ARA Professional Development Programme

Understanding the competency framework

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Continuing professional development (CPD)

ARA competency framework

Professional development programme

What is CPD & how will it help me?

An ongoing process of learning through experience and reflection

Any activity has the potential to provide you with CPD as long as there is a learning outcome

Give you a competitive edge

Help you advance your career

Be the best you can be

The competency framework

National standards in record keeping for the UK and Ireland.

Key competencies for all those working and volunteering within the record-keeping sector

Organisational: about your role in the workplace

Process: about the activities that your role involves

Stakeholder/customer: about how you interact with others

Area	Function	Competency
A. Organisational	Governance, Leadership and Management	1. Working with aims and objectives
		2. Developing and using policies and procedures
		3. Managing and using financial and other resources
		4. Working with people
	Compliance, Monitoring and Performance	5. Understanding, interpreting and complying with legislation and/or regulation
		6. Managing risk and/or business continuity
		7. Managing performance and impact
	Personal and Professional Development	8. Contributing to/understanding internal/external professional environments
		9. Developing self and others
		10. Applying ethics and standards
		11. Developing specialist knowledge and skills
B. Process	Processing/managing current/semi-current records in all media and formats	1. Using and managing information systems, records and data
		2. Creating and/or capturing and maintaining records
		3. Organising and describing records
		4. Appraising and disposing of records
		5. Providing intellectual and physical access to records
	Processing/managing archives in all media and formats	6. Archival collections management
		7. Acquiring and accessioning of archives
		8. Appraisal, retention, selection and disposal of archives
		9. Arranging, cataloguing and/or describing archives
		10. Providing intellectual and physical access to, and retrieval of, archives
	Preserving archives and records in all media and formats	11. Preservation management: understanding and assessing needs
		12. Undertaking and managing processes relating to buildings, environments, security, storage, packaging, handling and use
		13. Emergency and business continuity planning: prevention, reaction and recovery
		14. Digital curation: preserving born-digital and digitised records and archives
	Conserving archives and records	15. Assessing the stability and condition of archives and records
		16. Identifying and evaluating conservation options and strategies
		17. Applying interventive conservation measures to archives and records
		18. Developing specialist skills and knowledge
C. Stakeholder/customer	Understanding users/ stakeholders	1. Identifying and developing policies for supporting internal and external users/community groups
		2. Planning and delivering activities to meet the requirements of internal and external users/stakeholders
		3. Meeting the special needs (physical/intellectual) of individuals/groups
	Service delivery	4. Promoting and providing facilities for access appropriate to the nature of information held
		5. Providing access to the content of records and archives
	Engagement	6. Learning and development: providing opportunities for users and stakeholders
		7. Developing and sustaining local/virtual user and community networks
		8. Encouraging user and community engagement with service evaluation
		9. Undertaking marketing, advocacy and outreach
		10. Developing specialist knowledge and skills

Each competency has five experience levels

novice (**level 1**)

beginner (**level 2**)

competent (**level 3**)

proficient (**level 4**)

expert (**level 5**)

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working with people

Level 1 (novice): Identifies and can describe roles and responsibilities of those in immediate working environment; contributes actively and inclusively to team work

Level 2 (beginner): Operates effectively as team member; uses team dynamics to foster good team working and inclusivity; interacts well with volunteers and internal/external groups sharing expertise with others; acquires training where required

Level 3 (competent): Develops and supervises own and others' work plans and skills; monitors individual/team performances ensuring appropriate training for self/others; contributes proactively to workplace/community

Level 4 (proficient): Formulates workplace policies; recruits, develops and manages people; oversees conflict resolution; establishes team(s) with complementary strengths and skills

Level 5 (expert): Leads and sets the standard in the development of staff; initiates workforce policies; manages and resolves conflict in complex situations

Professional Development Programme

A competency based process through which members can qualify as a Foundation or Registered Member, or Fellow of the ARA

The benefits . . .

Gain national professional recognition with Foundation (FMARA), Registered (RMARA) and Fellow (FARA) professional qualifications, helping advance your career

Increase your level of confidence and influence in the workplace

Provides a clear path to developing your career, your employability and earning potential – linked to latest ARA salary recommendations

Demonstrates you meet industry recognised standards of knowledge and competency

Become a reflective and ethical practitioner

Be part of a professional community at the forefront of archives, archive conservation and records management

Foundation (FMARA)

For those relatively new to the profession, existing professionals who do not yet have the level of experience required for Registered membership, apprentices and volunteers

We recommend candidates have a minimum of 12 months experience

To qualify: Submit 6 competencies demonstrating experience levels 1 - 2. At least 1 competency from each of the 3 competency areas

Registered (RMARA)

The established level of excellence for the profession

We recommend candidates gain a minimum of three years' experience before applying

To qualify: Submit 8 competencies demonstrating experience levels 2 - 3. At least 2 competencies from each of the 3 competency areas

Fellow (FARA)

The highest level of professional recognition

We recommend candidates hold a minimum of nine years work experience following their qualification as a Registered Member of the ARA. They must have completed at least one CPD Review cycle

To qualify: 6 competencies demonstrating experience levels 4-5, a **contribution to the profession statement** and a **professional development statement**

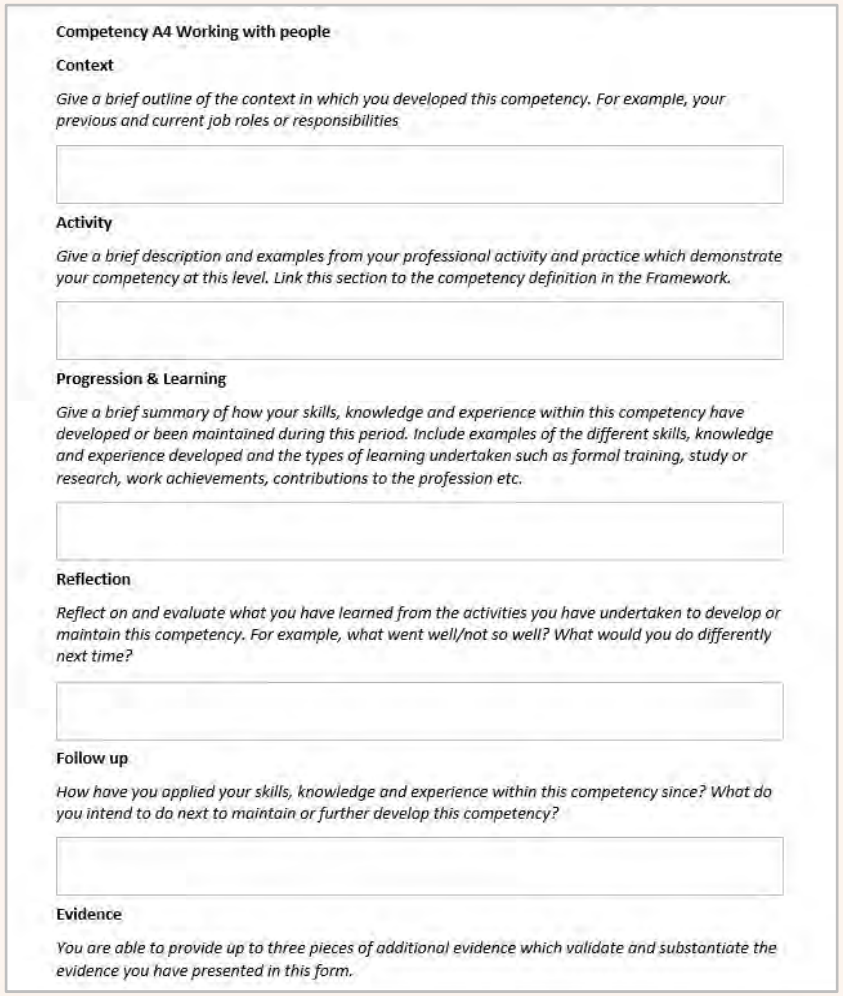
Context *a brief overview – employer, responsibilities, projects, etc*

Activity *what you were doing? (e.g. managing a team of staff, leading the appraisal process)*

Progression & Learning *a summary of how your skills, knowledge and experience have developed/been maintained during this period*

Reflection *reflect on and evaluate what you have learned from the activities you have undertaken*

Follow up *how have you applied your skills, knowledge and experience within this competency? What do you intend to do next to maintain or further develop this competency?*



Competency A4 Working with people

Context

Give a brief outline of the context in which you developed this competency. For example, your previous and current job roles or responsibilities

Activity

Give a brief description and examples from your professional activity and practice which demonstrate your competency at this level. Link this section to the competency definition in the Framework.

Progression & Learning

Give a brief summary of how your skills, knowledge and experience within this competency have developed or been maintained during this period. Include examples of the different skills, knowledge and experience developed and the types of learning undertaken such as formal training, study or research, work achievements, contributions to the profession etc.

Reflection

Reflect on and evaluate what you have learned from the activities you have undertaken to develop or maintain this competency. For example, what went well/not so well? What would you do differently next time?

Follow up

How have you applied your skills, knowledge and experience within this competency since? What do you intend to do next to maintain or further develop this competency?

Evidence

You are able to provide up to three pieces of additional evidence which validate and substantiate the evidence you have presented in this form.

What our members say . .

"The self-assessment process was really useful. It kept me focused on the areas of my work I wish to develop. It has made me appreciate and value what I have achieved in my career so far."

"The programme identified my strengths and what I really enjoy, helping me define my career goals more clearly."

"The process has enriched my knowledge and enthusiasm for my work."

"Enrolment on the programme was a big plus for my employer. It demonstrates they employ someone with a suitable level of knowledge, and connections to a wider network of professionals".

Professional development programme

Self Assessment

Benchmark your experience against the ARA competency framework

Find a mentor

Someone with experience & knowledge to give direction to your learning

Enrol on the programme

Enrol online and work with your mentor

Prepare your application

Develop the competency forms in your application to the required level

Apply

Submit your application online for assessment

Maintain your professional status

CPD Review, events, information & career support

Contact

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Archives & Records Association UK & Ireland