University of Plymouth

Faculty of Arts, Humanities and Business

School of Humanities and Performing Arts

Programme Specification

MA in Archival Practice

Definitive Document Approved: 27/6/17
Implementation Date: September 2018

Amended by Minor Change: 5/12/18, 19/5/20 & 25/11/20

1. MA in Archival Practice

Final award title   MA in Archival Practice

Level 7 Intermediate award titles

The Diploma in Archival Practice

  (Upon successful achievement of 120 credits)

PG Cert in Archival Practice

  (Upon successful achievement of 60 credits)

UCAS code : N/A
HECoS: 100915 / archives and records management

2. **Awarding Institution:**   University of Plymouth
Teaching institution(s):   University of Plymouth

3. **Accrediting body**(ies)   **Archives and Records Association**

  (Accreditation to be sought)

Summary of specific conditions/regulations

The Archives and Records Association accredits the archival training: provisional accreditation is possible after the first year, with validation of the new degree after three years.

4.   Distinctive Features of the Programme and the Student Experience

The programme has the following distinctive features:

- It is designed to be an accredited, professional qualification as an MA in Archival Practice aligned to the ARA's new competencies in core modules, and provisional accreditation will be sought after the first year of the Programme.
- It is taught in partnership with Plymouth City Council with practitioners in archives as core and optional module teachers and in the placement module.
- Work-based learning is a key feature of the MA with the 20-credit core module placement in Semester 2 of the full-time route; and Semester 2 of Year 1 or 2 in the part-time route; and the Diploma in Archival Practice.
- Students will consequently develop links with local record offices and other archives which will be important for future employment in the archive and heritage sector.
- Once the History centre is complete the Programme will be integrated into the teaching space belonging to the University on the site, and students will study in the environment of a major brand new archive, museum and heritage site involving crucial aspects of the degree, such as digital media, traditional MS-based archives, exhibition and curatorial spaces.
- It is administered in a supportive pastoral School and Faculty environment, where there are cognate humanities and arts subjects such as History, Art History and English Literature.
- Its core and optional modules meet practical and current needs (fund-raising, employment law, archival and digital skills) for a range of archive and related-jobs, dealing with professional and para-professional colleagues and several of the core modules will also operate as CPD, providing flexibility for those wishing to achieve a PGCert or PGDip rather than completing the whole MA programme.

5. Relevant QAA Subject Benchmark Group(s)

The ARA has stated that it sees the academic criteria of the Subject benchmark statement for *Librarianship, Information, Knowledge, Records and Archives Management* (March 2015) as complementary.

http://www.qaa.ac.uk/publications/information-and-guidance/publication?PubID=2918#.WNE6bdLyiUk

The standard of achievement expected of all students graduating with a postgraduate diploma, or a master's degree in the subjects of archives management (threshold standard) includes the following:

- a systematic understanding of knowledge, and a critical awareness of current problems and new insights. Such insights may require awareness of developments across all areas of the subject area, beyond the specialist area of interest that may form the focus of a particular programme
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship, together with the ability to demonstrate use of appropriate research philosophies and methodologies
- originality in the application of knowledge
- a practical understanding of how established techniques of research and enquiry are used to create and evaluate evidence for enhanced professional practice
- an ability to complete through independent study a substantial critical, empirical research/work-based project, significant review or case study that may also contribute to research in the subject or the solution of a work-related problem
- conceptual understanding that enables the student: to critically evaluate current research and advanced scholarship in the subject area; to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses. This may require awareness of methodologies in cognate subjects.

The typical standard indicates the standard of achievement expected of the majority of students graduating with a master's degree in the subject area. Typically, holders of the qualification will be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
- demonstrate self-direction, creativity and originality

- demonstrate skills in leadership and advocacy, with informed awareness of dynamic internal and external factors that may influence these
- exploit tools and processes for effective global networking
- challenge existing practice and justify proposed changes.

6. Programme Structure

The pattern for full-time mode will be as follows:

Semester One			
	ARCHI708 The Management of Records and Archives 30 credits	*ARCHI701 Audiences and Users in Archives* 30 credits	*One optional module from a list of modules* 20 credits

Semester Two		
	ARCHI703 The Business of Archives 30 credits	*ARCHI702 Placement* 20 credits

Summer	
	ARCHI704 Dissertation 50 credits

Semester 1:

Core 30 credit module

>ARCHI708 *The Management of Records and Archives*

Core 30 credit module

>ARCHI701 *Audiences and Users in Archives*

One 20 credit option from list, in the first year of programme (2018 – 2019):

>ARCHI705 *Palaeography*

>ARCHI706 *Sound and Vision*

>ARCHI707 *Display and Interpretation*

>ARCHI709*: Talking History: Preserving the Living Past*

Semester 2:

Core 30 credit module

>ARCHI703 *The Business of Archives*

Core 20 credit module

>ARCHI702 *Placement* (Archive site)

Summer:

>ARCHI704 *MA Dissertation in Archival Practice* (core module, 50 credit)
>Dissertation preparation begins in semester 1, with supervision starting
>semester 1 but primarily in semester 2 and with cut off point for tutorials in late
>July.

All core taught modules are 30 Masters level credits except the 20-credit Placement module and the optional modules which are 20-credits. The Dissertation is 50 Masters level credits.

Please note that the number and availability of option modules may vary from year to year (details of all modules are provided on the Module Records, supplied

separately). The programme team will liaise with the Senior Administrator (Programmes) over the capping of option modules.
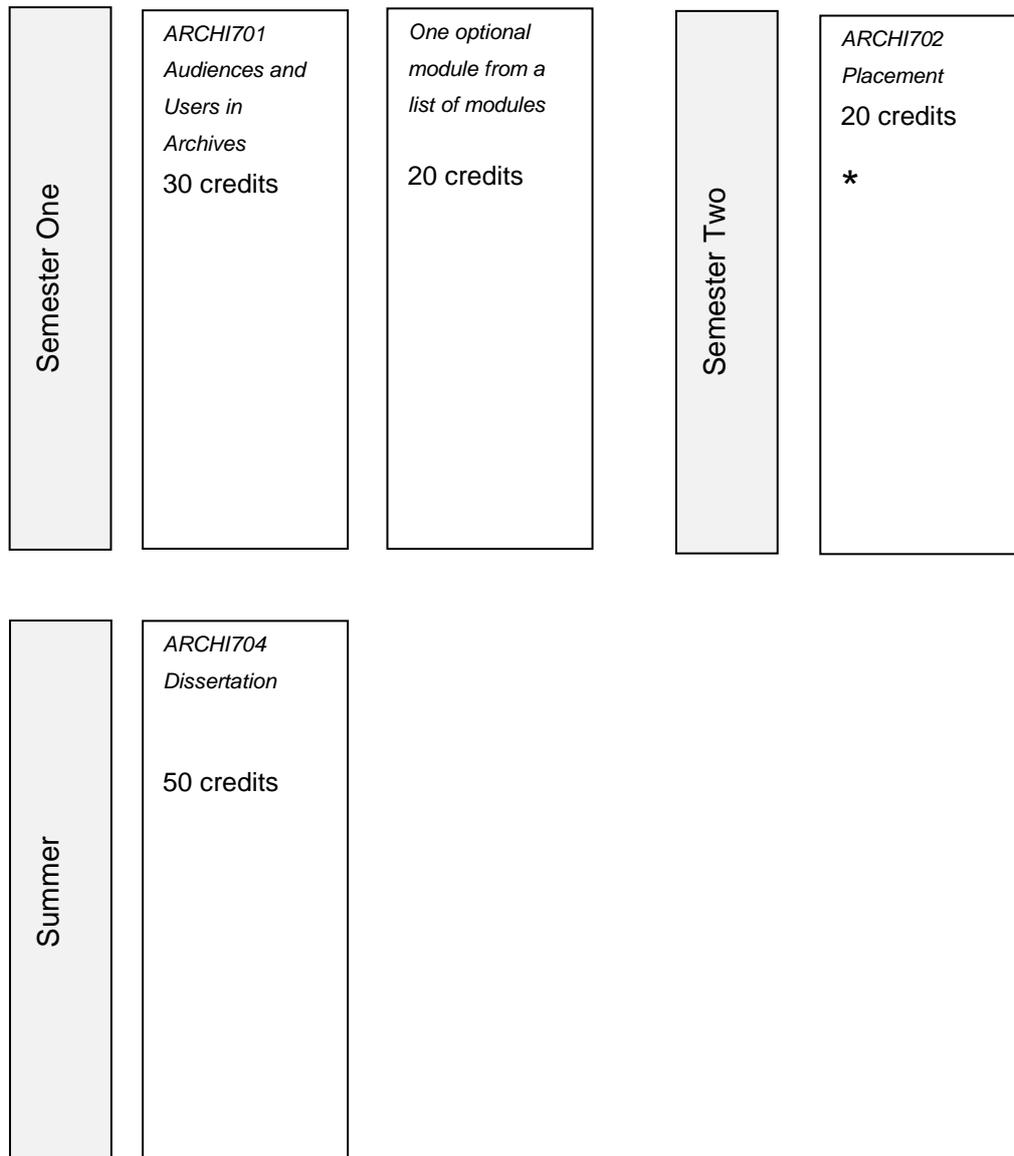

Part-time

The pattern for part-time mode will be as follows:

Year One

| Semester One | ARCHI708
The Management of Records and Archives
30 credits | | Semester Two | ARCHI703
The Business of Archives
30 credits | ARCHI702
Placement
20 credits

* |

* The 20 credit core Placement can be taken in in Year 1 or Year 2.

Year Two

| Semester One | ARCHI701
Audiences and Users in Archives
30 credits | *One optional module from a list of modules*
20 credits | | Semester Two | ARCHI702
Placement
20 credits
* |

| Summer | ARCHI704
Dissertation

50 credits |

* The 20-credit core Placement can be taken in Year 1 or Year 2.

<u>Mode of study</u>

Please refer to the programme structure diagram above, for full-time and part-time students.

Full-time study: lasts one year (12 months.) Students complete the requisite core, option and dissertation modules within this time.

Part-time study: lasts two years (24 months.) Students take between 60 and 80 credits in Year 1 (depending on whether they take the 20 credit core Placement in Year 1 or not).

CPD

The core 30 credit module ARCHI703 *The Business of Archives* has been selected as a CPD module (both credit-rated, and non-credit rated). As the programme develops, it is anticipated that other modules will be designated as CPD.

7.   Programme Aims

The MA in Archival Practice programme is intended to:

- Provide students with a deep and systematic understanding of archival theory and practice, including record-keeping practices and traditions.
- Provide students with specific knowledge of the administrative and legal contexts of archival material and records.
- Prepare students for the workplace by providing them with work-based experience, notably through the core placement module, but also throughout core modules where teaching sessions, assessment and expert contributions are aligned with the ARA competencies.
- Provide students with skills to undertake independent and original research, preparing them for the dissertation.
- Provide students with transferable skills such as communication and information processing skills.

8.   Programme Intended Learning Outcomes

Please note that the modules have been mapped against Level 7 descriptors in http://www.seec.org.uk/wp-content/uploads/2016/07/SEEC-descriptors-2016.pdf

8.1.   Knowledge and understanding

On successful completion students completing a Diploma or MA in Archival Practice should have developed:

1) A deep, systematic and critical understanding of modern practice in the archive; and knowledge of how the archive sector has developed as a profession.

2) A comprehensive understanding of the relevant policies, legislation and agendas shaping the profession in roles typically experienced by the modern archivist, including record and information governance and employment law, and issues such as copyright and licensing.

3) An understanding of current theoretical approaches to the archive.

Please note: since this is a vocational MA linked to professional accreditation, the practical skills listed below, 8.5, are more specific on some of the areas in which knowledge and understanding are developed for archival work, and are based on the organisational. Process and user/stakeholder areas developed in the ARA CPD programme: Competency Framework (updated October 2016).

8.2.   Cognitive and intellectual skills

On successful completion of both awards should have developed:

1) Conceptual and critical thinking skills at high level, to enable deep reflection on practice, methodology and theory, and suggest new approaches.

2) The problem-solving, research and enquiry skills to undertake substantial investigations and thus address significant areas of practice or theory.

3) The skills of synthesis and creativity to apply knowledge in unfamiliar contexts, or synthesise ideas and information in innovative ways and generate transformative solutions.

4) The skills of analysis and evaluation using complex, incomplete or contradictory evidence /b data and judge the appropriateness of the methodologies employed.

8.3. Key and transferable skills

On successful completion students completing a Diploma or MA in Archival Practice should have developed the following generic transferable skills:

1) The ability to evaluate and organize / synthesise information obtained from a variety of sources
2) The ability to effectively time manage and work to specific deadlines
3) The ability to engage in different forms of learning.
4) The ability to plan work with others.
5) The ability to write and speak in good English.
6) The ability to communicate ideas effectively to a range of audiences.
7) The ability to respond constructively to written and oral feedback.
8) The ability to use a range of information and computer technology skills with competence, including bibliographical and electronic sources for research.

8.4. Employment related skills

On successful completion graduates should have developed:

1) Professional knowledge and skills in the business, management and use of archives and records.
2) General work skills such as research and analysis, formal presentation in a variety of written forms; presentation and self management.

Please note: since this is a vocational MA linked to professional accreditation, the practical skills listed below, 8.5, provide more specific detail on employment-related skills developed for archival work, and are based on the A. organisational; B. process; and C. user/stakeholder areas developed in the *ARA CPD Programme: Competency Framework*.

8.5. Practical skills

On successful completion graduates should have developed practical skills in the areas of archive and record organisation, process and user/stakeholders, including:

1) Working with people.

2) Applying ethics and standards.

3) Processing and managing records in a variety of media and formats.

4) Providing intellectual and physical access to, and retrieving records.

5) Processing and managing archives in a variety of media and formats.

6) Identifying the special needs of individuals and groups.

7) Providing (intellectual) access to the content of records and archives on-site and online.

8) Engaging users of archives and records through marketing, advocacy and outreach

Please note: as a vocational MA linked to professional accreditation, the practical skills indicated above 8.5, are more extensively listed in the A. organisational; B. process; and C. user/stakeholder areas developed in the ARA CPD Programme: Competency Framework.

9.   Admissions Criteria, including APCL, APEL and DAS arrangements

A practising member of the profession has been involved in establishing the selection process. All applicants must have GCSE (or equivalent) Maths and English at Grade C or above. Normal requirements for admission are a minimum of an upper second-class UK Bachelor's degree in a relevant discipline, or equivalent (or an overseas qualification of equivalent standard), and a period (minimum of 120 hours/30 days) of paid or voluntary employment in an archive or records service, or experience in a post where management of archives or records is a substantial part of the post holder's responsibility. The ARA requires the selection process to include evidence of intellectual ability; personal suitability and awareness of the nature of archives, records management and or digital curation.

For overseas qualifications comparability with the UK equivalent can be checked through UK NARIC, who provide an advisory service.

Applicants with APEL will be considered on an individual basis according to the University Regulations Framework. Students interested in transferring postgraduate credits will be considered on merit, and current University regulations regarding transfer of credits from other institutions will apply.

10. Progression criteria for Final and Intermediate Awards

Upon successful achievement of 60 level 7 credits, students can achieve a Postgraduate Certificate (PGCert) award in Archival Practice.

> Note: this PG Cert is not a professional qualification; but allows acknowledgement of achievements less than a diploma, and has value as an award for volunteering in the archival and heritage sectors.

Upon successful achievement of 130 level 7 credits, students can achieve a Postgraduate Diploma (PGDip) award in Archival Practice.

Upon successful achievement of 180 level 7 credits, students can achieve an MA award.

To achieve a 'Pass' award, students must achieve an average of between 50-59% on aggregate and, additionally, in the case of MA awards, for the Dissertation module.

To achieve an award with 'Merit', students must achieve an average of between 60-69% on aggregate and, additionally, in the case of MA awards, for the Dissertation module. To achieve an award with 'Distinction', students must achieve an average of between 70%+ on aggregate and, additionally, in the case of MA awards, for the Dissertation module.

11. Exceptions to Regulations

In exception to the University regulations, it has been agreed that Faculty of Arts PGDip and MA awards can be awarded with 'Merit' as well as 'Pass' or 'Distinction'.

12. Transitional Arrangements

N/A

In the first year, the Programme will not be accredited by the ARA. The Programme Leader will seek advice from the ARA in the initial year about the processes for the provisional accreditation.

13. Mapping and Appendices:

13.1 ILO against Modules Mapping

ARCHI708 *The Management of Records and Archives*	At the end of the module the learner will be expected to be able to: 1. Apply their understanding of information management in an archival setting to the cataloguing and description of records and archival material. 2. Critically reflect on the challenges of preservation and the policies that have developed in relation to preservation. 3. Critically reflect on questions of morality, ethics and value in relation to the professional records management, archive and archive services. 4. Demonstrate their understanding of the theoretical literature around the archive and records management.
ARCHI701 *Audiences and Users in Archives*	At the end of the module the learner will be expected to be able to: 1. Assess the issues surrounding audiences / users and access based on practical observation and evaluation of an archival site. 2. Understand and articulate the diversity imperatives; respond to barriers to access and understand special needs; and reflect on the complexities of the resources-user relationship, through the design of original promotional literature. 3. Understand how the experience and use of archive assets have been enabled by new technologies and social media through: through study of the literature on 'big data', existing websites and social media. 4. Critically engage with the literature, policies and standards in relation to audiences and users in Archives.
ARCHI702 *Placement* (Archive site)	At the end of the module the learner will be expected to be able to: 1. Critically reflect on diversity imperatives, barriers to access and the research room or heritage site, as studied in the core module *Audiences and Users in Archives*, in relation to their own placement. 2. Critically reflect on the role that new technologies, social media and volunteers play in the practice of archives, as studied in the core module *Audiences and Users in Archives*, in relation to their own placement. 3. Critically reflect on their own experience and performance of the tasks undertaken during the placement, and their response to feedback from practitioners including their line managers. (For Part Time students undertaking this in Year 2, there will be the expectation that they will be able to relate these to the core module *The Business of Archives*). 4. Demonstrate their understanding of archival standards and typology as developed in the module *The Management of Records and Archives*, in relation to a given archive. 5. Provide a detailed account of their work: demonstrating and documenting their development of such self-management key skills as time management, presentation, and autonomous or team working. 6. Provide examples of, and reflect on, their work undertaken within the placement. 7. Demonstrate competency in a range of archival and records management tasks
ARCHI703 *The Business of Archives*	The learner will be expected to be able to: 1. Produce a formal document similar to that required of practitioners in response to an authentic scenario involving issues such as resources, governance, sustainability, involved in the business of running archives.

	2. Demonstrate their understanding of funding and fundraising processes by developing a funding bid to peers and practitioners, with appropriate supporting literature and visual materials.
	3. Reflect on the importance of presentation in stakeholder relations, partnership and advocacy in response to tutor and peer feedback for the funding bid.
ARCHI704 *MA Dissertation in Archival Practice*	The learner will be expected to be able to: 1. Synthesise with critical awareness information relevant to contemporary archive scholarship and debate. 2. Undertake critical analysis of complex areas of knowledge, with particular reference to the evaluation of archives and archival practice. 3. Act as an independent and self-critical learner over a sustained period of research. 4. Apply and adapt technical expertise and learning resources.
ARCHI705 *Palaeography*	The learner will be expected to be able to 1. Transcribe accurately and rapidly, a range of handwritten scripts in a range of documents normally encountered in archives, following standard principles of transcription and editing. 2. Understand the basic elements of historic abbreviations, dating, enumeration, and other textual aspects to historic manuscripts to the extent that they would be able to advise non-expert users of British archival material. 3. Understand important elements of historic manuscripts that relate to Latin, British dialect or specialist vocabulary as encountered in a record office. 4. Describe a range of early modern scripts in terms of their characteristic letter forms, abbreviation, punctuation and ligature.
ARCHI706 *Sound and Vision*	The learner will be expected to be able to 1. Demonstrate an understanding of theoretical aspects to media and digital asset management, digitisation and editing. 2. Apply their understanding of theory and practice (the latter developed through practical workshop learning opportunities), to an audio-visual collection in terms of needs assessment and technical condition. 3. Produce a formal catalogue record for an audio-visual collection, adhering to FIAF / IASA standards.
ARCHI707 *Display and Interpretation*	The learner will be expected to be able to: 1. Draw on theoretical debates and practice in museum display to produce labels for museum and archival objects. 2. Critically appraise aspects of display and interpretation in a museum setting, in relation to such key issues as audience needs, marketing, sustainability and legacy. 3. Develop hands-on experience of designing part of an exhibition in which elements such as education, outreach and learning objectives, and the management and care of heritage assets within the exhibition are demonstrated.

13.2 Assessment against Modules Mapping					
ARCHI708 *The Management of Records and Archives*	C1	Essay on Archival/Records Management Theory	W1 25%	**The coursework for this module takes the form of a portfolio of 4 elements.** C1 is a 2000-word essay, taking a theme from the list of essay questions in the Module Handbook LO4	
		Essay on Archival Preservation	W2 25%	C2 is a 2000-word essay, taking a theme from the list of essay questions in the Module Handbook LO2	
		Essay on ethics and morality in the Archive/Records management.	W3 25%	C3 is a 2000-word essay, formulated in consultation with the Module Leader LO3, LO4	
		Cataloguing and Description	W4 25% 100%	C4 is an exercise in cataloguing and description of archival materials using materials in PWDRO collections LO1	
ARCHI701 *Audiences and Users in Archives*	C1	Search room or heritage site report	50%	A 4000-word essay reporting on aspects of audience use and access issues based on site observation. LO1 and LO4	
		Promotional material	25%	The design of promotional literature on an archival asset (2000 words max.) in which audiences / user issues are reflected. LO2 and LO4	

		Report on websites		25%	A 2000-word analysis of a selected archive website or websites. LO3 and LO4	
				100%		
ARCHI702 *Placement* (Archive site)	C1		W1	10%	**The module is assessed by a portfolio of four elements:** A work log, signed off by the line manager in the placement institution. LO 5	
			W2	30%	A handout and PowerPoint slides (total 2000 words) supporting a 15-20mins presentation to peers, during one of the 30-credit modules in semester 1, reporting on the placement and relating the placement work to issues and activities explored during the core modules LO 1,2,3, 4	
			W3	20%	Keys skills assessment exercise to be completed over the course of the placement LO 6,7	
			W4	40%	A 2000 word report on the work undertaken during the placement, supported with evidence of the work in the form of (for example) exhibition display panels, catalogue entries, digital preservation, records of advice given to visitors etc.	
			100%		LOs 3, 5-6	
ARCHI703 *The Business of Archives*	C1	Funding Bid	W1	50 %	4000 word document in support of a presentation to peers: comprising handout (1000 words); Powerpoint slides or Prezi (1000 words); bid statement (1000 words); and post-presentation reflexive essay (1000 words) LOs 1-3	
		Strategic plan	W2	50 %	A 4000-word document LO 1	

				100%		
ARCHI704 *MA Dissertation in Archival Practice*	C1		W1	10 %	A project proposal of 4000 words incorporating initial aims, structure, schedule of research, preliminary and indicative reading. LOs 1-2	
			W2 100%	90%	15,000 – 20,000 word dissertation (including references, but excluding bibliography) LOs 1-4	
ARCHI705 *Palaeography*	T1	In class tests	W1	50%	In-class multiple choice and other format tests will test knowledge and understanding of topics discussed in taught sessions: the 5 tests will take place. LOs 1-4	
		In class transcription test	W2 50%	50%	In-class 1 ½ hour test involving authentic transcription task during week 12. LOs 1-4	
	C1	Portfolio of transcribed documents	W1 50%	100%	The student will select material from a body of documents provided by the module leader, to apply the principles of transcription, editing and describing . LOs 1-4	
ARCHI706 *Sound and Vision*	C1 Cataloguing Essay		W1	20%	LO 3 & 4 Explore the core challenges to cataloguing audio and visual materials, and explore recent sector developments. Develop a report for senior management to support the development of a funding application to support a digitisation project. LOs 2 & 5 Working with a small AV collection:	

		Archival Business Case report	W2	40%	a) Identify stock marks b) Identify sound track (sep or com?) c) Identify the film running conditions (warping, shrinkage, sprockets, other?) d) Identify the physical / chemical conditions (fading, moisture, scratches, scuffing etc?) e) Identify the digitisation need	
		Technical Appraisal report	W3	40%	LOs 1-2	
				100%		
ARCHI707 *Display and Interpretation*	C1	Object / archive labels	W1 10%		Three 300-word labels to be produced over Reading Week and presented in the following week to the peer group in class. LO1	
		Poster presenting the design of a gallery element	W2 50%		A series of briefs will be provided in the module handbook relating to The Box or to a 'museum on tour' campaign. The text will be 4000 words. LO 3	
		Essay	W3 40%		A 3000 word essay, from a list of essay questions in the Module handbook, relating to contemporary museum practices in display and interpretation including evaluation and legacy. LO 2	

			100%		
ARCHI709 Talking History: Preserving the Living Past	C1		Oral History Portfolio	100%	Portfolio exploring historiography and methodology, oral history portfolio development, and/or topic analysis using oral history. LO 1,2,3

13.3 Skills against Modules Mapping

Module	SEEC Skills (Level 7)	Skills matched to ARA CPD framework
ARCHI708 *The Management of Records and Archives*	SEEC <u>Setting</u> 1) Autonomy and responsibility for actions 2) Acts with initiative in decision-making and accessing support within professional or given guidelines, accepting full accountability for outcomes. <u>Knowledge and Understanding</u> 1) Has a deep and systematic understanding within a specialised field of study and its interrelationship with other relevant disciplines. 2) Demonstrates an understanding of current theoretical and methodological approaches and how these affect the way the knowledge base is interpreted. <u>Cognitive Skills</u> 1) Conceptualisation and critical thinking *Uses ideas at a high level of abstraction. Develops critical responses to existing theoretical discourses, methodologies or practices and suggests new concepts or approaches.* 2) Problem solving, research and enquiry *Designs and undertakes substantial investigations to address significant areas of theory and/or practice. Selects appropriate advanced methodological approaches and critically evaluates their effectiveness.*	Area B. Process **Processing/managing archival records in all media and formats** **Preserving records and archives in all media and formats** <u>Competency</u> **Processing/managing archival records in all media and formats** 6. Archival collections management 7. Acquiring and accessioning archival records 8. Appraising and selecting archival records 9. Arranging and describing archives 10. Providing intellectual and physical access to, and retrieving archives **Preserving records and archives in all media and formats** 11. Preservation management: assessing needs 12. Undertaking and managing processes relating to buildings, environments, security, storage, packaging, handling and use 13. Emergency Planning 14. Digital curation: preserving born-digital and digitised records and archives

	3) Synthesis and creativity *Flexibly and creatively applies knowledge in unfamiliar contexts, synthesises ideas or information in innovative ways, and generates transformative solutions.* 4) Analysis and evaluation *Undertakes analysis of complex, incomplete or contradictory evidence/data and judges the appropriateness of the enquiry methodologies used. Recognises and argues for alternative approaches.*	
ARCHI701 *Audiences and Users in Archives*	SEEC <u>Setting</u> 3) Autonomy and responsibility for actions 4) Acts with initiative in decision-making and accessing support within professional or given guidelines, accepting full accountability for outcomes. <u>Knowledge and Understanding</u> 3) Has a deep and systematic understanding within a specialised field of study and its interrelationship with other relevant disciplines. 4) Demonstrates an understanding of current theoretical and methodological approaches and how these affect the way the knowledge base is interpreted. <u>Cognitive Skills</u> 5) Conceptualisation and critical thinking *Uses ideas at a high level of abstraction. Develops critical responses to existing theoretical discourses, methodologies or practices and suggests new concepts or approaches.* 6) Problem solving, research and enquiry *Designs and undertakes substantial investigations to address significant areas of theory and/or practice. Selects appropriate advanced methodological approaches and critically evaluates their effectiveness.* 7) Synthesis and creativity	Area C. Users / Stakeholders **Understanding users and stakeholders** **Delivering a service to users** **Engaging Users** <u>Competency</u> **Understanding users and stakeholders** 1. Identifying and developing policies for supporting internal and external users/ stakeholders 2. Planning and delivering activities to meet the needs and wants of internal and external users/stakeholders 3. Meeting special needs (physical/intellectual) of individuals / groups **Delivering a service to users** 4. Promoting and providing facilities for access appropriate to the nature of information held 5. Providing (intellectual) access to the content of records and archives on-site and on-line **Engaging Users** 6. Learning and development: providing opportunities for users 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 activities to reach new communities 10. Developing specialist skills and knowledge

	Flexibly and creatively applies knowledge in unfamiliar contexts, synthesises ideas or information in innovative ways, and generates transformative solutions. 8) Analysis and evaluation *Undertakes analysis of complex, incomplete or contradictory evidence/data and judges the appropriateness of the enquiry methodologies used. Recognises and argues for alternative approaches.*	

ARCHI702
Placement
(Archive site)
	SEEC
	<u>Setting</u>
	   5) Autonomy and responsibility for actions
	   6) Acts with initiative in decision-making and accessing support within professional or given guidelines, accepting full accountability for outcomes.
	
	<u>Personal and enabling skills</u>
	Personal evaluation and development
	   1) Uses personal reflection to analyse self and own actions.
	   2) Makes connections between known and unknown areas, to allow for adaptation and change.
	Interpersonal and communication skills
	   1) Identifies, evaluates and maintains capabilities and qualities to support effective communication in a range of complex and specialised contexts.
	
	<u>Performance and practice</u>
	Adaptation to context
	   • Autonomously adapts performance to multiple contexts.
	Performance
	   • Autonomously implements and evaluates improvements to performance, drawing on innovative or sectoral best practice.
	Team and organisational working
	   • Works effectively with multiple teams as leader or member. Clarifies tasks and make appropriate use of the
		Area A. Organization
		<u>Competency</u>
		Personal development
		9. Developing self and others
		11. Developing specialist skills and knowledge
		
		The particular areas that are prominent in the placement will depend on the nature of the placement, but one would expect the archival placement to be involved, if based on the search room, with:
		
		Area C. Users / Stakeholders
		Understanding users and stakeholders
		Delivering a service to users
		<u>Competency</u>
		Understanding users and stakeholders
		3. Meeting special needs (physical/intellectual) of individuals / groups
		Delivering a service to users
		4. Promoting and providing facilities for access appropriate to the nature of information held
		5. Providing (intellectual) access to the content of records and archives on-site and on-line
		
		If the placement was concerned with activities behind the search room, e.g., processing and managing records and archival records,

	capacities of team members, resolving likely conflict situations before they arise. *Ethical awareness and application* • Incorporates a critical ethical dimension to their practice, managing the implications of ethical dilemmas. • Works proactively with others to formulate solutions	Area B. Process Competency **Processing/managing archival records in all media and formats** 6. Archival collections management 7. Acquiring and accessioning archival records 8. Appraising and selecting archival records 9. Arranging and describing archives 10. Providing intellectual and physical access to, and retrieving archives **Preserving records and archives in all media and formats** 11. Preservation management: assessing needs 12. Undertaking and managing processes relating to buildings, environments, security, storage, packaging, handling and use 14. Digital curation: preserving born-digital and digitised records and archives
ARCHI703 *The Business of Archives*	SEEC <u>Setting</u> 7) Autonomy and responsibility for actions 8) Acts with initiative in decision-making and accessing support within professional or given guidelines, accepting full accountability for outcomes. <u>Knowledge and Understanding</u> 5) Has a deep and systematic understanding within a specialised field of study and its interrelationship with other relevant disciplines. 6) Demonstrates an understanding of current theoretical and methodological approaches and how these affect the way the knowledge base is interpreted. <u>Cognitive Skills</u> 9) Conceptualisation and critical thinking *Uses ideas at a high level of abstraction. Develops critical responses to existing theoretical discourses,*	Area A. Organization **Governance and Planning** **Monitoring and Evaluation** **Personal Development** <u>Competency</u> **Governance and Planning** 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 **Monitoring and Evaluation** 5. Complying with legislation and regulation 6. Managing risk and business continuity 7. Managing performance and impact **Personal Development** 8. Contributing to/ understanding internal/ external professional environments 9. Developing self and others

	methodologies or practices and suggests new concepts or approaches. 10) Problem solving, research and enquiry *Designs and undertakes substantial investigations to address significant areas of theory and/or practice. Selects appropriate advanced methodological approaches and critically evaluates their effectiveness.* 11) Synthesis and creativity *Flexibly and creatively applies knowledge in unfamiliar contexts, synthesises ideas or information in innovative ways, and generates transformative solutions.* 12) Analysis and evaluation *Undertakes analysis of complex, incomplete or contradictory evidence/data and judges the appropriateness of the enquiry methodologies used. Recognises and argues for alternative approaches.*	10. Applying ethics and standards 11. Developing specialist skills and knowledge
ARCHI704 *MA Dissertation in Archival Practice*	SEEC <u>Setting</u> 9) Autonomy and responsibility for actions 10) Acts with initiative in decision-making and accessing support within professional or given guidelines, accepting full accountability for outcomes. <u>Knowledge and Understanding</u> 7) Has a deep and systematic understanding within a specialised field of study and its interrelationship with other relevant disciplines. 8) Demonstrates an understanding of current theoretical and methodological approaches and how these affect the way the knowledge base is interpreted. <u>Cognitive Skills</u> 13) Conceptualisation and critical thinking *Uses ideas at a high level of abstraction. Develops critical responses to existing theoretical discourses, methodologies or practices and suggests new concepts or approaches.*	Area A. Organization <u>Competency</u> **Personal development** 9. Developing self and others 11. Developing specialist skills and knowledge Depending on the dissertation topic, areas of competency in Areas A, B, C will be the focus of extended exploration or developed.

	14) Problem solving, research and enquiry *Designs and undertakes substantial investigations to address significant areas of theory and/or practice. Selects appropriate advanced methodological approaches and critically evaluates their effectiveness.* 15) Synthesis and creativity *Flexibly and creatively applies knowledge in unfamiliar contexts, synthesises ideas or information in innovative ways, and generates transformative solutions.* 16) Analysis and evaluation *Undertakes analysis of complex, incomplete or contradictory evidence/data and judges the appropriateness of the enquiry methodologies used. Recognises and argues for alternative approaches.*	
ARCHI705 *Palaeography*	SEEC <u>Setting</u> 11) Autonomy and responsibility for actions 12) Acts with initiative in decision-making and accessing support within professional or given guidelines, accepting full accountability for outcomes. <u>Knowledge and Understanding</u> 9) Has a deep and systematic understanding within a specialised field of study and its interrelationship with other relevant disciplines. 10) Demonstrates an understanding of current theoretical and methodological approaches and how these affect the way the knowledge base is interpreted. <u>Cognitive Skills</u> 17) Conceptualisation and critical thinking *Uses ideas at a high level of abstraction. Develops critical responses to existing theoretical discourses, methodologies or practices and suggests new concepts or approaches.* 18) Problem solving, research and enquiry	Area B. Process **Processing/ managing current/ semi-current records in all media and formats** **Processing/managing archival records in all media and formats** **Preserving records and archives in all media and formats** **Conserving archives** <u>Competency</u> **Processing/ managing current/ semi-current records in all media and formats** 1. Using and managing systems and user data 2. Capturing and maintaining paper/digital records 3. Organising and describing paper/digital records 4. Appraising and disposing of records in paper and digital systems 5. Providing intellectual and physical access to, and retrieving records **Processing/managing archival records in all media and formats** 6. Archival collections management 7. Acquiring and accessioning archival records 8. Appraising and selecting archival records

	Designs and undertakes substantial investigations to address significant areas of theory and/or practice. Selects appropriate advanced methodological approaches and critically evaluates their effectiveness. 19) Synthesis and creativity *Flexibly and creatively applies knowledge in unfamiliar contexts, synthesises ideas or information in innovative ways, and generates transformative solutions.* 20) Analysis and evaluation *Undertakes analysis of complex, incomplete or contradictory evidence/data and judges the appropriateness of the enquiry methodologies used. Recognises and argues for alternative approaches.*	9. Arranging and describing archives 10. Providing intellectual and physical access to, and retrieving archives **Preserving records and archives in all media and formats** 11. Preservation management: assessing needs 12. Undertaking and managing processes relating to buildings, environments, security, storage, packaging, handling and use 13. Emergency Planning 14. Digital curation: preserving born-digital and digitised records and archives **Conserving archives** 15. Assessing cultural heritage 16. Identifying and applying conservation options and strategies 17. Applying conservation measures 18. Developing specialist skills and knowledge
ARCHI706 *Sound and Vision*	SEEC <u>Setting</u> 13) Autonomy and responsibility for actions 14) Acts with initiative in decision-making and accessing support within professional or given guidelines, accepting full accountability for outcomes. <u>Knowledge and Understanding</u> 11) Has a deep and systematic understanding within a specialised field of study and its interrelationship with other relevant disciplines. 12) Demonstrates an understanding of current theoretical and methodological approaches and how these affect the way the knowledge base is interpreted. <u>Cognitive Skills</u> 21) Conceptualisation and critical thinking *Uses ideas at a high level of abstraction. Develops critical responses to existing theoretical discourses, methodologies or practices and suggests new concepts or approaches.*	Area B. Process **Processing/managing archival records in all media and formats** **Preserving records and archives in all media and formats** **Conserving archives** <u>Competency</u> **Processing/managing archival records in all media and formats** 6. Archival collections management 7. Acquiring and accessioning archival records 8. Appraising and selecting archival records 9. Arranging and describing archives 10. Providing intellectual and physical access to, and retrieving archives **Preserving records and archives in all media and formats** 11. Preservation management: assessing needs 12. Undertaking and managing processes relating to buildings, environments, security, storage, packaging, handling and use

	22) Problem solving, research and enquiry *Designs and undertakes substantial investigations to address significant areas of theory and/or practice. Selects appropriate advanced methodological approaches and critically evaluates their effectiveness.* 23) Synthesis and creativity *Flexibly and creatively applies knowledge in unfamiliar contexts, synthesises ideas or information in innovative ways, and generates transformative solutions.* 24) Analysis and evaluation *Undertakes analysis of complex, incomplete or contradictory evidence/data and judges the appropriateness of the enquiry methodologies used. Recognises and argues for alternative approaches.*	13. Emergency Planning 14. Digital curation: preserving born-digital and digitised records and archives **Conserving archives** 15. Assessing cultural heritage 16. Identifying and applying conservation options and strategies 17. Applying conservation measures 18. Developing specialist skills and knowledge
ARCHI707 *Display and Interpretation*	SEEC <u>Setting</u> 15) Autonomy and responsibility for actions 16) Acts with initiative in decision-making and accessing support within professional or given guidelines, accepting full accountability for outcomes. <u>Knowledge and Understanding</u> 13) Has a deep and systematic understanding within a specialised field of study and its interrelationship with other relevant disciplines. 14) Demonstrates an understanding of current theoretical and methodological approaches and how these affect the way the knowledge base is interpreted. <u>Cognitive Skills</u> 25) Conceptualisation and critical thinking *Uses ideas at a high level of abstraction. Develops critical responses to existing theoretical discourses, methodologies or practices and suggests new concepts or approaches.* 26) Problem solving, research and enquiry	Area C. Users / Stakeholders **Understanding users and stakeholders** **Delivering a service to users** **Engaging Users** <u>Competency</u> **Understanding users and stakeholders** 1. Identifying and developing policies for supporting internal and external users/ stakeholders 2. Planning and delivering activities to meet the needs and wants of internal and external users/stakeholders 3. Meeting special needs (physical/intellectual) of individuals/ groups **Delivering a service to users** 4. Promoting and providing facilities for access appropriate to the nature of information held 5. Providing (intellectual) access to the content of records and archives on-site and on-line **Engaging Users** 6. Learning and development: providing opportunities for users 7. Developing and sustaining local/virtual user and community networks 8. Encouraging user and community engagement with service evaluation

	Designs and undertakes substantial investigations to address significant areas of theory and/or practice. Selects appropriate advanced methodological approaches and critically evaluates their effectiveness. 27) Synthesis and creativity *Flexibly and creatively applies knowledge in unfamiliar contexts, synthesises ideas or information in innovative ways, and generates transformative solutions.* 28) Analysis and evaluation *Undertakes analysis of complex, incomplete or contradictory evidence/data and judges the appropriateness of the enquiry methodologies used. Recognises and argues for alternative approaches.*	9. Undertaking marketing, advocacy and outreach activities to reach new communities 10. Developing specialist skills and knowledge

13.4 Appendix – Learning Outcomes map

		LEVEL 7		
FHEQ Descriptors	Subject Benchmark *Librarianship, Information, Knowledge, Records and Archives Management* March 2015	Programme Aims	Programme Outcomes	Core Modules linked to outcomes
Students will have demonstrated: A systematic understanding of knowledge, and a critical awareness of current problems and/or new insights at or informed by the forefront of their … area of professional practice;	<u>Teaching and Learning</u> intensive use of archives … used wherever possible as a controlled environment laboratory where students can undertake a variety of practical work or projects, and gain experience of working with specific resources, tools and collections	*The MA in Archival Practice programme is intended to:* Provide students with a deep and systematic understanding of archival theory and practice, including record-keeping practices and traditions. Provide students with specific knowledge of the administrative and legal contexts of archival material and records.	*On successful completion students completing a Diploma or MA in Archival Practice should have developed* 1) A critical understanding of modern archival practice and an understanding of how the archive sector has developed as professions. 2) A comprehensive understanding of the relevant policies, legislation and agendas shaping the archival profession in a range of roles typically experienced by the modern archivist, including record and information governance and employment law.	Management of Records and Archives Business of Archives Audience and Users in Archives Archival Practice Dissertation Archival Practice Placement
Students will have demonstrated:	<u>Research Skills</u> Generating research questions and testable	Provide students with skills to undertake independent and	On successful completion students should have developed:	In particular: Archival Practice Dissertation

	LEVEL 7			
FHEQ Descriptors	Subject Benchmark *Librarianship, Information, Knowledge, Records and Archives Management* March 2015	Programme Aims	Programme Outcomes	Core Modules linked to outcomes
Originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;	hypotheses, understanding general strategies for designing a research or evaluation study. Applying appropriate research ethics frameworks. Understanding how to collect and analyse both numerical data (quantitative research) and data that is primarily non-numeric, that is mostly textual, (qualitative research), including data collected via the Internet, and social network analysis. Appraising and synthesising existing evidence, relating this to the needs of policy and practice, and identifying gaps in the evidence. Using research techniques to undertake	original research, preparing them for the dissertation.	1)The ability to evaluate and organize / synthesise information obtained from a variety of sources … 8) The ability to use a range of information and computer technology skills with competence, including bibliographical and electronic sources for research	

		LEVEL 7		
FHEQ Descriptors	Subject Benchmark *Librarianship, Information, Knowledge, Records and Archives Management* March 2015	Programme Aims	Programme Outcomes	Core Modules linked to outcomes
	a project for personal, client or organisational needs, from start to finish, that may include a systematic review of the literature, statistical analysis, integration of qualitative and quantitative data analyses, service evaluation, impact assessment as well as various methods of disseminating and sharing the results of the research, including writing for publication for academic and professional audiences			
Students will have demonstrated: A comprehensive understanding of techniques applicable to their own research or advanced scholarship;	<u>Research Skills</u> Understanding how to collect and analyse both numerical data (quantitative research) and data that is primarily non-numeric, that is	The MA in Archival Practice programme is intended to: Provide students with skills to undertake independent and original research, preparing them for the dissertation.		Management of Records and Archives Business of Archives Audience and Users in Archives

		LEVEL 7		
FHEQ Descriptors	Subject Benchmark *Librarianship, Information, Knowledge, Records and Archives Management* March 2015	Programme Aims	Programme Outcomes	Core Modules linked to outcomes
	mostly textual (qualitative research), including data collected via the Internet, and social network analysis. Appraising and synthesising existing evidence, relating this to the needs of policy and practice, and identifying gaps in the evidence. Using research techniques to undertake a project for personal, client or organisational needs, from start to finish, that may include a systematic review of the literature, statistical analysis, integration of qualitative and quantitative data			Archival Placement Archival Practice Dissertation

	LEVEL 7			
FHEQ Descriptors	Subject Benchmark *Librarianship, Information, Knowledge, Records and Archives Management* March 2015	Programme Aims	Programme Outcomes	Core Modules linked to outcomes
	analyses, service evaluation, impact assessment as well as various methods of disseminating and sharing the results of the research, including writing for publication for academic and professional audiences.			
Students will have demonstrated: Conceptual understanding that enables the student (a) to evaluate critically current research and advanced scholarship in the discipline	critically analyse and apply a range of concepts, principles and practices of the subject in an appropriate manner, showing effective judgement in the selection and use of processes, materials and techniques ('Typical Standard')		<u>Cognitive and intellectual skills</u> On successful completion of both awards should have developed 1) The ability to reflect deeply on archival practice and theory and to demonstrate an awareness of current debates in the field of archive theory and practice.	Management of Records and Archives Business of Archives Audience and Users in Archives Archival Placement Archival Practice Dissertation
Students will have demonstrated:	critically analyse and apply a range of … practices of the subject in			Management of Records and Archives

	LEVEL 7			
FHEQ Descriptors	Subject Benchmark *Librarianship, Information, Knowledge, Records and Archives Management* March 2015	Programme Aims	Programme Outcomes	Core Modules linked to outcomes
Conceptual understanding that enables the student (b) to evaluate methodologies and develop critiques of them and where appropriate to propose new hypotheses.	an appropriate manner, showing effective judgement in the selection and use of processes, materials and techniques ('Typical Standard')			Business of Archives Audience and Users in Archives Archival Placement Archival Practice Dissertation
Students will be able to: Deal with complex issues both systematically and creatively make sound judgements in the absence of complete data	<u>Knowledge acquisition and study</u> Handling information and argument in a critical and self-reflective manner. Gathering, sifting and organising material independently and critically, evaluating its significance. Critically selecting, analysing and evaluating information, in order to make effective decisions and solve problems.			Management of Records and Archives Business of Archives Audience and Users in Archives Archival Placement Archival Practice Dissertation

	LEVEL 7			
FHEQ Descriptors	Subject Benchmark *Librarianship, Information, Knowledge, Records and Archives Management* March 2015	Programme Aims	Programme Outcomes	Core Modules linked to outcomes
Students will be able to: communicate their conclusions clearly to specialist and non-specialist audiences;	communicate information, ideas, problems and solutions to both specialist and non-specialist audiences ('Typical Standards')		Key and transferable skills 5) The ability to write and speak in good English 6) The ability to communicate ideas effectively to a range of audiences	Management of Records and Archives Business of Archives Audience and Users in Archives Archival Placement Archival Practice Dissertation
Students will be able to: Demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;	Management, planning and strategy Using personal planning and management skills, taking responsibility for reflective learning, time management, problem solving, and decision making.		Employment related skills On successful completion graduates should have developed: General work skills such as research and analysis, formal presentation in a variety of written forms; presentation and self management. Key Transferable skills	Management of Records and Archives Business of Archives Audience and Users in Archives Archival Placement Archival Practice Dissertation

		LEVEL 7		
FHEQ Descriptors	Subject Benchmark *Librarianship, Information, Knowledge, Records and Archives Management* March 2015	Programme Aims	Programme Outcomes	Core Modules linked to outcomes
			2) The ability to effectively time manage and work to specific deadlines	
Students will be able to: Continue to advance their knowledge and understanding, and to develop new skills to a high level.	Knowledge acquisition and study Appreciating and applying professional and ethical frameworks and requirements, for example, for continuing professional development and lifelong learning.			Management of Records and Archives Business of Archives Audience and Users in Archives Archival Placement Archival Practice Dissertation
Students will also have: The qualities and transferable skills necessary for employment requiring (a) the exercise of initiative and personal responsibility.	Exposure to practical environments It is important that students are exposed to current professional practice and that they are encouraged to integrate their learning experiences in the practical environment			Management of Records and Archives Business of Archives Audience and Users in Archives Archival Placement

	LEVEL 7			
FHEQ Descriptors	Subject Benchmark *Librarianship, Information, Knowledge, Records and Archives Management* March 2015	Programme Aims	Programme Outcomes	Core Modules linked to outcomes
	with the formal knowledge gained through their studies.			Archival Practice Dissertation
Students will also have: The qualities and transferable skills necessary for employment requiring (b) decision-making in complex and unpredictable situations	Exposure to practical environments It is important that students are exposed to current professional practice and that they are encouraged to integrate their learning experiences in the practical environment with the formal knowledge gained through their studies.			Management of Records and Archives Business of Archives Archival Placement
Students will also have: The qualities and transferable skills necessary for employment requiring (c) the independent learning ability required for continuing professional development.	Exposure to practical environments It is important that students are exposed to current professional practice and that they are encouraged to integrate their learning experiences in the practical environment		Employment Related Skills 2) General work skills such as research and analysis, formal presentation in a variety of written forms; presentation and self management.	Management of Records and Archives Business of Archives Audience and Users in Archives Archival Placement

	LEVEL 7			
FHEQ Descriptors	Subject Benchmark *Librarianship, Information, Knowledge, Records and Archives Management* March 2015	Programme Aims	Programme Outcomes	Core Modules linked to outcomes
	with the formal knowledge gained through their studies.			Archival Practice Dissertation