



SOCIETY OF AUSTRALIAN

GENEALOGISTS

**Certificate in Genealogical
Research**

Certificate in Genealogical Research: 2024 Cohorts ONLINE

Duration: 10 months (either from February or August 2024)

Delivery: Online (7 assessment exercises to deadlines; 1 online examination)

The Certificate in Genealogical Research evaluates a family historian's skills through assessment and a final exam. Coursework is not provided as it is expected candidates will be self-directed learners who have acquired the expertise to successfully complete the exercises.

Unlike traditional courses, this certificate is specifically designed as a skills assessment program, allowing family historians to gauge their proficiency, expertise, and dedication in the domain of genealogical research.

The Certificate is designed for researchers who already have more than three years of 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.

Eligibility

- Membership of the Society of Australian Genealogists.
Membership is open to all – see [this website](#) for information and how to join.
- Have undertaken at least three years of family history research (self-assessed)

For full regulations see [this link](#).

Applications

Applications for 2024 cohorts are now open. All candidates must remain financial members of the SAG for the entire duration of the course.

How to Apply

Enrolment for February 2024 cohort via: <https://sag.org.au/event-5405791>

Enrolment for August 2024 cohort via: <https://sag.org.au/event-5405789>

Course Regulations

Please see [this link](#) for details of the regulation of the Certificate.

Payment of fees (from \$610 - 2024 cohorts) are required in advance to commence the Certificate.

Program structure and assessments

Exercises 1-7: Participants will be tasked with a set of research exercises that evaluate their expertise in sourcing, documenting, and analyzing genealogical data.

Final Examination/Exercise 8: A comprehensive online examination that tests candidates on various facets of genealogical research, based on both general knowledge of genealogy and the research methods behind Exercises 1-7.

How does the Certificate of Genealogical Research fit into other Society courses?

The programs will support:	Our programs:	Typical years researching:
Where to go for information for your family history	Beginners Practical Introduction to Family History	0-2 years
What to do with it	Beginners Research Methods Course	0-2 years
Developing higher level research skills	Intermediate Research Methods Course	3+ years
Confirming your competencies	Certificate in Genealogical Research	3+ years
Production of original family history research	Diploma in Family Historical Studies	3++ years

The Certificate of Genealogical Research is a prerequisite to apply for the Society's Diploma in Family Historical Studies.

Who Should Consider this Certificate?

Enthusiastic Hobbyist Family Historians: If you have spent years tracing lineages and uncovering ancestral tales, this certificate provides an opportunity to authenticate your skills.

Historians and Academic Researchers: Professionals looking to diversify their academic credentials can use this certificate as a testament to their expertise in genealogical research.

Librarians and Aspiring Professionals: For those with current roles in supporting family history in their workplace or if you're looking to transition into professional genealogical services, this certificate can support your overall understanding of family history.

Certificate Expectations

Self-Directed Mastery: This certification program is intended for individuals who have dedicated substantial time and energy to genealogical research. It is anticipated that candidates are self-directed learners with an existing experience (at least 3 years) in family history research.

Holistic Understanding: While specialization is appreciated, the certificate aims to assess a holistic understanding of genealogical research, spanning various time periods, regions, and challenges.

Ethical Research: Upholding the integrity of research is paramount. Candidates are expected to showcase not just expertise, but also an unwavering commitment to ethical genealogical practices.

Receipt and submission of course work

Coursework will be sent and returned via email or through our learning management system, with usually 4 to 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 for 2024 cohorts \$610 including GST, \$700 including one year's membership). It is up to individual students 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/Australia?

No – the Certificate can be undertaken from anywhere in the world if there is internet access! Students should be aware of local support resources such as access to a good local public library as they may be beneficial. Good internet access will be essential.

Sample assessments

The following are examples of exercises you might expect to receive during the course – they may not be conducted in this order and some components may change as part of the program.

Assessments	Weighting
Exercise 1 – Case study using online resources	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	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 handwritten documents and associated issues of interpretation of records.	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

2024 Cohorts & Deadlines

Please review the following table of **indicative dates/deadlines** for the intakes of the 2024 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 – daylight savings time). 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 the induction sessions)	
Online induction	Monday 5 February 2024 7.00pm-8.00pm AEDT	Monday 5 August 2024 7.00pm-8.00pm AEST
Exercise 1	5 February – <u>11 March 2024</u>	5 August – <u>16 September 2024</u>
Exercise 2	13 March – <u>22 April 2024</u>	18 September – <u>28 October 2024</u>
Exercise 3	24 April – <u>3 June 2024</u>	30 October – <u>9 December 2024</u>
Exercise 4	5 June – <u>15 July 2024</u>	11 December – <u>27 January 2025</u>
Exercise 5	17 July – <u>26 August 2024</u>	29 January – <u>3 March 2025</u>
Exercise 6	28 August – <u>7 October 2024</u>	5 March – <u>14 April 2025</u>
Exercise 7	9 October – <u>11 November 2024</u>	16 April – <u>19 May 2025</u>
Exercise 8 online	<u>Tuesday 26 November 2024 10.00am-12.00pm or 7.00pm-9.00pm AEDT</u>	<u>Monday 2 June 2025 10.00am-12.00pm or 7.00pm-9.00pm AEST</u>

Join the Society of Australian Genealogists Community

When you enrol in the Certificate of Genealogical Research, you're not just signing up for a course—you're joining an enthusiastic community. The Society of Australian Genealogists has been at the forefront of genealogical studies in Australia for decades. As part of our community, you'll have:

Networking Opportunities: Connect with fellow genealogists, historians, and researchers.

Access to Exclusive Resources: From special archives to expert-led webinars, enjoy a plethora of resources.

Continuous Learning: Stay updated with the latest in genealogical research through workshops, seminars, and more.

If you believe in your skills, expertise, and dedication to family history, the Certificate of Genealogical Research awaits. Let your knowledge and passion shine through!

Further information

The Certificate in Genealogical Research regulations must be read prior to applying. Please see: <https://www.sag.org.au/StudyOnlineWithUs>.

For further enquiries, you can review our frequently asked questions that follow and please email us at admin@sag.org.au or telephone the SAG office on +61 (2) 9247 3953.

Frequently Asked Questions

Is there an RPL process to bypass the Certificate to go straight to the Society's Diploma in Family Historical Studies? (Recognition of Prior Learning) Not currently - all Diploma candidates need to have completed the Certificate of Genealogical Research.

Who can I talk to about these courses? Email admin@sag.org.au and we will get in contact. As a member or subscribing to the Society's news, you will be updated on regular information evenings and other related events.

Do I have to be a SAG member to undertake these courses? For the Certificate and the Diploma at least for the duration of your assessments and candidature. Other courses will also specify membership requirements.

What don't the fees cover? The fees may not cover additional webinars, texts, subscriptions, or activities such as visits to archives or acquiring certificates to support gaining knowledge for the Certificate or research trips for the Diploma.

Can I receive the assessment all at once and complete the course in a shorter space of time? Not currently – we are looking into distinct options for future delivery and assessments in line with implementing a new learning management system.

Do you offer any discounts for pensioners, students, or NDIS? Not currently. The Society for Australian Genealogists is a registered education charity and receives no government funding for its main education program and looks to members and donors for support.

Do you provide any support for those with learning needs? We are a small organisation and will be worth with students individually regarding any support required.

Are the Society's Certificate and Diploma recognised under the Australian Qualifications Framework? No. The Society of Australian Genealogists is not currently registered with government regulators as a higher education provider. Courses, including our Certificate and Diploma are non-accredited and do not at this time result in the award of a qualification recognised with the Australian Qualifications Framework (AQF). We do, however, constantly review and adapt our courses in line with both the practices and standards of genealogical education given our extensive sector experience and with governance through a Diploma and Certificate Committee and the Society's Board. The Certificate aims to align with the learning outcomes expected for a Certificate IV AQF level.

What is your policy on requesting extensions on assessment instructions or interruptions to the program? The Society is a small organisation, and we are supportive when things don't go to plan. We will collaborate with individuals when things happen and we encourage students to both plan out the whole program across the ten months, but also let us know as early as possible if any difficulties arise. We know that life happens and are keen to ensure that our students progress through the Certificate when possible.

Can I still book into the Certificate if I cannot be available for the published exam date? Ideally, all cohort students would sit the examination on the same day, however, let us know your circumstances and we will make every effort to accommodate an alternative date.