

A Competency Model For Business Archivists



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Why a competency model?

In the business sector, in France, the field of operations of archivists

had an EXTENTION from historical archives to current records

—————→ The Business section of A.A.F decided to
create a working group to draw up
A competency model

To describe the main activities and jobs
concerning business records

Competency Contents

Competency Model

TWO PARTS :

- A- Existing Activities Observation
- B- Activities Contents Description

-A- Existing Activities Observation

1- Employment level

2- Main business activities

3- Career openings

4- Working conditions

1- Employment level

4 Activities

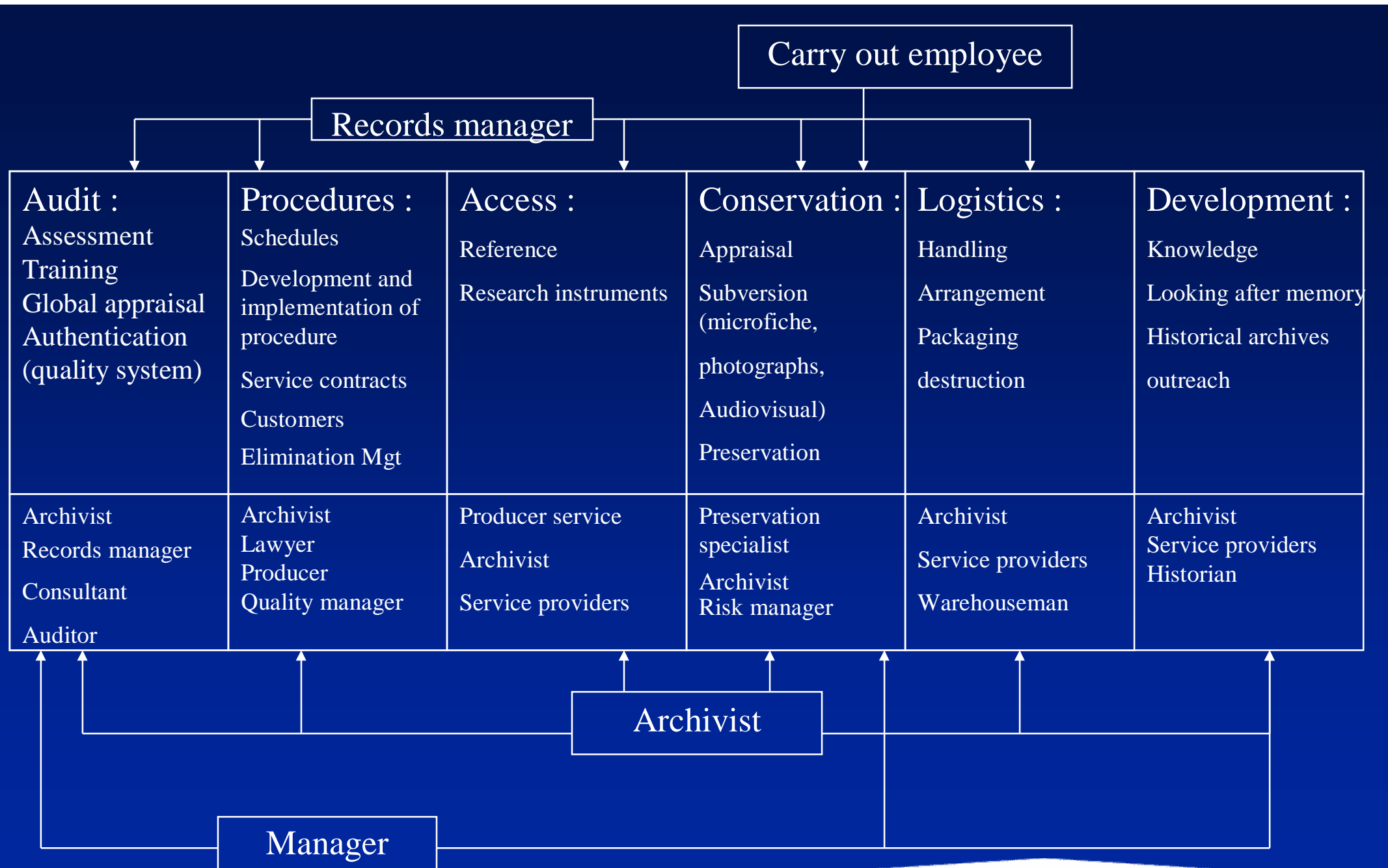
- Manager
- Records manager
- Archivist
- Carry out employee

2- Main business activities

6 Activities

- Audit, Assessment, Training
- Procedures
- Access
- Keeping
- Logistics
- Development

DESCRIPTION OF ACTIVITIES IN
RECORDS MANAGEMENT AND OF
DEGREE OF PROFESSIONAL
(Archival) INVOLVEMENT



3- Career openings

5 Universities Provide Training for Archivists

And also The « École des Chartes »

For 3 Business Openings :

- Companies having their own service
- Service Providers
- Consultancy

4- Working conditions

How a business archivist works ?

(with a team, alone,...)

(with which tools ?...)

and so on...

-B- Activities Contents Description

1- Activities Sheets

2- Skills Sheets

3- Employment Sheets

Conclusion

This Competency model is a very great improvement
for the daily management of Companies

and for the adaptation of archives to its needs

but also

to develop adapted training programmes :

basis of dialog between employers and educators

