

ARA Professional Development Programme

Self Assessment

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