



# SYLLABUS OF STUDY

THE INSTITUTE OF HERALDIC AND  
GENEALOGICAL STUDIES

[www.ihgs.ac.uk](http://www.ihgs.ac.uk)

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# THE INSTITUTE OF HERALDIC AND GENEALOGICAL STUDIES

School of Family History 1957  
The Institute established in Canterbury 1961  
Registered Educational Charity 1964 No. 313304  
Incorporated in England 1982, No. 1629916.

**An Educational Charitable Trust for the study of  
the history and structure of the family**

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Application forms for all examinations and tests may be obtained from:  
The Director of Education, The Institute of Heraldic and Genealogical  
Studies, 79-82 Northgate, Canterbury, Kent, CT1 1BA, England or online  
from <http://www.ihgs.ac.uk/courses/qualifications.php>

## INTRODUCTION

The Institute of Heraldic and Genealogical Studies is an independent educational charitable trust established to provide full academic facilities for training and research in the study of the history and structure of the family. It was founded in Northgate, Canterbury, in 1961 by Cecil Humphery-Smith.

Set in its own grounds in a charming property dating from the thirteenth and sixteenth centuries, the Institute arranges courses of instruction leading to qualifications in genealogy and other subjects auxiliary to history. There are several levels of award of which the highest is the Licentiate of the Institute of Heraldic and Genealogical Studies (LHG). This is awarded to those who have demonstrated by examination, by thesis or dissertation and by practice their specialist ability at a high professional and academic standard.

Full membership of the Institute is open to those who have graduated at the Diploma and Licentiate levels. Members have been admitted to postgraduate degrees of several universities. Those making higher academic achievements and outstanding services to the objects of the Institute may be recommended for Fellowship. Associate Membership is open to all students of the Institute and to those who support its aims and work; details are available from the Registrar.

Full-time, part-time, residential and correspondence courses are run by a team of qualified instructors from the Institute. Opportunities exist for those who are following the Institute's *Correspondence Course in Genealogy*, or those who pursue their studies independently or at other courses, to attend day schools at the Institute. At these, further instruction is given in seminars and tutorial sessions. They are announced from time to time in the Institute's journal, *FAMILY HISTORY*, and elsewhere.

This syllabus has been devised to provide a series of graded assessment tests and distinct levels of certification. These enable the student to attain, through a clearly defined scheme of study and instruction and a logical progression, a full qualification as a genealogist.

Clearly defined routes of study enable students to reach the level of qualification required for competent practice in the profession of genealogy. The *scheme of study and instruction*, with the associated series of assessments and certificates, is based on a tried and tested syllabus formulated after several decades of experience. It is frequently up-dated and has recently been thoroughly overhauled to accommodate changes in the availability of documentation, research resources and facilities, as well as modern trends in family history research. It also provides a grounding for those wishing to follow a more broadly-based educational

programme with a view to applying the skills acquired to the academic pursuit of the subject or other areas of study auxiliary to history.

Universities and government bodies recognise the Institute's standards and qualifications for several purposes. The CNAA, the NCVQ and other assessing bodies have acknowledged the structure of the Institute's examinations and the various levels of equivalence up to postgraduate degree level. Subject to regulations, the Association of Genealogists and Researchers in Archives (AGRA) accepts the higher awards of the Institute as qualification for membership. The Trustees of The Institute have invited AGRA to appoint an external examination moderator.

Students may take a full-time course at the Institute, attend a number of evening and residential courses, or gain knowledge and experience through other learning methods. There is also a more comprehensive course by home study which is accredited by the Open and Distant Learning Council (ODLQC).

## **SCHEME OF STUDY AND INSTRUCTION**

The syllabus is a guide for tutors and students: it outlines the minimum coverage of subject matter upon which candidates will be examined.

The following diagram illustrates the various routes of study and qualifications, which are described in the syllabus:

<b>CORRESPONDENCE COURSE</b>	<b>ACADEMIC COURSE</b>	<b>VOCATIONAL COURSE</b>
<b>TWENTY-FOUR lectures and assignments</b>	<b>Graded assessment tests at FOUR levels</b>	
	<b>EXAMINATION Certificate in Genealogy</b>	
	<b>Further academic study</b>	
<b>EXAMINATION Higher Certificate</b>		
<b>Practical assignments</b>		
<b>Further academic study</b>		
<b>EXAMINATION Diploma in Genealogy</b>		
<b>THESIS</b>		
<b>LICENTIATE OF THE INSTITUTE OF HERALDIC AND GENEALOGICAL STUDIES (L.H.G.)</b>		

Any persons who judge themselves to have reached the necessary levels by their own length of practice and experience may submit themselves directly to examination at the level of Higher Certificate without previous formal schooling in the subject.

## **CERTIFICATE IN GENEALOGY**

This level of assessment is available to anyone who has learnt the basic principles of genealogical research or who has begun the study of his or her family history. Students may, however, progress through various levels of graded assessment to test their knowledge in the subject beforehand.

### **Graded Assessments**

Assessment tests are available for students who have studied the various elements of the syllabus. Such assessments will be based on the content of the syllabus and graded as follows:

<u>Level</u>	<u>Syllabus Topics</u>
A	1-5
B	1-12
C	1-19
Certificate in Genealogy	1-24

Students submitting themselves to the relevant test based on this syllabus of study do so voluntarily. Some students will wish to proceed to higher levels of study. Others may simply be interested in determining the success of their progress in the course and in testing their acquired knowledge. (These tests might be regarded as analogous to the grades in music.)

The tests for levels A and B will comprise short multiple choice questions and will include a practical exercise in abstracting and assimilating information from original documentation for compilation into an accurate family tree. No essay writing will be required. These two tests will be of one hour's duration each.

Level C and the Certificate in Genealogy will each have a test of two hours duration, and in addition to questions similar to those of levels A and B (based, however, on the appropriate larger proportion of the syllabus) some elementary skills in palaeography will be examined. Candidates will also be expected to show evidence of a more detailed knowledge of the genealogical uses made of sources and to express this knowledge in one or two paragraphs. A short essay, demonstrating the ability to link various genealogical sources to describe an ordered programme of research into the investigation of a given problem, is expected.

### **Entry for Assessment Tests**

Students wishing to sit the relevant assessment test will normally be provided with the appropriate form by the teacher of the course that they are attending. Entry forms may be obtained from the Institute. Once completed by the student, forms should be returned by the tutor with the required fee. The cost of entry is

shown on the enclosed leaflet and includes the cost of certification for successful candidates. The Institute will then provide the teacher with the required number of test papers for the relevant grade. The teacher will invigilate the test and return the students' papers to the Institute for assessment.

Others who are not attending a course in genealogy may submit themselves for assessment, providing that they can either arrange to sit the test along with those candidates entered by a teacher of family history in their area, or are able to arrange for private supervision. A short written report will be prepared on the performance of each student and returned to the teacher or supervisor. The Institute will issue certificates to those students who reach the required standard in each test. Those who follow the Institute's introductory courses are usually expected to be assessed at level B.

It is hoped that those students who are successful in attaining a satisfactory standard in the graded assessment tests by following a course leading to level A or B, may feel encouraged to proceed with further study, attend additional courses and submit themselves for assessment at level C or take the *Certificate in Genealogy* examination.

#### **Entry to the Certificate in Genealogy examination**

The Certificate in Genealogy examination is an assessment made on behalf of the course instructor, based upon the full syllabus of 24 topics. Those who believe they have reached this stage by other means may submit themselves for examination, either centrally or locally, on a date set by the Institute. Candidates who satisfy the examiners appointed by the Court of Trustees of the Institute will be awarded the *Certificate in Genealogy*.

Students may proceed to the *Higher Certificate in Genealogy* examination, but will be required to undertake further study and especially to gain practical experience. They should be aware of the assessment requirements for the *Higher Certificate* at the outset of the course of study so that they may begin to collect their material together in an orderly way.

### **HIGHER CERTIFICATE IN GENEALOGY**

Students who have gained the *Certificate in Genealogy* can proceed to higher levels of qualification. Those who wish to become professional genealogists will require further training and revision of their basic knowledge. The higher levels of study and attainment are also open to those who have a deep interest in the subject but who do not necessarily wish to practise professionally. As stated earlier, the *Higher Certificate* assessment is also open to those who have demonstrated their expertise through experience and have not necessarily submitted themselves for certification at the *Certificate* level.

Students preparing themselves for examination at this level are recommended to attend further classes in advanced study of the subject. These

may be available locally or at residential courses run by universities and other institutions throughout the country. The chief requirement for this and later steps in the Institute's examination scheme is a good measure of practical experience and methodology. To assist in this, the Institute provides practical instruction through evening classes, residential courses and day courses. The Institute organises several courses each year in its own historic premises in Canterbury. These weekend or five-day courses are suitable for those who wish to revise their basic knowledge or to develop and augment their studies in family history and genealogy.

A basic understanding of social and economic history at local and national levels, historical geography and demography will be required. Students should have a good knowledge of the main record offices and principal record sources, and should have developed a sound technique in genealogical research. At this stage the student must be capable of accurate extraction of data from original documentation from a wide range of record sources. This will require a knowledge of palaeographical hands as well as basic Latin as found in record sources, and the ability to read documents quickly and accurately to abstract the relevant material. **Details of all courses are publicised in the Institute's journal *Family History* and are also available from the Registrar. Dates are also given in *The Family History Diary* and on the Institute's website at <http://www.ihgs.ac.uk>** To enrol for this level of assessment, the candidate must complete the appropriate form available from the Institute and submit the required fee.

### **Assessment**

The candidate will be required to sit a further examination at the end of this stage of his or her studies to assess advanced knowledge of genealogical sources and research techniques. Candidates will be expected to be able to demonstrate advanced palaeographic skills and to be able to interpret coats of arms genealogically. This examination will usually be held at the Institute or other accredited centres. Two weeks before the date of examination candidates will receive a corpus of genealogical information from which they are required to prepare a pedigree. The examination consists of two papers each of three hours duration, each of which must be passed to satisfy the Examiners. There is no time limit to this stage of training. A successful candidate will be awarded a ***Higher Certificate in Genealogy***.

### **Further Training**

After achieving the ***Higher Certificate in Genealogy***, students who wish to advance further in genealogy may proceed to a higher level of qualification by examination for the ***Diploma in Genealogy***.

## **DIPLOMA IN GENEALOGY**

Students who have been successful at the *Higher Certificate in Genealogy* examination must succeed in the *Diploma in Genealogy* examination as a condition for progress to higher grades.

Students at this stage will be training to obtain a standard of knowledge and competence suitable to enable them to manage a successful genealogical practice and to provide a professional standard of research performance for their clients. Consequently, besides demonstrating a deep and thorough knowledge of sources and techniques, the candidate must also have the ability to plan and conduct a logical programme of genealogical research, to analyse data and to report the results to the client. The successful candidate is advised to acquire a thorough knowledge of the basic methods of running a genealogical business. A knowledge of book-keeping, accounting and laws relating to employment, taxation and insurance will be required. The Institute may recommend certain reading matter, but specific advice should be sought by prospective professionals from their bank and from an accountant.

To help the genealogist who intends to establish a professional practice to acquire the necessary expertise, the Institute will organise regular one-day courses, workshops or seminars. These provide the opportunity for potential genealogists to meet with others who wish to establish a viable and professional practice and also to seek advice from experts in the fields of commerce, finance, advertising and other related spheres of activity. Such meetings will be announced from time to time in the Institute's journal *Family History*. They will provide opportunities for discussion on aspects which relate directly to the launching of a business and also afford students the opportunity to hear from others about their experiences in practice.

### **ASSESSMENT**

The examination for the *Diploma in Genealogy* comprises three Assignments, which are detailed below.

#### **Assignment 1**

Candidates will be set an actual piece of genealogical research to conduct in their own area of the country, to be completed within six months of enrolment. The starting point for research will be supplied to the candidate, who will then be required to conduct the research, using the relevant sources available nationally and locally. The report submitted by the candidate must contain a fully-documented account of the research sources which have been examined, including, where appropriate, their call numbers, the data extracted and the conclusions reached; it is expected that a background description of each source will also be

provided by the candidate. The account must be illustrated with properly presented drop-line pedigree charts and photocopies/photographs with abstracts or transcriptions of the main documents examined. Candidates are also required to include a detailed statement of expenditure in time and costs.

### **Assignment 2**

During the period of the student's training, either through his or her work for the Certificate and the Higher Certificate in Genealogy, or over the several years in which experience has been gained privately, research material will have been compiled and collected. The Portfolio should demonstrate the Candidate's breadth and depth of experience. It is expected that the Portfolio will contain *inter alia* elements concerning research in occupational records, military records, land records, manorial records, court records and records dating back at least to the sixteenth century; detailed descriptions of the use of basic records will not be necessary. The portfolio should contain a summary account of sources covered, record offices visited, fieldwork, time spent on research, collections made, families researched and examples of note-keeping and finished work and reports. The portfolio of this material will be assessed by the examiners appointed by the Council of the Institute. A member of AGRA may be invited to moderate.

### **Assignment 3**

The candidate will be provided with a starting point for research over a period of three hours in a library or record office environment. A further period will be allowed for preparation of results before a *viva voce* examination by two assessors. Candidates will be expected to have a thorough grasp of the topics covered by this *Syllabus of Study* and to be knowledgeable in heraldry as well as in genealogy and its applications to historical studies, demography, intestate succession and research overseas.

Those candidates who satisfy the examining board by achieving at least 60% in each of these three Assignments, and who have obtained the ***Higher Certificate in Genealogy***, will have demonstrated their ability to extract information from original documentation and to compile it into an accurate pedigree supplemented with a clear explanation of the evidence used to produce it. They will also have demonstrated a sound knowledge of the basic genealogical sources used in research. A successful candidate who has achieved these levels will be awarded the ***Diploma in Genealogy***, and will be one who may properly and confidently practise as a professional genealogist.

Anyone who has been awarded the ***Diploma in Genealogy*** may apply to be admitted as a ***Graduate Member*** of the Institute. Application forms for Membership of the Institute may be obtained from the Registrar. The Diploma in Genealogy is an acknowledged award at post-graduate level. Subject to regulations it is also accepted for membership of AGRA.

## **LICENTIATESHIP OF THE INSTITUTE OF HERALDIC AND GENEALOGICAL STUDIES (L.H.G.)**

Candidates shall have qualified as professional genealogists by passing the Institute's *Diploma in Genealogy* examination and are expected to have had not less than five full years of experience in research. Exceptionally, the Court of Trustees may take into consideration previous publications or worthy scholastic contributions to family historical studies when considering candidature. Regulations of the Institute require that candidates for the *Licentiate* should ultimately be tested on the submission of an approved thesis or research dissertation.

*Licentiate* is a degree awarded by the Court of Trustees upon the recommendation of Council. Once conferred, it is not determined by continuity of membership of the Institute; however, only graduate members of the Institute who have paid their subscriptions up to date are eligible to vote at Annual General Meetings of the Institute.

The candidate should submit a brief outline summary of not more than 500 words in length for approval by the Education Sub-Committee, prior to registration. The summary should outline the proposed research programme and include a consideration of potential resources and methodology.

The thesis or dissertation must be submitted within three years of completion of the outline summary and payment of registration fees, or else the application must be renewed and a further fee paid. The subject matter of the thesis should be discussed with the tutorial staff of the Institute and approved by the Principal. Its content might be any which impinges upon the value, application or study of family history. A list of suitable subjects would include an introduction to the use of a novel source, genealogical applications to demographic studies, a full case study of inter-relationships in groups of families, some special local studies, migration patterns, or historical, genetic or related interpretation from genealogical, heraldic or palaeographical material. Only in exceptional circumstances will a personal family history be acceptable.

The thesis or dissertation must contain a fully referenced description of the candidate's own original research and must be prepared and written to a high academic standard. It should demonstrate the candidate's ability to organise and present material; where collaboration or other personal communications have been used, full acknowledgement must be made and clearly stated.

The text and any accompanying illustrative material should be clearly prepared. No limitation will be imposed on length, but textual matter is usually between 15,000 and 50,000 words. The thesis should be bound and submitted to the Director of Studies who will record necessary details and present the work to

the Education Sub-Committee responsible for the appointment of two suitable examiners. The examiners are free to call for further specialist assessment.

After examination of the thesis, the Examiners may require the candidate to submit to further written or oral examination before recommending the award of the degree, or they may recommend the resubmission of the thesis subject to satisfactory correction and revision, or that the Licentiate should not be granted. The examiners shall submit written reports to the Educational Sub-Committee within ten weeks of submission. The Educational Sub-Committee shall recommend action and Council will make a written recommendation to the Court of Trustees of the Institute immediately. Candidates will be notified of the decision of the Trustees at the earliest opportunity.

The successful candidate must pay appropriate admission fees and sign his or her commitment before conferment. If rejected, the candidate will receive a reasoned report from the examiners with recommendations for his or her future submissions.

Examples of previously accepted works submitted for the Licentiate are:

1. A London Solicitor's Notebook and its value for the genealogist.
2. West Chilmington, Sussex - A Parish and its people as seen through their inventories, 1611-1750.
3. The Duty on Marriages, Births & Burials, 1695-1706.
4. A Study of the Village of Tollesbury, Essex, during the 19th century (see *Family History*, vol.13, no.106, Jan.1986).
5. The Origins of the Inhabitants of Bexleyheath.
6. The Meeting of the Vestry at Lee, Kent, 31 March 1746, (see *Family History*, vol.15, no.125).
7. Insurance Company Firemen and Porters and the Records of Insurance.
8. The Life and Times of the Hamby Family of Lincolnshire, 1086-1675.
9. Membership Records of The City of London Livery Companies, 1753-1850, and what they reveal.
10. The Paper Maker Journeyman in England, 1700-1900: Mobility and Occupational and Social Situation.
11. An Examination of Material Relating to the Licensing of Midwives in the Diocese of Canterbury, 1615-1640 and 1660-1742.
12. Landholding as a Key to Genealogical Relationships in Longney, Gloucestershire.

Whilst Licentiates are encouraged to enjoy voting rights and to play a full part in the Institute's educational and social activities, paid-up membership is not a requirement for continued use of the qualification. It is hoped that those who have reached this high level of expertise will pass on their knowledge by acting as tutors and teachers to the next generation of genealogists and family historians.

## **SYLLABUS**

The first part of this syllabus provides a guide to the process of acquiring the information, which ought to be familiar to a student of family history and genealogy. This part is divided into 24 topics. The topics have been arranged to provide a systematic approach to the subject. Within each topic the principal points which should be covered have been listed. The topics do not necessarily need to be learnt in the order given in the syllabus. Indeed, some of the skills, such as practice in record searching, palaeography and compilation of data, will be required to be developed throughout the course and will be acquired slowly through continued practice. Tutors will promote an understanding of method and practice for the serious student throughout the course.

In addition to tuition received, appropriate visits, practical work and study undertaken, a course of reading is essential. A brief bibliography of recommended titles is provided for each topic on the enclosed leaflet. It should be noted, however, that topics do not necessarily relate directly to a class meeting or tutorial seminar.

N.B. Tutors may take one or two weeks to teach each topic. They should maintain continuous assessment of students' work by checking time-keeping, home and class work and class participation.

### **TOPIC 1**

#### **Introduction**

The relationship between genealogy and family history

Pedigree lay-out, terms, symbols and abbreviations

What constitutes proof?

Overview of genealogical sources

Is someone else researching your surname?

Genealogical research directories (national and international)

Storing and cataloguing data:

note-keeping

### **TOPIC 2**

#### **Family Records**

The family's collections - What can be found amongst family papers and what can they tell you?

Interviewing relatives

Setting people in their historical perspective

### **TOPIC 3**

#### **The Records of General Registration in England and Wales**

Civil Registration in context  
How to find locations, national and county  
How to find sources, indexes and certified entries  
The indexes, their contents and use  
Applications for certificates and the use of checking points  
Records of Birth, Marriage and Death  
Records of Divorce and Adoption  
The information to be gleaned from birth, marriage and death certificates  
What to do if the relevant entry is not found  
Other UK and Ireland civil registration

### **TOPIC 4**

#### **The Census Returns 1801-1901**

A brief history of their inception  
The process of compiling the returns  
The information contained in the returns and the reasons why erroneous information is sometimes encountered  
Access to the returns  
Search techniques  
The use of the indexes and internet resources  
Methods of obtaining census addresses

### **TOPIC 5**

#### **Parish Registers and Bishops' Transcripts**

Their history and the principal dates and statutes which affected their keeping  
The form and content of records  
Double dating  
Dade registers  
Research techniques and the correct recording of results  
Marriage allegations, bonds and licences  
The Commonwealth Gap  
Indexes and finding aids  
International Genealogical Index  
Record Offices - location of the records, with reference to maintenance of material on county, diocesan and parochial level

## **TOPIC 6**

### **The Parish Chest**

Origins of the parish  
The chest, its contents and its history  
The parish and its officers  
    vestry minutes  
    churchwardens' accounts  
    overseers of poor accounts  
    constables' accounts  
The poor laws and their records  
    settlement  
    examination  
    removal  
    bastardy bonds  
    poor law apprenticeship  
Parish rates  
Glebe Terriers

## **TOPIC 7**

### **Wills and Probate**

Last wills and testaments, administrations, inventories and probate accounts  
Their use for family history  
The Principal Probate Registry and post 1858 wills and administrations  
    location  
    indexes  
    access to records.  
Wills and administrations before 1858  
    Prerogative Court of Canterbury  
    Prerogative Court of York  
    diocesan and archdeaconry courts  
    peculiars  
    determination of probate jurisdiction  
    probate maps and guides  
    where to find wills and administrations  
    probate indexes and calendars, printed and manuscript  
    unrecorded and unregistered wills  
Probate Act Books, accounts and Death Duty Registers  
Transcriptions and abstracts

## **TOPIC 8**

### **Palaeography**

History of handwriting styles  
Court hand  
Italic hand  
Secretary hand  
Writing materials  
Latin  
Abbreviations  
Examples of palaeographical styles and practice in reading documents  
Formulae and identification of documents

## **TOPIC 9**

### **Service Records**

#### Army Records

- A brief history of the army
- Identifying a Regiment
- Location of, and access to
  - army lists
  - service records
  - muster rolls
  - description books
  - discharge papers
  - monthly returns
  - medal rolls
  - casualty lists
  - pensions records
- Miscellaneous births, marriages and deaths records held by the Registrar
- General for soldiers and their families

#### Royal Air Force

- A brief history of the RAF
- Service papers of the RFC, RNAS and RAF
- Operational Records
- Casualty lists
- Medal rolls

#### Navy Records

- A brief history of the Royal Navy and Royal Marines
- Location of, and access to:
  - navy lists
  - ships' musters
  - description books

certificates of service  
casualty lists  
medal rolls  
Merchant Navy and coastguards  
Miscellaneous births, marriages and deaths records held by the Registrar General  
for sailors and their families

## **TOPIC 10**

### **Education and Occupations**

History of education  
Printed school and university registers, alumni, admission registers, logs books  
etc.  
Masters, apprenticeships, guild records and liveries  
Methods of entry to guilds by patrimony, apprenticeship, redemption and marriage  
Freemen of guilds, cities and towns  
Clergy lists, law lists and other occupational and professional directories  
Records of occupations, trades and professions  
Railway records  
Trades union records  
Police records  
Specialist indexes  
Biographical dictionaries

## **TOPIC 11**

### **Nonconformity**

Identification of nonconformists  
A brief history of the main nonconformist bodies and the statutes which affected  
their ability to meet, worship and maintain their records  
Records of nonconformist Protestants, Roman Catholics, Quakers, Jews,  
Huguenots and others  
The principal repositories for each denomination  
Records in which material of such nonconformists can be found  
parish registers  
protestation returns  
quarter sessions and assize  
recusant rolls  
presentments  
association oath rolls  
Salvation Army

## **TOPIC 12**

### **Names**

Origins and history of names

Types of surname

Locative

Patronymic

Occupational

Nicknames

Frequency and localisation of surnames

Etymological and orthographic variations

Aliases

Christian names

The Guild of One-Name Studies

## **TOPIC 13**

### **Migration**

The difficulties in tracing the movement of a family or individual

Immigration into Britain

Migration within Britain

Emigration from Britain

Consular records of birth, marriage and death

Passenger lists and indexes

Naturalizations and Denizations

Aliens and Internement

## **TOPIC 14**

### **Census Substitutes**

Lay and clerical subsidies

Poll taxes

Solemn League and Covenant

1522 Musters

Parliamentary Assessments

Protestation Returns

Collection in Aid of Distressed Protestants in Ireland

Free and Voluntary Gift

Hearth Tax

Compton's census 1676

Association Oath rolls

Land Tax

Window Tax  
Marriage Duty Act  
Militia Lists  
Pre 1841 censuses  
Miscellaneous tax lists

## **TOPIC 15**

### **Miscellany**

Local and national newspapers  
Coroners' records  
Poll books  
Electoral registers  
Workhouses and hospitals  
Board of Guardians - after 1834  
Poor Law Unions  
Monumental Inscriptions  
Municipal cemeteries and crematoria  
Hospital records  
Friendly Societies  
Businesses, commerce, insolvency  
Tontines

## **TOPIC 16**

### **Quarter Sessions**

Justices of the Peace  
Petty Sessions  
Courts of Assize  
Quarter Session records  
Criminal Records  
    transportation  
    gaol records  
    newspaper reports  
    prisoners' diaries

## **TOPIC 17**

### **Manorial Records**

A brief history of the manorial system and its principal officers.  
Types of manorial records and the family history information contained in court rolls and books

View of frankpledge, court leet and court baron  
Surveys  
Accounts  
Rent rolls and books  
Surrender and admission in copyhold tenure  
Enrolment of wills in manorial court records

## **TOPIC 18**

### **Title Deeds**

The history of land holding in England and Wales  
Freehold, leasehold, copyhold  
Documents and forms of conveyance  
    Bargain and sale  
    Common Recoveries  
    Lease and release  
    Trusts and Settlements  
    Mortgages  
    Fines / Final Concords  
Genealogical Value of Deeds  
Deed Registries  
National Land Registration  
Use of formulae to identify such documents and to highlight where the useful information is to be found

## **TOPIC 19**

### **Maps and Associated Records**

Estate Maps  
Fire Insurance Maps  
The Ordnance Survey  
Enclosure  
Tithe records and their location  
Inland Revenue Valuation Survey  
National Farm Survey

## **TOPIC 20**

### **Heraldry**

A brief history of its origins and the distinction between coat of arms, crest, badge and motto  
Heralds and their functions

The College of Arms  
The Heralds' Visitation and pedigree recording  
Records of the College of Arms and a brief description of its library and collection  
Rolls of Arms  
Armorial  
Ordinaries  
Simple blazonry  
Inheritance of coats of arms - cadency, impalement, quartering  
Marshalling  
Hatchments and funeral certificates  
Printed heraldic sources  
Printed sources for gentry and nobility  
Biographical sources

## **TOPIC 21**

### **Scotland and Wales**

Scottish record sources  
    general registration  
    census returns  
    parish records  
    monumental inscriptions  
    probate records  
    register of deeds  
    sasines  
    land records  
    services of heirs  
Immigration and emigration  
Scottish genealogical societies  
Clan societies  
Jacobites  
Welsh patronymics and sources

## **TOPIC 22**

### **Irish and Other British Records**

The location of and access to  
    general registration  
    census returns  
    parish records  
    monumental inscriptions  
    probate records  
    land records

Griffith's Primary Valuation of Ireland and tithes applotments  
Immigration and emigration  
Irish genealogical societies  
English Sources  
Manx genealogy  
Channel Islands' genealogy

### **TOPIC 23**

#### **Legal Records at The National Archives**

Common Law and Equity  
Court of Chancery and Exchequer  
Courts of Augmentation, Star Chamber, Requests, King's / Queen's Bench,  
Common Pleas, Wards, Liveries, High Court of Admiralty, Exchequer  
Chamber  
The Privy Council, Palatine Courts, Court of Appeal,  
House of Lords, Supreme Court of Judicature  
The types of records; pleadings, interrogatories, depositions etc.  
Bernau's Index and finding aids  
Funds in Chancery

### **TOPIC 24**

#### **Ecclesiastical Records**

Uses of their records in family history  
Types of dispute to be found there:  
irregular marriages  
bastardy  
nonconformity  
blasphemy  
non-payment of tithes etc.  
Licences issued by ecclesiastical courts  
Probate appeals  
Estate settlement papers

### **APPENDIX 1**

#### **Compilation of Data and Research Skills & Techniques**

Review of correct layout of pedigrees.  
Pedigree examination  
Hazards of interpretation

Practice in handling data and construction of a family tree from information extracted from general registration certificates, census returns, parish records, monumental inscriptions and probate material.

Storing and cataloguing data:

- indexing

- note-keeping.

- Using and interest in catalogues.

- Computers

  - Databases

  - resources

  - Internet

