

ARCHIVES & RECORDS ASSOCIATION

REGISTRATION SCHEME

LEARNING OUTCOMES FORM

Place a completed copy of this form at the front of the evidence for each credit

DEVELOPMENT AREA: 4 Contribution to the Profession

ACTIVITY: 4.2 Joint presentation as part of the Business Records Group session at the Society of Archivists Annual Conference

DATE: 3rd September 2008

NO. OF CREDITS: 1

Description / motivation:

The session was entitled “Casting your Net – the Use of the Internet / Intranet to promote an archive within and outside its organisation”, and the Group Archivist and I had responded to a request for speakers as we had had a great deal of recent involvement in developing online resources. Over the past eighteen months we had created the “History Explorer” archive site within the new Group Intranet, revised our history pages for a relaunch of the corporate website and begun to develop an intranet-based “virtual archive”, to provide centralised access to vital records in electronic format. The session was to include one other presentation, on a major web-based museum project, and we felt that our variety of smaller-scale experiences would illustrate contrasting ways of making use of online technology.

What I achieved / learnt from the activity:

We decided to share the 45-minute presentation slot, as we had found that alternating our speaking helped to keep our audiences engaged. Although this approach is much less taxing on the individual speaker, it is very important to be well rehearsed to avoid any overlap or lack of cohesion between different sections of the presentation. We therefore spent a considerable amount of time planning the presentation, making use of a presentation on the virtual archive project that I had previously given internally, but also writing a new script for other sections. In order to tailor the presentation content to an external audience, we added extra background on the company and omitted any sensitive or restricted internal information. Since we were presenting to archivists, we were also able to assume a certain level of knowledge about archive practice, and so could be more analytical and reflective in our approach.

I produced PowerPoint slides to accompany the script, making use of diagrams and images from the archive to enliven the more technical sections of the presentation with a visual element. I was also able to experiment with the presentation design, using a slide template featuring the new corporate branding, including clips of current

TV advertisements and obtaining a screenshot of the corporate website before it was redesigned to provide the audience with “before and after” views of our work.

Follow up / continued benefit:

Although I was very used to giving presentations on the history of the company to large groups of staff, this was my first experience of presenting to my peers on a professional subject. The presentation was part of a smaller “breakout” session at the conference, and in many ways addressing a small group of people, many of whom I knew, was more difficult than speaking to a larger, more anonymous audience.

The session stimulated some discussion afterwards, and the Business Records Group received positive feedback from the event. After the conference I provided a summary of the presentation for inclusion on the BRG’s web pages, and we hope to publish a journal article on the Virtual Archives project in due course.

March 2009: After meeting the BRG’s Training Officer at the event, I decided that I would like to become more involved with this group, and I was elected Joint Training Officer for the BRG.

Evidence

Example of PowerPoint slide

Page from summary produced for webpage

Thank-you letter from conference organiser

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DEVELOPMENT AREA: 4 Contribution to the profession

ACTIVITY: 4.3 Archives & Records Association Regional Training Officer

DATES: February 2006 to date

NO. OF CREDITS: 1

Description / motivation:

At the autumn 2005 meeting of my region of the Archives & Records Association the chairman announced that we needed a training officer for the region. I have an interest in education and training, and believe in the value of continuing professional development, so I was immediately interested. The secretary had been fulfilling both roles up until then so I contacted her to find out what was involved. She agreed to give me any help I needed to get me started and also said that she would like to complete the organisation of the training day on Disaster Planning that was booked for May of that year. I officially became training officer in February when I produced my first report for that meeting and I attended the Disaster Planning Training Day as a delegate to gain some experience of how such a day needs to be organised.

What I achieved / learnt from the activity:

I wrote a report on the Disaster planning day for the Archives & Records Association Newsletter and, as it was a Continuing Professional Development Special, I was also asked to write a piece about how our region supported CPD. I was quite proud to have two pieces in print in the same newsletter. This was good for my confidence and I felt keen to do my best to help develop training in our Region.

I wanted to find out exactly what our members expected from training and the secretary wanted to find out if they wanted to continue with our Saturday meeting format, so I devised a questionnaire and sent it out to all our members. I got an enthusiastic (if small) response and used the results to plan future events, I organised a full day event on Film and Sound and a half-day on Copyright. I was disappointed that the full day event had to be cancelled, as there were not quite enough delegates, so all my hard work was wasted. However, I learned from this that it is vital to get the publicity into the training brochure. The two subsequent days that I have organised in Country House Records and Maps have been great successes and I feel a real sense of achievement. A lot of work is involved in finding interesting speakers and suitable venue. I also have to organise refreshments, prepare a budget and publicity, and liaise with the Society through the training officer or the office. This all has to be done well in advance of the day, which, when it arrives, brings another

round of activity. All the details need to be checked to prepare for the day to make sure that it goes well. The speakers must have everything that they need as well as ensuring that the delegates' expectations are met. After the event I have to send letters of thanks to the speakers and remind them to fill in expense forms, and then finally write a report on the day. My report on the most recent training day "Maps in May" has been posted on our Region's section of the Society's website.

Since becoming training officer I have completed a report for each Regional Business meeting and attended almost all of them to give the report in person. I have also prepared reports for the Regions and Groups Training Representatives Meetings once a year (now the Regions and Groups Training and Development Sub-Committee and meetings are held twice a year). I have attended a number of these meetings, which are held in London. Preparing and giving these reports are useful and confidence raising activities, but attending the meetings provides further opportunities for learning about the activities of the Society and meeting other professionals. The R & G T& D meetings have also helped me fulfil the role of training officer for the region. The Society's Training Officer used to chair the meetings and made sure that we had time for discussion so that we could help each other with ideas for events or speakers etc.

I also liaise with the Society's Training Officer to provide our region with half-day events which are organised by the Society. We have had a Registration Scheme workshop, and more recently, a presentation on CPD from a member of the Continuing Professional Development Sub-Committee.

Follow up / continued benefit:

As I am still the Regional Training Officer I hope to go on learning from this activity. The whole experience continues to be a learning curve. I also believe that I have had the opportunity to help fellow professionals with their continuing Professional Development by providing these events and I have been of service to other members in my region by taking on this role

2009: The experience of meeting and dealing with such a number of people through this activity has been invaluable. I have made a number of contacts which have helped me on numerous occasions in the workplace, and I am far more aware of other colleagues' expertise. This is wholly down to being the Training Officer for three years.

Evidence

Pages from Newsletter showing my articles on training days and CPD

Questionnaire sent to regional members

Page from report for regional business meeting, showing my name

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DEVELOPMENT AREA: 4 Contribution to the profession

ACTIVITY: 4.4 Review article in *Journal of the Archives & Records Association*

DATE: April 2009

NO. OF CREDITS: 1

Description / motivation:

Shortly after beginning my first professional post I was asked to contribute a review article for the *Journal of the Society of Archivists*. The occasional inclusion of the review is partly intended to encourage newly-qualified professionals to contribute to the *Journal*, which might otherwise seem a rather daunting prospect. The two dozen or so annual reports which had been sent to the *Journal* for review formed a somewhat disparate selection, but I was keen that the article should attempt at least to analyse the reports' potential impact, rather than simply describing their content. Thus I chose the public image of archives, which might (or should) have been taken into the account when reports were written.

What I achieved / learnt from the activity:

On a rather mundane, but certainly useful, level, I learnt a good deal about the process of submission and preparation of an article for an academic journal: the use of journal house-style for references and quotations, the proof reading process, and so forth. Writing the article itself engendered a real awareness of how important it is to consider the potential readership of any publication; to write specifically to that audience using the sort of language they will understand and value. Sadly, in comparing the various reports, it also became clear that archivists are, all too frequently, inclined to pessimism, and do not extol with sufficient enthusiasm areas in which they meet or exceed their customers' expectations.

Follow up / continued benefit:

January 2010: Tragically, if unsurprisingly, I still have my wrapper of 50 off prints of the article, and it is therefore with great pleasure that I can reduce the stockpile to 49 by including one in this folder. On a more serious note, the lessons of considering the potential readership and writing to exploit the publicity value of any external document continue of course to be useful. I have just completed a review of the council's Archive Service website using just such a set of criteria, and I look forward to launching a much improved site in the near future. Consideration of the website in fact brings me back full circle to the writing of the review article, since it had initially

been intended that I would review the printed annual reports alongside a selection of record office websites. This suggestion was eventually rejected, however, because too many record office websites at the time appeared to have been single page entries listing opening hours and a postal address and little else. To gather ideas for the new council Archive Service website I spent many hours looking for best practice and ideas from record office sites in both Britain and abroad, which now commonly incorporate online catalogues, if not digitised documents and multimedia files. This alone is a measure of how far the archives world has moved in the last few years to grasp the promotional value of the internet.

Evidence

Offprint of article

Page of correspondence with editor regarding submission

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DEVELOPMENT AREA: 4 Contribution to the Profession

ACTIVITY: 4.5 Lecture on *Arranging and Listing Business Records* to MA students at LUCAS

DATE: 26th February 2006

NO. OF CREDITS: 1

Description / motivation:

In January 2006 I was invited to give a lecture on *Arranging and Listing Business Records* to the MA students on the LUCAS Archive course. I relished the challenge, believing that although I had not done anything like this before, my experience working in a business archive was worth sharing. I had a two-hour session to cover the topic, and following advice from previous speakers which I immediately sought, I divided this into a lecture and a practical group activity. I used MS PowerPoint (a new tool for me) to provide me with slides which I projected on an OHP. I had also arranged for “packs” for the students to be sent in advance for me to hand out on the day. I did a run-through of my lecture and group exercise with work colleagues a few days in advance and was then able to incorporate some of their constructive comments into my final notes.

The session went well. The 17 students were very lively and keen to engage from the start. Therefore the lecture became more of a dialogue between myself and the student about the principles of archival arrangement and the practicalities which I had found as a business archivist. The group activity that I devised asked the students to arrange a series of records under several departmental headings, all of which were taken from examples in the collection where I work. There were some tricky ones thrown in, but the groups immediately started thinking about the issues surrounding listing and arranging, which we had previously been discussing in theoretical terms. I was on hand throughout to give advice and ask further questions to each group as they progressed through the task. I concluded the session with a discussion of the group exercise and the wider issues concerning what to do when faced with a business collection to arrange and list.

What I achieved / learnt from this activity:

I found this activity extremely enjoyable and rewarding. The initial exercise of preparing my lecture notes led me to evaluate the way in which I arrange and list business records, and to assess whether there are better ways of doing so.

During the session itself I was very pleased with my ability to teach a group of seventeen 20-year olds, maintaining their motivation and interest for a two-hour period. There are many things that I would change and improve, including keeping a better eye on the time. I actually finished within the two hours but this was more through luck than judgement and I felt that the concluding discussion was slightly rushed. I would also try and encourage greater group participation next time, perhaps using a white board to write down the answers given by the students for all of the group to see and discuss.

Follow up / continued benefit:

I received positive feedback from the course organiser and have been asked to do the lecture again next year.

2007: Although I used the same basic text for the lecture as 2006, I slightly altered the delivery of the lecture and the practical exercise. In practice this meant keeping a closer eye on the clock to ensure that we had sufficient time at the end of the session to answer all of the questions and bring the session to a natural conclusion. Greater group participation was achieved by using a white board and I feel that I managed to engage with all of the students. I have found that since presenting the second lecture my experiences have helped me with the necessary work presentations.

Evidence

Example PowerPoint slide

Group activity sheet

Thank-you letter from course organiser