A picture containing text, font, graphics, logo

Description automatically generatedIcon Accreditation

# Application form

**SECTION 1: YOUR DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | **Do you have an Icon Pathway Mentor?** | **YES/NO** |

**SECTION 2: YOUR ROLE AND EXPERIENCE**

**Current / most recent role**

|  |  |
| --- | --- |
| **Your organisation or the name of your practice** |  |
| **Your job title or main area of work** |  |
| **Start date in current employment** |  |
| **Please give a brief outline of your current work responsibilities and activities.** | |
|  | |

**Qualifications**

*Please list any relevant qualifications that you hold.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institution** | **Date from** | **Date to** |
|  |  |  |  |

**Previous experience**

*Please list any previous job roles that are relevant to your application.*

|  |  |
| --- | --- |
| **Role** | **Dates from / to** |
|  |  |

**SECTION 3: UNDERSTANDING YOUR PROJECTS: GUIDANCE NOTES**

Use this section of the Application Form to describe three significant projects and activities which you will be using for evidence and discussion for your assessment visit. **We expect that you will draw on more projects at your assessment**. The purpose of this is so that we can give you initial feedback to ensure that you are ready to start building your portfolio and commencing the assessment process.

**Instructions for selecting projects:**

**Types of projects:** All types of conservation-restoration projects can be used; we suggest that in this form you select a variety of projects which show the breadth of your practice so that we can ensure that a) we identify the right assessor and b) that we can provide you with clear support in terms of how you demonstrate your material knowledge and technical practice through the assessment process.

**Level of work:** The projects you select need to enable you to draw out your knowledge in line with the Assessment criteria. These are projects in which you can show your depth of understanding and the high standard of your work.

**Complexity:** To be successful, the projects you include need to be considered ‘complex,’ these are typically those projects which:

* Require choices between options which lead to significantly different outcomes.
* Present dilemmas and value-conflicts or require significant value-judgements.
* Present substantial technical problems, for instance in relation to unstable or degraded materials or the level of risk associated with treatments or strategies.
* Require a deep level of practical understanding to be applied to the situation.
* Require the marshalling and management of a wide range of resources.

To be considered complex a project must include one or more of these factors to a high degree.

**Autonomy:** You are being assessed on your own personal impact on conservation decision making and your own technical skill (where relevant). This doesn’t mean that you need to have overseen every element, but you will need to be able to draw out your own role in the projects clearly.

**Evidence:** When you are building your portfolio, you will need to upload evidence of work you have completed that addresses each of the 37 criteria that make up the Icon Professional Standards. This could take a wide range of forms, including assessment reports, images, videos, or the objects itself. You need to feel confident that you can provide this for the projects you select for accreditation.

**Project 1 Example**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Title** |  | | | | | | | | | | | | | | | |
| **Your Job Title** |  | | | | | | | | | | | | | | | |
| **Dates from/to** |  | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| **What type of tasks did you undertake in this project?** | Assessment of object / site or collection | | | | | | | | | | | | | | Yes/No | |
| Interventive Treatment | | | | | | | | | | | | | | Yes/No | |
| Preventive Measures | | | | | | | | | | | | | | Yes/No | |
| Research | | | | | | | | | | | | | | Yes/No | |
| Conservation Management | | | | | | | | | | | | | | Yes/No | |
| Other (please specify) | | | | | | | | | | | | | | | |
| **To what extent did you have autonomy in this project?**  (Tick box)  (Note: To be able to meet the assessment criteria at the correct level, candidates need to have enough knowledge and experience that they can work with autonomy. They should not require close supervision to ensure decisions or quality of work are acceptable.) | I had total autonomy when working within my field of expertise, but took advice from specialists when working outside my field of expertise. | | | | | | | | | | | | | |  | |
| I had some autonomy when working within my field of expertise but sometimes had to get decisions approved by managers or other stakeholders. | | | | | | | | | | | | | |  | |
| I generally had to follow instructions provided by others. | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | |
| **Which of the Icon Professional Standards does this project meet?**  (Highlight all that are relevant)  (Note: Assessment candidates are required to explicitly explain **how** projects relate to specific professional standards. Therefore, being aware exactly *which* standards are covered by which project is vital. Refer to the ACR Assessment Criteria for details.) | **St. 1** | 1.1 | 1.2 | 1.3 | 1.4 | 1.5 |  | | | | | | | | | |
| **St. 2** | 2.1 | 2.2 | 2.3 |  | | | | | | | | | | | |
| **St. 3** | 3.1 | 3.2 | 3.3 | 3.4 | 3.5 | 3.6 |  | | | | | | | | |
| **St. 4** | 4.1 | 4.2 | 4.3 | 4.4 | 4.5 |  | | | | | | | | | |
| **St. 5** | 5.1 | 5.2 | 5.3 | 5.4 |  | | | | | | | | | | |
| **St. 6** | 6.1 | 6.2 | 6.3 | 6.4 | 6.5 | 6.6 | 6.7 | 6.8 | 6.9 | 6.10 | 6.11 | 6.12 | 6.13 | | 6.14 |

**Project 1 Example**

|  |
| --- |
| **Background to the Project** (Approximately 100 words)  (Please provide any useful contextual information to help us understand the nature of the project. For example: history, provenance, condition, use, location, storage etc.) |
| **What was your role in this project? Describe the various tasks you performed.** (Approximately 200 words)  Be as specific as possible (for instance, don’t just say ‘I performed treatments’ give detail about the nature of these treatments.) Use conservation terminology. Focus on your individual contribution rather than the work of the team. |
| **With reference to the Icon criteria for complexity (see guidance notes page for details), explain why this project is a complex project.**  (Approximately 100 words.) |

**Project 2 Example**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Title** |  | | | | | | | | | | | | | | | |
| **Your Job Title** |  | | | | | | | | | | | | | | | |
| **Dates from/to** |  | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| **What type of tasks did you undertake in this project?** | Assessment of object / site or collection | | | | | | | | | | | | | | Yes/No | |
| Interventive Treatment | | | | | | | | | | | | | | Yes/No | |
| Preventive Measures | | | | | | | | | | | | | | Yes/No | |
| Research | | | | | | | | | | | | | | Yes/No | |
| Conservation Management | | | | | | | | | | | | | | Yes/No | |
| Other (please specify) | | | | | | | | | | | | | | | |
| **To what extent did you have autonomy in this project?**  (Tick box)  (Note: To be able to meet the assessment criteria at the correct level, candidates need to have enough knowledge and experience that they can work with autonomy. They should not require close supervision to ensure decisions or quality of work are acceptable.) | I had total autonomy when working within my field of expertise | | | | | | | | | | | | | |  | |
| I had some autonomy when working within my field of expertise but sometimes had to get decisions approved by managers or other stakeholders. | | | | | | | | | | | | | |  | |
| I generally had to follow instructions provided by others. | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | |
| **Which of the Icon Professional Standards does this project meet?**  (Highlight all that are relevant)  (Note: Assessment candidates are required to explicitly explain **how** projects relate to specific professional standards. Therefore, being aware exactly which standards are covered by which project is vital. Refer to the ACR Assessment Criteria for details.) | **St. 1** | 1.1 | 1.2 | 1.3 | 1.4 | 1.5 |  | | | | | | | | | |
| **St. 2** | 2.1 | 2.2 | 2.3 |  | | | | | | | | | | | |
| **St. 3** | 3.1 | 3.2 | 3.3 | 3.4 | 3.5 | 3.6 |  | | | | | | | | |
| **St. 4** | 4.1 | 4.2 | 4.3 | 4.4 | 4.5 |  | | | | | | | | | |
| **St. 5** | 5.1 | 5.2 | 5.3 | 5.4 |  | | | | | | | | | | |
| **St. 6** | 6.1 | 6.2 | 6.3 | 6.4 | 6.5 | 6.6 | 6.7 | 6.8 | 6.9 | 6.10 | 6.11 | 6.12 | 6.13 | | 6.14 |

**Project 2 Example**

|  |
| --- |
| **Background to the Project (Approximately 100 words)**  (Please provide any useful contextual information to help us understand the nature of the project. For example: history, provenance, condition, use, location, storage etc.) |
| **What was your role in this project? Describe the various tasks you performed.** (Approximately 200 words)  Be as specific as possible (for instance, don’t just say ‘I performed treatments’ give detail about the nature of these treatments.) Use conservation terminology. Focus on your individual contribution rather than the work of the team. |
| **With reference to the Icon criteria for complexity (see guidance notes page for details), explain why this project is a complex project.**  (Approximately 100 words.) |

**Project 3 Example**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Title** |  | | | | | | | | | | | | | | | |
| **Your Job Title** |  | | | | | | | | | | | | | | | |
| **Dates from/to** |  | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| **What type of tasks did you undertake in this project?** | Assessment of object / site or collection | | | | | | | | | | | | | | Yes/No | |
| Interventive Treatment | | | | | | | | | | | | | | Yes/No | |
| Preventive Measures | | | | | | | | | | | | | | Yes/No | |
| Research | | | | | | | | | | | | | | Yes/No | |
| Conservation Management | | | | | | | | | | | | | | Yes/No | |
| Other (please specify) | | | | | | | | | | | | | | | |
| **To what extent did you have autonomy in this project?**  (Tick box)  (Note: To be able to meet the assessment criteria at the correct level, candidates need to have enough knowledge and experience that they can work with autonomy. They should not require close supervision to ensure decisions or quality of work are acceptable.) | I had total autonomy when working within my field of expertise | | | | | | | | | | | | | |  | |
| I had some autonomy when working within my field of expertise but sometimes had to get decisions approved by managers or other stakeholders. | | | | | | | | | | | | | |  | |
| I generally had to follow instructions provided by others. | | | | | | | | | | | | | |  | |
|  | | | | | | | | | | | | | | | | |
| **Which of the Icon Professional Standards does this project meet?**  (Highlight all that are relevant)  (Note: Assessment candidates are required to explicitly explain **how** projects relate to specific professional standards. Therefore, being aware exactly which standards are covered by which project is vital. Refer to the ACR Assessment Criteria for details.) | **St. 1** | 1.1 | 1.2 | 1.3 | 1.4 | 1.5 |  | | | | | | | | | |
| **St. 2** | 2.1 | 2.2 | 2.3 |  | | | | | | | | | | | |
| **St. 3** | 3.1 | 3.2 | 3.3 | 3.4 | 3.5 | 3.6 |  | | | | | | | | |
| **St. 4** | 4.1 | 4.2 | 4.3 | 4.4 | 4.5 |  | | | | | | | | | |
| **St. 5** | 5.1 | 5.2 | 5.3 | 5.4 |  | | | | | | | | | | |
| **St. 6** | 6.1 | 6.2 | 6.3 | 6.4 | 6.5 | 6.6 | 6.7 | 6.8 | 6.9 | 6.10 | 6.11 | 6.12 | 6.13 | | 6.14 |

**Project 3 Example**

|  |
| --- |
| **Background to the Project (Approximately 100 words)**  (Please provide any useful contextual information to help us understand the nature of the project. For example: history, provenance, condition, use, location, storage etc.) |
| **What was your role in this project? Describe the various tasks you performed.** (Approximately 200 words)  Be as specific as possible (for instance, don’t just say ‘I performed treatments’ give detail about the nature of these treatments.) Use conservation terminology. Focus on your individual contribution rather than the work of the team. |
| **With reference to the Icon criteria for complexity (see guidance notes page for details), explain why this project is a complex project.**  (Approximately 100 words.) |

**SUBMISSION**

**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 a review decision; the decision of the Icon is final.

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

|  |  |
| --- | --- |
| **Name:** | **Date:** |

**End of Application Form**