



## AGORED CYMRU ACCREDITED COURSE

### Digitising materials for museums, libraries and archives Level 2 Credit 3 CK42CY001

As part of the community engagement delivery plan the People's Collection Wales, working in partnership with Dysgu Bro, can now offer training in digitisation which can lead to an accredited course on the Agored Cymru Qualification and Credit Framework. Individuals who have undergone the standard digitisation training may wish to complete the accreditation course. This will involve completing the accompanying booklet and following the Assessment criteria as set out in the booklet. Successful candidates will then receive an Award certificate from Agored Cymru via Dysgu Bro.

The 3 Credits for this course can be used to build a portfolio of courses and can lead to a Diploma. This accredited course could provide the skills and qualification required to access the workplace.

#### ***What does the accreditation course involve?***

You will be required to attend one of the People's Collection Wales digital training days. This will provide you with the information and practical skills for standard practice in digitisation to enable you to complete the course.

The course will involve following 4 Learning Outcomes each with a range of Assessment criteria which need to be met.

The Learning Outcomes are

- Be able to apply copyright to material for digitisation
- Be able to record technical metadata for preservation and archival purposes
- Be able to digitise 2D material
- Be able to prepare digital images for display on the web

#### ***How much will the course cost?***

The charge for this course is £15 per individual. Payment is only due once the course has been completed and verified. Payment should be made directly to Dysgu Bro, who will handle all the admin work associated with this course. Depending on your circumstances your employer may be happy to cover this cost. We can provide your employer with details for this

### ***Where will I need to go to do the course?***

One of the advantages of this course delivery is that you can do the course at either your place of work or at home. We would normally work with staff or volunteers at either libraries, museums or archives, as this would provide you with the equipment and material needed to complete the course, however if you are a volunteer for a heritage group or society, or a volunteer at a library, museum or archives you will still be able to do this course providing you can show your understanding of the Assessment criteria as listed in the booklet.

One of our assessors will come out to your place of work to assess the practical elements of the Assessment criteria. This is normally done on the scanner that you are familiar with working on. Following that you will need to complete the rest of the booklet. Once completed you must forward the booklet to us for internal verification. If we are satisfied with the standard of work produced we will then make the necessary arrangements to provide you with the certification.

### ***How long does the course take to complete?***

This will depend on your commitment and on how much time you have to do the course. We hope to run the course within the academic timetable. This means you will be able to do the course anytime between the start of the new academic year in September up to the following July. The only part of the course which could be restricted may be the availability of an assessor to observe you doing the practical elements of the course. We will endeavour however to be flexible here so as not to hold candidates up too much. The rest of the requirements will be up to your input alone.

### ***What are the advantages of doing this course?***

We now live in a digital world, with many Libraries and Museums or Archives working towards digitising material for the web. Gaining accreditation in this Unit might be useful if you were to consider working in this sector. The People's Collection Wales are currently establishing Digital Heritage Stations across Wales. These would provide a digital service for Heritage based users who need advice on scanning and digitisation for the web. There would be further opportunities for you to become a volunteer or champion at a host organisation with a Digital Heritage Station.

For further information please contact

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