
International Council on Archives Training Policy

Introduction

The International Council on Archives recognises the value and importance of initial training and continuing professional development to its membership. This is primarily because of the ongoing requirement in any profession or sector to continue to research and develop new and better ways of doing what we do. Secondly it is an imperative driven by modern trends such as globalisation, technological change and the rapid development of the information society.

This policy describes the International Council on Archives' policy on training and continuing professional development in the context of its professional programme activities.

Goals

The goals of the policy, in line with ICA's key strategic objectives, are to:

- Support the initial and continuing professional development of archivists and recordkeepers around the world
- Build capacity in areas of the world where archival education and training is weak
- Identify and protect archives through awareness-raising and training
- Work to ensure that the skills and competencies are in place for members to adhere to and exploit ICA standards, publications and tools
- Work to ensure that any training supported or delivered by ICA's constituent entities is:
 - Of a high quality, meeting accepted training standards
 - Accessible to all

The Policy

The International Council on Archives:

- Supports and provides high quality training via online means in order to reach all parts of its international network, to be cost-effective and make training accessible to all
- Supports and provides high quality face-to-face training where appropriate
- Encourages dissemination and use of its standards, publications and products for learning and professional development purposes
- Supports initiatives to develop training skills and expertise among its members and constituent groups (expert groups, working groups, sections and branches)
- Favours an open and cascaded approach to capacity building across its international archives and recordkeeping network, sharing training materials and techniques and encouraging training participants to train colleagues in what they have learned when they return to the workplace
- Aims to promote excellence and an efficient use of the ICA resources

To achieve these policy objectives, the ICA:

- Will develop a strategy to make the most effective use of technology, financial resources, volunteer and staff effort
- Will develop a work plan to establish and implement new initiatives whilst integrating all aspects of ICA's current training offering
- Will operate its training activity within a sustainable model
- May develop and deliver its own training programme through the officers, staff and members of ICA
- May enter into agreements to work with partners/organisations to ensure that appropriate and high-quality training is available to members where the need has been identified
- Aims to enable all ICA members to access some or all of the subject matter offered through training activities, through placing materials on line, train-the-trainers offerings, and other means

Roles and Responsibilities

Responsibilities for implementation of the policy are as follows:

ICA Vice-President Programme and the Programme Commission

The Vice-President Programme has overall responsibility for training policy and strategy. Under his leadership Programme Commission members advise, formulate and agree the policy and strategy as well as advising on training initiatives and the overall training programme.

ICA Training Officer

The Training Officer is responsible for implementing the training strategy and developing the training programme.

ICA Expert Groups

ICA Expert Groups provide advice and expertise for the development of training tools and delivery of training in their area of competence.

ICA Sections

ICA Sections influence ICA's training policy and programme through their representative on PCOM and individual voices on the Executive Board. They may provide advice and expertise for the development of training tools and delivery of training within their sector or focus area. They also liaise with the Training Officer and PCOM to ensure that their training activity is in line with ICA policy and strategy.

ICA Branches

ICA Branches influence ICA's training policy and programme through their representative on PCOM and individual voices on the Executive Board. They also work with the Training Officer to specify, develop and deliver appropriate training at the branch level, providing advice and expertise if required for specific geographic areas. Branches also liaise with the Training Officer and PCOM to ensure that their training activity is in line with ICA policy and strategy.

President of ICA/Executive Board

The President and the Executive Board are responsible for the initial authorisation of the training and development policy.

Secretary General/Secretariat

The Secretary General and the Secretariat team provide advice and support to the Training Officer in the development of ICA's training policy and strategy, particularly with respect to technological and financial considerations. They provide ongoing advice and support for delivery of the programme.

Financial and Human Resources

Funding for ICA's training programme comes from the Professional Programme budget administered by the Programme Commission and the Fund for the International Development of Archives (FIDA). In addition, the dedicated training resource and related travel expenses come from the ICA staffing budget.

A great deal of training activity will be conducted by ICA members on a volunteer basis, or graciously granted leave from workplace duties by their employing organisation.

Date and Review

Policy Agreed by the ICA Programme Commission meeting in Arusha, Tanzania in May 2017. This policy should be reviewed in May 2019.