



© Collective Trade Mark of PACR
Accredited Conservator-Restorer

PACR Application Form

Institute of Conservation Professional Accreditation of Conservator Restorers (PACR)

Section 1: Applicant Details

Icon Membership Number:	XXXXXX
Full name	XXXXXX
Title	XXXXXX
Sector (Delete as appropriate)	Public / Institutional
Specialism Explain briefly your main area/s of work and conservation discipline, this will help identify your assessors See page 5 of handbook	Preventive Conservation: Responsibility for all aspects of collections within my portfolio, [role] including housekeeping, environmental monitoring and control, IPM, disaster response, packing and storage of objects, loans, commissioning conservation works, storing records, management of budgets, contractors, freelance conservators and collections assistants.
Address for Correspondence	XXXXXX
Email	XXXXXX
Telephone (daytime)	XXXXXX
Location for Assessment Visit (If different from address above)	XXXXXX
Application Round	XXX/XXXX
Are there any periods (e.g. whole weeks) when you are unlikely to be available for assessment?	XXX
Have you worked with an Icon Mentor?	Yes
Have you worked with an Icon ACR who is not on the mentor list?	No
Are there any reasonable adjustments or arrangements required to support you during the PACR process or in the assessment visit?	No

Section 2: Applicant's summary of experience

Your organisation or the name of your practice	[Organisation name]
Your job title or main area of work	[job title]
Start date in current employment	XXXX/XXXX
<p>Please give a brief outline of your current work responsibilities and activities. You do not need to use all this space: do not describe individual projects in detail here, but give an idea of the breadth of work you do.</p> <p>The nature of my work requires me to work closely with a number of different disciplines, including curators, education, visitor operations staff and interpretation to represent the needs of the collection and ensure standards are maintained. The main activities I am involved with include:-</p> <p>Collections Care</p> <ul style="list-style-type: none"> • Environmental monitoring and data analysis, implementing improved control methods. • Developing housekeeping schedules, advising on methods and equipment. • Implementing insect monitoring schedules; defining and applying control methods. • Improving stores in [geographical location]; defining improved standards and repacking collections. <p>Prioritising Resources</p> <ul style="list-style-type: none"> • Carrying out Condition Assessments for all [locations] and prioritising action plans. • Preparing annual budget and funding bids for [location]. • Managing, monitoring and developing the Conservation Assistants and overseeing freelance conservation contractors. <p>Exhibitions</p> <ul style="list-style-type: none"> • Member of all [location] project teams to ensure standards are maintained & improved. • Condition reports on loan items before and after exhibitions. <p>Training and Advice</p> <ul style="list-style-type: none"> • Develop and deliver collections care training for visitor operations staff. • Advising on emergency salvage plans, equipment required and staff training. • Training for [organisation], public and external bodies, including the DCMS 'title of course' and 'title' tours during winter closing. • Monitoring audits of tax exempted collections at private stately homes. <p>Documentation</p> <ul style="list-style-type: none"> • Managing conservation treatment contracts to [organisation] procurement standards. • Archiving all collection care and treatment records and adding to [name] database. • Ensuring that Health and Safety procedures are adhered to. <p>Research</p> <ul style="list-style-type: none"> • Collections Conservation Strategy and Research Strategy contributor. • Collaborating with conservation scientist, curators, visitor operations staff & interpretation colleagues. • Awareness of current conservation methods and philosophy through conferences, web-based conservation groups, publications and personal correspondence. • Publishing and presenting research papers at Conservation Meetings such as ICOM, IIC and other bodies. 	

Qualifications

Please list any qualifications or training certificates you hold that are relevant to your application. Exclude school qualifications.

Qualification / Institution	Date: From / To	Year of Award
[Name] University: BA Ancient History and Archaeology [grade]	[Years from-to]	[Year]
[Name] University: MSc Care of Collections [grade]	[Years from-to]	[Year]

Experience

Please outline your previous experience. Indicate if any posts were training posts or internships; for these, also give the name of your principal supervisor.

Post, organisation/practice and brief description of activities	Date: From / To
1. Project Conservator, [organisation] (secondment) Responsible for overall safety of collection at [place] during building conservation and development for future public access. Developed and implemented new systems for environmental monitoring and control, housekeeping, IPM and disaster planning.	[Dates]
2. Senior Conservator, [organisation] (maternity cover) National Audit of risk and condition; drafted site and territory reports for [organisation's] sites; presented papers regarding work on the collections, management of all collection conservators and collection care assistants; audited tax exempt chattel collections	[Dates]
3. [Area] Conservator [location, organisation] Managed collection care assistants, implemented disaster salvage plans and stores, undertook national risk and condition audit, improved packing in stores, taught [organisation] national training courses, team member for all [location] storage projects.	[Dates]
4. Assistant Conservator, [organisation] – supervisor [Name] Environmental monitoring and control, calibration of systems nationally, light monitoring strategies, IPM, environmental training.	[Date]
5. Environmental Intern, [organisation] – supervisor [Name] Environmental monitoring and control strategies, assisted with training of site staff, specialised in specification of display cases for new collection.	[Date]

Section 3: Projects and activities

Use pages 6–11 of the Application Form to describe significant projects and activities which you will be using for evidence and discussion for your assessment visit. Include a balance of activities to demonstrate your 'proficient' level on a consistent basis across the range of areas covered by the professional standards (see pages – 32 to 40 of the PACR Handbook).

- Project / activity A on page 6 of the Application Form needs to cover how you organise and manage your work and must be completed primarily addressing Standard 4.
- Projects / activities B–F will need to address your conservation activities (you do not need to use all five project pages B–F, but as many as required to cover the professional standards adequately). As an optional extra you can use page 12 to describe additional, 'short' activities that also meet the professional standards.

Describe the project / activity and your role in it, you may find it helpful to use the professional standards as headings to highlight how you relate them to the project (see pp32-40 of the PACR Handbook).

- 1.(a–e) Assessment
- 2.(a–c) Conservation options
- 3.(a–f) Conservation measures
- 4.(a–g) Organisation and management
- 5.(a–e) Continuing professional development (CPD)

Complete the project matrix on the following page to record which projects demonstrate which professional standards.

Project Matrix

Standard		Standard 1					Standard 2			Standard 3						Standard 4						
		a	b	c	d	e	a	b	c	a	b	c	d	e	f	a	b	c	d	e	f	g
Ref.	Description																					
A	Organisation & Management															x	x	x	x	x	x	x
B	Building works and services at x									x	x	x	x	x	x							
C	National Risk & Condition Audit	x	x	x	x	x	x	x	x													
D	Opening new site at [location]	x	x	x	x					x	x	x	x	x	x							
E	Redisplay of x						x	x	x							x	x	x	x	x	x	x
F	[project title and location]	x	x	x	x	x	x	x	x													
<i>additional activities if needed</i>																						
G																						
H																						
I																						
J																						

Standard		Standard 5					Professional Judgement & Ethics												
		a	b	c	d	e	i	ii	iii	iv	v	vi	vii	viii	ix	x	xi	xii	xiii
Ref.	Description																		
A	Organisation & Management		x		x	x				x	x	x		x	x	x	x		x
B	Building works and services at x	x	x	x	x	x	x	x	x						x	x	x		
C	National Risk & Condition Audit									x	x	x	x						
D	Opening new site at [location]								x	x	x	x	x						
E	Redisplay of x						x	x	x	x	x	x		x	x	x	x	x	
F	[project title and location]						x	x	x			x	x		x	x	x	x	
<i>additional activities if needed</i>																			
G																			
H																			
I																			
J																			

Project A	Organisation and management
------------------	------------------------------------

Describe how you organise and manage the projects / activities you are responsible for. Refer particularly to professional standard 4 (see p37 of the PACR Handbook).

As [job title] Conservator for [location], I manage [number] sites and/or stores covering [area in UK]. I give conservation advice and guidance to site staff, contractors and volunteers, relating to the needs, significance and vulnerability of each collection. Additionally, I am a team member of all [location] representation projects involving collections ensuring adequate conservation standards are incorporated.

During the past 5 years, projects have included work at [locations and museum names]. These projects have required my recommendations for budgets, environmental requirements and conservation needs for the collections. In addition, I completed condition reports for loan items, 'schedule of works' and training of site staff. Varying priorities, limited budgets and time constraints put pressure on collections care for these projects. The consequences of ignoring conservation requirements were explained and an acceptable compromise developed. During the closure of [number and location] stores, I provided consultation and guidance to the national store strategy to ensure environmental monitoring, control and the repacking and movement of collections was included.

As [role] and project conservator, I am responsible for writing specifications and discussing strategies with conservation contractors and ensuring delivery. In addition to overseeing works, I monitor budgets, manage contracts and maintain both paper and electronic conservation records. The electronic records are stored on an inventory database [name] together with the principle object record. There is a wide range of collections to be cared for in challenging environments. Understanding new research and techniques is important to ensure the most appropriate methods are employed. Currently I am involved in researching ferrous metal coatings for the large die and tool collection [location], which are currently displayed in environments of over 90% RH.

As the project conservator for [location] I have responsibility for all aspects of the conservation and protection of the collection on site. This has required working closely with colleagues from different disciplines (architects, builders, M&E consultants, H&S co-ordinators and building inspectors) to agree suitable specifications. This includes: protective strategies for objects during building works, packing and movement of items, overseeing the security contract for the site; co-ordinating day to day activities with the foreman and contractors on site to prevent damage to collections. I contribute to Health and Safety procedures and COSHH assessments for products used and write conservation specifications and managing conservation treatment contracts and records to [organisation's] standards.

As [role] and as Acting Senior Conservator, I managed territory conservators and Conservation Assistants. For both roles I ensured that individuals contributed towards developing realistic collection care standards for collections under their care. I have also encouraged their development with opportunities to learn new skills through managing their professional development and requiring them to assist in re-display projects for other collections.

I regularly give tours to the public and specialist groups around the [location] building and as [role] gave [title] tours to the public. I have written or co-written and presented several papers on research carried out at my properties.

Type in the J&E and other professional standards that this activity addresses
e.g. (J&E i v vii) (1 a c) (3 a b e f)

J&E: iv, v, vi, viii, ix, x, xi, xiii	1:	2:	3:	4: a, b, c, d, e, f, g	5: b, d, e
--	-----------	-----------	-----------	-------------------------------	-------------------

Project B	<i>Building works and services at [location]</i>				
Role in project	Lead conservator				
Dates from / to	XXX/XXX to XXX/XXX	Available for assessment		Yes / No	
<p>1. Assessment of Cultural Heritage Since the acquisition of [location] by [organisation] in [year], works and decisions have been initially driven by the Conservation Philosophy which was written following a seminar involving key [organisation] experts. The Philosophy requires that rooms and objects should be kept 'as found' unless there is substantial evidence of continued deterioration. Consequently, during Phase I it was decided that the majority of the collection should remain in situ during the ensuing building works. Due to the uncertain opening date of the site, it was decided that, where possible, public access should be encouraged to explain the conservation works being undertaken. This access is as tightly monitored, guided tours which I oversee to prevent damage or theft of the collections.</p> <p>2. Conservation Options & Strategies To allow works to continue with the collections on site it was vital to design innovative protective systems. Each room had an individual room specification, developed by the architect and myself involving detailed material specifications together with, individual room and object protection. This has reduced potential damage from handling and movement and the majority of items can be accessed and their stability checked whilst still protected. The initial disaster plan I wrote when the site was first acquired has been refined and now includes salvage sheets for the priority areas and also 3 disaster kits (predominantly to deal with water ingress or spillages). This plan has been proven, when water leaked into one room on site and I have used this experience to modify my teaching session on the [title] course.</p> <p>3. Conservation Measures After water ingress early in the project, I carried out a Collections Risk and Condition Assessment. Damage to paper and ferrous items was determined to be the greatest concern. It was agreed the collection needed to remain on site but the archive was considered to be too valuable to remain in such an aggressive environment. An acceptable compromise was to move all of the archives into a room with no history of water ingress, which already contained some archive material and was small enough to dehumidify effectively. Although not strictly complying with BS5454, a humidity of 45-65% could realistically be achieved and this environment would be appropriate for the collection as a short term storage strategy. The ferrous collections of hand tools, dies and machinery is also showing considerable evidence of corrosion. The environment is currently being monitored for temperature/humidity and the results will be used to inform the Phase II environmental strategy. A budget for implementing preventive conservation measures (light, RH control, repacking and housekeeping) to deal with the main risks identified in the Risk and Condition Audit and intervention treatments has also been approved. This includes provision for a more comprehensive condition survey, reproduction and treatments for the archives and costings (and specifications) for new high performance display cases to enable the safe (and secure) display of the silver collection which is currently in storage.</p> <p>5. Professional Development My new role has given me scope to gain new knowledge and research into different collections, including industrial items. I am developing a strategy for the ferrous items using research produced by [name] (with location to be used as site for the next phase of testing), necessitating XRF analysis and testing of recommended surface treatments suitable for use by volunteers. My involvement in tours to the public allows me to promote the conservation being undertaken, which is of particular value during [organisation's] day tours. My experience of dealing with archives involved in a flood has also given me greater practical experience and highlighted any shortcomings to the Disaster Plan and I have also updated my teaching session at the [title] course as a result.</p>					
Type in the J&E and other professional standards that this activity addresses e.g. (J&E i v vii) (1 a c) (3 a b e f)					
J&E: i, ii, iii ix, x, xi	1: a, b, c, d, e	2:	3: a, b, c, d, e, f	4:	5:a, b, c, d, e

Project C	<i>National Risk & Condition Audit</i>		
Role in project	Team member [area] / team leader during maternity cover		
Dates from / to	XXX/XXX to XXX/XXX	Available for assessment	Yes / No

1. Assessment of Cultural Heritage

My involvement in the [organisation's] Condition Audit & Risk Assessment programme was initially as a team member, carrying out assessments for all [area] sites and stores. This was actioned as a response to the lack of a prioritised national collections conservation strategy. The site assessments were recorded on a bespoke database which recorded information about the condition of the collection, and quantified the risks if action was not taken.

At each site the objects were itemised and a random sample selected (5% for mixed collections and 2% of similar collections such as a stone store). A condition assessment was then carried out on each unit (which might be a single object, or a shelf of books) noting only **current** damage to the object, using a standardised reference list. Solutions were recorded (either preventive or interventive) with an indication of the timescale to achieve object stability. A significant difficulty was differentiating between old and new damage, which required judgement and experience from the conservators involved.

The risk assessment was structured around the Waller and Michalski models but modified to reflect the [organisation's] staff/resources structure. The risks were classified by the probability of damage occurring (i.e. time-scale), the proportion of collection damaged and significance of loss to [the organisation]. Following the risk assessment and condition survey, a combined score for each risk factor was calculated, to prioritise risks and solutions for the site.

2. Conservation Options & Strategies

As my territory was the first to complete auditing all its sites, I assisted the Senior Collections Conservator with the structure of the site and territory reports including analysis of the data, designing spreadsheets and charts and defining the required information. The reports were intended for distribution to a wide range of individuals, many with no conservation experience. It was essential that the risks were highlighted, with potential consequences of not reacting to the prioritised programme. When considering the risks, we also identified methods for dealing with issues, such as introducing new policies/procedures, training programmes or bidding for budgets. These results were then used to prioritise my job plan for the following year and to enable the [area] curator to bid for funding to improve storage at several sites, to overcome the limited resources previously provided for 'unseen' collections.

Whilst acting as Senior Collections Conservator (maternity cover) and continuing with the audit, I coordinated the writing of the site and territory plans and completed the Risk and Condition audit to schedule. I arranged visits to all overdue audit sites and coordinated the territory conservators to undertake their assessments. This required that I trained the territory conservators to calculate the scores, input the data and use their site specific knowledge to write up detailed recommendations. The information from these reports was used to prioritise budget bids and to inform colleagues in the [name] department about building issues effecting the collection to enable them budget effectively.

5. Professional Development

I presented a paper on this work at the [name and place of conference] in [month, year] and was a co-author of [title of paper] at the [year] [institute] Conference.

Type in the J&E and other professional standards that this activity addresses e.g. (J&E i v vii) (1 a c) (3 a b e f)

J&E: iv, v, vi, vii	1: a, b, c, d, e	2: a, b, c	3:	4:	5:
--------------------------------	-------------------------	-------------------	-----------	-----------	-----------

Project D	<i>Opening new site at [location]</i>				
Role in project	Lead conservator				
Dates from / to	XXX/XXX to XXX/XXX	Available for assessment		Yes / No	
<p>1. Assessment of Cultural Heritage The [location] was used during [time period] until the mid 1990's [purpose]. The building is of modern construction and below ground at one end. The collection consists of social history items, including modern materials such as plastics, rubbers, foams, textiles, papers and inks. Other items required for a 'typical' [building] were not owned by [organisation] but were donated or loaned. These all required condition checking, although some had previously been accepted by curators without being checked, resulting in several mouldy pieces of furniture which required safe cleaning methods and associated Risk Assessments. The large numbers of plastics and foams on site, spanning a number of decades, were difficult to identify. With the assistance of a Conservation Scientist and the use of a portable FTIR spectrometer machine enabled analysis and identification. With this information, long term strategies for those items showing signs of deterioration or discolouration were identified.</p> <p>2. Conservation Options & Strategies The building has no natural light and all illumination is fluorescent strips, which UV readings confirmed were unfiltered. As this accelerates deterioration to paper, plastic, foam and rubber items, fitting of filters were included in the M&E works. Monitoring of the site (before the project had begun) indicated very high humidity levels, made more difficult by the complicated heating/ventilation system. No operating instructions or plans could be sourced and the system was found to be very badly modelled. Although improvements were made, the environment remained outside a 45-65% RH band, particularly in those rooms deepest underground. A plan was developed, in consultation with the Conservation Scientist and M&E manager, for fans to be run on site to help reduce stagnant air pockets.</p> <p>3. Conservation Measures The high humidity levels had also encouraged insect activity. IPM monitoring tracked moth infestation to the woollen carpets in one area (the suspected introduced source was donated wool uniforms). The area was thoroughly cleaned and treated with Constrain, the uniforms removed and the whole area monitored to ensure further activity did not occur. To reduce the likelihood of further infestation all the woollen uniforms (non accessioned donated items) which were to be used as props were dry cleaned and Constrained during the first year. Mattresses were made of 100mm polyethylene foam (rather than horse hair) for the bunk beds and synthetic, rather than wool blankets used to dress the beds. The bed frames were also treated with Microcrystalline Wax to reduce corrosion in the high humidity levels, as in certain areas the painted surface had suffered some losses.</p> <p>5. Professional Development With the opening of the [building], new staff were recruited, and most had little experience of conservation cleaning or caring for a historic site. To encourage them to feel part of the project and to teach them new skills they worked alongside my conservation team to learn how to care for the collections. This has been so successful that two of the staff have since assisted during the winter season with other projects, including accession marking detailed in Project F.</p>					
Type in the J&E and other professional standards that this activity addresses e.g. (J&E i v vii) (1 a c) (3 a b e f)					
J&E: iii, iv, v, vi, vii, viii	1: a, b, c, d	2:	3: a, b, c, d, e, f	4: g	5:

Project E	<i>Redisplay of [building name and location]</i>				
Role in project	Lead conservator				
Dates from / to	XXX/XXX to XXX/XXX	Available for assessment		Yes / No	
<p>1. Assessment of Cultural Heritage [Name of site] was a site unsuccessfully proposed for an ‘annual site representation programme’ within the [Name] Department. Despite this, with the help of the environmental evidence I provided, the [Name] Department agreed to fund works to improve the environment and presentation of the museum buildings. The space was presented as a Victorian Museum, containing historic 1920’s cases containing dense displays of small finds and ceramics and [number] Roman stone altars and carvings shelved around the perimeter of the rooms.</p> <p>2. Conservation Options & Strategies The environmental data had been collected for a number of years and several previous unsuccessful attempts had been made to improve conditions (either through localised work to the historic cases or through bidding for external funding). When [museum] was proposed for a representation project, I summarised previous findings and collected data and reanalysed the last 12 months environmental data collected (T/RH and light Humbug data loggers). This was used as a basis to identify the issues with the building fabric and the design of cases. The conservation records were used to quantify the costs of continued conservation treatments resulting from the current inadequate environmental conditions. Strategies were developed to address the excessive heat gain (predominantly from clear glazed skylights), controlling T/RH (reducing heat gain, improving thermal buffer of building and improved case performance), improved visibility (reducing amount of natural light from overhead and improved artificial lighting) and reducing the amount of interventive conservation. Thermal modelling was also used to predict any improvement from insulating the roof. The need to retain the historic atmosphere of the space was also felt to be very important, both by the project team and the site staff and museum trustees.</p> <p>3. Conservation Measures After several discussions, a compromise was developed; with the smaller room to be a more strictly controlled space containing the more vulnerable items, such as Roman glass and loan items. This space would have skylights blocked, new cases with passive silica gel control (designed to be unobtrusive) to achieve less than 1 AER per 24 hours and a dehumidifier to further control the environment. The larger space would contain the stonework and more robust small finds and ceramics in the historic cases (all of which had new inert fabric and boards installed). The natural light would be controlled by blocking some skylights and fitting blinds to the remainder. This allowed some natural light, whilst considerably reducing overall exposure and preventing direct light falling on the collections. A small amount of conservation was carried out on the stonework following a condition assessment. Due to the number and weight of the altars and the difficulty of accessing the display plinths, the majority were protected in situ.</p> <p>4. Organisation & Management All the site staff assisted with the protection and cleaning of the stonework at some point in the project. This gave them a sense of involvement and also helped train them to carry out the new housekeeping regime with equipment bought during the project. The new lighting system greatly improved the appearance of the stonework allowing raking light but also allowed the improvement of the security system with new sensors and a CCTV camera. A new telemetric monitoring system was installed in the cases and rooms to evaluate the success of the works. Despite a tight budget and very short timescale to carry out the works, the project was completed on time and has resulted in a greatly improved environment and visitor experience, with the project being presented as part of a paper to the [date] conference in [location].</p>					
Type in the J&E and other professional standards that this activity addresses e.g. (J&E i v vii) (1 a c) (3 a b e f)					
J&E: i, ii, iii, iv, v, vi, viii, ix, x, xi, xii	1: , b, c, d, e	2: a, b, c	3:	4: a, b, c, d, e, f, g	5:

Project F	<i>[project title and location]</i>				
Role in project	Lead conservator				
Dates from / to	XXX/XXX to XXX/XXX	Available for assessment	Yes / No		
<p>1. Assessment of Cultural Heritage [name of church] is significant both for its Anglo Saxon tower and the internationally important collection of [number] skeletons. The church had received only very minor maintenance and the skeleton collection had been stored in poor conditions in either a university cellar or in one of the [area] stores for over 20 years. As part of the [funding organisation], money was secured to reinterpret the church interior with a number of display cases, several containing human remains and/or grave goods. Concurrent with this was a project to repack and accession mark the skeletons, improve the documentation (which was only available in paper form) and to re-house them in the church from which they were excavated (and therefore return them to consecrated ground).</p> <p>2. Conservation Options & Strategies There was significant discussion regarding the ethics of displaying the skeletons in a public space, but after consideration and advice from our human remains adviser it was decided to proceed. Restrictions included that: the skeletons could not be identified to a specific named individual; that there was an information value to all the displays and the skeletons and goods would not be adversely affected in the aggressive church environment. The new storage room for the human remains was also included in the design for the redisplay of the church Although environmental monitoring had only been installed for a short time, the lack of heating and preliminary data indicated the environment had a high RH band. Little specific information on the ideal storage environment for bone could be found in the literature but in consultation with [organisation] Conservation Scientist I decided the general [organisation] band of 45-65% RH would be an acceptable compromise.</p> <p>3. Conservation Measures Although the four cases for the human bone displays were specified to have no more than 1AER per 24 hours, the large air volume of the cases, poorly sealed door openings (necessary for installing the objects) and high humidity levels, indicated passive silica gel control might not be adequate to control the environment adequately. Consequently two dehumidifiers were installed in the cases to further reduce the humidity and the environment monitored with a data-logger. The small grave goods case, containing predominantly metal objects and with better air tightness was controlled with silica gel only. The skeletal storage space was located in the [location] and consisted of a ground and first floor mezzanine area with racking specified for the box sizes. To control the environment a dehumidifier with remote humidistat was fitted and the environment monitored with a Hanwell Humbug standalone data logger. The repacking was carried out by specialist Osteo-archaeologists due to the confusion of records and frequent mixture of several skeletons within one box. The marking was done by trained [organisation] staff (supervised by the Collections Project Team) but all materials used were approved by me to ensure they had long term stability for the collections.</p> <p>4. Organisation & Management Whilst carrying out the repacking of the skeletons, all records were updated electronically and the paper based information included to facilitate future research. Within the store, extra capacity has been built in to allow skeletons from other collections (such as [site name] which have no associated building on site) to be safely stored. Provision for research personnel has been included so individuals can be accommodated on site to examine the skeletons under supervised conditions.</p>					
Type in the J&E and other professional standards that this activity addresses e.g. (J&E i v vii) (1 a c) (3 a b e f)					
J&E: ii, iii, vi, vii, ix, x, xi, xii, xiii	1: a, b, c, d, e	2: a, b, c	3	4	5

Additional projects / activities

You can use this page to describe any other projects / activities you are, or have been, involved in that demonstrate how you meet the professional standards. You do not need to use this page unless what you have written for projects / activities A–F does not cover all the professional standards, including J&E, or covers some only thinly. Give each project / activity a letter starting with G, include dates, and make your role in the project / activity clear.

Project	<i>Insert title</i>				
Dates: From / To					
Role in project				Available for assessment	Yes / No
Type in the J&E and other professional standards that this activity addresses e.g. (J&E i v vii) (1 a c) (3 a b e f)					
J&E	1	2	3	4	5

Section 4: Continuing professional development (CPD)

4.1 Write a summary of the past two years reflecting on:

- how your knowledge and understanding has changed,
- how you have kept up-to-date,
- any new skills you have developed or things you now do differently, and if appropriate,
- whether you approach things differently in any way.

I have attended a number of conferences and seminars, including:

[Dates] – stone & sculpture cleaning (team training)

[Dates] – Attingham Summer Study course (scholarship)

[Dates]– V&A Plastics Workshop

[Dates] – V&A Silver & Jewellery Conference

[Dates] – British Library Prioritising Archive Seminar

[Dates] – Volunteer training ([organisation] course)

I also co-authored and/or presented papers at:

[Conference date and location] (Retrofitting Display Cases)

[Conference date and location] (Risk & Condition Audit)

[Conference date and location] (Risk & Condition Audit)

I teach the conservation first aid & handling sections on the [title] course, which is attended by the National Trust, English Heritage and other national and local museum organisations.

My two different roles in last two years have given me the opportunity to gain new skills and experience and also more confidence in my ability. As the conservator within a project team I have always had a role in representing collections care in new project but as the Project Conservator at [location] this has intensified. I have had far greater control, not only over budget and treatments but also over timing and resource allocation. I have gained a much better understanding of project planning and management.

In contrast, covering the post of Senior Collections Conservator gave me an insight into the complexities of a national conservation strategy and also the challenges of managing and supporting a large number of conservation professionals. This combination of experiences has given me a more considered approach towards conservation issues, enabling me to see more of the bigger picture and understand wider issues. Working on a number of projects in [location] has given me experience of new materials (such as modern plastics and foams) but the longer scale of the [project name] has enabled me to devote more time and thought to an entire collection philosophy.

Having initially taken on the [project name] whilst still covering the Senior Collections Conservator post, the most valuable lesson I have learn is that there is a finite limit to the number of activities that I can take on effectively!

4.2 How does (or will) the learning described in 4.1 benefit your own professional activities, other people and the profession in general?

Applying the knowledge that I taught on the [title] course was extremely useful during a flood at the [location] property but having now had practical experience I realise there are still areas I would like to investigate further regarding disaster recovery. I also realise there is additional information, such as relative costs, that could be useful to include in the training sessions.

As a result of investigating possible surface treatments for ferrous objects at the [location] site, I am now involved in a [country name] research project to test commercially available products on museum collections. It is hoped at the end of this initiative I will be able to produce straightforward guidance for staff to carry out basic application using products that are effective, easy and safe to apply and easily available.

I am also planning to produce a paper explaining the 'in situ' works that have been carried out at the [location] property including difficulties encountered, solutions developed and lessons learnt.

4.3 What are your strengths and weaknesses in your professional learning? What are the main challenges, opportunities and threats you expect to encounter in the near future and longer term?

Strengths and weaknesses

My strengths come from the varied roles and projects I have been involved in. This has given me a comprehensive overview of a large number of collections, including more unusual materials such as plastics and photographs. I also strive to maintain and improve my professional competence by writing papers, attending conferences and training courses.

Much of my work involves projects with other professionals from different backgrounds. This has given me confidence to explain and champion conservation needs. However this diversity can also be my weakness, as taking on such a large number of collections and short term projects means that by necessity, I can only devote a certain amount of time and/or research to each.

Challenges, opportunities and threats

One of the biggest challenges, but also a huge opportunity for me is the uncertainty of my career path over the next few years. At present I am seconded to a project until [date], although it is uncertain if the site will continue to be run by [organisation] or another body after this time. I may have the opportunity to remain involved after that time.

My [location] conservator post in [place] will still be available if the project conservator post finishes but having undertaken several different roles in the last few years and also put down roots in [location] I would also be eager to be involved in a different project or role if the opportunity arose. I am aware that the cuts in funding (particularly within the government and council) threaten to reduce opportunities within the conservation field.

4.4 Based on your analysis in 4.3, do you need to update your knowledge or skills for particular projects or areas of work, or to keep abreast of developments in your field? What are your plans or aspirations? Are there any changes of direction you would like to plan for?

I feel I would benefit from more current knowledge of the use of XRF in the identification of metals. I would like more information about how other organisations are using this technology and it's wider application and will be attending a days seminar in [month] about the use of XRF in metal identification.

With limited experience of industrial objects, especially large working machinery it would be useful to learn more about this area and also to make contact with other colleagues who face similar issues and I plan to attend the 'Big Stuff' conferene in October. If other relevant events are organised I would hope to attend these.

It has become increasingly clear to me during my involvement in [organisation] projects that it is vital to have a clear, well organised brief and programme and I plan to increase my project management skills in the near future. I have identified the advantages of Microsoft project software to help manage resources, time lines and finances but I am not yet experienced with this software.

4.5 What will you do to meet the needs and changes you have identified?

Give most attention to specific actions you will take over the next two years. Try to include specific dates if possible.

Area	Action	When
XRF and Metal Identification	Attend seminar at UCL	July XXX
Working machinery/industrial items	Attend 'Big Stuff' Conference	October XXX
Project management	Attend project management training	December XXX
New Conservation technology and treatments	Attend related courses and conferences/ present papers or research	Continuous

General information

Registration: Before submitting your full application you need to have registered your intention using the Register of Intention form and paid a registration fee. Your application cannot be accepted if you have not registered.

Send your completed application form (with name printed and dated) by email as a pdf (or word if unable) attachment to pacr@icon.org.uk

Application fee payment: To pay the application fee by debit / credit card or BACS, please telephone the Icon office London 020 3142 6788 or 020 3142 6799. If you require an invoice for the application fee, please send a purchase order as an email attachment to pacr@icon.org.uk

Refund policy: If you do not proceed to assessment the application fee will be refunded. However, this fee could be held on account if the Accreditation Committee recommends that you should reapply in the next round. If you do not apply in that round or do not proceed to assessment the application fee will be refunded.

APPLICANT DECLARATION

I declare that all statements which I have made in this document are to the best of my knowledge truthful. I undertake to comply with the Icon Professional Standards and Code of Conduct in my work. I accept that in the case of an appeal against an accreditation decision, the decision of the Icon, PACR Appeal Panel is final.

Deliberately making a statement which is false or calculated to mislead will result in disqualification from accreditation.

Name: XXXXX	Date: XX/XX/XX
--------------------	-----------------------

End of Application Form for PACR Professional Practice Assessment