



Certificate Course in Genealogical Research 2019

The Certificate course was first offered in 2010 and eight intakes have now successfully completed the program. It was introduced by the SAG to encourage its members to extend their genealogical research beyond their own immediate family lines and to help them improve their analysis, research and writing skills.

The Certificate course is not designed to teach you how to do family history; it is designed for researchers who already have more than three years family history research experience and who have gained at least some elementary research skills and a broad, even if basic, knowledge of resources available to the Australian researcher. To complete the course work you are expected to extend your research beyond what can be found on the internet and to use local libraries and family history society collections unless you are geographically isolated and it is impractical to do so. Good writing skills will be advantageous.

The course consists of 8 assignments undertaken over 18 months. Please note we do not issue additional course notes, tutorials, required reading lists or sample answers. For each assignment you will be given the outline of what is required, together with some guidance on points you might wish to consider in preparing your submission. The assignments have been carefully selected to reflect the sorts of skills needed by genealogists and the course is essentially practical exercises in learning from experience.

Applications

Applications will be accepted from 1-28 February and no late applications will be considered. The application form is an online survey which collects details about your educational background, your interest in undertaking the course and an indication of how you intend to make use of the skills and knowledge gained from it. The Committee will review all applications received and will select candidates on the basis of the answers given. You should be aware that we often receive more applications than we can accept. If you are successful a once-off non-refundable fee of \$440 (including GST) will be payable in April 2019.

Preference will be given to SAG members. If you are not a current member you may still lodge an application to undertake the course and, if selected, join the Society at that point. No membership refunds will be applicable if you join the Society but are not successful in being selected for the Certificate course. All candidates must remain financial members of the SAG throughout their candidature (eg to the end of December 2020 for this intake).

Applicants will be notified of the result of their application in late March/early April 2019.

Receipt and submission of course work

Course work will be sent and returned by email and you will have approximately 6-8 weeks to complete each component (which will be sent to you progressively). Each exercise will be given a Credit/Pass/Fail rating and all eight components must be attempted. For each completed assignment you will receive back a consolidated set of comments covering all submission received, together with your own specific grade. You will not receive individual feedback on your work.

Candidates who complete all eight components and achieve a pass mark of 60% or more will be issued with a Certificate. Those who achieve a credit pass of 75% or more will also be eligible to apply for admission to the Diploma in Family Historical Studies course in either 2020 or 2021. Note that **only** candidates who successfully complete the Diploma in Family Historical Studies are included on the Society's list of *Diplomates Available for Private Commissions* (distributed via our website and in print).

What are the costs?

There is a once-off non-refundable fee of \$440 (including GST) payable in April 2019 if accepted to the course. It is up to candidates to determine what additional costs they may incur in completing any of the eight components.

Do I have to live in Sydney?

We have designed the course so that SAG members living outside of Sydney can participate. There will be no necessity to visit Sydney or to use the facilities at the SAG if this is not feasible for you; however candidates should be aware that they are expected to extend their research beyond what they can find on the internet, so access to a good local family history collection or public library will be beneficial.

We will be mindful of your physical location and access to resources when marking your submissions, where this is relevant. Good internet access will be essential as assignments will be distributed and lodged via email.

Is this the course for me?

We encourage you to carefully consider whether this is the right course for you. Remember we are not teaching you how to do family history and we do not issue extensive course notes or offer tutorials; our once-off fee of \$440 reflects this. There are a number of other online courses available and the University of New England in Armidale NSW has several excellent offerings in Local, Family & Applied History, to name a few. All are very different to the SAG's Certificate course both in terms of content, duration and cost, but may be more appropriate for you.

Course work

The following is an example of the type of exercises you might expect to receive during the course – they may not be conducted in this order and some components may not be included in the final course work for 2019.

All applicants offered a place in the 2019 intake will receive details of the eight components they will be expected to complete prior to being asked to confirm their place and pay their registration fee.

Sample course work:

Component	Weighting
Exercise 1 – Website article of 1000 words. Candidates will choose one website from a list supplied by the SAG and write an article on it which would be suitable for publication where the reader may have little or no genealogical knowledge.	15
Exercise 2 – Preparation of a research plan – candidates will be given a genealogical question and asked to prepare a research plan demonstrating the methods and sources you would use to answer that question	10
Exercise 3 – Charting exercise. You will be given a one page family history and asked to produce a family tree chart from it. This cannot be produced in genealogical software.	10
Exercise 4 – Short research guide – a 1500 word guide on a specific research topic.	15
Exercise 5 – Analysis of UK census records – candidates will be given a series of census entries and asked to analyse them and to identify further areas of research arising from them.	15
Exercise 6 – Short biography – candidates will be asked to prepare a short biography (750 word max) based on the format used in the <i>Australian Dictionary of Biography</i> .	15
Exercise 7 – Palaeography (handwriting) Exercise – Candidates will be asked to interpret hand-written documents and to provide a transcript of these.	10
Exercise 8 – Examination of approximately 2 hours duration – this will be undertaken via the internet and may include both multi-choice and short-answer questions.	10
	100 Total

Further information:

The Certificate in Genealogical Research Regulations (as at 9 December 2015) must be read in conjunction with this leaflet and will be found on the website. For further enquiries please email us at diploma@sag.org.au or contact the Executive Officer, Heather Garnsey on (02) 9247 3953.

How to Apply

The online application form will be available from 1 February. You can only lodge one application and you cannot save the form and return to it later. You will need to set aside about 30 minutes to complete the form and exercise.

Applications will be open from **1 and 28 February 2019**.