

## ARCHIVES & RECORDS ASSOCIATION REGISTRATION SCHEME

### REGULATIONS & GUIDANCE NOTES

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

The Guidance Notes are presented in eight 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**

#### Log of changes made

The Guidance Notes are regularly reviewed and information updated, for example as facts change, or following feedback from the Assessors, Registration Sub-Committee, candidates and mentors. This log will be kept to record changes made to the September 2005 version of the Guidance Notes.

Please contact the Registrar (details in part 7) with any suggestions.

All	Complete update to incorporate the birth of the Archives & Records Association.  General refresh of dates in sample forms & all content.	SW 24/06/10
Part 1	New sections 1.9 and 1.10  General update including rule change for distribution of credits	SW 13/12/06  SW 03/01/08
Part 1, section 1.5	List of courses updated  Clarification over enrolment at diploma-level added  Part-time work experience equivalence amended from 35 to 28	SW 02/10/06, 13/03/07, 30/05/07  SW 13/12/06  SW 09/02/07

	hours per week	
Part 1, section 1.8	Clarification on the need for a completed enrolment form to be submitted by candidates requesting enrolment with a professional qualification obtained overseas.  Procedure updated	SW 21/08/08  SW 22/02/09
Part 1, section 1.9	Procedure updated	SW 22/02/09
Part 1, section 1.10	Procedure updated	SW 22/02/09
Part 2	General update including rule change for distribution of credits	SW 03/01/08
Part 2, section 2.3	Update of rule change re. evidence	SW 06/12/09
Part 2, section 2.4.2	Rule re inadmissibility of masters dissertation (as per 2.5.3)	SW 06/12/09
Part 3	General update including rule change for distribution of credits	SW 04/01/08
Part 3, section 3.1	Update of rule change re. evidence	SW 06/12/09
Part 3, section 3.7	Clarification re resubmissions	SW 06/12/09
Part 4	General update	SW 04/01/08
Part 5	General update	SW 04/01/08
Part 6	Instruction to return form to Registrar added to blank enrolment application form  Sample assessment form added (previously as Part 9)  General update including rule change for distribution of credits, and new portfolio submission checklist	SW 02/10/06  SW 13/12/06  SW 04/01/08
Part 7	Contact details updated  General update	SW 13/12/06, 5/11/07, 22/2/09  SW 04/01/08
Part 8	Added  Updated Updated Updated	SW 13/12/06  SW 03/01/08 SW 10/05/09 SW 06/12/09
Part 9	Added	SW 06/12/09