

# Training Course

THE TRAINING PROGRAMME FROM THE NORTHERN IRELAND MUSEUMS COUNCIL

## COURSE TITLE

### **Welcome to the Training Programme for 2011-2012**

Northern Ireland Museums Council seeks to ensure that our museums have the capacity to offer the highest possible standards of service to visitors and to improve their standards of collection care.

The new training programme continues to be the primary means of supporting professional development.

In line with the expressed needs within the sector, the courses this year focus on four priorities:

- Awareness of the changes to the accreditation scheme and how it will affect your museum
- Developing capacity in audience development and marketing
- Providing a sound understanding of educational resources
- Ensuring high quality collection management

Over the course of the year we will keep you informed of any additional workshops and information sessions we plan to run. In the meantime, we hope that you will be able to make the most of this current programme

Northern Ireland Museums Council  
6 Crescent Gardens, Belfast BT7 1NS

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Karen Magowan  
Business Executive Officer



# NIMC Training Course

## Calendar 2011/2012

<b>Date</b>	<b>Course</b>	<b>Venue</b>
17/05/11	Forward Planning & Accreditation	NIMC Offices
29/06/11	Safeguarding Children & Vulnerable Adults	NIMC Offices
30/08/11	Museum Visit – National Museum of Ireland, Dublin Kildare Street (Treasury Exhibition)	
13/09/11	Caring for Archaeological Collections	Ulster Museum
28/09/11	Creating Online Resources for Schools	Ulster Museum
11/10/11	Investigating, Dating and Documenting Dress	Down County Museum
27/10/11	Collections Management & PAC For Accreditation 2011	NIMC Offices
08/11/11	Study Trip – Public Record Office NI	Belfast
15/11/11	Meeting Your Visitor's Needs	NIMC Offices
22/11/11	Conservation & Preservation of Agricultural Machinery & Objects	Down County Museum
Early Dec	Museum Visit – Digital Discovery, London	London

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## COURSE TITLE

### **Forward Planning & Accreditation 2011**

#### **Trainer:**

Emma Chaplin,  
Museum Consultant  
& Isabel Wilson, MLA

#### **Date:**

17<sup>th</sup> May 2011

#### **Venue:**

NIMC Offices

#### **Cost:**

£60.00 for members  
£100.00 for  
non-members

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This course and workshop are aimed at colleagues who are involved in running or advising museums of all sizes. The focus of the day will be on new alternations of the Accreditation Scheme, to be rolled out later this year and the place of forward planning within it. The emphasis of Accreditation 2011 is on organisational resilience and the relevance of forward planning in addressing this.

#### Course Objectives:

By the end of the day participants will have:

- Gained insight about the shape and emphasis of Accreditation 2011 and the place of forward planning within the UK standard for museums
- Heard about the experience of a museum acting as a pilot for Accreditation 2011
- Explored the specific requirements for forward planning and related them to their own organisation
- Shared their experiences and thoughts about the opportunities and challenges of forward planning
- Gained more confidence about a consultative approach to forward planning involving stake holders
- Begun thinking about new ways to approach forward planning

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## COURSE TITLE

### **Child & Adult Safeguarding Training**

**Trainer:**

Volunteer Now

**Date:**

29<sup>th</sup> June 2011

**Venue:**

NIMC Offices

**Cost:**

£60.00 for members

£100.00 for non-  
members

This course will allow participants to gain an understanding and to raise awareness of protection issues and reporting procedures. It will also explore how to create a safe environment for safeguarding children and vulnerable adults.

**Objectives:**

By the end of the training day, participants will have:

- An overview of the legal context
- Statistics on abuse and abusers
- Identified signs and indicators of abuse
- Identified procedures for reporting concerns
- Explored what is needed to ensure a safe environment
- An understanding of how to assess risk to children, vulnerable adults, staff/volunteers
- Identified issues in relation to the confidentiality of information
- Explored the elements of a code of behaviour for staff & volunteers

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## COURSE TITLE

### **Museum Visit**

#### **National Museum of Ireland, Kildare Street, Dublin**

**Date:**

30<sup>th</sup> August 2011

**Venue:**

Dublin

**Cost:**

Free

This study trip will focus on the archaeological collection at the National Museum of Ireland, Kildare Street, Dublin. You will get a chance to tour the newly refurbished Treasury Exhibition.

Participants will:

- Visit the reserve collection in Kildare Street – giving an insight into how the collection is stored
- Have a guided tour of the Irish Antiquities Archives
- Have a talk and tour of the Treasury Exhibition
- Find out more about the education programmes

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## COURSE TITLE

### **Caring for Archaeological Collections**

#### **Trainer:**

Nuala Maguire,  
Conservator

#### **Date:**

13<sup>th</sup> September 2011

#### **Venue:**

Ulster Museum

#### **Cost:**

£60.00 for members  
£100.00 for non-  
members

The course is aimed at museum staff who store and exhibit archaeological artefacts. The course will look at potential causes of deterioration and damage, and some techniques of preventative conservation

#### Course Objectives:

By the end of the day participants will:

- Understand causes of deterioration in a range of archaeological material
- How to handle archaeological objects
- Know the appropriate environmental conditions for passive stabilisation
- What material and methods should be used for storage and environmental control
- Understand the principles of displaying objects
- Identify problems associated with archaeological objects brought in by course participants

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## COURSE TITLE

### **Creating Online Learning Resources for Schools**

#### **Trainer:**

Martin Bazley,  
Director Martin Bazley  
& Associations

#### **Date:**

28<sup>th</sup> September 2011

#### **Venue:**

Ulster Museum

#### **Cost:**

£60.00 for members  
£100.00 for non-  
members

A hands-on, informal workshop-style course focusing on core skills required to plan and create engaging digital content for schools.

Learning outcomes:

By the end of the day you will:

- understand the need for specific techniques when writing for the web
- have hands on experience of creating digital content for schools
- understand how teachers prefer to find and use online resources
- have reviewed your next steps for finding out more and implementation

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### **Investigating, Dating and Documenting Dress**

#### **Trainer:**

Veronica Isaac,  
Curatorial Assistant  
(OPA), Department of  
Theatre & Performance,  
V&A

#### **Date:**

11<sup>th</sup> October 2011

#### **Venue:**

Down County Museum

#### **Cost:**

£60.00 for members  
£100.00 for non-  
members

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This course is aimed at all curators and volunteers working with collections of historic dress. Through a series of demonstrations and practical exercises it will explore how to evidence gained from examining garments can aid identification and dating. The workshop will also introduce strategies for documenting key details about garments in museum collections.

All participants will be supplied with a handbook containing information which builds on the exercises they undertake and provides advice for the future care of their collections.

#### Course Objectives:

By the end of the day participants will:

- Have gained confidence handling and examining garments
- Learn about techniques for recognising key fabric groups
- Been introduced to key developments within dress and textile production and their impact upon the construction of dress
- Been equipped with strategies for documenting their collections
- Have had an opportunity to raise and discuss issues specific to their collections
- Have a handbook which allows you to build upon and apply what you have learnt

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## COURSE TITLE

### **Collections Management & PAC for Accreditation**

#### **Trainer:**

Susanna Hillhouse  
Museum Consultant

#### **Date:**

27<sup>th</sup> October 2011

#### **Venue:**

NIMC Offices

#### **Cost:**

£60.00 for members  
£100.00 for non-members

This one day course is aimed at curators, collections managers and other museum staff responsible for Accreditation compliance. The course will examine the collections management requirements of the revised Accreditation Scheme with an emphasis on the benefits of setting up an integrated collections management framework.

#### Objectives:

By the end of the day participants will

- Have an overview of the new Accreditation standard
- Understand the assessment and monitoring process
- Have examined in detail the requirements under the Collections Management section
- Understood the concept of an integrated collections management framework
- Have been introduced to the PAS197 Code of Practice for Cultural Collections Management
- Have assessed their museum's existing structures and mechanisms against the requirements of Accreditation, and started to plan for compliance

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## COURSE TITLE

### Study Visit

### Public Record Office NI (PRONI)

**Date:**

8<sup>th</sup> November 2011

**Venue:**

Belfast

**Cost:**

Free

The Public Record Office of Northern Ireland (PRONI), is opening their new premises building to the public on 30<sup>th</sup> March 2011. Through a half day site visit, discussions and a practical session, the staff will inform you of their collecting policy, preservation and conservation issues and their documentation services.

By the end of the day you will:

- Understand PRONI's collection policy
- Get an insight into their conservation and storage facilities
- Understand their documentation service
- Have a tour of their public facilities including their exhibition area, reading room and research room
- Have knowledge of their on-line resources and electronic catalogue.

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## COURSE TITLE

# Meeting Your Visitor's Needs

### Trainer:

Visitor Studies Group

### Date:

15<sup>th</sup> November 2011

### Venue:

NIMC Offices

### Cost:

£60.00 for members  
£100.00 for non-  
members

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This course will provide an introduction to visitor studies. Listening and responding to visitors (and non-visitors) has demonstrable benefits across the museum from improving signage, displays and marketing material to reaching new audiences and retaining existing visitors. Using practical activities based on case studies this course will address how to monitor your audiences, discuss the range of different tools available and how to choose which method is right for your museum. It will look at best practice in how to effectively use the data you collect and how it can be used to reach new audiences.

By the end of the course participants will:

- Have discussed where and when visitor studies plays a constructive part in the life of a museum
- Understand a range of visitor consultation and evaluation tools
- Have gained knowledge of visitor profiling
- Have explored ways of reaching new audiences
- Have considered how information collected can be used to target resources and marketing effectively
- Understand how visitor consultation relates to the revised Accreditation scheme.

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## COURSE TITLE

### **Conservation & Preservation of Agricultural Machinery and Objects**

#### **Trainer:**

George Monger,  
Conservation & Museum  
Services

#### **Date:**

22<sup>nd</sup> November 2011

#### **Venue:**

Down County Museum

#### **Cost:**

£60.00 for members  
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This Training day will cover the conservation and care of such items as carts, wagons, wheeled vehicles and ploughs etc.

This would benefit all staff and volunteers who care for collections which include large agricultural objects and who may have to take the difficult decisions about the future collecting, housing and interpretation of such material. The course will consider how to look at and assess objects, where to look and what to look for, how to treat and care for these items and consider the arguments around the question of conservation vs. restoration.

By the end of the day delegates should be able to:

- Carry out a condition assessment of carts, wagons and agricultural equipment.
- Be aware of the different parts of a wagon and the materials used in construction.
- Develop a care, preservation and conservation strategy for these artefacts.
- Understand the issues around the conservation/restoration dichotomy when treating and caring for these objects.
- Learn some simple conservation techniques and materials which can be applied to these artefacts.

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## COURSE TITLE

### **Study Visit – Digital Discovery, London**

The study visit is aimed at all museum staff who would like to visit museums outside Northern Ireland in order to gain understanding on what make a good 'smart' app. See example of how museums are now augmented reality.

#### **Date:**

Wed 7<sup>th</sup> & Thurs 8<sup>th</sup> Dec

#### **Cost:**

£160 for members  
£250 for non-members

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#### **We will be visiting:**

- **British Museum**  
The British Museum will provide a guided tour of the museum taking in their displays, followed by a talk from staff on the success of the British Museum Guide & Audio app (shortlisted for Best Tourism experience in BT visit London Award 2009).
- **Victoria & Albert Museum**  
The V&A Museum will provide a talk and a discussion on how they developed their Quilting 1700-2010(a close-up, stitch-by-stitch look at British quilting) app. A tour of the museum will be provided following the talk.
- **National Gallery**  
The National Gallery staff will discuss with us the process of developing their 'Love Art' app and the advantage of developing new audience through multimedia devices.

Places are limited and will be allocated on a 'first come first served' basis. Early booking is recommended. The price includes flights, accommodation and dinner. Participants will provide their own breakfast and lunch.



# NIMC Training Course

**Lunch:**

All training days include a sandwich lunch unless otherwise stated. Please inform us if you have any special dietary requirements.

**Do not enclose fee with this booking form.**

We will invoice you for the training day.

**Cancellations**

Due to the popularity of these courses, NIMC is adopting a stricter policy with regard to cancellations. All cancellations must be in writing. If you cancel more than 5 working days before the event you will not be charged (this rule does not apply to the study visit). If you cancel less than 5 working days or do not turn up on the day we will bill you for the day.

**Please return booking forms by post or fax to:****Karen Magowan**

Business Executive Officer  
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# NIMC Training Course

## Booking Form

**Course Title:** \_\_\_\_\_

Date: \_\_\_\_\_

**Course Title:** \_\_\_\_\_

Date: \_\_\_\_\_

**Course Title:** \_\_\_\_\_

Date: \_\_\_\_\_

**Name of Delegate:** \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

### Special Needs:

We recognise that some applicants may have disabilities and we would be grateful if we could be informed as to where wheelchair access or other special needs requirements are needed.