

ARCHIVES & RECORDS ASSOCIATION REGISTRATION SCHEME

REGULATIONS & GUIDANCE NOTES

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Introduction

Welcome to the Archives & Records Association Registration Scheme. The Scheme was introduced in 1996 by the former Society of Archivists to assist members of the Society working towards applying for registration. The Scheme is administered by the Registration sub-committee, chaired by the Registrar. The sub-committee reports to the Education Training and Development committee.

The basic principles and operation of the Scheme have not changed since its introduction in 1996. This revised version of the Scheme's Regulations and Guidance Notes, produced in 2000 and thoroughly revised and updated in 2005 during the quinquennial review of the Scheme, provides specific information and worked examples of the forms to be included in a registration application portfolio. The Guidance Notes are updated regularly by the Registrar.

The Guidance Notes are presented in nine parts as follows. The parts have been designed to be helpful to people at particular stages of the Registration Scheme, or can be read one after the other for a complete overview. All parts are available to download from the Archives & Records Association website.

- Part 1 - Information for people thinking of enrolling on the Scheme
- Part 2 - Information for candidates on the Scheme [with worked examples of forms]
- Part 3 – Information for candidates submitting their portfolio
- Part 4 – Information for mentors
- Part 5 – Information for employers
- Part 6 – Blank forms
- Part 7 – Help & Contact Details
- Part 8 – List of Assessors
- Part 9 – Summary of rules applying to the Scheme
- Change log

For archivists, records managers and archive conservators the Archives & Records Association Registration Scheme should be just the start of a career-long commitment to continuing development and enhancement of professional skills and personal effectiveness.

If you have any questions or require further information please refer to Guidance Notes Part 7 – Help & Contact Details.

Part 1 - Information for people thinking of enrolling on the Scheme

This part of the Guidance notes contains the following information, which may be accessed through these hyperlinks.

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1.1 Registered Membership

The Archives & Records Association is the professional body in the United Kingdom and the Republic of Ireland for archivists, archive conservators, records managers and others employed in the preservation of archives. Through its members it is committed to working for high standards in the preservation and care of archives and the effective management of records systems, and to training and development in these fields. An obligatory Code of Conduct (see ARA website) sets out the standards of professional behaviour expected of the Association's membership.

Since 1987 the Society of Archivists and subsequently the Archives & Records Association has maintained a Register as a measure of its commitment to encouraging and maintaining professional standards and in recognition of its responsibility to those who employ or seek to employ professional staff to manage or conserve their archives and records. Those admitted to the Register must possess both professional competence and experience and demonstrate their commitment to continuing professional development.

Registered members of the Association are entitled to use the postnominals RMARA (Registered Member of the Archives & Records Association) after their name.

1.2 Routes to Registered Membership

There have been several routes whereby members of the Archives & Records Association may achieve registered membership over the years.

- Between 1987 - 2000, the route to registration for those qualified before June 1996 was as follows:-

Archivists and Records Managers: possession of a degree (or recognised equivalent) and a Diploma/MA from a university archives course accredited by the Society (see section 1.5 below for accredited courses) or the Society of Archivists' own Diploma, followed by a minimum of three years' experience in a professional post.

Archive Conservators: possession of the Society of Archivists' Certificate in conservation, followed by a minimum of three years' experience in a professional post.

- For those who qualified in or after June 1996: -

Archivists and Records Managers: possession of a degree (or recognised equivalent) and a Diploma/MA from a university archives course accredited by the Society or the Society's own Diploma, followed by a minimum of three years' experience in a professional post, and the successful completion of the Society's Registration Scheme.

Archive Conservators: possession of the Society's Certificate in conservation, followed by a minimum of three years' experience in a professional post, and the successful completion of the Society's Registration Scheme.

Since 2001 the Registration Scheme has been the route for all qualified members (except Professional Accredited Conservators-Restorers as explained below).

- Archive Conservators only from 1999:

Professional Accredited Conservators-Restorers: on achieving accredited status, via either the Fast Track or Standard Accreditation Schemes, registered membership will automatically be granted as the accreditation criteria also cover all the criteria for registration. This applies whether the accreditation was obtained via the Archives & Records Association or another organisation, provided the conservator is an individual member of the Association.

- Between 1987 - July 2003 there was also 'the experience clause' route to registration:-

Archivists, Records Managers and Archive Conservators without an accredited qualification or a qualification awarded by the Society of Archivists: in exceptional circumstances admission to the Register were approved under the "experience clause route". In such cases applicants were required to have a minimum of ten years' experience, with due credit being given for time spent on further education. They must produce an up-to-date c.v. of their archival and related career, proof of completion of relevant professional training courses and examples of work completed. **This route to registration is now closed** although

in exceptional circumstances those without an accredited qualification may apply to enrol on the Scheme (see section 1.10 below).

1.3 The Registration Scheme: basics

In 1996 the Registration Scheme (originally known as the Pre-registration Training and Development Scheme) was introduced to encourage candidates for registration to acquire and develop their skills and knowledge post-qualification. The Scheme was developed by a working party whose members included archivists, records managers and conservators from a variety of work backgrounds, including some recently qualified members. It was introduced after a ballot of existing registered members. The Scheme is designed to allow any qualified member to enrol and work towards achieving registration. It recognises and allows for the wide variety of career paths of archive and records professionals by providing a flexible yet rigorous route to registration.

The Scheme encourages candidates to identify the learning outcomes from a variety of activities undertaken during the first few years of professional work. The objective is to encourage candidates to build on their existing core knowledge and skills, obtained during their professional training courses, to enhance their personal effectiveness for the benefit of both the individual and their employer. The Scheme aims to develop an increased awareness of the relationship between theory and practice and to encourage archive and records professionals to learn through reflecting on their experiences.

Candidates undertaking the Registration Scheme compile a portfolio to be submitted for assessment after a minimum of three years work experience since professional qualification. The portfolio must contain information relating to continuing professional development activities undertaken by the candidate since qualification which should add up to twelve credits derived from at least three of four development areas (see Guidance Notes Part 2 for further information on credits & development areas). The portfolio should also include a reference, supporting the application for registered membership, from a registered member of the Association who has been acting as the candidate's mentor. Information on the candidate's work history e.g. CV and/or job description/s, is also required. Registration application portfolios are assessed by a team of assessors who are experienced registered members of the Association from a variety of work environments.

The Association recommends that organisations employing recently qualified professional archivists, records managers or archive conservators should encourage and assist them to undertake the Association's Registration Scheme.

1.4 Why do the Registration Scheme?

The Registration Scheme is seen as part of the Association's commitment to encouraging and facilitating CPD (Continuing Professional Development). The Association has adopted a CPD policy and promotes CPD as: "A systematic and planned approach to the maintenance, enhancement and development of knowledge, skills and expertise that continues throughout a professional's career and is to the mutual benefit of the individual, the employer, the professional body and society as a

whole.” The Association operates a professional Code of Conduct which includes a commitment to career-long CPD.

The Registration Scheme is an initial step, following professional qualification, as part of your life long development. CPD must not be perceived to stop at Registered membership.

The process with which you follow the Scheme will provide you with a method of personal development. The four areas highlighted in the scheme are there to help you focus your development. It is envisaged that on completion of the Scheme you will be able to adopt and maintain a personal development plan and a record of your progress.

Benefits of the Registration Scheme

For the individual candidate

It can:

- provide networking opportunities
- broaden the horizons and help you cope with change
- be a visible commitment of your professional determination to keep up-to-date and build on your existing core knowledge and skills
- improve confidence and help you realise that learning is useful and rewarding
- enhance professional status, by providing a tool and evidence to persuade others of your professionalism
- help you compile material that you can use elsewhere (e.g. job appraisals, job applications and interviews)
- help you get the most out of your job, seek to better yourself, be an incentive to take on new tasks
- give you the structure, framework and approach to carry on with your CPD after completing the Registration Scheme.

For the mentor

It can:

- Be an opportunity to ‘give something back’ to the profession
- Allow you to consider your own development and working practices
- Provide an incentive for you to maintain your own CPD.

For the employer

It can:

- Act as proof of an employee’s commitment to their own CPD
- Improve an employee’s effectiveness and commitment to the profession/ job / organisation
- Help to ensure the reputation of an employer for the quality of staff it employs
- Assist with staff appraisals and development programmes that are established in conjunction with Investor in People (IiP) and other lifelong learning initiatives
- Increase collaboration between members’ organisations.

For the Archives & Records Association and the profession

It can:

- Create a higher profile that can bring greater recognition of the work and attract funding
- Address issues of professional importance and facilitate change
- Promote professional standards.

More information on CPD generally, including a detailed list of principles and benefits, can be found on the ARA website (see under Career Development).

1.5 Eligibility

Professional qualification

- Archivists and Records Managers: -

Candidates undertaking the Registration Scheme must possess a qualification from one of the courses which are accredited by the Archives & Records Association or the Society of Archivists' Diploma in Archive Administration. The accredited courses are:

University of Liverpool: Master/Diploma of Archives Administration/Archives & Records Management

University College London: MA/Diploma in Archives and Records Management/Records & Archives Management International

University of Wales, Aberystwyth: MSc/Diploma in Archive Administration/Records Management (including courses by distance learning),

University College Dublin: Higher Diploma in Archival Studies

University of Northumbria: MSc in Records Management (by distance learning),

University of Dundee: MLitt/Diploma Archives & Records Management (by distance learning)

University of Glasgow: MSc in Information Management and Preservation

Previously accredited but no longer available:

University College of North Wales, Bangor: Diploma in Archive Administration

Students who are not awarded a diploma because they are continuing to a higher level of qualification may apply to enrol on the Scheme after diploma level has been reached. They should supply a letter from their University confirming that diploma-level has been achieved although the diploma has not officially been awarded.

- Archive Conservators: -

Candidates undertaking the Registration Scheme must possess the Archives & Records Association (or Society of Archivists') Conservation Certificate.

There are procedures whereby members of the Association with professional qualifications obtained outside Britain and Ireland, with specialist qualifications, or

(in exceptional circumstances) no professional qualification may be able to enrol – please see sections 1.8-10 below, and consult the Registrar.

Work experience period

When submitting their portfolio for assessment, candidates on the Registration Scheme must have completed a minimum of three years professional work experience since obtaining their qualification. *Please note that this three year minimum period runs from the start of professional work post qualification and not from the date of enrolment on the Registration Scheme.* Candidates in part-time posts must have completed the equivalent of a minimum of three years full time work; full time is considered to be 28 hours or more per week. Both paid and voluntary work experience can be included. Any periods of prolonged absence from work because of illness, unemployment or any other reason should not be included when calculating the three year minimum period, although candidates may continue to acquire credits during such periods.

The maximum life of any credit is ten years. In practice this means that candidates may submit their portfolio for assessment after a minimum of three and a maximum of ten years. It is expected that the majority of candidates will take between three to five years before they are ready for assessment. Candidates are encouraged not to rush to submit their portfolio in the minimum three years unless they and their mentors are satisfied that it is really is of a high enough standard.

Membership of the Archives & Records Association

Candidates must be individual members of the Association when they enrol and when they submit their portfolio for assessment. Mentors must also be individual members. They cannot be representatives of institutional membership because an institutional members of the Association can change its representative. If an enrolled candidate ceases to be an individual member of the Association, their enrolment will lapse. Should they re-join the Association, they must notify the Registrar to be re-instated on the enrolment list. Note: the same also applies to registered members. If a registered member ceases to be an individual member of the Association, their registration will lapse. Should they re-join the Association, they must notify the Registrar to be re-instated on the register.

1.6 Enrolment

Candidates can enrol at whatever time they wish after starting professional work post qualification. Activities undertaken after qualification but before enrolment on the Scheme can, of course, be included in the assessment application. An enrolment form can be found on the Association's website in the Guidance Notes Part 6 – Blank Forms, and is also available from the Registrar. The completed enrolment form, including details of the candidate's chosen mentor, should be sent to the Registrar. The Registrar will acknowledge receipt by email. Candidates enrolled on the Scheme will have a 'P' after their Archives & Records Association membership number (for 'Pre-Registration').

Why enrol?

Benefits of undertaking the Registration Scheme are listed in [section 1.4](#) above. Enrolment indicates that the candidate is intending to submit a registration application portfolio in due course, and acts as a visible commitment to the Scheme. It enables the Registrar and Registration sub-committee to send relevant information to candidates. It also ensures that Registration Scheme candidates can prove they are undertaking the Scheme if they are applying for any training bursaries available to candidates. The candidate should notify the Registrar of any changes of address and of mentor while undertaking the Scheme to ensure that additional information is sent to their correct address.

Enrolment fee

There is now no enrolment fee. The enrolment fee payable from 1996 until mid 2000 was to cover the cost of the binder sent out to candidates. This has now been discontinued.

1.7 Choosing a mentor

Each candidate must have a mentor who needs to support them while they are undertaking the Scheme and provide them with a written reference to include in their application. The mentor must be a registered member of the Archives & Records Association. (Registered members have ‘R’ for archivists and records managers, or ‘RC’ – for archive conservators, after their membership number. Accredited conservators may use ‘ACR’ for Accredited Conservator Restorer. The Registrar can advise whether a particular member is a Registered member).

The mentor can be the candidate’s line manager but this is not recommended. In some cases it can be more appropriate for the mentor to be someone outside the candidate’s organisation. The main characteristics that are required for a mentor are a wide range of current skills to pass on, sufficient time to devote to the relationship, a good understanding of the profession, how it works and where it is going, a genuine interest in seeing new recruits to the profession advance, and the ability to relate to their problems.

Candidates are encouraged to think about who they know who might be able to be their mentor – from the workplace, from a former workplace, from Association regional and group events, etc. If a candidate cannot find a mentor they should first read the ‘Candidates seeking mentors’ page on the Mentor Information section of the Society website, and may then approach the Association’s Mentor Co-ordinator for further help and advice if necessary.

1.8 Procedure for enabling enrolment for Archives & Records Association members with professional qualifications obtained overseas (introduced Jan 2002)

1.8.1 Introduction

This procedure is intended to apply to individual members of the Association who wish to apply for enrolment on the Registration Scheme so that they may, in due course, apply for registered membership, and who have a relevant professional qualification from an organisation outside Great Britain and Ireland.

It deals only with archivists and records managers. This is because the professional accreditation of conservator-restorers automatically includes registration so providing a more appropriate route for archive conservators with overseas qualifications.

In the case of citizens of member states of the European Union, the Association will comply with whatever directives or other regulations are currently in force governing the recognition of equivalent professional qualifications for employment purposes within EU member states.

Automatic acceptance will apply if the Archives & Records Association has made an agreement with an archives and records management professional organisation in another country that both will recognise as equivalent the professional qualifications that each either administers, accredits or otherwise recognises as acceptable for professional practice. (At present no such arrangements have been made.)

Where neither of the above apply, the procedure to be followed is described below. Its main principle is to treat applicants with overseas qualifications as fairly as possible while preserving the standards set by the Association in recognising professional qualifications.

The situation is complicated by the fact that in some countries professional training in archives and records management may form part of a qualification in librarianship and/or information management or in historical research. In Britain and Ireland such courses sometimes do include a minor component on archives or records management, but are not accepted for assessment by the Association whose accreditation is restricted to full-scale archives and records management courses. So it is not possible for the Association to accept or reject an overseas qualification solely on its title.

In evaluating applications from holders of overseas professional qualifications, the Association's concern is whether the qualification is appropriate for archives and records management work in the British and Irish context (including the Isle of Man and the Channel Islands). This does not mean that the qualification should have included British or Irish administrative history or legislation, but that in its educational level, extent and main subjects studied it should be equivalent to accredited British and Irish courses.

In particular, the Association expects qualifications to be at graduate or post-graduate educational level and the archives and records management elements of the course to have extended over a full academic year or equivalent period if studied as part of a longer full-time or part-time course. They should also have included the subjects which are regarded as core and mandatory on the Association's own and accredited courses. These subjects cover the care, preservation and use of archives, appraisal, arrangement and description, and, for records management, the main principles and approaches relevant to records throughout their life cycle. The criteria used by the Association's

Assessment Team when inspecting the university courses are used as the benchmark.

1.8.2 Background information

Each application by a holder of an overseas qualification is treated as an individual case.

This procedure is designed for those who are coming or have come to Britain and Ireland and intend to pursue their careers here for several years. Members who are pursuing careers abroad are normally be encouraged to undertake any equivalent scheme offered by the relevant professional body in the country in which they work rather than undertaking the Registration Scheme. They can, however, apply to undertake the Registration Scheme if they wish.

This procedure is administered by the Registrar in consultation with the Registration Sub-committee. However, other Association officers and members of other Association committees or sub-committees may also be involved if appropriate.

Any translations required must be supplied by the applicant and all costs involved in following the procedure must be borne by the applicant. (The Association reserves the right to request Official Translations of guaranteed authenticity if required.) The Association can give no assurance as to how long the procedure may take as third parties will be involved.

In order to guide future decisions, the Association will maintain a record of the overseas qualifications, including date obtained, whose holders have been permitted to enrol on the Registration Scheme. But because courses can change over time, there can be no guarantee that qualifications from a particular institution will automatically be accepted. *To December 2005, only one qualification has been accepted as valid on two occasions, the Masters of Archival Studies from the University of British Columbia, attained by candidates in 1997 and 2003.*

1.8.3. Procedure

The aim of this procedure to ascertain that an overseas qualification is a full professional qualification and that it included the main subjects to be found in the core or mandatory modules of the Association's Diploma and the university courses accredited by the Association.

Applicants must contact the Registrar (contact details available at the start of the Registration Scheme Guidance Notes) and are required to supply the following :-

1. The completed application for enrolment on the Registration Scheme - see Guidance Notes part 6 Blank Forms.
2. Proof of qualifications cited in their application e.g. photocopies of certificates or letters confirming the award of qualifications.

3. Expert opinion

This should be a letter addressed to the Archives & Records Association from the professional body relevant to archivists and records managers in the country in which they obtained their qualification or the country in which they are now working (other than Britain and Ireland) stating, with reasons, that the qualification is regarded as acceptable for practice at a professional level. If there is no relevant professional body, the letter should come from the leading archives service in the country. If neither of these is possible, the Registrar will contact the ICA Section for Archival Education and/or the ICA Section for Professional Associations to see if any of their members can advise.

(Note: Although this expert opinion is very important in evaluating the overseas qualification, the Archives & Records Association is not obliged to accept it.)

4. Information on the qualification

Whatever sources are available about the course, or courses, which the applicant has taken as it was at the time the applicant undertook it, such as transcripts, course publicity, handbooks, syllabus, timetables, etc. which will show:

- The educational level
- An approximate idea of the number of hours involved, including teaching and personal study, related specifically to archives and records management
- An overview of the main subjects studied
- How the course was assessed for the award of the qualification
- If possible, whether the teaching staff have experience as archives/records management practitioners as well as theoretical knowledge

(Note: It is appreciated that if the qualification was taken some years ago such documentation may no longer be available and it will be necessary to rely on the applicant's personal testimony.)

In most cases it will be possible to make a decision based on this information, although the Registrar may request further information from the applicant if required. If considered necessary, the applicant may also be asked to provide examples of their professional work. These should relate to mainstream archival and records management work such as appraisal, arrangement and description, user services, records surveys, files classification and retention policies, rather than to historical research or publications.

Where necessary, the Registrar may seek the opinion of other members of the Association with appropriate experience and expertise in matters of professional education. But it should be emphasised that most applications will not require extensive consultation.

If the Registrar is satisfied that the overseas qualification is equivalent to those accredited by the Association, s/he will circulate to the Registered members of the Registration Sub-committee the application and appropriate supporting

papers with an accompanying letter setting out the reasons why the application should be accepted. Provided they agree, the applicant will be enrolled and the enrolment reported to the next meeting of the Registration Sub-committee.

Complicated applications and those which the Registrar is unable to accept will be referred to the Registration Sub-committee for discussion before a final decision is taken. If an application is rejected, the Registrar will inform the applicant of the reasons and encourage them to undertake one of the university courses recognised by the Association. Rejected applicants will have the right of appeal to Council within six months of being notified of the decision. (The most probable reasons for rejection would be that the qualification only included a minor component on archives and/or records management and did not cover all the subjects that are considered essential for accredited courses and the Association's own qualification.)

1.8.4. Registration application

Once enrolled, the applicant can apply for registration when they are ready to do so via the Registration Scheme. S/he may include in their registration application portfolio any post qualification work experience and activities undertaken overseas provided they can provide adequate evidence (translated if necessary). Their application will be assessed according to the usual criteria.

However, applicants with overseas professional qualifications must also satisfy two additional requirements: -

Their minimum three year post qualification professional work experience must include at least six months full-time (or part-time equivalent) work experience in Britain and/ or Ireland. This may be paid or voluntary. In certain cases a period of professionally relevant study undertaken in Britain or Ireland (for example for an archives or records management related doctorate) may be accepted in lieu of work experience within Britain and/or Ireland.

They must include in their portfolio a short "Adaptation Report" describing any differences they have perceived between professional archives and records management practices in Britain and Ireland as compared to the country in which they obtained their qualification and/or used to work and how they have adapted to these differences and become proficient in their new work environment. The nature of the sector in which they are working will be taken into account when assessing this report.

1.9 Procedure for enabling enrolment on the Registration Scheme for Archives & Records Association members with a qualification in a specialist area of archives or records management

1.9.1 Introduction

This procedure is intended to apply to individual members of the Association who wish to apply for enrolment on the Society's Registration Scheme so that they may, in due course, apply for registered membership, and who do not have a relevant professional qualification as defined in section 1.5 above.

Its main principle is to treat applicants without accredited professional qualifications as fairly as possible while preserving the standards set by the Association in eligibility for enrolment on the Registration scheme.

This procedure may be used where an individual holds a qualification in a specialist area of archives or records management which may be demonstrated to be of equivalent professional standing within that specialist area to that of an accredited professional qualification in relation to the archives/records management sector as a whole.

1.9.2 Background information

This procedure is administered by the Registrar in consultation with the Registration Sub-committee. However, other Association officers and members of other Association committees or sub-committees with appropriate experience and expertise in matters of professional qualification standards may also be involved if appropriate.

Each application will be treated as an individual case. However, in order to guide future decisions, the Society will maintain a record of the qualifications, including date obtained, whose holders have been permitted to enrol on the Registration Scheme. Note, though, that because courses can change over time there can be no guarantee that qualifications from a particular institution will automatically be accepted.

1.9.3. Procedure

In all cases, the aim of the procedure is to ensure that the qualification claimed as the basis for enrolment on the Registration Scheme is of broad equivalence to an accredited professional qualification in preparing the individual to undertake work at a professional level. To achieve this, candidates will be required to provide evidence of the content and professional standing of their qualification which demonstrates such equivalence.

The evidence supplied in support of an application will be evaluated against the curriculum guidelines (statements of core outcomes) set out in the criteria used by the Association in the accreditation of post-graduate qualifications in archives and records management. The whole accreditation process, including the curriculum guidelines, is available on the Association's website. The Association's concern is whether the specialist qualification or the experience and development detailed equips the individual to undertake work at professional level.

Applicants must contact the Registrar (contact details available at the start of the Registration Scheme Guidance Notes) and are required to supply the following:-

1. Proof of specialist qualifications cited in their application e.g. photocopies of certificates or letters confirming the award of qualifications.
2. Expert opinion

Expert opinion about the professional standing of the qualification in the specialist area of archives/records management work to which it relates. This should be in the form of a letter addressed to the Archives & Records Association from a leading archives service or records management organisation specialising in that area, or from the institution from whom the qualification was obtained. (Note: Although this expert opinion is very important in evaluating the standing of the qualification, the Archives & Records Association is not obliged to accept it.)

3. Information on the qualification

Whatever sources are available about the course, or courses, which the applicant has taken as it was at the time the applicant undertook it, such as transcripts, course publicity, handbooks, syllabus, timetables, etc. which will show:

- The educational level
- An approximate idea of the number of hours involved, including teaching and personal study, related specifically to archives and records management
- An overview of the main subjects studied
- How the course was assessed for the award of the qualification
- If possible, whether the teaching staff have experience as archives/records management practitioners as well as theoretical knowledge

(Note: It is appreciated that if the qualification was taken some years ago such documentation may no longer be available and it will be necessary to rely on the applicant's personal testimony.)

In most cases it will be possible to make a decision based on this information, although the Registrar may request further information from the applicant if required. If considered necessary, the applicant may also be asked to provide examples of their professional work. These should relate to archival and/or records management work such as appraisal, arrangement and description, user services, records surveys, files classification and retention policies, rather than to historical research or publications.

Where necessary, the Registrar may seek the opinion of other members of the Association with appropriate experience and expertise in matters of professional education. But it should be emphasised that most applications will not require extensive consultation.

If the Registrar is satisfied that the specialist qualification is equivalent to those accredited by the Association, s/he will circulate to the Registered members of the Registration Sub-committee the application and appropriate supporting papers with an accompanying letter setting out the reasons why the application should be accepted. Provided they agree, the applicant will be enrolled and the enrolment reported to the next meeting of the Registration Sub-committee.

Complicated applications and those which the Registrar is unable to accept will be referred to the Registration Sub-committee for discussion before a final decision is taken. If an application is rejected, the Registrar will inform the applicant of the reasons and encourage them to undertake one of the university courses recognised by the Association. Rejected applicants will have the right of appeal to Council within six months of being notified of the decision.

1.9.4. Registration application

Once enrolled, the applicant can apply for registration when they are ready to do so via the Registration Scheme. Their application will be assessed according to the usual criteria.

1.10 Procedure for enabling enrolment on the Registration Scheme for Archives & Records Association members without a professional qualification in archives or records management

1.10.1 Introduction

This procedure is intended to apply to individual members of the Society who wish to apply for enrolment on the Society's Registration Scheme so that they may, in due course, apply for registered membership, and who do not have a relevant professional qualification as defined in section 1.5 above.

Its main principle is to treat applicants without professional qualifications as fairly as possible while preserving the standards set by the Association in eligibility for enrolment on the Registration scheme.

This procedure may be used in exceptional circumstances where an individual can demonstrate that, by virtue of experience and personal development through training and study, (s)he possesses the range of knowledge and skills equivalent to that expected from those completing an accredited professional qualification.

1.10.2 Background information

This procedure is administered by the Registrar in consultation with the Registration Sub-committee. However, other Association officers and members of other Association committees or sub-committees with appropriate experience and expertise in matters of professional qualification may also be involved if appropriate.

Each application will be treated as an individual case. However, in order to guide future decisions, the Association will maintain a record of those who have been permitted to enrol on the Registration Scheme without holding a professional qualification and of the acceptability and applicability of evidence submitted in applications for enrolment under this procedure.

1.10.3. Procedure

In all cases, the aim of the procedure is to ensure that the experience claimed as the basis for enrolment on the Registration Scheme is of broad equivalence to an accredited professional qualification in preparing the individual to

undertake work at a professional level. To achieve this, applicants will be required to provide evidence of the content and professional standing of their experience and training and study which demonstrates such equivalence.

The evidence supplied in support of an application will be evaluated against the curriculum guidelines (statements of core outcomes) set out in the criteria used by the Association in the accreditation of post-graduate qualifications in archives and records management. (The whole accreditation process, including the curriculum guidelines, is available on the Association's website). In evaluating the evidence supplied, the Association's concern is whether the experience and development detailed equips the individual to undertake work at professional level and the statements of core outcomes from the Association's accreditation criteria will be used as the benchmark for this.

Applicants must contact the Registrar (contact details available at the start of the Registration Scheme Guidance Notes) and are required to supply the following:-

1. A C.V. setting out demonstrable experience of successful performance in a professional capacity over a period of at least five years.
2. A portfolio of evidence, supported by appropriate references, demonstrating specific experience and developmental activities in relation to the statements of core outcomes from the Association's accreditation criteria.
3. A report on the reasons why they have not, and should not, undertake study for an accredited professional qualification.
4. A letter of commendation from an individual member of the Association supporting the application and affirming that the overall experience and development of the applicant is commensurate with that expected of a newly qualified archivist/records manager.

In most cases it will be possible to make a decision based on this information, although the Registrar may request further information from the applicant if required. If considered necessary, the applicant may also be asked to provide examples of their professional work

Where necessary, the Registrar may seek the opinion of other members of the Association with appropriate experience and expertise in matters of professional education. But it should be emphasised that most applications will not require extensive consultation.

If the Registrar is satisfied that the knowledge and experience detailed is equivalent to those accredited by the Association, s/he will circulate to the Registered members of the Registration Sub-committee the application and appropriate supporting papers with an accompanying letter setting out the reasons why the application should be accepted. Provided they agree, the

applicant will be enrolled and the enrolment reported to the next meeting of the Registration Sub-committee.

Complicated applications and those which the Registrar is unable to accept will be referred to the Registration Sub-committee for discussion before a final decision is taken. If an application is rejected, the Registrar will inform the applicant of the reasons and encourage them to undertake further developmental activities which may remedy those areas of the application which fall short of the standards required.. Rejected applicants will have the right of appeal to Council within six months of being notified of the decision.

1.10.4. Registration application

Once enrolled, the candidate can apply for registration when they are ready to do so via the Registration Scheme. Their application will be assessed according to the usual criteria.

It should be noted, though, that activities submitted as evidence for enrolment on the Scheme under this procedure, should not normally form the basis for learning outcomes claimed as credits under the Scheme. Unless there are particular circumstances (which should be fully explained on the appropriate learning outcome form), activities upon which such learning outcomes are based should have taken place after related activities submitted as evidence for enrolment.