

Project CERTIDoc Inquiry

Ladies and Gentlemen,

CERTIDoc is a project of three professional associations in the field of information and documentation: ADBS¹, DGI², and SEDIC³. They are accompanied by the Université Libre de Bruxelles and the Bureau Van Dijk. The named participants cover the profession on all aspects of information, e.g. gathering, conserving, adding value, giving access, and using information. Therefore all kind of professionals in the information sector are concerned: documentation specialists as librarians, archivists, knowledge managers, etc.

CERTIDoc follows the DECIDoc project, which was carried out in the years 1998 to 2000. CERTIDoc is, as DECIDoc was, supported by the European Union in the context of the Leonardo da Vinci program. DECIDoc identified some certification systems for professionals in the field of information and documentation around Europe. It analysed the characteristics and stipulated criteria to the different certification systems to guarantee the compatibility of the systems from one country to another. CERTIDoc will even go further by exploring the possibilities to install a European certification system in the field of information and documentation.

Certification means a formalised and rigorous process of accepting a qualification or of delivering a certificate. The certificate should confirm the competence of a certain person in respect to a certain level at a certain moment. The competence assigned should correspond to a certain level in a specialised handbook for the certified domain.

The certificate is neither a bachelor or a master degree nor is it delivered by a university, but it is offered by organisations or associations to the candidates who are able to justify professional activity in the field of information and documentation.

At the beginning of the project we will make an inventory of the existing certification standards in Europe and will inquire about the interest of professional associations in Europe concerning this topic.

The results of the inquiry will be available to all participants.

May we ask you to answer the following questionnaire and to send it back by email to the project group in Switzerland which accomplishes the inquiry for the DGI (<mailto:certidoc@heg.ge.ch>).

¹ "L'Association des professionnels de l'information et de la documentation", France, www.adbs.fr

² "Dt. Gesellschaft für Informationswissenschaft und Informationspraxis", Germany, www.dgi-info.de

³ "Sociedad española de documentación e información científica", Spain, www.sedic.es

1. Questions with reference to a certification

1. Do one or more certification systems for information professionals exist in your country (if yes, please fill-out the questionnaire for each certification system)?

No: → Please go directly to question 15

Yes: → Which job types are certified? (several answers are possible)

- Library science
- Documentation
- Archival science
- Knowledge Management
- Other, please specify:

2. If the certification corresponds to several content areas, does one organisation or do several organisations offer the certificate in respect to their competence?

- only one organisation
- several organisations (please indicate name, address, email and URL of all organisations:)

3. Which is the name of the organisation who supplies the certification (if it is not yours)?

Is it:

- an association:
- a special unit built through another organisation:
- another type of organisation, which type:

4. Which requirements do the candidates need?

Age:

Number of professional years:

Academic degree:

Vocational education:

Further education:

Individual work:

Other, please specify:

5. Which documents must the candidates supply? (several answers are possible)
- Curriculum Vitae
 - Description of the activities and areas of responsibility in the current job
 - Examples of typical tasks
 - Description of current projects
 - Work certificate
 - Proof of training in further education
 - Proof of teaching activities
 - Proof of additional commitment in the professional field
 - Other, please specify:
6. How many certification levels exist? Please describe the individual levels:
7. Who examines?
- A jury with different experts
 - Members of the association
 - Other, please specify:
8. On which criteria is the evaluation based? (several answers are possible)
- Documents (e.g. Curriculum Vitae, references etc.)
 - Personal contact
 - Observation at work
 - Other, please specify:
9. How is the candidate examined? (mark several times is possible)
- in a written examination,
 - in a oral examination
 - in another way, please specify:
10. Please describe the temporal sequence of the process of certifying:
11. How are the qualifications estimated? (several answers are possible)
- Self-assessment of the candidates
 - Manual as reference
 - Other estimation methods:
12. How many years is the certification valid?
13. Is it possible to ask for an upgrade from one certification level to another ?
- Yes No

14. Have you printed information or other documents (WWW) describing the certification process?

- Yes → Could you please send these documents (if possible in English, French or German)? Our address is at the end of the questionnaire. Yes No
- No

15. Do you have the intention to introduce such a certification in your country?

- Yes No

16. Is your association interested in an European-wide certification?

- Yes, very interested
 Moderately interested
 No, not interested

17. If Yes, which expectations has your association in respect to a European-wide certification?

18. In a future European system, which requirements would you feel to be necessary in respect to:

a) Covered field: (several answers are possible)

- Library science
 Documentation
 Archival science
 Knowledge management
 New areas
 Other, please specify:

b) Certification on the following levels: (several answers are possible)

- Information assistant (basic knowledge)
 Information analyst (doing routine tasks)
 Information specialist (able for more complex setting of tasks with higher responsibility)
 Information expert (creative control of methods and techniques)
 Other, please specify:

19. Please judge the values of the various existing degrees in the information professionals field:

- High-quality
 Moderate-quality
 Low-quality

Why?:

20. Would your association encourage and suggest candidates to participate in a European certification?

- Yes, because:
 No, because:

2. Information about your association

Could you give us some information about your association?

Number of members:

Tasks & goals of the association:

Target group:

Other information:

3. Associations in your country

Are there some other professional associations within the information science field in your country?

Please indicate name, address, E-Mail, and if possible URL:

Please give us name and responsibility of the person who filled out the questionnaire:

Thank you very much for your participation in this inquiry. May we ask you to send your answers back to the following E-Mail address until February 7th, 2003:
certidoc@heg.ge.ch

Contact:

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