

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 7 – Help and Contact Details

7.1 The Registration Scheme: Support available to candidates

In addition to the Guidance Notes, there are a number of sources of support available to candidates undertaking the Registration Scheme, listed below.

All contact details follow at the end.

The candidate's own **Mentor** should usually be the first source of information and advice.

The **Registrar** can be consulted about all aspects of the Scheme including enrolment issues, whether activities may be suitable for inclusion in the Scheme, development areas, activities for which more than one credit may be claimed, and submission of portfolios. Please note that the Registrar can only advise and encourage, and cannot give guarantees about the outcome of future assessment.

The **Mentor Co-ordinator** can be consulted about aspects of mentoring, including finding a mentor and how to write the reference. The Mentor Co-ordinator also maintains an electronic discussion list for mentors.

The **Registration Candidates Representatives** provide the opportunity for candidates to give feedback concerning the Scheme or particular pertinent issues in the Society or profession to the Registration Scheme sub-committee.

The Registration sub-committee regularly run **Registration Workshops** and all candidates and mentors are strongly advised to attend a workshop. They are designed to be informal and even fun occasions where candidates, mentors and prospective candidates and mentors can meet each other, discuss issues, find out all about the Scheme, practice writing Personal Development Plans and Learning Outcome Forms, and view examples of successful portfolios. Registration workshops are held several times a year and are free of charge. They are hosted by Association Groups and Regions so they are held round the country, and are advertised in *ARC*, the Training Brochure and via mailing lists.

The Registration sub-committee also runs other events which may include a stall (and usually a get-together) at the Society's **Annual Conference**. These are all occasions to meet, discuss issues and view examples of successful portfolios. The Registration sub-committee Events Co-ordinator can provide up-to-date details of forthcoming workshops and other events.

The Archives & Records Association newsletter *ARC*, which goes to all members, has a regular 'Registration News' column which contains news of events, updates on the Scheme and contact details. The column is compiled by the Registration Sub-committee's Communications Officer. Contact the Association's office for information on membership.

Information about **training courses** offered by the Association and by other organisations are also regularly included in *ARC*, as well as on the ARA website.

Bursaries may be available for candidates enrolled on the Registration Scheme who cannot secure funding from their employers. Contact the Secretary of the Registration sub-committee. Bursaries may also be available for Registration Scheme candidates for the Annual Conference though these are administered by the Conference sub-committee.

7.2 Contact details

Contact details are also regularly given in the regular Registration News column in *ARC*, and on the Archives & Records Association web pages.

Registrar

Sarah Wickham
c/o Computing & Library Services
The University of Huddersfield
Queensgate
Huddersfield
HD1 3DH
Tel. 01484 473 935
Email registrar@archives.org.uk

Candidates' Representative

Judith Stephenson
Email: Judith.Stephenson@libher.suffolkcc.gov.uk

Mentor Co-ordinator

Libby Adams

Email regschemementors@archives.org.uk

Assessors' Representative

Nicky Sugar

Events Co-ordinator

Joanna Fitton

Email regschemeevents@archives.org.uk

Registration sub-committee Secretary

(vacant)

Email regschemeadmin@archives.org.uk

Registration sub-committee Communications Officer

Liz Newman

Email regschemecomms@archives.org.uk

Archives & Records Association office

Archives & Records Association

Prioryfield House

20 Canon Street

Taunton

Somerset

TA1 1SW

Tel: 01823 327030

Fax: 01823 271719

<http://www.archives.org.uk/>