

CHARTER Skills

Self-assessment Toolkit

What?

The CHARTER skills self-assessment toolkit provides a quick overview for cultural heritage professionals and organisations to understand their professional profiles and skills.

The exercise aims to reflect on daily tasks to create the current profile based on the CHARTER Cultural Heritage Ecosystem model: each participant will fill a spiderweb chart with six dimensions (CHARTER's six functions) that will result in a specific shape inside the chart. The spiderweb chart is a direct translation of the CHARTER model to make the self-assessment tool easier and operational.

Each spiderweb will be different and should trigger a discussion among peers and colleagues as how we punctuate our own skills. This discussion can help to make amendments to functions that were underrated or overrated. Additionally, the shape will show clearly which are the cultural heritage domains that could be further developed. For this reason, the exercise encourages drawing a second spiderweb with the desired and optimal profile according to each participant's needs.

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Why?



Organisations can use this quick self-assessment tool to further understand the profiles and skills present in a specific staff of professionals, contributing to identifying the strong/weak points.



Lifelong learning is encouraged, pointing out which are the necessary focuses to continue developing professional profiles.

Find this Toolkit on the 'Resources' section of our website: <http://www.charter-alliance.eu>

Instructions



First part - Where you are

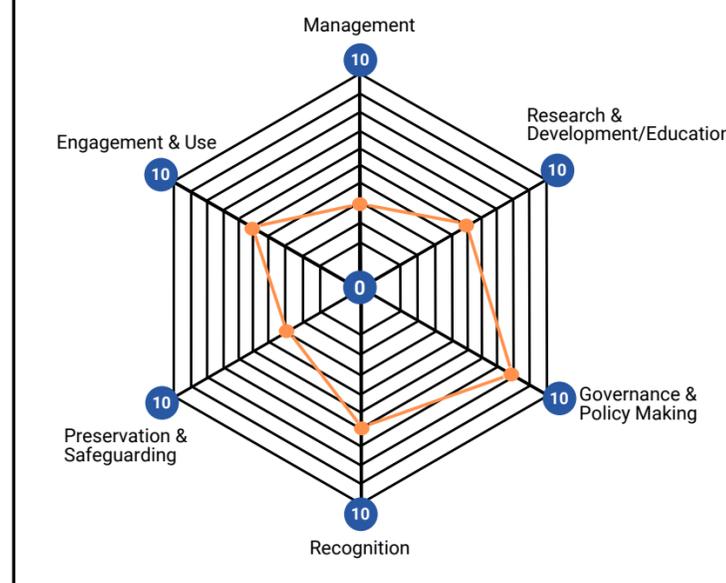
1 - The spiderweb chart displays the 6 functions of the cultural heritage ecosystem proposed by the CHARTER Alliance. Read about them to learn which tasks correspond to each function.

2 - Thinking about your daily tasks and the weight they occupy in your professional life, mark from 0 to 10 each of the functions.

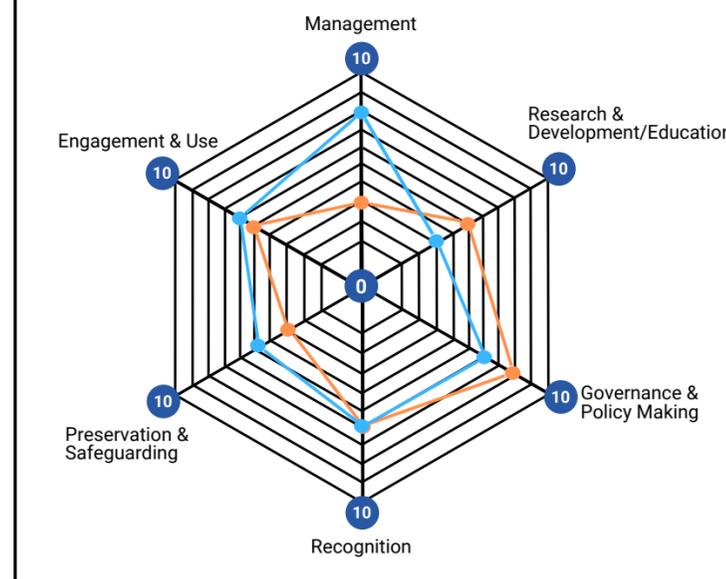
- The more time you spend on a function, the higher it rates in the spiderweb
- The more important a dimension is, the more weight a function gets in your job, the higher you rate it
- Maybe you just don't have tasks in one function of the model, then you rate this 0
- You can join the dots and thus you see a star, nobody will have a circle, that's just not possible.
- The rating doesn't need to be scientific, just base it on your feelings about it: for example: how do you allocate your time on these six functions?

3 - When you finish connecting the dots, you will have a graphical representation of your current professional DNA in cultural heritage.

Example - First part:



Example - Second part:



Second part - Where you want to be

4 - After completing the first part of the exercise, you should take a moment to reflect about:

- What will you do less in the future?
- What will you do more?
- In which function do you need more skills?
- Which function do you want to upgrade? And which one can you maybe downsize?
- Maybe you want to balance the spiderweb some more?

5 - Based on this reflection, draw again the spiderweb according to what you think should be your future professional profile. Use another colour to be able to identify which are the movements from your first assessment to the second one.

The six functions



Governance & Policy Making

Refers to the decision-making for cultural heritage in the wider domain of cultural heritage policy at local, regional, national and international level. Refers to the legal constraints specific to each country, to the institutions that contribute to the definition of cultural heritage and the implementation of the relative rules, these are fundamental in defining the concept of cultural heritage and the concomitant range of activities that can/cannot be undertaken. Governance and Policy-Making are a set of activities which give rise to instruments that are fundamental for the existence and development of cultural heritage at a public level including those holistic democratic and participative mechanisms of governance that bring communities to the fore of cultural heritage advocacy and decision making.

Management

Refers to all activities that go from strategic planning to everyday administration and management: it includes organisational development, human resources management, funding, legal aspects, marketing and communication, risk management and quality control. It can support the undertaking of conservation, excavations, openings of cultural heritage to the public, activities leading to cultural heritage recognition etc.

Engagement & Use

Refer to all activities necessary to access and open cultural heritage, make it understandable, make it available for consultation and use, raise awareness, etc. and its use as a resource by all stakeholders. Includes activities that add value beyond the action itself as it impacts society. Also includes activities for the enhancement of cultural heritage to enable people to better engage and access cultural heritage assets, its interpretation and narration. It takes place through mediation, communication, exhibition, dissemination. It also includes forms of commercialisation of cultural heritage and related products, including by digital means.

Preservation & Safeguarding

Refers to the multitude of activities that need to be put into place to ensure the long term survival and care of cultural heritage, from maintenance to conservation, preventive conservation, restoration, and safeguarding of intangible cultural heritage.

Research & Development / Education

Refer to all the activities that are necessary throughout the process that go from the recognition of cultural heritage to the preservation and enhancement of cultural heritage. Education is necessary to acquire the skills and knowledge necessary to operate in the field. Research is an on-going activity that relates to all Functions. It is necessary to do research to identify cultural heritage, to find the best tools for its preservation and conservation, and to devise the best strategies to guarantee access to cultural heritage, enhance it, and make people use it. It also refers to the development of people, formal programmes for professionals – from access to a profession to Life Long Learning (LLL). Research and Development lead to innovation.

Recognition

Refers to all the activities necessary to identify and recognise cultural heritage through, identification and advocacy. The approach chosen here, is rather wide and includes recognition by communities, experts and institutions, as well its outcome in legal and official acts to its official protection.



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Learn more about the **CHARTER Cultural Heritage Ecosystem Model** in our report: "*A new landscape for heritage professions - preliminary findings*". Available at: <https://charter-alliance.eu/results/>

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