



CPD Review

Introduction

ARA professional registration demonstrates the highest standards of knowledge and competence. It confirms that members are committed to maintaining that competence through CPD and reflective practice. It's about making the most of your career experience and being the best you can be.

We offer three levels of registration; Foundation (FMARA) Registered (RMARA) and Fellowship (FARA). They provide professional recognition to those who meet national standards of knowledge and competency, as set by the ARA. They are a demonstration to employers, colleagues, stakeholders and the public that you have the knowledge, competences, expertise and ethical behaviours that they value and trust. They confirm your commitment to keeping your knowledge and competency up to date through CPD.

It is important that Foundation and Registered Members, and Fellows of the ARA, retain and continue to build on the skills and expertise demonstrated at the time they gained professional registration with the ARA. Whether you are self-employed, volunteering, or employed in a full-time or part-time role, continuing professional development (CPD) is the process through which you maintain competency in the record keeping profession. It involves a consideration of the competencies, knowledge and personal qualities that you think you need to develop or maintain throughout your working life.

Contents

- [Why review CPD?](#)
- [The CPD Review process](#)
- [CPD Review assessment](#)
- [Members who are retired, unemployed or on maternity/paternity/adoption leave](#)
- [Members who chose not to take part in the CPD Review](#)
- [Information and contact](#)
- [How to submit your CPD Review](#)
- [Example of CPD Review form](#)

1. Why review CPD?

The CPD Review was launched as part of the ARA's new CPD Programme in 2017. It requires members who have qualified at the Foundation, Registered or Fellowship level to provide evidence of their continuing

professional development, ensuring they remain competent in their chosen profession. The CPD Review also complies with three of the ARA's strategic aims¹.

- *We will work for the improvement and development of the sector so that it continues to meet the challenges of societal, cultural, administrative, financial and technological change, including equality and diversity.*
- *We will support and develop the highest professional and ethical standards in all aspects of the management of records and archives in the United Kingdom and the Republic of Ireland.*
- *We will identify, develop and promote the professional skills required by the sector and support the professional development and interests of all its members.*

For further information about the ARA's approach to CPD please visit the [ARA website](#).

2. The CPD Review process

Our CPD Review is a peer-review process. Every year we randomly select a small percentage of Members holding professional registration and invite them to take part. Members are contacted by email or post if an email address has not been provided.

Members are also able to submit a CPD Review before they are contacted by the ARA if they wish. This may be of interest to those looking for regular feedback on their CPD, or who might wish to apply for Fellowship of the ARA.

The CPD Review asks members to submit for assessment the following information:

2.1 A current CV

2.2 Four CPD Review forms each with a maximum word count of 750. Each form asks members to identify one personal development objective during the most recent five-year period. Members are then asked to describe the activities undertaken to meet the objectives, and reflect on the outcome. This process is repeated in the remaining three forms. A copy of the form template is included in this guidance.

A development objective can be an existing or new competency, skill or area of knowledge that you have identified as requiring maintenance, updating or developing. Examples might be updating your knowledge of GDPR, developing or improving interpersonal or management skills, or learning how to set up your own consultancy. Your objectives will be as varied as your career, and unique to you, but if you are unsure how to identify your development objectives then please contact the [ARA's programme manager](#), who will be happy to advise. Examples of completed CPD Review forms are available from the professional development programme website².

2.3 A personal development statement that provides a brief overview of your most recent five years of CPD activity, and context for your choice of development objectives. You should also look forward, and consider what learning and development needs you might need over the next five years. You may also find it helpful to use a SWOT analysis of your recent career achievements and/or development objectives before completing the statement. The statement has a maximum word count of 500.

¹ <https://www.archives.org.uk/about/vision-mission-business-plan.html>

² <https://archivesandrecords.smapply.io/res/p/examples/>

3. CPD Review assessment

All CPD Review submissions must be made via the ARA's professional development programme [website](#). Once submitted, your CPD Review assessment will be completed within two months of the submission date by a member of the ARA's assessment team. Feedback will be provided to help you with your ongoing CPD.

There is a submission fee of £35 for each CPD Review which is to be paid online once your review is ready to submit. Members who actively volunteer with ARA committees, sections and regions/nations are entitled to submit for free, in recognition of the contribution they make to the ARA's annual programme of activity. For further details please contact the [programme manager](#).

4. Members who are retired, unemployed or on maternity/paternity/adoption leave

Retired Registered Members who choose to retain their Registered Member status, and remain eligible to use the designatory letters RMARA, should complete four development objectives. This ensures that all Registered Members meet the same CPD Review obligations irrespective of their current employed status. It also supports the continued development of retired members who occasionally undertake small consultancy projects, or temporary employment in their capacity as Registered Members of the ARA.

Retired Registered Members who transfer to retired membership, and are eligible to use the designatory letters RMARA (Retd), are required to submit two development objectives³.

Individual member circumstances, including access to CPD opportunities, will be recognised in the feedback provided to members. Members on maternity/paternity/adoption leave may request an extension to their CPD Review deadline.

5. Members who chose not to take part in the CPD Review

The ARA acknowledges that a number of existing Registered Members qualified under previous assessment routes with the ARA's predecessor, the Society for Archivists. At that time CPD was not given the same level of recognition as it is today.

The ARA believes that professional development is a vital part of a rewarding career in archives, archive conservation and records management. It is also a strategic aim⁴ of the ARA to identify, develop and promote the professional skills required by the sector, and support the professional development and interests of all its members.

Once Foundation, Registered and Fellowship status is awarded, members must continue with their professional development to ensure their skills and knowledge remain current. For more information on the ARA's approach to CPD please visit the [ARA website](#).

Any member who chooses not to take part in the CPD Review is at risk of breaching the ARA's Code of Ethics⁵, which may result in the loss of Foundation, Registered or Fellowship status. Such action may have significant implications for an individual's career and should be avoided. Members unwilling to undertake CPD have the option of giving up their Foundation, Registered or Fellowship status, but remain an Individual Member of the ARA and continue to receive the benefits of ARA membership.

³ [ARA ByeLaws November 2017](#) P2 Para 4.2

⁴ [ARA Vision Mission Business Plan](#)

⁵ [ARA Code of Ethics](#) P3 Para 6

Any Registered Member considering whether to take part in the CPD Review is invited to discuss their position with the programme manager chris.sheridan@archives.org.uk.

6. Information and contact

The professional development programme website provides the following information and support:

- The ARA competency framework documents (<https://archivesandrecords.smapply.io/res/p/competencies/>) including the framework summary and organisational, process and customer/stakeholder competency and level descriptions.
- Professional Development Programme guidance and information (<https://archivesandrecords.smapply.io/res/p/programme-guidance/>) including the programme guide, website user guide and guidance for mentors.

Additional support will be added to these pages when available.

The ARA recognises that personal circumstances and unforeseen issues may mean that some members find it difficult to meet the CPD Review criteria. Such circumstances may include maternity leave, caring responsibilities, changes in personal circumstances, career breaks or sickness. Candidates are asked to discuss any such issues in confidence with the [programme manager](#). Reasonable adjustments will be made where appropriate on a case by case basis. All enquiries should be made to the programme manager chris.sheridan@archives.org.uk or 07377 940696.

7. How to submit your CPD Review

The following steps will help you submit your CPD Review for assessment via the ARA's [programme website](#).

1. Log in if you have previously used the programme website, and go to step 3. If not, you will first need to register with programme website <https://archivesandrecords.smapply.io>. Please follow step 2.

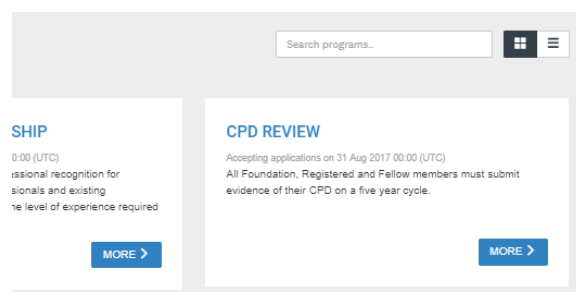
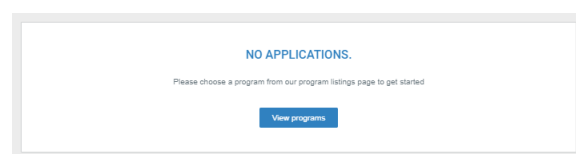
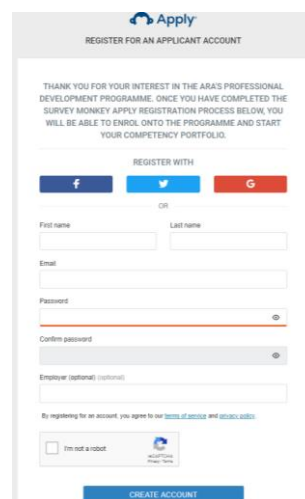
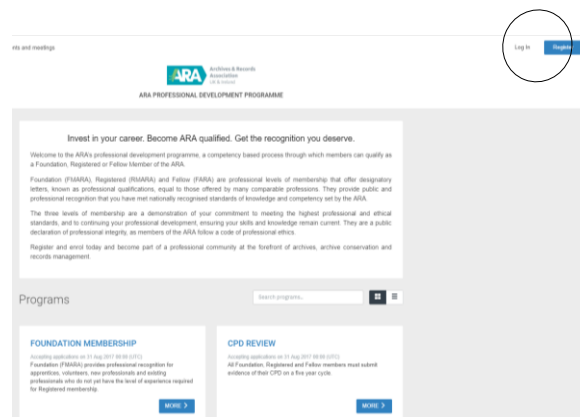
2. Select the register option in the top right corner (circled) and enter your first and last name and email address. An email is then sent to your address, which you will need to respond to verify your registration.

The programme website is hosted by Survey Monkey Apply. If you have already created a Survey Monkey account to use another Survey Monkey product (for example, the TNA's Archive Service Accreditation scheme) then you can log in using that email address and password.

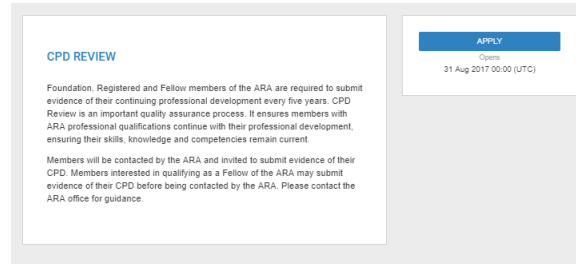
Survey Monkey Apply provides a help option in the top right corner of the website should you experience any log in or registration difficulties.

3. If you have previously registered with the website and either started or submitted a competency portfolio, you will see it here. If you haven't, then you will see the **no applications** message. Select **view programmes** to access CPD Review.

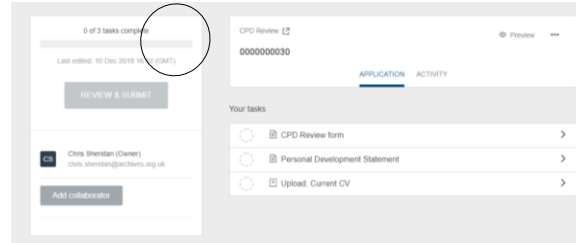
4. Select **more** in the CPD Review option on the programme home page to begin the process.



- Once the CPD Review programme is opened select **apply**.

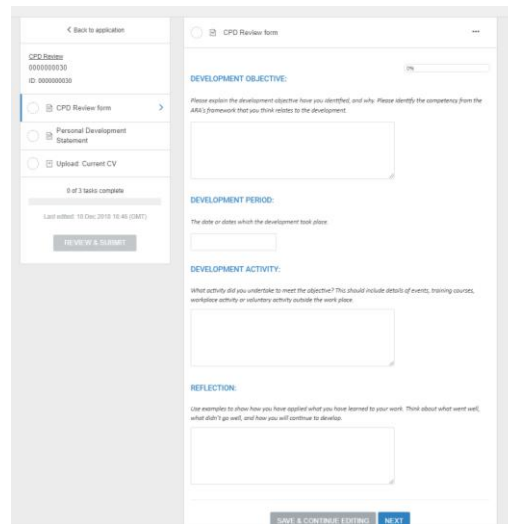


- The CPD Review has three tasks listed. You can open and complete each task in any order you wish. All tasks must be completed before you can submit for assessment. The progress bar (circled) will increase as each task is completed.

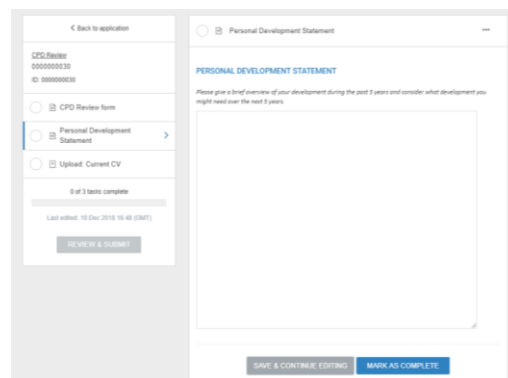


- Select the **CPD Review form** to open and complete each one of your four forms. Select **next** to open a new form. You can begin and complete the first form before opening the next if you wish, or open all four forms at the same time. To open all four forms add some brief text, such as 'to be completed' – or 'tbc' – into each text box. This will allow you to open all four forms at the same time. You can then scroll through each form by selecting **previous** or **next**.

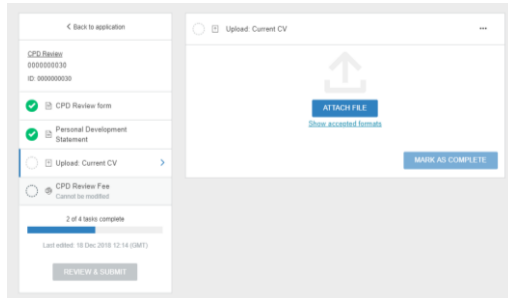
When this task is completed you can review each of the four completed CPD Review forms before submitting for assessment.



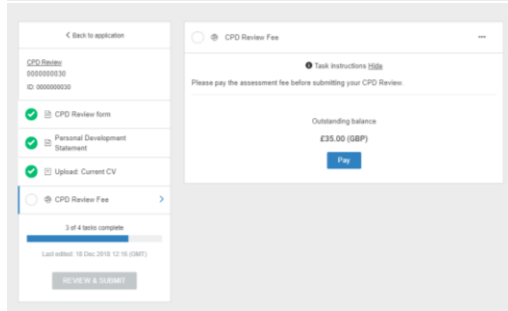
- Select **personal development statement** to begin this task. Select **mark as complete** when this task is finished.



9. Select the **upload current CV** task to include your CV in your CPD Review. Select **attach file** and upload your CV. **Mark as complete** when finished.



10. When all tasks are completed please pay the CPD Review fee and complete the submission.



The CPD Review Form

1. Development objective

Please explain what development you have identified and why. Please identify the competency that you think relates to the development.

2. Development period

The date or dates which the development took place.

3. Development activity

What activity did you undertake to meet the objective? This should include details of events, training courses, workplace activity or voluntary activity outside the workplace.

4. Reflection

Use examples to show how you have applied what you have learned to your work. Think about what went well, what didn't go well, and how you will continue to develop.