tel 0131 550 4110

E-mail training@scottishmuseums.org.uk

Booking Scottish Museums Council events

Please book early to avoid disappointment. We will operate a waiting list for any event which is over-subscribed.

Fees cover a pack of materials, supporting information and refreshments. As the fee for each event varies, please refer to the programme for full details.

Please complete the booking form and return it to the address shown. You will then be sent a letter confirming your place. Do not enclose any payment as you will be sent an invoice for the fee. Approximately 10 days before each event, you will receive further details and joining instructions.

Cancellation policy

You can name a substitute for your booking without charge, but please let us know as soon as possible if you intend to do this. If cancellations are made at least 10 days before the event, we will refund the fees but deduct 20% for administrative costs. We will not normally refund the fees if you do not give 10 days notice.



SMC booking form

Course title:	Date:
Name:	
Job title:	

Are you a volunteer? Yes/No* (*delete as appropriate)

Organisation:
Address:
Day-time telephone number:
E-mail:
Fax:

Do you have any specific dietary requirements?

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Do you have any disability-related access requirements?

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I wish/do not wish* to be considered for a travel bursary
(*delete as appropriate)

Where did you hear about this training course?

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Send your completed forms to:

Training

Scottish Museums Council

The Stack, Papermill Wynd, McDonald Road, Edinburgh EH7 4QL

Tel 0131 550 4100 Fax 0131 550 4139

E-mail training@scottishmuseums.org.uk

Please copy this form for additional bookings

MDA direct (SMC) training booking form

To reserve a free place(s) at an MDA training course, please complete the booking form below and return it to alexandra@mda.org.uk, by fax to 01223 364658, or by post to MDA Training, 22 Hills Road, Cambridge CB2 1JP.

Please indicate the course(s) you wish to attend:

Course	
Documentation for Accreditation, GO Centre, Glasgow, 21 November 2007	
Procedural Manual Workshop, Engine Shed, Edinburgh, 28 November 2007	
Documentation Planning Workshop, GO Centre, Glasgow, 30 January 2008	

Contact details:

Participant's name	
Job Title	
Organisation	
Address	
Telephone number	
Email address	
Can we include your email address on the participants list?	
Dietary requirements	
Access requirements	
Other requirements	

I confirm that my organisation is a full member of SMC ☐