

Society of Australian Genealogists

CERTIFICATE IN GENEALOGICAL RESEARCH 2010

The proposed programme is as follows – the Committee reserves the right to alter the content of individual assignments as it deems necessary and the following should be regarded as an indicator of the likely work required to complete the course.

Due Date	Component	Weighting
30 June 2010	Exercise 1 –Book Review of 1000 words. The candidate will choose one publication from a list supplied by the SAG and write a critical review of it.	10
30 September 2010	Exercise 2 – Case Study. The candidate to be given a genealogical Case Study, which will be in the form of a letter of enquiry from a potential client. The candidate will be expected to assess the questions being asked, undertake relevant genealogical research and to write up the results. A maximum of 10 hours is to be spent on the project. The candidate will NOT be required to purchase certificates or documentation to support their findings.	15
31 December 2010	Exercise 3 – Review of a genealogical seminar/event. The candidate will select a lecture or presentation of interest which is being conducted between 1 July and 30 November and submit this choice to the SAG for approval. The candidate must attend the session and write a 750 word critical assessment of it. The session does not have to be an SAG activity, but it must be held at a recognised genealogical or historical society and have a family history focus. Cost of attendance will be borne by the candidate.	10
28 March 2011	Exercise 4 – Review of a website in 1000 words. The candidate will choose one website from a list supplied by the SAG and write an article on it suitable for a publication where the reader may have little or no genealogical knowledge.	10
31 May 2011	Exercise 5 - Written assignment of 1500 words. The candidate will choose one topic from a list supplied by the SAG. The focus will be on preparing a short guide to a genealogical resource, assessing the merits of a specific repository or considering a specific method of genealogical research.	15
31 July 2011	Exercise 6 – Critical Review in 1000 words of a media segment supplied by SAG. Candidates will be issued with a DVD recording of a programme such as ‘Who Do You Think You Are?’ and asked to assess the relevance, accuracy and success of the research strategies utilised in it.	10
30 September 2011	Exercise 7 – Completion of a biographical study of between 500-750 words. The candidate will be given basic genealogical details of an Australian individual and asked to research their life and to write a biography suitable for a publication such as the <i>Australian Dictionary of Biography</i> .	15
30 November 2011	Exercise 8 – Written examination of 2 hours duration. This will consist of multiple choice questions and concise answers of no more than 250 words.	15
		100 Total
30 December 2011	Results to be issued to candidates.	

How to Apply:

Applications in 2010 are open until 31 March for all financial SAG members (in future years applications will be open from 1 January – 31 March). If you would like to apply, please complete the Application Form and submit a short statement (up to 300 words) on why you'd like to do the course and what you intend to do with the skills gained from it. A brief statement detailing your educational and professional background would be useful. You will be notified in writing early in April of your acceptance to the course, and, if accepted, the once-off non-refundable fee of \$350 will be payable by the end of April. We reserve the right to limit the number of candidates we accept in any one year if necessary.

Receipt and submission of course work:

Wherever possible, 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, but the actual mark will not be provided until completion of the course. All eight components must be completed.

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 be eligible to apply for admission to the Diploma in Family Historical Studies course (refer to the Diploma regulations in force after 1 February 2010). Note that **only** candidates who successfully complete the Diploma in Family Historical Studies are included on the Society's list of Professional Genealogists (distributed via our website and print brochure).

What are the costs?

There is a once-off non-refundable fee of \$350 payable by 30 April if accepted to the course. It is up to candidates to determine what additional costs they may incur. For example, Exercises 2 & 7 will require primary research work to be undertaken however you will not be required to purchase certificates or detailed documentation to undertake these exercises.

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. Exercise 3 (review of a genealogical seminar) can be undertaken through any recognised genealogical or historical society and you will have a five month time span in which to attend the course you choose. The cost of this will be at your expense. If you do not have access to a good library you may need to purchase one book (from a list that will be supplied to you) in order to complete Exercise 1. 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 beneficial and our preferred method of despatching assignments and receiving completed work will be by email.

Further information:

The Certificate in Genealogical Research Regulations (as at 1 February 2010) must be read in conjunction with this leaflet. For further enquiries please contact us at execofficer@sag.org.au or contact the Executive Officer, Heather Garnsey (02) 9247 3953.

SAG Certificate in Genealogical Studies as at 1 February 2010.