

Examples of evidence for each grade – to support applicants working in information management

In all cases the applicant must confirm in writing the contribution they have made to the evidence provided using the additional relevant information section in the statement of competence. This applies in particular to reports and other outputs from information systems where the changes made by an individual may not be clear.

Witness testimony is a statement from an appropriate third party (e.g. a manager or supervisor) that the applicant has undertaken particular work in a satisfactory way.

Personal statements are short (e.g. 200 – 500 word) statements from the applicant presenting their work on a particular topic to demonstrate their knowledge or other relevant experience. They should be written for a non-specialist audience (e.g. explaining the meaning of abbreviations, acronyms etc or the purpose of particular applications).

Further guidance on suitable evidence is available from the CIFA NVQ Assessment Centre.

	Knowledge	Autonomy	Coping with complexity	Perception of context
Practitioner (PCIFA)	Certificates from training courses. Personal statements. Witness testimony.	Completed database entry. Evidence of a query run and report produced on an HER. Witness testimony.	E.g. correspondence or annotated records. Witness testimony.	Evidence of membership of relevant groups and forums, e.g. a welcome or sign-up message from the group. Signed copies of relevant information polices.
Associate (ACIFA)	Reports on statistics for use of an HER. Evidence of contribution to relevant groups and forums. Correspondence with an HER user to clarify a request for information. Contribution to relevant data management policies e.g. access, information security, recording	Project data management plan. Project report on sources used. Project design covering enhancement of an existing information resource for multiple users, identifying the applicant’s role as senior user, owner, or project manager.	Project data management plan. Correspondence with specialist user of HER data to refine requirements (e.g. for contribution to a national project, provision of statistics). Order for a new data source from another organisation or supplier. Promotional / outreach leaflets or presentations for HER users.	Signed copies of relevant information polices. Contributions to relevant peer groups and forums.

	<p>standard.</p> <p>A submitted request to IT developers to have changes or improvements made to information systems.</p> <p>A submitted request for a change to a national data standard – e.g. a new candidate term for monument or artefact type.</p>			
Member (MCifA)	<p>Project design covering development of a new information resource for multiple users, identifying the applicant's role as senior user, owner, or project manager.</p> <p>HER data audit report.</p>	<p>Project design covering development of a new information resource for multiple users, identifying the applicant's role as senior user, owner, or project manager.</p>	<p>HER data audit report identifying applicant as author or lead contributor.</p>	<p>Evidence for membership of information management networks outside the heritage sector (e.g. CILIP, BCS).</p>