Certificate in Genealogical Research: 2023 Cohorts

The Certificate course was first offered in 2010 and 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 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 basic, knowledge of resources available to the researcher. To complete the coursework you are expected to extend your research beyond the peripherals of what can be found on the internet and to use local libraries and family history society collections, either in-person or remotely where possible.

The course consists of 8 assignments. For each assignment you will be given the outline of what is required, together with some guidance 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 self-directed learning from experience.

Applications
Applications for 2023 cohorts are now open. All candidates must remain financial members of the SAG for the entire duration of the course.

Receipt and submission of course work
Coursework will be sent and returned via email and you will have approximately 6 weeks to complete each component (which will be sent to you progressively). Online briefings on assessments will be provided when appropriate. Each exercise will be given a rating and all eight components must be attempted.   For each completed assignment you will receive back a consolidated set of comments covering all submissions received, together with your own specific grade. 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.

What are the costs?
There is a once-off non-refundable fee ($550 including GST for the February 2023 cohort, $580 for the August cohort). It is up to candidates to determine additional costs they may incur in completing any of the eight components. This issue will be covered in the course induction and additional costs may include supporting texts and webinars.

Do I have to live in Sydney?
No – the Certificate can be undertaken from anywhere in the world. There will be no necessity to visit Sydney or to use the facilities at the SAG; however candidates should be aware of local support resources such as access to a good local family history collection or public library as they may be beneficial. Good internet access will be essential.

Coursework
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 assessments.

Sample course work:

Component	Weighting
Exercise 1 – Online databases case study analysis	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 family history and asked to produce a family tree chart from it. This cannot be produced in genealogical software.	10
Exercise 4 – DNA testing. You will be asked to make recommendations on how a family should proceed with DNA testing.	15
Exercise 5 – Analysis of 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 *Australian Dictionary of Biography*.	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 must be read in conjunction with this leaflet prior to applying. Please see: https://www.sag.org.au/StudyOnlineWithUs
For further enquiries please email us at admin@sag.org.au or contact the SAG office on +61 (2) 9247 3953.

How to Apply

Enrolment for February 2022 cohort via:
https://www.sag.org.au/event-4502858
Enrolment for August 2022 cohort via: www.sag.org.au/events

2023 Cohorts & Deadlines

Please review the following table of **indicative dates/deadlines** for the intakes of the 2023 cohorts – there is the option to commence the Certificate in either February or August. There will be online briefing sessions scheduled approximately a week following the issue of each of the assessments. All times are in Sydney, NSW Australia (AEST or AEDT). The induction and briefing sessions will be recorded if students are unable to attend and will be distributed following the activity. The underlined date is the due date for the assessments.

Activity	Cohort 1 (February start)	Cohort 2 (August start)
	Issue and deadline dates of assessments (indicative and will be confirmed at inductions)	
Induction online	Tuesday 7 February 2023 7.00pm-8.00pm AEDT	Tuesday 1 August 2023 7.00pm-8.00pm AEST
Exercise 1	7 February – 13 March 2023	1 August – 18 September 2023
Exercise 2	16 March – 24 April 2023	20 September – 30 October 2023
Exercise 3	26 April – 5 June 2023	1 November – 11 December 2023
Exercise 4	7 June – 17 July 2023	13 December – 29 January 2024
Exercise 5	19 July – 28 August 2023	31 January – 4 March 2024
Exercise 6	30 August – 9 October 2023	6 March – 15 April 2024
Exercise 7	11 October – 13 November 2023	17 April – 20 May 2024
Exercise 8 online examination	Tuesday 28 November 2023 10.00am-12.00pm or 7.00pm-9.00pm AEDT	Monday 3 June 2024 10.00am-12.00pm or 7.00pm-9.00pm AEST