



Passport to your future

Your future, your hands

Year 1 Training Programme.

TRAINING	TRAINER	
Introduction to the group; introduction to the programme; introduction to Care of Collections, housekeeping and CMS.	Claire Poulton; Helen Lloyd; Philip Claris; HLF.	
CMS training level 1	Philip Claris	
CMS training levels 2 and 3.	Philip Claris	
Housekeeping training; Care of Collections; Environmental monitoring. Partners from disability groups to be introduced to programme.	Helen Lloyd and other National Specialists.	
CMS training.	Philip Claris.	
Housekeeping (day 2).	Helen Lloyd and other National Specialists.	<ul style="list-style-type: none"> [[NT definition of Conservation. Six Conservation Principles [[9 agents of deterioration and how they affect different materials [[Light - monitoring & basic controls [[Spot readings and record-keeping [[RH - monitoring and basic controls [[Spot readings and record-keeping [[Insect Pests - ID, trapping and record keeping [[ID material types and related cleaning techniques, in pairs complete a RMPC form - then swap to critique information conveyed

		<ul style="list-style-type: none"> [[Frequency and depth of cleaning, in relation to location / visitor numbers / object condition [[In pairs, plan a Housekeeping programme for a room at Chastleton [[Review of display mechanisms OR Review of other protective measures OR Review of packing/moving techniques
Moving into employment.	Vicki Povall; staff from Job Centre Plus; Recruitment team.	<p>Focusing on employability within the sector. This covered four key areas:</p> <ul style="list-style-type: none"> • Writing a career history and then a focused performance CV • Understanding employer advertisements, job descriptions, personnel specifications and role profiles to identify what they are really looking for. Adapting CV's and/or completing application forms to meet employer requirements • Finding and researching potential employers using traditional and web-based methods. Developing and using networks, including those links made during the year, in employer organisations and others • Developing interview skills including preparing for interview
Visit to Staffordshire Conservation studio and to an art restorer.	Susan Bradshaw; specialists at the Staffordshire Hoard conservations studio.	
Celebration event.	Claire Poulton.	