

## Archivist and Records Manager

Using professional  
judgement and support  
of others to ensure the  
delivery, security and  
accessibility of records  
and other materials

### DURATION

36 months, minimum.

### OVERVIEW OF THE ROLE

Duties will vary depending on the employer, however typical duties are likely to include: Negotiating with external depositors and internal transferrers, arranging for physical change of custody of records, securing rights to collections where appropriate, undertaking appraisal, selection and secure disposal, working across both analogue and digital media. Gaining intellectual control of records through documenting provenance and acquisition, contextualizing, cataloguing records and enhancing metadata. Ensuring appropriate access to records, compliant with statutory provisions and addressing the needs of the organisation's stakeholders, contributing to learning and outreach, researching and developing new means of access through emerging technologies and innovation.

Archivists and records managers promote engagement with internal/ external stakeholders to support the relevance of records and archives. The diversity of records that are being created will depend on the requirements of the organisation i.e., the business output of the creators and society, for example the general public and researchers. They must ensure that all stakeholders receive an efficient, effective service and that their contact is a positive experience whilst making sure that the archives and records are used appropriately.

The broad purpose of the occupation is to use professional judgement and advocacy to ensure or support the acquisition, preservation, security and accessibility of records and other materials which give evidence of the activities of their creators, for example organisations, communities and individuals. Records may be destroyed after a specific retention period; records may also be archived for their cultural and historical significance for example Domesday Book, Magna Carta, or Second World War records.

### Assessment

The apprenticeship includes independent assessment to check the apprentice's overall performance against the standard. The end-point assessment will include:

- » Work based written report and questioning
- » Professional discussion with portfolio of evidence

Independent end-point assessment happens when the employer, apprentice and trainer/assessor are satisfied that the apprentice is working consistently at or above the level set out in the apprenticeship standard.

### Entry Requirements

Working at Level 2 maths and English.

Employers may also have their own entry requirements.

Before taking the end-point assessment, apprentices must achieve Level 2 English and maths (equivalent to GCSEs at grades A\*–C or 9–4).

You will have an experienced tutor who will support you to work towards these qualifications.

