

# Association of Scottish Genealogists and Researchers in Archives

## Requirements for Membership of ASGRA (All Categories) & Assessment Criteria (Member & Probationer)

Membership is open to experienced or suitably-qualified genealogists and/or researchers in archives, currently practising in Scotland. Affiliate membership is open to individuals employed in a genealogy-related position, but not practising as a genealogist, whose affiliation is deemed by the assessors to be of mutual relevance and benefit.

There will be 4 levels of membership: Member; Associate; Probationer; Affiliate – an Associate is a Member not seeking commissions, either permanently or temporarily.

### REQUIREMENTS

#### PROBATIONER – GENEALOGIST AND RESEARCHER IN ARCHIVES

Applicants will be required to provide evidence from one of the following categories:

#### EITHER

**1** Applicants will be required to submit two research reports, at least one of which must have been commissioned by a client, presented in accordance with the guidelines in the Assessment Criteria included in the ASGRA application package. Each should include a brief note of the client's original research request. Please obtain permission from the clients before submitting your application.

a) A direct male line genealogical study, no longer than 30 pages, back to around the late 18<sup>th</sup> Century. The study should demonstrate research in Civil Registration (BMD from 1855 onwards), Censuses and Old Parish Records of the Church of Scotland (OPRs), housed in New Register House (now the ScotlandsPeople Centre) and/or on the ScotlandsPeople website – please note it is essential that a researcher is familiar with working in the ScotlandsPeople Centre (or one of the SP Satellite FHCs), even if the online alternative is used.

b) A study, no longer than 30 pages, using other primary sources, for example records held in the National Records of Scotland, local archives, university archives, etc. Sources may include Kirk Session Records, Other Church Records, Court Records, Sasines, Wills and Valuation Rolls.

#### OR

**2** One of the following:

a) A Post-Graduate Certificate in Genealogical, Palaeographic and Heraldic Studies from *Strathclyde University*, **awarded from 2012 onwards**, will allow the

applicant to be admitted as an ASGRA Probationer, in accordance with the entrance regulations in force at the time of application and according to the conditions laid down by the Constitution. With any application, please submit a copy of the certificate award, *which must include the client report option*, and a sample report (which may be a course report).

b) A Post-Graduate Diploma in Genealogical, Palaeographic and Heraldic Studies from *Strathclyde University*, **awarded from 2013 onwards**, will allow the applicant to be admitted as an ASGRA Probationer, in accordance with the entrance regulations in force at the time of application and according to the conditions laid down by the Constitution.

c) A Post-Graduate Diploma in Genealogical, Palaeographic and Heraldic Studies from *Strathclyde University*, **awarded pre-2013**, will allow the applicant to be admitted as an ASGRA Probationer, in accordance with the entrance regulations in force at the time of application and according to the conditions laid down by the Constitution. With any application, please submit a copy of the diploma award and a recent client report.

d) A Post-Graduate Certificate in Family and Local History from *Dundee University*, **awarded from 2013 onwards**, will allow the applicant to be admitted as an ASGRA Probationer, in accordance with the entrance regulations in force at the time of application and according to the conditions laid down by the Constitution. With any application, please submit a copy of the certificate award, showing any syllabus options, and a sample report (which may be a course report).

e) A Post-Graduate Certificate in Family and Local History from *Dundee University*, **awarded pre-2013**, will allow the applicant to be admitted as an ASGRA Probationer, in accordance with the entrance regulations in force at the time of application and according to the conditions laid down by the Constitution. With any application, please submit a copy of the certificate award, showing any syllabus options, a sample report (which may be a course report), and a recent client report.

### **ALL APPLICATIONS**

In addition, transcriptions of 2 short pieces, set by ASGRA, must be submitted. These may be examples from an Old Parish Register, a Kirk Session Register, or some other suitable manuscript.

**All applicants will be required to make a statement of their intention to operate a genealogical or historical research business.**

Applicants who wish to join ASGRA as researchers in archives (non-genealogists) should contact us for details of submission requirements.

Before being considered for progression to **Full Membership**, a probationer will be required to submit samples of work for assessment, according to entrance requirements, determined from time to time by ASGRA Council, and may be mentored, if wished, by a Full Member of ASGRA for up to a period of 2 years.

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## Notes

A written statement of experience relevant to the subject must be submitted, for example any work undertaken on Genealogy, History (Social or Local).

Applicants must sign an agreement to abide by the Code of Practice of the Association.

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Probationers' names only will appear on the ASGRA leaflet and website for the duration of the Probation period.

Probationers will pay a £15.00 application fee and 50% of the full annual subscription each year.

There will be a three-member panel to oversee all applications.

Probationers will receive help and advice (if requested) from Full Members.

Probationers may **not** use the initials ASGRA after their names, or use the ASGRA logo on any stationery, advertising or website content.

The probationary period will be a maximum of 2 years from acceptance. If full membership submissions have not been completed within the time scale of 2 years, a Probationer will be invited to re-apply, under the conditions in force at that time.

## REQUIREMENTS

### MEMBER – GENEALOGIST AND RESEARCHER IN ARCHIVES

Applicants will be required to provide evidence from **one** of the following categories:

#### EITHER

**1** Submission of the following, presented in accordance with the guidelines in the Assessment Criteria included in the ASGRA application package:

a) A direct male line genealogical study, no longer than 30 pages, back to around the late 18<sup>th</sup> Century. This should be a copy of an actual report sent to a paying client. The report should include a brief note of the client's original research request. The study should demonstrate research in Civil Registration (BMD from 1855 onwards), Censuses and Old Parish Records of the Church of Scotland (OPRs), housed in New Register House (now the ScotlandsPeople Centre) and/or on the ScotlandsPeople website – please note it is essential that a researcher is familiar with working in the ScotlandsPeople Centre (or one of the SP Satellite FHCs), even if the online alternative is used. Please obtain permission from the clients before submitting your application.

b) A study, no longer than 30 pages, using other primary sources, for example, records held in the National Records of Scotland, local archives,

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university archives, etc. Sources may include Kirk Session Records, Other Church Records, Court Records, Sasines, Wills and Valuation Rolls.

c) A submission of your own choice, no longer than 30 pages. This may, if relevant, involve an area of special interest.

**OR**

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**2** One of the following:

a) A Post-Graduate Diploma in Genealogical, Palaeographic and Heraldic Studies from *Strathclyde University*, ***dated 2013 onwards***. With any application, please submit a copy of your diploma and a sample report (which may be a course report).

b) A Post-Graduate Diploma in Genealogical, Palaeographic and Heraldic Studies from *Strathclyde University*, ***dated pre-2013***. With any application, please submit a copy of your diploma and a sample report (which may be a course report) and a sample recent client report.

c) A Post-Graduate Diploma in Family and Local History from *Dundee University*, ***dated 2013 onwards***. With any application, please submit a copy of your diploma, showing any syllabus options, and a sample report (which may be a course report).

d) A Post-Graduate Diploma in Family and Local History from *Dundee University*, ***dated pre-2013***. With any application, please submit a copy of your diploma, showing any syllabus options, a sample report (which may be a course report), and a sample recent client report.

### **ALL APPLICATIONS**

In addition, transcriptions of 2 short pieces, set by ASGRA, must be submitted. These may be examples from an Old Parish Register, a Kirk Session Register, or some other suitable manuscript.

**All applicants will be required to make a statement of their operation of a genealogical or historical research business.**

Applicants who wish to join ASGRA as researchers in archives (non-genealogists) should contact us for details of submission requirements.

### **Notes**

A written statement of experience relevant to the subject must be submitted, for example any work undertaken on Genealogy, History (Social or Local).

Applicants must sign an agreement to abide by the Code of Practice of the Association.

Applicants will pay a £15.00 application fee and the full annual subscription each year.

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Full members will have a full profile and contact page on the ASGRA website and leaflet.

Full Members may use the ASGRA logo on stationery, advertising and websites, in accordance with guidelines in force at any time.

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Applicants who fail to achieve Full Membership may make a maximum of 2 further applications within 2 years.

There will be a three-member panel to oversee all applications, and all Full Member appointments will be made subject to the approval of ASGRA Council.

## **REQUIREMENTS – AFFILIATE**

Admission as an Affiliate will be by application, acceptance of the Affiliate Code of Practice, submission of a current Curriculum Vitae, submission of names and contact details of 2 relevant referees, and by interview. Eligibility for Affiliate status will be determined absolutely by the board of assessors.

### **Notes**

A written statement of experience relevant to the subject must be submitted, for example any work undertaken on Genealogy, History (Social or Local), either currently or in the past.

Applicants must sign an agreement to abide by the Affiliate Code of Practice of the Association.

Affiliates will pay a £15.00 application fee and 50% of the full annual subscription each year.

Affiliates may have a brief profile on the ASGRA website and leaflet; however no contact details will be displayed.

Affiliates may use the ASGRA Affiliate logo on stationery, advertising and websites, in accordance with guidelines in force at any time.

There will be a three-member panel to oversee all applications. The panel's decision is final, and all Affiliate appointments will be made subject to the approval of ASGRA Council, on recommendation of the Assessment Panel.

## **ASSESSMENT CRITERIA FOR ASGRA MEMBERSHIP APPLICATIONS**

### **Reports**

Approximately 6 hours' research time should be spent on each submission – 30 pages maximum. Overlong reports will not be accepted.

Family tree computer program-generated reports will not be accepted. Reports should be in a type-written form.

A high standard of spelling, grammar, punctuation and presentation is expected.

The report should be in accordance with the client's instructions (if any).

There should be a clear statement of the researcher's aim in carrying out the research.

The report should be submitted in a form that the researcher would send to a client. This should include a review of whether further research would be profitable and the direction it should take.

The report should be clear and comprehensible to any reader - whether knowledgeable in genealogy/historical research or not.

The report should give evidence of knowledge of, and correct interpretation of, a wide range of primary sources. Reference to indexes only is not sufficient - reference to or quotation of full entries is essential.

Proper assessment must be made of all source material, whether primary or secondary – for example, information found on FamilySearch and Ancestry is unacceptable. The original sources should always be checked and referenced.

Conclusions drawn should be convincingly argued, negative findings reported, and any doubts as to relevance expressed. Irrelevances should be avoided.

Where sections of maps are used, their relevance should be explained.

If a Bibliography is included, it should only consist of sources which are relevant to the piece of research undertaken.

### **Transcriptions**

The transcriptions must be accurate representations of what is written in the document, and should not include modern spellings of words. Shortened forms should be written out in full.

### **Marking**

A standardised marking scheme is used by the Assessment Panel. There are no bands, and a successful application will be awarded a PASS. Successful applicants will receive a letter of welcome and a brief report. Unsuccessful applicants will receive a full assessment report.