

Disclaimer: This sample document is provided to you as guidance only. A minimum of 5 to 10 years of heritage experience would be an asset for Masterclass participants. Each professional may have unique experiences, enhanced skills or minor knowledge gaps that may or may not be reflected within this assessment sample.

Self Assessment – Knowledge, Competencies and Abilities

Self-Assessment is an important step towards completing your Portfolio.

In addition to meeting the required professional experience and education, all Practising NAAB Appraisers must be skilled or expert in the array of areas identified in the tables below.

Please review the tables in Section 1 and Section 2, and mark the appropriate level of knowledge you have achieved. If you are a learner or beginner in any of these areas, we invite you to become a candidate and we will look forward to working with you towards the skilled and expert levels.

Section 1

Knowledge, Competencies and Abilities	Learner	Beginner	Skilled	Expert
Knowledge of archival theory and procedures relating to archival appraisal, arrangement, description, conservation and condition of archival records in accordance with accepted national standards.				
Demonstrates strong conceptual, analytical and evaluation skills with the ability to effectively research market values where applicable.				
Demonstrates knowledge and experience in working with archival records				
Knowledge of various media Please specify: _____				
Knowledge of accepted practices related to monetary appraisal				
Has extensive knowledge of Canadian history and research trends				
Demonstrates highly developed written and oral communication skills				
Demonstrates sound judgment and ability in handling matters of a confidential and/or sensitive nature.				

Knowledge, Competencies and Abilities	Learner	Beginner	Skilled	Expert
Has a good understanding of the Canadian Cultural Property Export Review Board and the requirements for certification of cultural property for income tax purposes				
Has a good understanding of the Canadian Revenue Agency (CRA) Gifts in Kind requirements and regulations.				
Ability to articulate a reasoned justification for the significance of a variety of archival materials.				
Ability to work collectively with various levels of government, other third parties and as a member of a panel/team.				
Demonstrates effective problem-solving/decision-making skills.				
Ability to foster an organizational environment that promotes respect, professionalism and effective relationships with a wide range of stakeholders.				

Learner - You have only common knowledge or an understanding of basic techniques and concepts in this area or skill. You are currently focused on learning in this field or skill.

Beginner - You have a level of experience gained in a classroom and/or experimental scenarios or as a trainee on-the-job. You are expected to need help or seek guidance in this area or when performing this skill.

Skilled - You are recognized within your community and/or organization as a person to ask when difficult questions arise regarding this skill or area. You are able to coach others and translate the complex nuances related to this area or field.

Expert - You are known as an expert in this area. You can provide extensive guidance and answer specific questions related to this area of expertise and the field where the skill is used. You can engage in detailed discussions and presentations and you can foster a greater understanding among colleagues and associates.

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Section 2

THEMATIC AREAS OF EXPERTISE	Beginner	Knowledgeable	Expert
Aboriginal History			
Architecture and Engineering			
Art and photo history			
Communications / Media History			
Demography			
Economics and Business			
Geography / Urban History / Environment			
Immigration / Cultural Diversity			
Intellectual and Cultural History			
Law History			
Linguistic Minorities			
Literature			
Labour History			
Military History			
Music			
Performing Arts			
Political and Administrative History			
Post-Confederation History			
Pre-Confederation History			
Science and Health			
Social Rights Movements and Activism			

NOTE: For Section 2 (above), ideally you should have strong knowledge and expertise in at least two or more of the Thematic Areas.