

ASA INFORMATION PAPER FOR ASA/RMAA JOINT COMMITTEE

At the 2000 ASA Annual General Meeting it was resolved that Council should be asked to set up a joint committee with the RMAA:

- To review professional membership qualifications of both organisations and develop a common position on what qualifications should be required for professional membership of both organisations
- To review and report on how such qualifications may be acquired and maintained by members of both organisations over the next ten years

And to report to ASA council by the end of March 2001 so the findings may be made available to members and an implementation strategy prepared to be considered at the 2001 ASA AGM

The RMAA agreed to participate in this committee and by April 2001 the following people were appointed to it:

Jill Caldwell and Brenda LeGrand ASA

Anne Cornish and Tina Howard RMAA

The committee met once on 11 July 2001. It has undertaken the following tasks:

Prepared a paper briefly comparing the two associations

Participated in the Education workshop at the 2001 joint conference held in Hobart

Conducted a survey of members' educational qualifications and training needs

Commenced a survey of the educational qualifications sought by employers

A paper including the comparison of the two associations and the results of the survey conducted at the Hobart conference appears below.

In April 2001 ASA members attended a meeting with ALIA and the RMAA to consider how the three associations might collaborate in the education area.

This meeting recommended that:

A joint ASA/RMAA/ALIA policy committee on education and professional development be established.

In anticipation of the formation of this three way joint committee, the ASA/RMAA has been asked to complete its work.

Council has accepted the recommendation of ASA members that an Education Committee should be set up within the ASA to increase the resources that the Society has available to devote to educational issues.

Jill Caldwell

12 February 2002

COMPARISON OF THE ASA AND THE RMAA

Introduction

This paper briefly compares the ASA and the RMAA on the following attributes:

1. structure
2. membership qualifications
3. fees
4. size and resources
5. education objectives
6. continuing professional development
7. recordkeeping competencies
8. course recognition
9. recognized courses
10. survey of members educational qualifications [see ARES Forum Background Paper Appendix]

While a great deal of the information in the paper is available on the organizations' websites, the purpose of the paper is to provide ready comparison between the organizations.

1(a) Structure - ASA

The ASA is an incorporated association governed by a Council of professional members directly elected by the professional members of the Society. There are Branches in capital cities and Special Interest Groups for those interested in particular kinds of archives (e.g. school archives, university archives) and particular issues (e.g. electronic records, indigenous issues). The ASA was founded in 1975.

1(b) Structure - RMAA

The RMAA is a company limited by guarantee. It is governed by a Federal Board consisting of two elected representatives from each State or Territory Branch. State Branch Councils consist of up to fifteen professional members and are elected by professional members. The RMAA was founded in 1969.

2(a) Membership Qualifications - ASA

The ASA has both individual and institutional membership. Individual members may be either professional or associate. Professional members must be:

- university graduates with a recognized archival qualification (traditionally a graduate diploma but also a first degree in archives/records or a masters by coursework) who have had a year's suitable work experience OR
- university graduates in any discipline with 2 years' relevant work experience OR
- persons employed in a recognized archival institution for 3 years (Note: Decisions on membership in this category were reserved to Council after 31 December 1980 and are now very rare)

Associate members need only be interested in the work of the society. Some associate members would be qualified for professional membership but have not upgraded

Institutional membership has two categories: one for larger institutions and one for smaller non profit bodies. Honorary Fellows are professional members who have been recognized by the society for their distinguished contribution to the profession. All members may vote on the cost of fees but only professional members may vote on any other issues.

2 (b) Membership Qualifications - RMAA

The RMAA has the following membership categories:

Affiliate – persons working in the industry or interested in the profession or industry

Student – person currently enrolled full time in and information and records management related studies

Associate – persons working in the industry including Information and Records Management Officers, Archives Officers, Consultants, Sales person or Service providers

Member – persons with considerable industry experience and contribution to the profession

Fellow – persons who have extensive industry experience in a management position as well as contributing to the profession, demonstrating leadership and who have served the profession with distinction at the highest level

Note – Associates, Members and Fellows are ‘professional’ members who have been assessed as meeting required levels of experience and qualifications. Academic qualifications are taken into account but are not essential. Minimum experience for professional status varies according to membership level and academic qualifications as follows:

Associate based on qualifications - 3 years

Associate based on experience only – 5 years

Members based on qualifications 5 years

Members based on experience only – 7 years

Fellows based on qualifications – 7 years

Fellow based on experience only – 10 years

3 (a) Fees - ASA

Professional subscription \$104.50 at salary under \$25 000 per annum to \$225.50 at \$55 000 per annum

Associate \$104.50

Retired/student/unemployed \$49.50

Large institutions \$247.50

Small institutions \$115.50

Small institutions (often with only one archivist) may choose institutional membership over individual membership.

Many members work part time and/or for modest salaries. These members expect that membership costs will be contained and that association events will be modestly priced.

Most individual members would pay their fees out of their own pockets.

3 (b) Fees - RMAA

Retired - \$66.00

Individual Student - \$33.00

Affiliate - \$137.50

Professional - \$137.50

Corporate- \$456.50 (includes four nominees)

Additional corporate nominees - \$104.50
 Small business- \$220.00 (includes two nominees)
 Company (one representative)\$522.50
 Head /Regional Office \$522.50
 State/Regional Office \$115.50 (includes one representative)
 Additional nominees \$104.50

Note: Individual members (Affiliates and Professional) pay fees out of their own pockets while organisational nominees fees are paid by their employer.

Note: Data as at 11 July 2001

4. Size and resources

Membership, budget and staff			
ASA		RMAA	
Total members	796	Total members	3188
Professional	274	Affiliate	482
Associate	320	Company	7
Institutional	185	Corporate	536
Honorary Fellows		Small Business	98
		Nominees	53
		Professionals	351
Staff	1 part time	Staff	2 part time (administrative) 1 part time (marketing)

Note: Data as at 11 July 2001

5(a) Education objectives - ASA

The constitution of the ASA includes the following objectives:

- To establish and maintain standards of archival practice and administration and of professional conduct among archivists
- To establish standards of archival qualifications and professional training
- To encourage research into any area of archival practice and administration and the care and use of archives

5(b) Education objectives - RMAA

The objectives of the Association include:

- To be the focal point for education, training and professional development in records and information management in Australia.

6(a) Recordkeeping competencies - ASA

The ASA made a significant contribution to the development of the new competencies through their representatives Anne Picot and Peter Crush. ASA Council has indicated its support for appropriateness and accuracy of descriptions.

The ASA has indicated that it wishes to be involved in the development of training packages and guidelines for assessing Registered Training Organizations (RTO).

Note that a university degree will continue to be required for ASA professional membership.

6(b) Recordkeeping competencies - RMAA

The RMAA has actively supported the development and revision of the competency standards and has expended a large amount of funds in the initial development of the standards. Tina Howard and Julie Lenson represented the association on the Industry Advisory Committee to revise the competency standards and develop the recordkeeping units for inclusion in the Business Services Training Package. The RMAA has formally endorsed the business services training package incorporating the recordkeeping units.

Note: The RMAA has aligned its professional membership qualifications with the competency standards with the intention of eventually requiring members to demonstrate competence at the required level by formal certification of competence.

7(a) Continuing Professional Development (CPD) - ASA

There is no formal scheme of CPD although the annual conference, journal and regular branch meetings in some capital cities would provide a basis. The 1993 and 1996 membership surveys suggest strong interest in CPD. A committee submitted a paper to Council in 1999 on which members were invited to comment. It suggested that qualifications for professional membership should be tightened and that CPD should be strongly encouraged. Council decided not to go ahead with a formal scheme

7(b) Continuing Professional Development - RMAA

No formal scheme exists but CPD has been discussed by the Board and at the Joint meeting with ASA council held in Sydney in December 2000. There is interest both from the Board and the general membership in a CPD scheme. It was agreed that the ASA and RMAA could work together on this issues and ALIA offered to assist, as this is an area where they have extensive experience and a well developed scheme.

8. COMPARISON OF ASA AND RMAA COURSE RECOGNITION

This table provides a brief comparison of the ASA and the RMAA course recognition criteria and processes.

- X indicates that the criteria/process is used
- indicates that it is not

Description	ASA	RMAA
Covers undergraduate, post graduate diploma and course work masters	x	x

Note: RMAA guidelines do not mention masters but Monash masters has been recognized		
Covers graduate certificate and TAFE courses	-	x
Level of ASF to be achieved for university courses RMAA Level 5 with awareness of levels 6 and 7 ASA Level 5, 4 and 609 plus broad understanding at Level 6 and general awareness at Level 7 with proviso that it will not be possible to cover all potential specific jurisdictional and organizational knowledge	x	x
Level to be achieved for TAFE courses – Level 4	-	x
Recognition period- 5 years	x	x
Annual reporting for recognized courses	-	x
<i>Stated purposes of course recognition</i>		
Provide institutions with a means of promoting courses as meeting industry standards	-	x
Provide opportunity to test courses against best practice	-	x
Used in determining professional membership of the association Note that ASA provides professional membership to graduates following one year's work experience. Effect of recognition of course on professional membership not explained in RMAA Guidelines.	x	x
Purpose of recognition to maintain the quality of professional education	x	-
Panel composition ASA – educator, graduate of another course, local industry representative, member of recognition committee (3-5 people) RMAA – member of local branch, independent person from industry, interstate representative preferably with academic qualifications	x	x
Acknowledges AS4390	x	x
Committed to national competency standards	x	x
Recognition Process		
Submission of documentation prior to visit RMAA Name of institution and head of course Staff qualifications and experience Description of facilities including library and computing resources	x	x

<p>Detailed description of course including entry requirements and articulation to other courses</p> <p>Detailed subject outlines for records subjects with teaching and assessment methodologies and content and structure represented in terms of AS4390 and competencies</p> <p>Briefer outline of non records subjects</p> <p>ASA</p> <p>An outline of the philosophy behind the course;</p> <p>Details on the overall course structure;</p> <p>Details on individual courses;</p> <p>Statement mapping courses to competencies detailed in the ASA's Criteria;</p> <p>Information on methods of assessment;</p> <p>Names and academic qualifications of staff;</p> <p>Details of reading requirements;</p> <p>Examples of examination topics, and essay and tutorial topics;</p> <p>Information about facilities;</p> <p>Details of administrative support.</p>		
<p>Visit</p> <p>Both include meetings with Vice Chancellor, Head of School, Academic Staff, students and graduates and visits to classes, library, computer laboratories etc.</p>	x	x
<p>Feedback provided to institution at time of visit</p>	x	-
<p>Post visit</p> <p>Reports required. ASA report to be against competencies. RMAA guidelines provide detailed checklists for panels.</p>	x	x
<p>Ratification of panel decision</p> <p>RMAA – Panel reports to Federal Education Coordinator and Federal Council</p> <p>ASA – Panel reports to Recognition Committee and Council</p>	x	x
<p>Appeal Process for institutions against unfavourable decisions</p> <p>ASA – Council to convene committee of 5 professional members</p>	x	-
<p>Complaints Process for Individuals against institutions</p> <p>ASA – Individuals may approach the Recognition Committee</p>	x	-
<p>Further details</p> <p>ASA - www.archivists.org.au/council/council.html</p> <p>RMAA - http://www.rmaa.com.au/profdev/index.html</p>		

9. LIST OF COURSES RECOGNIZED BY ASA AND RMAA

Course	ASA	RMAA
Monash University Masters in Information Management/Masters in Information Management Systems (with a recordkeeping specialization)	Y	Y
Graduate Diploma in Information Management/Graduate Diploma in Information Management Systems (recordkeeping specialization)	Y	Y
Monash University Bachelor of Information Management/Bachelor of Information Management and systems (Honours) with a recordkeeping specialization	Y	Y
Monash University Bachelor of Information Management/Bachelor of Information Management and systems (with a recordkeeping specialization) –	Y	Y
Monash University Bachelor of Information Management/Bachelor of Information Management and systems (Honours) with a recordkeeping specialization	Y	Y
Monash University Bachelor of Information Management/Bachelor of Information Management and systems (with a recordkeeping specialization) – from 1998	Y	Y
Edith Cowan University Graduate diploma of Science (Archives and Records)	Y	Y
Edith Cowan University Records Management Minor – from 1999	Y	Y
Edith Cowan University Certificate in Public Sector Records Management	N	Y
RMIT University Graduate Diploma in Information Management (Archives and Records) – from 2001	Y	N
Curtin University graduate Diploma in Records Management and Archives	N	Y
Curtin University Bachelor of Applied Science Records Management Honours	N	Y
Curtin University Bachelor of Applied Science Records Management	N	Y
University of Canberra Bachelor of Information Management Library and Information Studies	N	Y
University of Canberra Bachelor of Information Management Library and Information Studies	N	Y
University of Canberra Bachelor of Information Technology/Bachelor of Library and Information Studies Records Management	N	Y
University of Canberra Graduate Certificate in Records and Archives Management	N	Y

Note: Data as at 11 July 2001