

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

This document provides a summary of the current rules included elsewhere in the Guidance Notes. Further background information and much helpful advice & guidance can be found in the relevant sections of the other parts of the Guidance Notes.

Registered membership

<i>Rule</i>	<i>Guidance Notes</i>
Since 2001 the Registration Scheme has been the route to registered membership of the Association for all qualified members (except Professional Accredited Conservators-Restorers from 1999).	1.2

Enrolment on the Scheme

<i>Rule</i>	<i>Guidance Notes</i>
Archivists & 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. Archive conservators: Candidates undertaking the Registration Scheme must possess the Archives & Records Association Conservation Certificate.	1.5

Note: procedures are in place for enrolment on the Scheme by those who obtained professional qualifications overseas, or who have a qualification in a specialist area of archives or records management, or (in exceptional circumstances) who do not have a professional qualification.	1.8 1.9 1.10
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.	1.5
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.	1.7

Submission

<i>Rule</i>	<i>Guidance Notes</i>
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. <i>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.</i> 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.	1.5
When applying for assessment for registration, candidates must offer, in their portfolios, twelve credits. Activities included in the portfolio must add up to twelve credits. No more than twelve credits should be included.	2.1 2.5.1
A maximum of four credits may be offered in the Formal Training Courses development area, with a maximum of seven credits in the three other areas (private study/professional research, work achievements and contribution to the profession).	2.1, 2.5
Every credit must be written up on a Learning Outcomes Form with appropriate supporting evidence. Learning Outcomes Forms must be predominantly analytical, not descriptive; candidates must ensure there is sufficient reflection and analysis of their professional development. In particular the Follow-	2.1

<p>up/Continued benefit section must relate predominantly to the candidate, not their employer. They must be of a professional standard in terms of content and presentation; bullet point or notes style Learning Outcome Forms are only acceptable if the necessary element of reflective practice is not compromised.</p>	
<p>Evidence must be supplied with each credit unless there is an exceptional reason why this is not possible, in which case a signed testimony from the mentor will be accepted. No more than 3 A4 pages (sides) of evidence may be submitted per credit.</p>	2.3
<p>Activities inadmissible in the Formal Training Courses development area:</p> <ul style="list-style-type: none"> • First Aid course – not professionally relevant, not a definite management skill. • Registration scheme workshops – whilst they may have learning outcomes for continuing professional development techniques, they focus on the scheme and the portfolio itself. 	2.4.1
<p>The total number of courses from an employer which you offer [in the Formal Training Courses development area] must not exceed two.</p>	2.4.1
<p>Activities inadmissible in the Private Study/Personal Research development area:</p> <ul style="list-style-type: none"> • Routine reading of professional literature • A Masters in Archive Administration (or equivalent) taken after the award of a Diploma cannot be included as a credit in a registration application. This is because not all students on archive courses have the opportunity to obtain an MA/MSc by dissertation. <p>In the case of a research degree taken after professional qualification but while the candidate was a research student and not employed as an archive professional, the candidate must clearly demonstrate that the research is professionally relevant. Historical research per se would not be acceptable. However, the period during which the research was undertaken could not be included in the candidate's minimum three year post qualification work experience because s/he was at that time a research student and not employed as an archive professional.</p>	2.4.2
<p>Activities inadmissible in the Contribution to the Profession development area:</p> <ul style="list-style-type: none"> • Writing up a training course or other event for ARC. Articles submitted for publication should ideally be properly researched and scholarly in nature; merely writing up a short account of a training day or similar for ARC is not enough on its own, unless an exceptionally strong case can be made for learning and continued benefit. 	2.4.4
<p>All the activities must have been undertaken in the period following professional qualification. None should have been undertaken more than ten years ago.</p>	2.5
<p>When submitted for assessment the portfolio should contain:</p> <ul style="list-style-type: none"> • The completed application form (which must be signed by the 	3.1

<p>candidate and their employer).</p> <ul style="list-style-type: none"> • The assessment fee • Information on the candidate’s work history such as a CV and/or job description/s of present and any previous posts during the registration scheme period. • The reference(s) from the candidate’s mentor (or mentors). This must be signed, and preferably supplied on headed notepaper. If a mentor is supplying a reference in a personal capacity and therefore does not wish to use their employer’s notepaper, they can obtain Archives & Records Association headed paper from the Association’s office. • Completed Learning Outcomes forms for each activity for which credits are being claimed. • Evidence to support each activity. The evidence should have the candidate’s name on it or, if it does not, the candidate should ask their mentor or line-manager to sign a short statement, supplied separately or written on the evidence or on the relevant Learning Outcomes form, to the effect that the activity was the work of the candidate. No more than 3 A4 pages (sides) of evidence may be submitted per credit. • An additional item is required from those who enrolled on the Scheme with a professional qualification obtained overseas: 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. 	
<p>The deadlines for submission of the portfolio are 1 April and 1 October each year.</p>	<p>3.2</p>

Registered members

<i>Rule</i>	<i>Guidance Notes</i>
<p>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.</p>	<p>1.5</p>