

The DPC Competency Framework and Audit Toolkit

Amy Currie

amy.currie@dpconline.org



Digital**Preservation**Coalition

Workshop Program

- 11:00 Welcome
- 11:05 Introduction to Continuous Improvement
- 11:10 The Competency Framework and Audit Toolkit
- 11:30 Have a Go: Skills Audit Exercise
- 12:00 More on CAT - Organizational Audits and Related Resources
- 12:15 Discussion, Feedback and Questions
- 12:30 Wrap Up

<https://www.dpconline.org/digipres/prof-development/dp-competency>

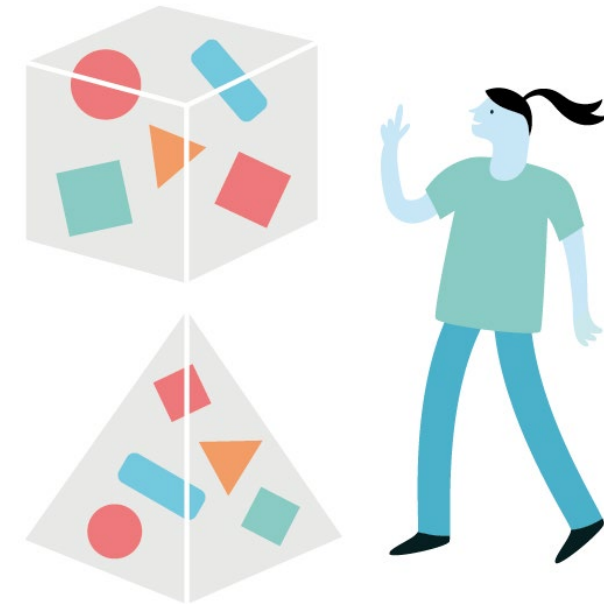
What is Continuous Improvement?

- Ongoing effort to improve products, services, processes
- Facilitates an incremental approach to planning and development
- Allows the setting of achievable targets
 - Particularly where resources are limited
 - Smaller wins but quicker progress/results
- Can be beneficial to advocacy activities



Good versus Best

- Aiming for “best practice” can end up being self-defeating
- Thinking instead in terms of “good practice” allows more scope to consider:
 - Organizational context
 - Resources available
 - Preservation aims/requirements
 - Ultimately “what is good enough?”



In Favour of Maturity Models

- Align well with the principles of continuous improvement
 - Levels to progress through rather than pass/fail of certification
- Users can set their own targets
- Allow the identification of gaps
- Results can be used for:
 - Advocacy (e.g. for additional resources)
 - To help establish trust



DPC Rapid Assessment Model

- DPC RAM is a maturity modelling tool that aligns with continuous improvement
 - Designed to enable a rapid benchmarking of an organization's digital preservation capability
- Key element of 'Organizational Viability'
 - Includes: roles, responsibilities, development, skills, and expertise



<https://www.dpconline.org/digipres/implement-digipres/dpc-ram>

Nothing Works Without Skilled Staff

- THE fundamental resource need for any successful preservation program
- Digital preservation is a multi-disciplinary undertaking
 - Knowing the skills needed is essential
 - What skills might need to be added to/further developed on your team?
- Skills and roles needed depend on:
 - Organizational context and structure
 - Current and planned DP capabilities



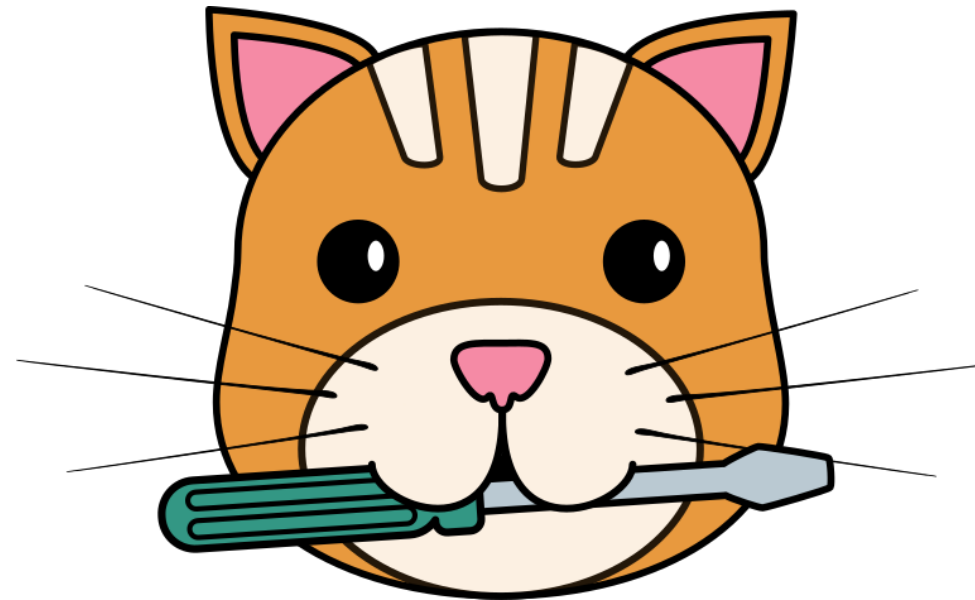
Barriers to Developing Skills

- What is a Digital Preservation Practitioner?
 - A new and developing discipline
- Lack of organizational support
 - No time or funding available
- Difficult to find courses
 - Practical “hands-on” options?
 - Intermediate/Advanced level opportunities?



So we developed

The Digital Preservation Competency Framework
and the Competency Audit Toolkit (DPC CAT)



The Competency Framework

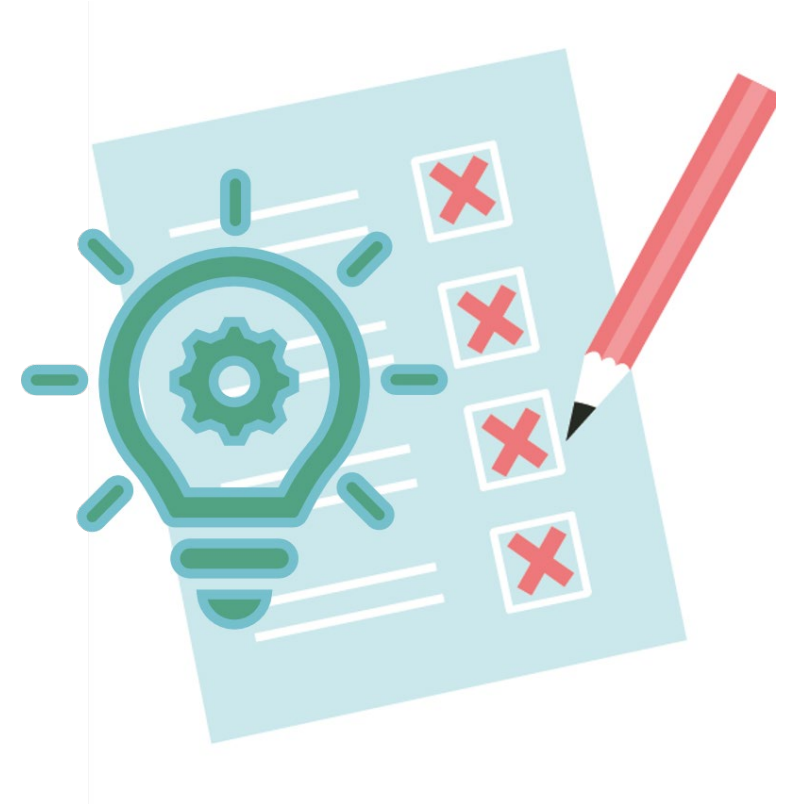
- Provides information on the skills, knowledge and competencies required for successful digital preservation
- Core principles:
 - Flexibility – able to be deployed for a variety of purposes
 - Closely linked to DPC RAM
- V1 released 2022, V2 released in March 2025



<https://www.dpconline.org/digipres/prof-development/dp-competency>

The Framework Aims to Be...

- Applicable for organizations of any size and in any sector
- Able to support a range of workforce development activities
- Preservation strategy and solution agnostic
- Based on existing good practice
- Simple to understand and quick to apply



A Quick Explanation of Terms

Competency

- A combination of skills, knowledge, and behaviours that, when combined, allow an individual to perform the duties of their role

Skill

- A more specific ability that can be applied to complete a particular task or reach a certain outcome



Digitalbevaring.dk

Overview: Main Structure

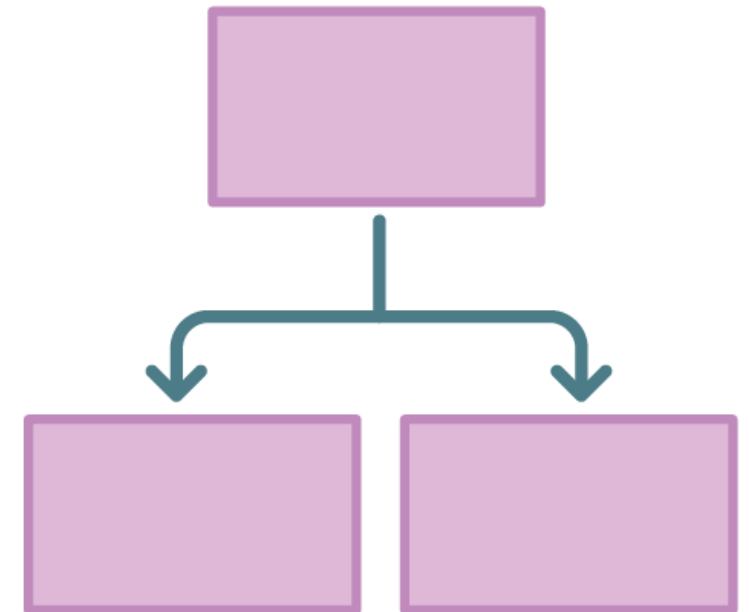
Five high-level competency areas

- Overview of and quick reference to broad range of competencies required to undertake digital preservation work.

Twenty-eight skill elements

- Organized in groups under the competency areas
- Break down the competencies into more clearly defined units

Presented in the following table...



Competency Area	Skill Element No.	Skill Element
Governance, Resourcing, and Management	1	Policy Development
	2	Risk Management
	3	Resource Management
	4	Staff Management
	5	Strategy and Planning
	6	Analysis and Decision-Making
Communications and Advocacy	7	Effective Communication
	8	Collaboration and Teamwork
	9	Stakeholder Analysis and Engagement
	10	User Analysis and Engagement
	11	Advocacy
	12	Training
	13	Producing Documentation
Information Technology	14	General IT Literacy
	15	Computer Programming
	16	System Procurement
	17	Storage Infrastructures
	18	Information Security
	19	Workflow Development and Implementation
Legal and Social Responsibilities	20	Legal and Regulatory Compliance
	21	Environmental Impact
	22	Inclusion and Diversity
	23	Ethics
Digital Preservation Domain Specific	24	Metadata Standards and Implementation
	25	Information Management Principles
	26	Approaches to Preservation
	27	DP Standards and Models
	28	Managing Access

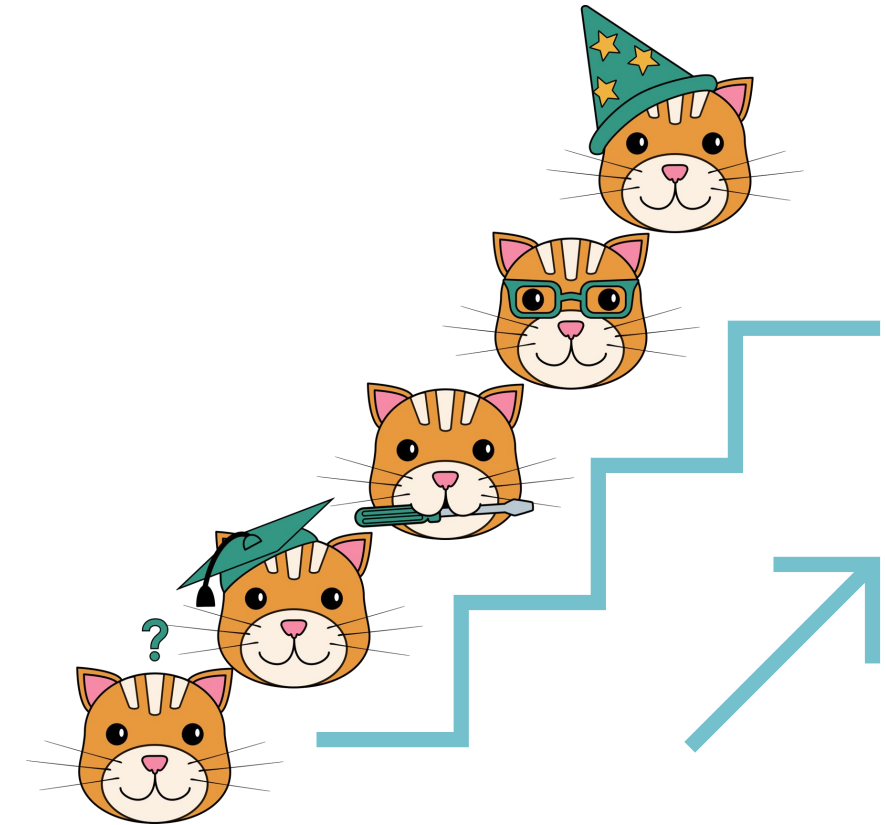
Overview: Skill Levels

Five skill levels

- Representing a progression of knowledge and skills

Examples of ‘activity descriptors’

- e.g., how it might be used in a statement describing a skill element in a role description at that level



Presented in the following table...

Skill Level Descriptions

Level No.	Skill Level	Previously Known as	Description	Example Activity Descriptor Words
0	Awareness	<i>Novice</i>	A basic awareness of the skill element.	Has heard of, recognizes, is aware of
1	Understanding	<i>Beginner</i>	An understanding of the skill element (e.g. has received some training) but little or no practical experience.	Understands, has studied, is familiar with, uses, collaborates, communicates, supports
2	Basic Application	<i>Intermediate</i>	A sound understanding of the skill element and some experience of its practical application.	Has delivered, has used, applies, implements, inputs to, plans, selects, documents
3	Advanced Application	<i>Advanced</i>	A thorough understanding of the skill element and significant experience of its practical application on a regular or sustained basis.	Develops, leads on, manages, analyzes, monitors
4	Expert	<i>Expert</i>	An in-depth understanding of the skill element and a leader in the development of approaches to its practical application.	Innovates, authors, designs, researches

Granularity and Examples

Additional tables provide further detail including:

- Example statements to help clarify skill elements and how they might be presented in a role description
- Specific example activities to demonstrate different tasks where the skill element might be deployed in practice

For example...



E. Digital Preservation Domain Specific

No.	Skill Element	Example Statement	Example Activities
24	Metadata Standards and Implementation	Can identify and implement relevant metadata standards for managing, preserving, and providing access to digital content	Developing and implementing a preservation metadata schema
			Implementing controlled vocabularies
			Creating and maintaining mechanisms for capturing the metadata required for managing digital content, e.g. digital asset registers and file manifests
			Developing and implementing a schema for structural metadata based on information package designs
			Implementing persistent identifiers
			Capturing descriptive metadata to facilitate discovery and access
25	Information Management Principles	Can understand and apply core information management principles	Ensuring the management of key record characteristics: integrity, reliability, authenticity, and usability
			Documenting provenance
			Maintaining chain of custody
			Setting collecting policies to facilitate selection
			Carrying out appraisal
			Auditing collections
26	Approaches to Preservation	Can understand, select, and implement suitable approaches to facilitate preservation	Setting retention periods and facilitating managed disposal
			Developing and implementing information package designs
			Monitoring changes that will trigger preservation actions, e.g. undertaking technology watch
			Utilizing content analysis and processing techniques, such as format analysis and digital forensics
			Developing preservation plans
27	DP Standards and Models	Can understand, select, and implement relevant digital preservation standards and models	Implementing preservation actions such as format migration or emulation
			Selecting standards and/or models to guide the development of the organization's approach to digital preservation
			Managing the continuous improvement of the organization's digital preservation capabilities
			Auditing or benchmarking the organization's digital preservation capabilities
28	Managing Access	Can plan and input to the implementation of discovery and access services	Developing systems for resource discovery and access
			Developing functionality to facilitate the use and reuse of digital content
			Facilitating access through advanced techniques such as computational access
			Incorporating accessibility into discovery and access plans
			Implementing services for user support

The Competency Audit Toolkit

- Developed with the support of the UK Nuclear Decommissioning Authority
- Companion resource to the Competency Framework
- DPC CAT offers three practical structured processes for assessing the skill levels of those undertaking digital preservation work



The DPC CAT!

Why Use DPC CAT

DPC CAT Facilitates

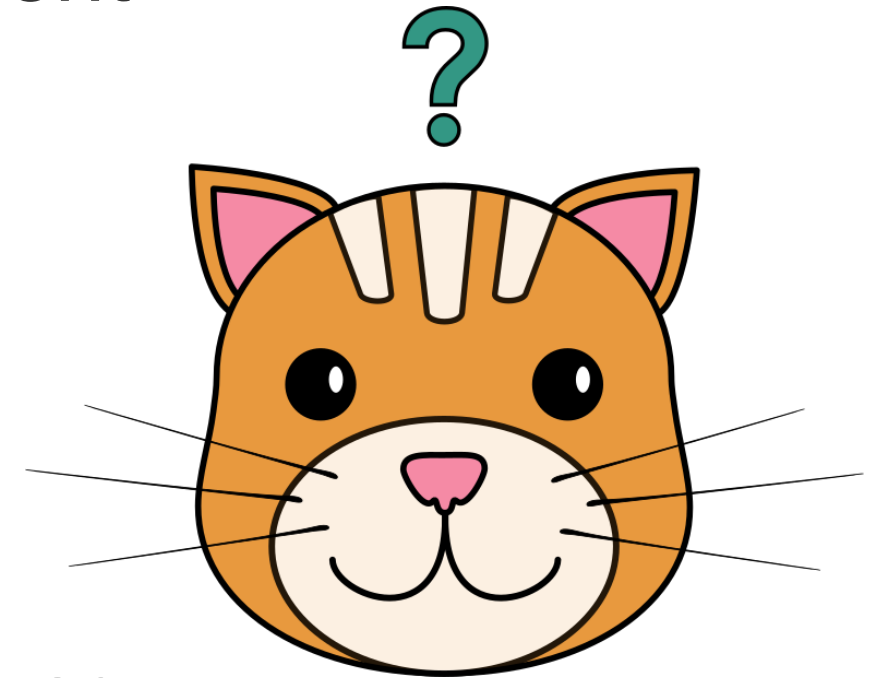
- Audit of an individual's skills and professional development planning
- Role description assessments
- Audit of digital preservation skills across an organization to support continuous improvement (with DPC RAM!)



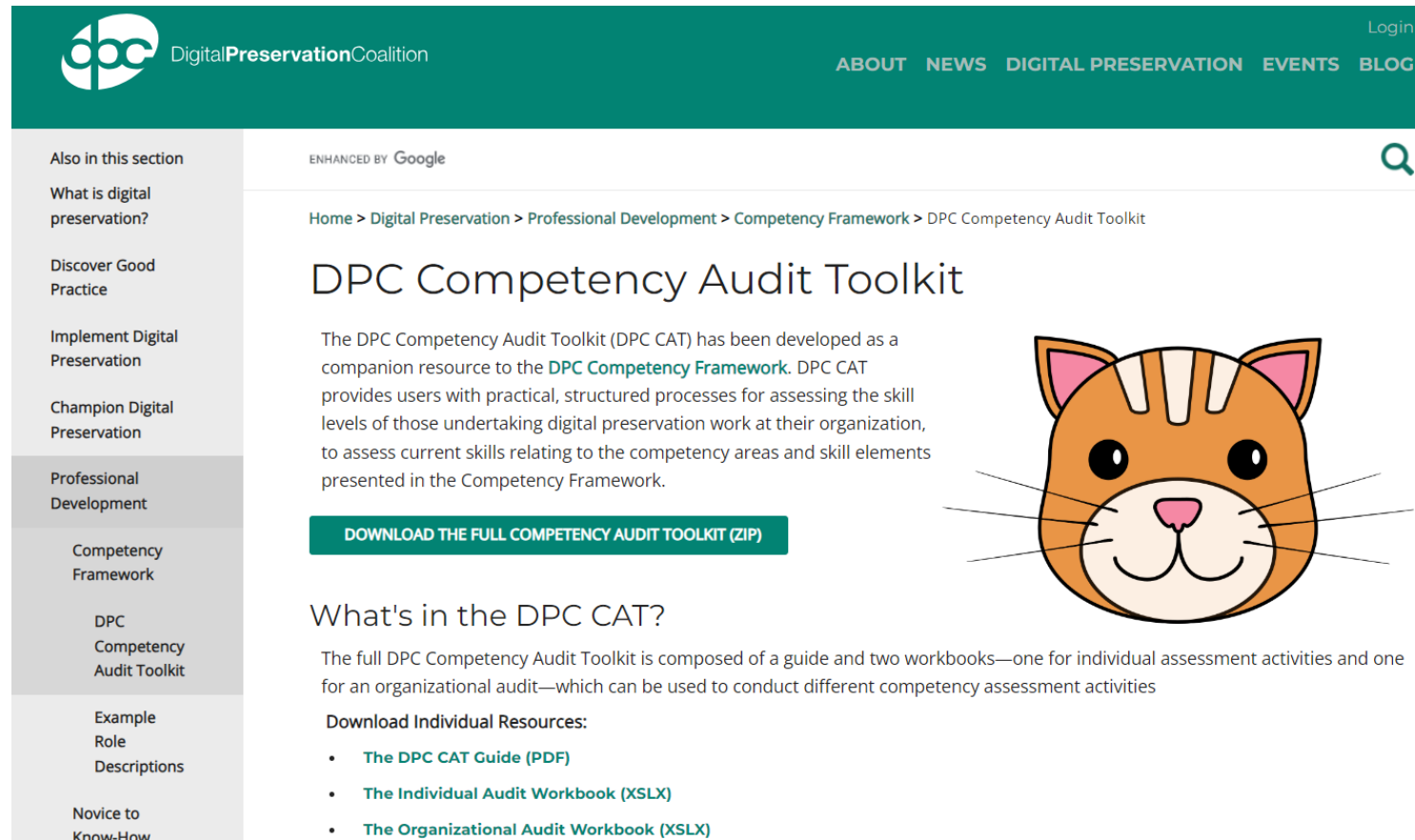
What's in DPC CAT

The Toolkit contains a guidance document and two workbooks:

- Workbook One
 - Audit of an individual's skills and professional development planning
 - Role description audit
- Workbook Two
 - Audit of digital preservation skills across an organization (linked to DPC RAM)



Where to Find DPC CAT



The screenshot shows the DPC website's navigation bar with the logo and menu items: ABOUT, NEWS, DIGITAL PRESERVATION, EVENTS, BLOG, and a Login link. A sidebar on the left lists various resources under the heading 'Also in this section'. The main content area features a breadcrumb trail: Home > Digital Preservation > Professional Development > Competency Framework > DPC Competency Audit Toolkit. The title 'DPC Competency Audit Toolkit' is prominently displayed. Below the title is a descriptive paragraph about the toolkit's purpose. A green button labeled 'DOWNLOAD THE FULL COMPETENCY AUDIT TOOLKIT (ZIP)' is visible. To the right of the text is a cartoon illustration of an orange cat's face. Below the illustration, the section 'What's in the DPC CAT?' is followed by a list of resources for download.

Also in this section

- What is digital preservation?
- Discover Good Practice
- Implement Digital Preservation
- Champion Digital Preservation
- Professional Development
- Competency Framework
- DPC Competency Audit Toolkit
- Example Role Descriptions
- Novice to Know-How

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Home > Digital Preservation > Professional Development > Competency Framework > DPC Competency Audit Toolkit

DPC Competency Audit Toolkit

The DPC Competency Audit Toolkit (DPC CAT) has been developed as a companion resource to the **DPC Competency Framework**. DPC CAT provides users with practical, structured processes for assessing the skill levels of those undertaking digital preservation work at their organization, to assess current skills relating to the competency areas and skill elements presented in the Competency Framework.

[DOWNLOAD THE FULL COMPETENCY AUDIT TOOLKIT \(ZIP\)](#)

What's in the DPC CAT?

The full DPC Competency Audit Toolkit is composed of a guide and two workbooks—one for individual assessment activities and one for an organizational audit—which can be used to conduct different competency assessment activities

Download Individual Resources:

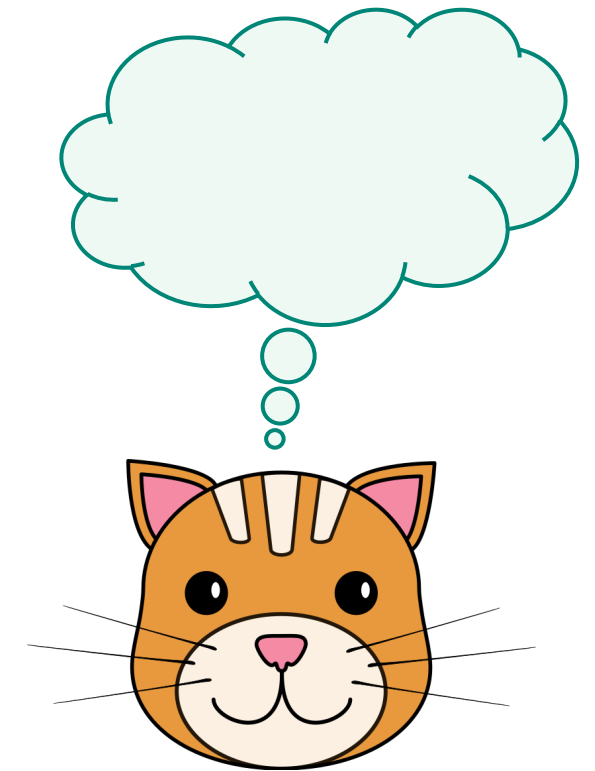
- [The DPC CAT Guide \(PDF\)](#)
- [The Individual Audit Workbook \(XSLX\)](#)
- [The Organizational Audit Workbook \(XSLX\)](#)

You can find the DPC Competency Framework and Audit Toolkit on the DPC website

<https://www.dpconline.org/digipres/prof-development/dp-competency/dpc-cat>

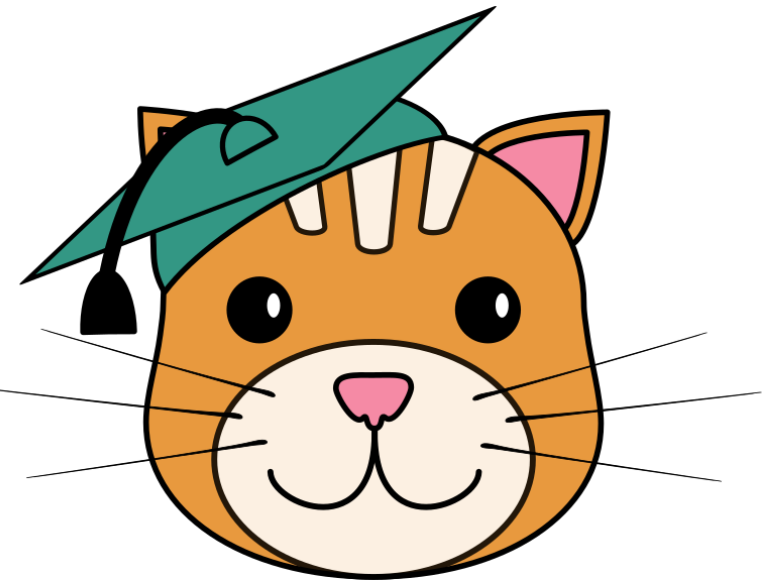
Before You Start: Things to Consider

- **Why** – Why are you undertaking the audit? What are your aims for the process? What outcomes would you like to achieve?
- **How** – How are you planning to undertake the process? Will it form part of other activities, such as an annual performance review?
- **Who** – Who will be involved in the audit process? Will you do it on your own? Will you be working through it with a line manager, mentor, or colleagues who are also auditing their skills (perhaps in a workshop environment)?



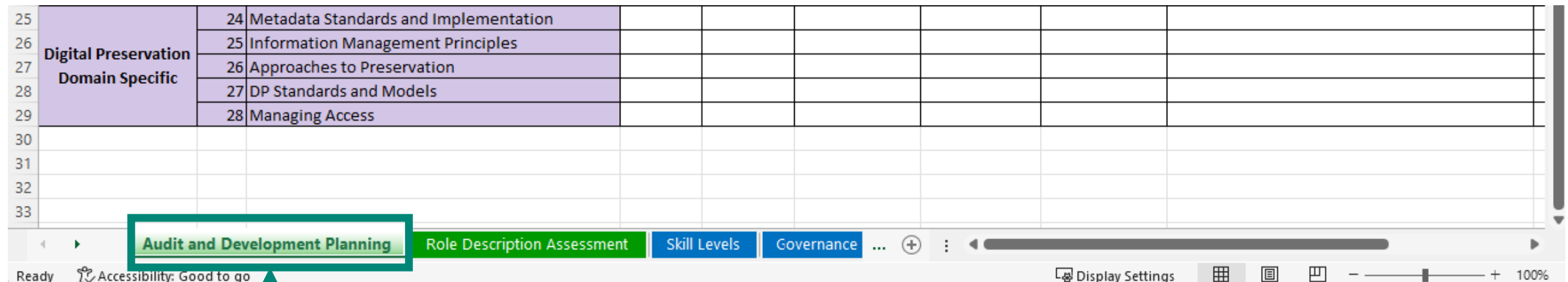
CAT Individual Skills Audit

- In Workbook One, the 'Audit and Development Planning' worksheet is to assess skill levels against the elements of the Competency Framework.
 - Identifying if the skill element is relevant to the role
 - Rating current skill level in relation to the skill element
 - Setting a target skill level
 - Noting ideas for how skill level might be increased through development opportunities



Individual Skills Audit (1)

You will find this worksheet in the **'Audit and Development Planning'** tab of the Excel workbook.



25	Digital Preservation Domain Specific	24	Metadata Standards and Implementation						
26		25	Information Management Principles						
27		26	Approaches to Preservation						
28		27	DP Standards and Models						
29		28	Managing Access						
30									
31									
32									
33									

Ready Accessibility: Good to go

Audit and Development Planning Role Description Assessment Skill Levels Governance ...

Display Settings 100%

click on the tab here

Individual Skills Audit (2)

The worksheet is structured for you to work through the twenty-eight skill elements presented in the Competency Framework...

Skill Area	No.	Skill Element	Relevant to Role?	Current Skill Level - Number	Current Skill Level - Text	Target Skill Level - Number (optional)	Target Skill Level - Text (optional)	Ideas on How to Increase Skill Level (optional)	
Governance, Resourcing, and Management	1	Policy Development	Yes	1	Understanding	2	Basic Application	Assist Digital Archivist with forthcoming policy	Review train
	2	Risk Management	Yes	0	Awareness	1	Understanding	DPC risk management training course	
	3	Resource Management	No						
	4	Staff Management	No						
	5	Strategy and Planning	Yes	1	Understanding	2	Basic Application	Draft project plan for review by mentor	
	6	Analysis and Decision-Making	Yes	2	Basic Application	2	Basic Application		

List of Skill Areas and Elements

Blank fields for you to work through each, identifying relevance and assessing skills using the five levels

Individual Skills Audit (3)

There are resources in the workbook to help, including the **‘Skills Levels’ tab** with descriptions and example activity descriptors

Level No.	Skill Levels	Description	Example Activity Descriptor Words
0	Awareness	A basic awareness of the skill element.	Has heard of, recognizes, is aware of
1	Understanding	An understanding of the skill element (e.g. has received some training) but little or no practical experience.	Understands, has studied, is familiar with, uses, collaborates, communicates, supports
2	Basic Application	A sound understanding of the skill element and some experience of its practical application.	Has delivered, has used, applies, implements, inputs to, plans, selects, documents
3	Advanced Application	A thorough understanding of the skill element and significant experience of its practical application on a regular or sustained basis.	Develops, leads on, manages, analyzes, monitors
4	Expert	An in-depth understanding of the skill element and a leader in the development of approaches to its practical application.	Innovates, authors, designs, researches

click on the tab here

Individual Skills Audit (4)

And descriptive tables for the skill elements for each of the five competency areas:

- ‘Governance etc’ tab
- ‘Comms & Advocacy’ tab
- ‘Info Technology’ tab
- ‘Legal & Social’ tab
- ‘Digital Preservation’ tab

A. Governance, Resourcing, and Management			
No.	Skill Element	Example Statement	Example Activities
1	Policy Development	Can develop robust policy with reference to organizational goals, values, and existing policy	Contextualizing digital preservation in relation to organizational goals Drafting policy statements, either to form a standalone document or Progressing a new or updated policy through internal approval Managing regular reviews and updates of policy
2	Risk Management	Can apply risk management techniques for decision making, planning, and management	Developing a risk management plan using with reference to standard Planning to ensure preparedness for natural and man-made disaster Developing continuity and succession plans
3	Resource Management	Can effectively manage available resources	Financial planning, budgeting, and cost analysis Negotiating and managing contracts Developing business cases Evaluating business cases
4	Staff Management	Can recruit, manage, motivate, and support competent staff	Drafting role descriptions and staff recruitment Line management, team building, and supporting staff Professional development planning
5	Strategy and Planning	Can develop and implement strategy using suitable project planning and management techniques	Developing strategy to implement organizational policy, including roa Project planning and management Management or participation in steering or working groups
6	Analysis and Decision-Making	Can think critically, analyze data, make difficult decisions, and solve complex problems	Comparing solutions based on identified requirements and selecting Analyzing user data to develop plans Making decisions that take into consideration relevant factors such as faced, and legal and social responsibilities

click on each of the blue tabs

Exercise: Have a Go!

Work through the 'Audit and Development Planning' sheet to conduct an individual audit:

- Think about whether the listed skill elements are relevant to the role.
- Assess the current skill level for each relevant element based on the five levels.
- You can also add a potential target skill level and note ideas on how to increase the skill level to reach that target.
- Share and discuss with others as you go!

You don't have to work through the list numerically from top to bottom. You might want to focus on a particular competency area first, like Digital Preservation Domain Specific skill elements!



More CAT: Role Description Audit

In Workbook One, there is also a worksheet for assessing individual skills for an audit of a role description (in the **'Role Description Assessment' tab**)

Skill Area	No.	Skill Element	Relevant to Role?	Related Tasks/ Responsibilities	Included in Role Description?	Text from Role Description	Update Required?	Notes
Governance, Resourcing, and Management	1	Policy Development	Yes	Developed organizational digital preservation policy and will manage biannual review and update process	Yes	Leads development and review of digital preservation policy	No	
	2	Risk Management	Yes	Risk assessments for DP systems, workflows, and preserved content	No	N/A	Yes	Need explicit mention risk management responsibilities, will help establish case for further training
	3	Resource Management	No					N/A
	4	Staff Management	Yes	Line manager for 2 digital preservation officers	Yes	Will assume line management duties as required	Yes	Needs updating to be a better representation of responsibilities, i.e. that this has become an essential part of the role.

Skill Areas and Elements

Blank fields for you to identify relevance and assess current tasks and responsibilities with those provided in a role description

Example Role Descriptions

- Provide an indication of skills and skill levels for particular role types
- Can be used as a starting point (not meant to be definitive or prescriptive!)
 - Info Management Graduate
 - Digital Preservation Trainee
 - Digital Preservation Officer
 - Digital Preservation Archivist/Librarian
 - Web Archivist
 - Digital Preservation Developer
 - Digital Preservation Program Manager
 - Senior Executive/Administrator

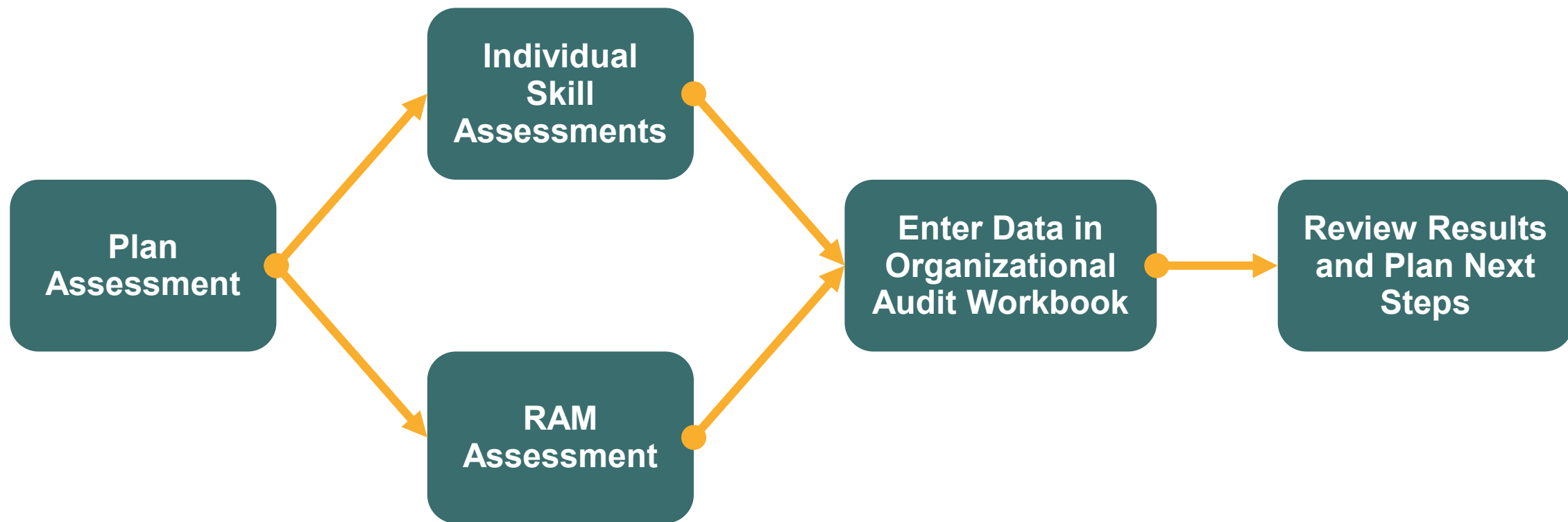


CAT Organizational Audit

- Workbook Two in the Toolkit:
 - Audit of digital preservation staff competencies across an organization
- Benchmark competencies against current and target DP capabilities of DPC RAM
- Identifies:
 - Required skill levels
 - Highest and average skill levels for staff
 - Where gaps exist.



Organizational Skills Audit Process



Planning an Organizational Audit – Why?

- Why are you undertaking the assessment?
- What are your aims for the process?
- What outcomes would you like to achieve?
- Answers may include:
 - Identifying current gaps in competencies at the organization
 - Planning for professional development
 - Gathering evidence to support a business case for additional members of staff
 - To help build team cohesion

Planning an Organizational Audit – How?

- How are you planning to undertake the process?
 - Complete individual assessments and return?
 - Work one on one with colleagues?
 - Complete as a group?
- Will an individual or group be:
 - Leading the audit?
 - Gathering the data?
 - Entering it into the worksheets?
- Will the process be linked to annual performance review process?

Planning an Organizational Audit – Who?

- Who will be involved in the audit process?
- Who will be included within the scope of the audit?
 - One team/group/department?
 - Colleagues from across different teams/departments?
- Whose permissions do you need to secure to assure participation?

RAM Scores

	RAM Section	Current Level	Target Level		
A	Organizational Viability	2	3		
B	Policy and Strategy	1	3		
C	Legal Basis	1	2		
D	IT Capability	2	3		
E	Continuous Improvement	2	3		
F	Community	3	3		
G	Acquisition, Transfer and Ingest	1	2		
H	Bitstream Preservation	2	3		
I	Content Preservation	0	2		
J	Metadata Management	2	3		
K	Discovery and Access	1	2		

Level Number	Level Description
0	Minimal Awareness
1	Awareness
2	Basic
3	Managed
4	Optimized

Individual Assessment Scores

		Name of Staff Member (Optional)	Hugh Culber	Keyla Detmer	Michael Burnham	Joann Owosekun
		Job Title (Optional)	Digital Archivist	Digital Collections Officer	Digital Program Manager	Digital Collections Officer
Governance, Resourcing, and Management	1	Policy Development	2	N/A	3	N/A
	2	Risk Management	1	N/A	2	0
	3	Resource Management	0	N/A	2	N/A
	4	Staff Management	1	N/A	2	N/A
	5	Strategy and Planning	2	0	3	1
	6	Analysis and Decision-Making	3	2	3	1
Communications and Advocacy	7	Effective Communication	3	2	3	2
	8	Collaboration and Teamwork	3	3	4	2
	9	Stakeholder Analysis and Engagement	1	N/A	1	N/A
	10	User Analysis and Engagement	1	0	0	0
	11	Advocacy	2	1	3	1
	12	Training	1	N/A	2	N/A
	13	Producing Documentation	2	1	1	1
	14	General IT Literacy	2	3	2	2
	15	Computer Programming	1	0	1	N/A

Organizational Skills Report

		Required Skill Level for Current RAM Maturity		Required Skill Level for Target RAM Level		Highest Skill Level		Skill Gap for Current RAM	Skill Gap for Target RAM	Count of Staff Scoring Skill	Average Skill Level		Skill Gap for Current RAM	Skill Gap for Target RAM	
Governance, Resourcing, and Management	1	Policy Development	1	Understanding	3	Advanced Application	3	Advanced Application	No Gap	No Gap	2	2.5	Basic Application	No Gap	1 Level
	2	Risk Management	2	Basic Application	2	Basic Application	2	Basic Application	No Gap	No Gap	3	1	Understanding	1 Level	1 Level
	3	Resource Management	2	Basic Application	3	Advanced Application	2	Basic Application	No Gap	1 Level	2	1	Understanding	1 Level	2 Levels
	4	Staff Management	2	Basic Application	2	Basic Application	2	Basic Application	No Gap	No Gap	2	1.5	Understanding	1 Level	1 Level
	5	Strategy and Planning	1	Understanding	3	Advanced Application	3	Advanced Application	No Gap	No Gap	4	1.5	Understanding	No Gap	2 Levels
	6	Analysis and Decision-Making	2	Basic Application	3	Advanced Application	3	Advanced Application	No Gap	No Gap	4	2.25	Basic Application	No Gap	1 Level
Communications and Advocacy	7	Effective Communication	3	Advanced Application	3	Advanced Application	3	Advanced Application	No Gap	No Gap	4	2.5	Basic Application	1 Level	1 Level
	8	Collaboration and Teamwork	1	Understanding	2	Basic Application	4	Expert	No Gap	No Gap	4	3	Advanced Application	No Gap	No Gap
	9	Stakeholder Analysis and Engagement	2	Basic Application	3	Advanced Application	1	Understanding	1 Level	2 Levels	2	1	Understanding	1 Level	2 Levels
	10	User Analysis and Engagement	1	Understanding	2	Basic Application	1	Understanding	No Gap	1 Level	4	0.25	Awareness	1 Level	2 Levels
	11	Advocacy	2	Basic Application	3	Advanced Application	3	Advanced Application	No Gap	No Gap	4	1.75	Understanding	1 Level	2 Levels
	12	Training	2	Basic Application	3	Advanced Application	2	Basic Application	No Gap	1 Level	2	1.5	Understanding	1 Level	2 Levels
Information Technology	13	Producing Documentation	2	Basic Application	3	Advanced Application	2	Basic Application	No Gap	1 Level	4	1.25	Understanding	1 Level	2 Levels
	14	General IT Literacy	2	Basic Application	3	Advanced Application	3	Advanced Application	No Gap	No Gap	4	2.25	Basic Application	No Gap	1 Level
	15	Computer Programming	2	Basic Application	3	Advanced Application	1	Understanding	1 Level	2 Levels	3	0.6667	Awareness	2 Levels	3 Levels
	16	System Procurement	2	Basic Application	3	Advanced Application	3	Advanced Application	No Gap	No Gap	2	1.5	Understanding	1 Level	2 Levels
	17	Storage Infrastructures	2	Basic Application	3	Advanced Application	2	Basic Application	No Gap	1 Level	4	1	Understanding	1 Level	2 Levels
	18	Information Security	2	Basic Application	3	Advanced Application	1	Understanding	1 Level	2 Levels	4	0.25	Awareness	2 Levels	3 Levels
Legal and Social Responsibilities	19	Workflow Development and Implementation	2	Basic Application	3	Advanced Application	2	Basic Application	No Gap	1 Level	4	1	Understanding	1 Level	2 Levels
	20	Legal and Regularity Compliance	1	Understanding	2	Basic Application	2	Basic Application	No Gap	No Gap	4	1	Understanding	No Gap	1 Level
	21	Environmental Impact	1	Understanding	2	Basic Application	1	Understanding	No Gap	1 Level	4	0.25	Awareness	1 Level	2 Levels
	22	Inclusion and Diversity	2	Basic Application	2	Basic Application	1	Understanding	1 Level	1 Level	4	0.75	Awareness	2 Levels	2 Levels
Digital Preservation Domain Specific	23	Ethics	1	Understanding	2	Basic Application	3	Advanced Application	No Gap	No Gap	4	1.5	Understanding	No Gap	1 Level
	24	Metadata Standards and Implementation	2	Basic Application	3	Advanced Application	2	Basic Application	No Gap	1 Level	4	1.5	Understanding	1 Level	2 Levels
	25	Information Management Principles	1	Understanding	2	Basic Application	3	Advanced Application	No Gap	No Gap	4	1.75	Understanding	No Gap	1 Level
	26	Approaches to Preservation	2	Basic Application	3	Advanced Application	1	Understanding	1 Level	2 Levels	4	0.5	Awareness	2 Levels	3 Levels
	27	DP Standards and Models	2	Basic Application	3	Advanced Application	3	Advanced Application	No Gap	No Gap	4	1.75	Understanding	1 Level	2 Levels
	28	Managing Access	1	Understanding	2	Basic Application	1	Understanding	No Gap	1 Level	3	0.3333	Awareness	1 Level	2 Levels

Reviewing Results

- Identify current strengths and weaknesses
 - Are there skills everyone should have?
 - Is there one person highly skilled and others need to upskill?
 - Do the right skills sit with the right roles?
- Consider differences between current and target RAM scores
 - Where is action needed now
 - What can happen later?



After the Audit: Next Steps

- What changes need to be made?
 - New staff
 - Training
 - Work shadowing
 - Documentation
- Decide how best to share the information
 - Report
 - Presentation
- And consider repeating at a later date!



Related Resources

info@dpconline.org
www.dpconline.org

DigiPres Learning Resources Portal

- Developed as part of the iPRES 2024 “Start to Preserve” stream
 - Huge thanks to Andy Jackson for doing all the technical wizardry!
- Aims to help with finding resources for learning and skills development
- Aligns with Competency Framework
- Open to all to access and edit
- Hosted and maintained by the DPC



Types of Content You Might Add



Have a Look and Add Some Entries!

- Browse the resource:

<https://digipres-learning-resources.netlify.app/>

- Add or edit entries:

<https://digipres-learning-resources.netlify.app/admin/#/>

Novice to Know-How (N2KH)

- Online training course
- Developed on behalf of The National Archives (UK)
- Focus on practical steps
 - Includes tool demos
- Completed by c. 3000 learners in 62 countries
- Access is free for all

What is Digital Preservation? ▶ NEXT MODULE ✕ EXIT

MENU GLOSSARY

- ▶ Introduction
- ▶ DPM Model
- ▼ More on Digital Preservation
 - Risks and Digital Preserv... ✓
 - What DP is Not ✓
 - Some Starting Advice ✓
 - What's Next
- ▼ Knowledge Check
 - Question: 3 Legged Stool
 - Question: Models
 - Question: Preservation Act...
 - Question: Repository System

Some Starting Advice....

Organizational Alignment

No One-Size-Fits-All

Good vs Best Practice

Start Small

Starting out in digital preservation can seem intimidating! Click on the boxes to the left to find some advice to help you get started and plan for your work.

[Previous](#) [Next](#)

Digital Preservation Handbook

- General introduction to all things digital preservation
- Developed by a team of experts
- Includes:
 - Links to other trusted resources
 - Tool demos
- Coming soon: Third Edition!



Digital Preservation Handbook

Explore the Handbook

- Home
- Contents
- Introduction
- Digital preservation briefing
- Getting started
- Organisational activities
- Institutional strategies
- Technical solutions and tools
- Tool Demos
- Content-specific preservation
- Glossary

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Digital Preservation Handbook



Illustration by Jørgen Stamp digitalbevaring.dk CC BY 2.5 Denmark

Welcome to the revised 2nd edition of the Digital Preservation Handbook. A key knowledge base for digital preservation, peer-reviewed and freely accessible to all.

Français ITALIANO

Acknowledgements

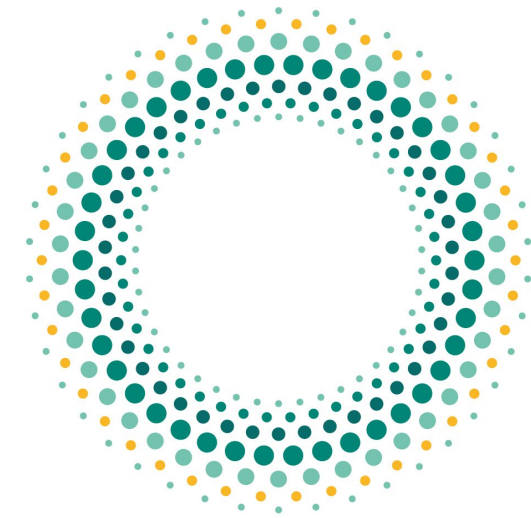
Technology Watch Publications

- Reports: In depth reference guides to specific content or data types
 - Peer reviewed
 - Around 40 pages each
- Guidance Notes: Bite-sized overviews of specific digital preservation challenges and solutions
 - Combine accessibility and practical guidance
 - Around 2-5 pages each



Toolkits, Guides and more

- Policy Toolkit
- Executive Guide on Digital Preservation
- Business Case Toolkit
- Procurement Toolkit
- EDRMS Preservation Toolkit
- Digital Asset Register Toolkit
- Computational Access: A beginner's guide
- World Digital Preservation Day
- The Bit List



**World Digital
Preservation Day**

DPC Member Benefits

- Participation in special interest groups and task forces
- Career Development Fund grants
- Free and exclusive/priority access to DPC events
- Peer support and knowledge exchange through DPC community
- Help steer the activities of the DPC
- Direct member support



Find all DPC Resources at:
www.dpconline.org

Thank You!

Amy Currie, amy.currie@dpconline.org

And Finally...

info@dpconline.org
www.dpconline.org

