

ASA Member	ASA Professional Recognition	CAPABILITY - Professionalism	CAPABILITY - Knowledge & Skills	CAPABILITY - Rights, Justice & Law	CAPABILITY - Values and Ethics	CAPABILITY - Context & Organisations	CAPABILITY - Leadership & Innovation	CAPABILITY - Critical Reflection
Individual membership confers the right to seek commensurate professional recognition. The corresponding capabilities requirements increase with professional maturity.	Proposed new levels of professional recognition (replacing current Associate and Professional membership categories).	Demonstrate professional commitment by taking responsibility for individual conduct, practice and learning, with support through mentoring. Safeguard the profession's reputation and be accountable to professional standards.	Understand archival principles and recordkeeping practices, Continuum Theory, Australian Series System, metadata standards and the legal framework for practice. Apply this knowledge across business analysis, system development, digital continuity practices, appraisal, disposal, arrangement and description.	Understand role of records in a civil society; uphold access and privacy principles and recognise the fundamental principles of human rights, inclusion and equality. Ensure these principles underpin practice.	Demonstrate ethical conduct and engage in ethical decision-making to develop trust, including through partnership with people who use our services. Be knowledgeable about the value base of the profession, its ethical standards and relevant law.	Develop enterprise-wide knowledge and understanding of business processes, IT infrastructure and systems, and the resulting creation, requirements and use of records. Similarly develop a contextualised understanding of individuals in relation to personal records.	Support the evolution of the profession and best practice through active engagement, research, mentoring, teaching and management.	Apply the principles of critical thinking and reasoned discernment to identify, distinguish, evaluate and integrate organisational requirements, information systems, business processes and evidential requirements.
New Graduate	ASA Accredited Member(ASAAM) - Member holding a university degree in an ASA accredited course as a professional level program of study in archives and recordkeeping.	Demonstrate professionalism in terms of presentation, demeanour, reliability, honesty and respectfulness. Demonstrate a commitment to continued learning and development. Identify concerns about practice and procedures and how they can be questioned.	Demonstrate an initial understanding of the application of research, theory and knowledge. Demonstrate an initial understanding of the legal and policy frameworks and guidance that inform and mandate best practice. Demonstrate an initial understanding of the range of theories and models for archives and recordkeeping practice.	Understand how records contribute to a civil society and embody personal memory. Understand how records can protect, advance or constrain the rights and entitlements of individuals and other legal entities. Apply principles of social justice, social inclusion and equality to decision-making.	Understand the profession's ethical principles to preserve the integrity and safety of records, maintain confidentiality, avoid potential conflicts of interest and balance needs of the present with those of future generations. Demonstrate awareness of own personal values and how these can impact on professional practice. Identify boundaries of professional autonomy and discretion.	Awareness of the impact of legal obligations, organisational context, IT infrastructure and business requirements on records and professional practice. Awareness of societal expectations of records as evidence; and the complexities and limitations of personal records.	Recognise the value of, and contribute to supporting the learning and development of others. Demonstrate awareness of the importance of professional leadership to enhance best practice.	Inform decision-making through the identification and gathering of information from multiple sources, actively seeking new sources Demonstrate a capacity for logical, systematic, critical and reflective reasoning and apply the theories and techniques of reflective practice.
Professional with qualifications + 2 years equivalent experience or Professional with accredited qualifications + 5 years equivalent experience	ASA Recognized Professional (ASARP) - Member recognised to hold a university degree and minimum of 2 years equivalent work experience at a professional level in archives and/or recordkeeping. (Current Professional members would automatically transfer to this category.) ASA Accredited Profession (ASAAP) - Member recognised to hold an accredited university degree and minimum of 5 years equivalent work experience at a professional level in archives and/or recordkeeping.	Uphold the reputation of the profession. Take responsibility for obtaining regular, effective input from a manager &/or mentor for effective professional practice, reflection and career development. Maintain awareness of own professional limitations and knowledge gaps. Establish a network of internal and external colleagues from whom to seek advice and expertise. Identify and act on learning needs for CPD. Raise and address issues of poor practice including the utilisation of risk management and mitigation strategies. Promote the profession in a growing range of contexts.	Demonstrate a comprehensive understanding and use of knowledge related to your area of practice, including critical awareness of current issues and new evidence based practice research. Demonstrate knowledge and application of appropriate legal and policy frameworks and guidance that inform and mandate recordkeeping practice. Recognise the contribution, and begin to make use of research to inform practice. Have a good knowledge of organisational dynamics, resources, and the ability to maximise team and organisational potential.	Demonstrate ability to interpret and apply legislation to recordkeeping practice, identifying and transparently resolving situations where wider societal or business expectations may challenge the legislation. Monitor, review and evaluate practice to ensure application of the principles of social justice, social inclusion and equality in decision-making. Contribute to policies and development opportunities to support these principles. Be able to communicate legislative issues to other professionals and agencies.	Demonstrate confident application of ethical reasoning to professional practice, rights and entitlements, questioning and challenging others using a legal and human rights framework. Critically reflect on and manage the influence and impact of own and others' values on professional practice. Work to safeguard confidentiality, privacy and data protection. Promote our role as a trusted profession.	Understand and actively engage with legal, operational, IT infrastructure and policy contexts to influence and ensure effective records outcomes. Explore and identify how organisational practice can support good recordkeeping outcomes. Be aware of organisational change; recognise, value and engage with other specialist perspectives. Demonstrate the ability to work within your own organisation, and identify and work with the relationship between the organisation, best professional practice and wider changing contexts.	Contribute to and promote the development of best practice, taking the initiative to test new approaches. Contribute to the learning of others and help sustain a learning culture. Be confident about your role as a professional, working positively with others; draw on and contribute to team and organisational goals in a collaborative manner. Take an active role in the wider profession, building own network and collaborative working opportunities.	Routinely and efficiently apply critical reflection and analysis to increasingly complex situations. Formulate and make explicit, evidence-informed judgements and justifiable decisions. Provide critical reflection, challenge and evidence-informed decision-making in complex situations. Support others in developing these capabilities, and finding their own solutions.
Advanced practitioner - as a specialist practitioner, leader, researcher, educator or advocate	Fellow of the ASA (FASA) – A professional member of ten (10) or more years standing who has made a significant contribution to the aims and objectives of the Society via distinguished service as a practitioner, leader, researcher, educator or advocate.	Model and demonstrate professionalism, ensure professional standards are maintained across those areas of functional responsibility. Create and sustain an environment that promotes learning and best practice development, facilitating research within the organisation and with strategic partners. Work proactively with partner agencies and organisations to achieve positive outcomes for the wider profession.	Maintain a high level of expertise, informed by knowledge in both established and emergent areas relevant to individual field of practice. Be able to apply knowledge to hypothesise and make complex decisions in strategic situations. Develop strategies; monitor and evaluate their effectiveness and impact, leading and informing new approaches - use research to inform practice. Have a good knowledge of organisational dynamics, resources, and the ability to maximise team and organisational potential.	Model best practice, provide or seek out expert advice in complex situations where there are competing issues. Take strategic responsibility to ensure that the organisational practice is compliant with the law, and secure in the provision of expert advice, making judicious use of such advice. Take action to address and alleviate emerging issues, support advocacy and work proactively with partner organisations to achieve positive outcomes.	Provide leadership in the critical application of professional ethics to strategic decision-making, using a legal and human rights framework. Lead to ensure that policies and strategies concerning information sharing and privacy are informed by current legal and professional requirements. Develop and promote an organisational culture which encourages reflection on the influence and impact of own or agency values on organisational culture and practice. Demonstrate confident leadership for the organisation in taking account of and arbitrating in complex ethical situations.	Maintain an awareness of changes in national and local contexts and their impact on practice, and communicate this effectively within and outside of the organisation. Contribute to and provide professional leadership of organisational change and development, including the identification of risks, service gaps and future requirements. Anticipate and provide strategic leadership, engaging locally, regionally and nationally, to positively influence developments that affect your organisation, sector and the profession.	Model professional leadership and lead a culture of talent identification and development. Ensure systems are in place to provide high quality professional and line management supervision (as appropriate to the role). Promote and develop professional leadership within your area of responsibility including the identification, planning and meeting of staff development needs within the workplace. Create opportunities and systems for current practice to inform and be informed by research and current professional knowledge.	Model good practice and reflective supervision skills. Maintain an environment where critical reflection and analysis is valued and supported. Using evidence and professional knowledge, demonstrate professional leadership within strategic decision-making. Be responsible for ensuring that the value of records professional knowledge influences good practice, service delivery and organisational strategy.
Non practicing	Allied Professional Member (APMASA) - Member supporting the mission and objectives of the Society holding a university degree in an allied field of study. Includes studies in history, information and communications technology, computer science, science, the law and information studies.							