

## **Skills Plus: An Introduction to Spectrum 5.0**

Date: 24<sup>th</sup> June 2020

Time: 14:00 – 15:30

Location: Powwownow online meeting

**Facilitator:** Elizabeth Coningsby

**Trainer:** Sarah Brown, Outreach Officer, Collections Trust

### **What will be covered?**

This online session will be a bitesize introduction to the Spectrum 5.0 standard. We will discuss how a Spectrum 5.0 procedure works and how it might be applied within your own organisation. Sarah will give an overview of the primary procedures, focussing on details flagged in your registrations. Please let us know your questions, issues and priorities. There will be opportunities to ask questions during the session, as well as sharing ideas with other attendees.

### **Please note that there is some preparation required for this session:**

- Read the [Spectrum 5.0 introduction](#)
- Familiarise yourself with your museum's procedures manual, and have it to hand during the session, if possible. We appreciate many of you are working from home and might not have access to this.

### **Who should attend?**

This course is aimed at anyone involved in museum collections management, particularly those new to Spectrum 5.0 and/or those who have a question they would like to discuss.

### **Approximate session timetable**

13:50	The online meeting room will be open.
14:00	Welcome and Introductions.
14:10	An overview of Spectrum 5.0.

	An overview of the primary procedures, focussing on the questions and priorities submitted during registration.
15:15	Final questions
15:30	Close

## Learning objectives

By the end of this session you will:

- Understand how Spectrum 5.0 supports museum Accreditation through the primary procedures.
- Understand the different sections of a Spectrum procedure.

## Support towards Museum Accreditation:

Managing Collections:

5.2 To follow primary Spectrum documentation procedures

## Further information

Please ensure you have your line manager's permission to attend before booking your place. Final confirmation of places will be sent out at least a week before the course. Please keep the 24<sup>th</sup> June available in your diary until your place has been confirmed.

Priority is given to staff working in non-national and non-National Portfolio museums in the London region. A late cancellation (less than 24 hours) / no show charge of £50 will be applicable. Further Information will be emailed to confirmed delegates.

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