

## **ARCHIVES & RECORDS ASSOCIATION REGISTRATION SCHEME**

### **REGULATIONS & GUIDANCE NOTES**

*September 2005 version. Last updated 24/06/10*

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

#### **Part 5 - Information for employers**

##### **The benefits to employers of the Archives & Records Association Registration Scheme and Continuing Professional Development**

###### *The Archives & Records Association*

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 sets out the standards of professional behaviour expected of the Association's membership.

###### *Registered membership*

Since 1987 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.

###### *The Registration Scheme*

In 1996 the Registration Scheme was introduced to assist 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 has been 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 a minimum three-year period. 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.

For the employer, the Scheme 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.

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.