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THE INSTITUTE OF HERALDIC & GENEALOGICAL STUDIES

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

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IHGS ~ THE SCHOOL OF FAMILY HISTORY

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 family history. Founded in Northgate, Canterbury, in 1961.

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

Graduates of the IHGS Higher Certificate and Diploma in Genealogy are granted exemptions for some elements of the Association of Genealogists & Researchers in Archives (AGRA) membership application process.

AGRA MEMBER

Register of Qualified Genealogists

The Register of Qualified Genealogists (RQG) accepts the Diploma in Genealogy as qualification for membership. Students on the Correspondence Course in Genealogy can join RQG as student members.

The University of Strathclyde recognises graduates of IHGS Higher Certificate in Genealogy to it's PgDip/MSc Genealogical, Palaeographic & Heraldic Studies course without pre-qualification.

We offer a range of Distance Learning courses in both genealogy and heraldry from Bitesize topic-based course to full programmes.

There is also a full Zoom talk programme on all aspects of heraldry and genealogy which is open to everyone.

We maintain a presence on Bluesky @ihgs.bluesky.social, X @IHGS and Facebook @IHGSSchoolofFamilyHistory

Our free monthly newsletter includes news on courses, special offers and more.

THE HIGHER CERTIFICATE COURSE IN GENEALOGY

Launched in 1961, as *The Correspondence Course in Genealogy,* it has been growing in popularity ever since. Students tell us that they find the course to be great value for money. The Higher Certificate Course in Genealogy encourages the student to apply the subject material to his or her own personal research. Our students also speak of the fun and enjoyment of following the course and how it has helped them to get over apparently insurmountable problems in their own research.

The course, which is suitable both for beginners and for reasonably experienced genealogists, is designed to prepare students for professional genealogical practice. As such it covers the full range of genealogically useful sources in considerable depth. This also makes it the best available course for those simply tracing their own families as a hobby, ensuring that they have the fullest knowledge base so that their research is as good as it can be. It is both challenging and demanding, but the principal qualifications for embarking on it are enthusiasm and dedication.

ACCREDITATION & RECOGNITION

The Higher Certificate in Genealogy Correspondence Course is CPD Accredited

The Register of Qualified Genealogists (RQG) accepts students on the IHGS Higher Certificate course as student members and those with the Diploma as full members.

Graduates of the IHGS Higher Certificate and Diploma in Genealogy are granted exemptions for some elements of the Association of Genealogists & Researchers in Archives (AGRA) membership application process.

The University of Strathclyde recognises graduates with the Higher Certificate in Genealogy to its PgDip/MSc Genealogical, Palaeographic & Heraldic Studies course without pre-qualification.

ENROLMENT

Students may enrol at any time by paying the full fee or first instalment and can start straight away. Students have free access to our library.

TERMS AND CONDITIONS

Full details can be found on our website, https://www.ihgs.ac.uk/files/2259-1-1.pdf

AIMS OF THE COURSE

1 To provide the opportunity for students from a wide range of backgrounds to gain the necessary resources and skills to develop and write up their own research interests in selected aspects of family and community history in a systematic and contextualised form.

2 To develop students' interests onwards from individual-based study towards an appreciation of social, scientific and historical debates, resources, skills and insights.

3 To encourage students to extend and reflect critically on the research skills and aims that they have been developing in their project work.

4 To facilitate the above by introducing concepts of research in family and community history and related topics, such as migration, demography, family structure, occupations, religious affiliation.

5 To act both as a stand-alone course in its own right and as preparation for related post-graduate research in the same area.

6 To prepare the student for examination at the level of Higher Certificate in Genealogy, with continuous assessment counting towards 50% of the total marks (taking the Higher Certificate examination is optional).

COURSE STRUCTURE

The Course comprises 24 lecture modules, are downloaded from our dedicated website. These lecture modules will enable the student to cover in full the syllabus required for the Institute's Higher Certificate in Genealogy.

THE LECTURES

Each lecture module contains, along with the lecture itself, copies of relevant documents and the reasoning behind the set assignments. A select bibliography, around which a programme of supplementary reading can be built is also provided. We do not recommend that the student should buy or read every book listed, but we would encourage students to read around the subject as much as possible.

Because genealogy is essentially a practical endeavour, each lecture is accompanied by one or more assignments designed to give the student knowledge and experience of record sources and repositories. Students are encouraged to apply their own family history research in their assignments thereby enabling their family tree to grow as they are studying.

Completed assignments should be returned to the registrar either by email or by post. Receipt of assignments will trigger the download of the next module. Each student will be allocated a personal Tutor, who should normally assess submitted assignments and return them within four weeks.

TIMESCALE

The course takes between two and three years to complete but must be completed within five (5) years from the date of enrolment. The rate at which a student progresses through the course is dependent on the time available to them to study. It is recommended that every student set aside between 2-4 hours a week with a total course time of around 482 hours.

While the standard enrolment period is five years, we are willing to consider requests to extend supervision beyond this point. Requests must be made before the end of the five-year period. If an extension is granted, an additional fee may apply, calculated proportionally based on the length of the extension requested.

WITHDRAWAL

You can withdraw from the course at any time but no fees will be refunded. By enrolling on the course you are committing to paying the full course fees even if you withdraw. See our Terms and Conditions, https://www.ihgs.ac.uk/courses-terms-and-conditions-2720, for full details.

QUALIFICATIONS

The Higher Certificate in Genealogy Course prepares those students who wish to gain qualifications for examination at the level of Higher Certificate in Genealogy. Students who wish to proceed to further qualifications must first obtain the Higher Certificate in Genealogy.

Progress through practical assignments and academic study leads to the Diploma in Genealogy which is an internationally recognised professional qualification. Further practical experience and the submission of a thesis or dissertation can lead to the Licentiateship of the Institute. Further details are given at the end of the booklet.



Students receiving their certificate at our annual Awards Day.

SYLLABUS OF STUDY

In both the theoretical and practical aspects of the course full consideration is given to all resources including original documents and printed and online sources.

Introduction

The relationship between genealogy and family history
Pedigree lay-out, terms, symbols and abbreviations
What constitutes proof?
Overview of genealogical sources

Family Records

The family's collections - What can be found amongst family papers and what they can tell you?
Interviewing relatives
Setting people in their historical perspective

The Records of General Registration in England and Wales

Civil Registration in context
The indexes, their contents and use
Records of Birth, Marriage and Death
Records of Divorce and Adoption
Other UK and Ireland civil registration

The Census Returns 1801-1921

A brief history of their inception
The process of compiling the returns
Critical analysis of the information contained in the returns and it veracity
Search techniques
The use of the indexes and internet resources
Methods of obtaining census addresses

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
The Commonwealth Gap
Research techniques and the correct recording of results
Marriage allegations, bonds and licences
Indexes and finding aids

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 record
  - settlement examination
  - removal
  - bastardy bonds
  - poor law apprenticeship

Parish rates

- Glebe Terriers

Wills and Probate

- History and format of wills
- Administrations
- Inventories
- Act Books
- Ecclesiastical Probate Courts
- Civil Jurisdiction
- Searching for Wills

Palaeography

- History and form of handwriting styles
- Writing materials
- Latin
- Abbreviations
- Examples of palaeographic styles and practice in reading documents
- Formulae and identification of documents

Service Records

- Army
  - A brief history of the army
  - Identifying a Regiment
  - Location of, and access to -
    - army lists
    - service and pension records
    - muster rolls and description books
    - discharge papers
    - medal rolls
    - casualty lists

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

Miscellaneous births, marriages and deaths records held by the Registrar General

Education and Occupations
- History of education
- Printed school and university registers, alumni, admission registers, etc.
- Masters, apprenticeships, guild records and livery companies,
- 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
- Merchant Navy and coastguards
- Biographical dictionaries

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
- Records in which nonconformists can be found
  - Parish registers
  - Protestation returns
  - Quarter sessions and assize
  - Recusant rolls
  - Presentments
  - Association oath rolls

Names and DNA and Genetic Genealogy

Origins and history of names
Types of surname - locative, patronymic, occupational and nicknames
Frequency and localisation of surnames
Etymological and orthographic variations
Aliases
DNA and it's uses for genealogical research
Tools and Techniques for Autosomal
DNA Ethics, Security and Compassionate Genetics

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 Internment

Census Substitutes

Miscellaneous tax lists
Pre 1841 censuses
Militia Lists
Marriage Duty Act
Window Tax
Land Tax
Association Oath rolls
Compton's census 1676
Hearth Tax
Free and Voluntary Gift
Collection in Aid of Distressed Protestants in Ireland
Protestation Returns
Parliamentary Assessments
1522 Musters
Solemn League and Covenant
Poll taxes
Lay and clerical subsidies

Miscellany

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

Quarter Sessions

Justices of the Peace
Petty Sessions
Courts of Assize
Quarter Session records
Criminal Records

Manorial Records

A brief history of the manorial system and its principal officers.
Types of manorial records and the family history information they contain
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

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

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

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' Visitations and pedigree recording
- Rolls of Arms
- Armorials
- Ordinaries
- Simple blazonry
- Inheritance of coats of arms - cadency, impalement, quartering
- Marshalling
- Hatchments and funeral certificates
- Printed heraldic and biographical sources

Scotland and Wales

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

Ireland, the Channel Islands and the Isle of Man

General registration
Census returns
Parish records
Griffith's Primary Valuation of Ireland and tithe applotments
Immigration and emigration
Irish genealogical societies
English Sources
Channel Islands
Isle of Man

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

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

Final Assignment – Research Report

Best practice for writing research reports in line with AGRA membership criteria.

EXAMINATIONS AND QUALIFICATIONS

QUALIFICATIONS

The following diagram illustrates the various routes of study and qualifications.

Course	Content	Qualification
Higher Certificate in Genealogy Correspondence Course ↓	24 modules and assignments	Higher Certificate in Genealogy
Diploma in Genealogy ↓	Research Task and Portfolio of Research	Diploma in Genealogy (DipGen)
Licentiateship	Thesis	Licentiateship of The Institute of Heraldic and Genealogical Studies (LHG)

ELEMENTARY TO ADVANCED LEVEL EXAMINATIONS

We also offer a range of examinations below the professional level, providing valuable opportunities for learners to build knowledge, gain recognition, and progress confidently towards advanced study.

Examinations will be based on the content of the Syllabus and graded as follows:

Level	Syllabus Topics
IHGS Elementary Level in Genealogy	**1-6**
IHGS Intermediate Level in Genealogy	**1-12**
IHGS Advanced Level in Genealogy	**1-24**

The examinations for the Elementary and Intermediate Level will comprise short multiple choice questions and will also 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.

The Advanced Level will have a test of two hours' duration, and in addition to multiple choice questions, short answers and a practical exercise some elementary skills in palaeography will be tested. 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.

For details of the fees for enrolling for the examinations please contact registrar@ihgs.ac.uk

WHERE TO TAKE THE EXAMS

The Institute will hold examination days throughout the year in Canterbury, which you are most welcome to attend. Remote invigilating by Zoom can also be arranged. For more details contact registrar@ihgs.ac.uk

THE RESULTS

A short, written report will be prepared on the performance of each student and returned to the individual. The Institute will issue certificates to those students who reach the required standard in each test. It is hoped that those students who are successful in attaining an examination pass may feel encouraged to proceed to the next level and submit themselves for further examinations. All successfully candidates will be invited to the IHGS Awards Day held annually.



Students receive their certificates at our annual Awards Day

HIGHER CERTIFICATE IN GENEALOGY

The Higher Certificate in Genealogy is required for a candidate to proceed to higher professional qualifications. Candidates do not have to have submitted themselves for examination at the lower levels in order to be eligible to sit the Higher Certificate.

The *Higher Certificate Course in Genealogy* course prepares students for The Higher Certificate Examination. The chief requirement for this and later steps in the Institute's examination scheme is a good measure of practical experience and methodology.

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 the ability to read documents and accurately abstract the relevant material. A demonstration of an understanding of DNA and Genetic Genealogy is **not** required.

Assessment

The Higher Certificate in Genealogy is examined in two parts. Part 1 is made up of the marks that the candidate achieved by continuous assessment. Part 2 is by written by examination. Both parts need to be passed to achieve the Higher Certificate in Genealogy. The pass mark is 60%.

Part 2 consist of two papers, both two hours duration. Paper 1 is theory based and paper 2 is a practical paper. Both papers need to be passed to achieve the 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 (DipGen)

Students who have been successful at the Higher Certificate in Genealogy examination or the University of Strathclyde Postgraduate Certificate in Genealogy, Palaeographic and Heraldic Studies are eligible for admittance to the Diploma in Genealogy examination.

Students at this stage will be training to obtain a standard of knowledge and competence sufficient 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.

Diploma Course

This is specifically designed to prepare students for the assessment. The student will be assigned a personal Mentor who will aid the student throughout the course, helping them to adhere to the timetable and to offer advice on portfolio and report writing. For more details contact registrar@ihgs.ac.uk.

Assessment

All elements will be assessed by the Examiners appointed by the Council of the Institute; a member of the Association of Genealogists and Researchers in Archives (AGRA) may be invited to moderate.

The Task

Candidates will be set an actual piece of genealogical research, on behalf of an imaginary client, conducted in their own area of the country; the assignment is to be completed in a set timeframe. The starting point for research will be supplied to the candidate, who will then be required to undertake a set amount of research, using the relevant sources available nationally and locally. Candidates should submit the results of their findings in the form of a client report.

The report should include a description of the research sources which have been searched, the results of all searches, both positive and negative, conclusions reached and suggestions for further research. In particular the report should include where the source was viewed and its catalogue reference/call number, whether the candidate viewed the original manuscript, a microfiche/film copy, online source etc.; and any anomalies such as gaps in the record sequence and impaired legibility. If applicable an explanation of any surname variants also researched should be included.

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

The Portfolio

The Portfolio should demonstrate the Candidate's breadth and depth of experience.

It is expected that the Portfolio will contain a collection of works that evidence experience in specific areas of research, such as nonconformity, the military, heraldry, occupational 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 demonstrate a good standard of palaeographic skill.

Award of the Diploma

Those candidates who satisfy the examining board by achieving at least 60% in each of the Assessments, 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 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.

The Diploma in Genealogy (DipGen) is an acknowledged award at post-graduate level. It is also accepted for membership of RQG and, subject to regulations, 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 *Licentiateship* should ultimately be tested on the submission of an approved thesis or research dissertation.

The candidate should submit a brief outline summary of not more than 500 words in length for approval, 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 palaeographic 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 the text is usually between 15,000 and 50,000 words. Two copies of the thesis, one to be returned to the student, should be bound and submitted to the Principal together with the Examination Fee.

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 Licentiateship should not be granted. If rejected, the candidate will receive a reasoned report from the examiners with recommendations for future submissions.

Examples of previously accepted works submitted for the Licentiate are available from the registrar and can be viewed in the library, a few examples are given below:

A London Solicitor's Notebook and its value to the genealogist.

West Chiltington, Sussex - A Parish and its people as seen their inventories, 1611-1750.

The Duty on Marriages, Births and Burials, 1695-1706.

A study of the village of Tollesbury, Essex, during the 19th century (see Family History, vol.13, no.106, Jan. 1986).

The Origins of the Inhabitants of Bexleyheath.

The Meeting of the Vestry, Lee, Kent, 31 March 1746 (see Family History, vol.15, no.125, N.S. no.101).

Insurance Company Firemen and Porters and the Records of Insurance.

The Life and Times of the Hamby Family of Lincolnshire, 1086-1675.

Membership Records of the City of London Livery Companies, 1753-1850, and what they reveal.

The Paper Maker Journeyman in England, 1700-1900: Mobility and His Occupational and Social Situation.

An Examination of Material Relating to the Licensing of Midwives in the Diocese of Canterbury, 1615-1640 and 1660-1742.

Landholding as a Key to Genealogical Relationships in Longney, Gloucestershire.

The Heraldry of the Parishes of Marshfield, Cold Ashton, Swainswick and Woolley and Associated Locations.

Challenges with Ancestral Research in North Yorkshire: a case study of Low Row and Feetham in Swaledale.

The Development of Extended Parish Registers during the half-century before Rose's Act

"All Change": Railways and Societal Alteration in Mid–Nineteenth–Century Rillington

ANYTIME TALKS

GENEALOGY, HERALDRY and PALAEOGRAPHY

Our recorded Zoom Talks offer guidance on a broad range of topics.

Led by IHGS Tutors and experts in their field there is something for everyone. Visit our website for our full programme.

BITESIZE COURSES

Visit https://ihgs.calibrae.com/home for a full list of our anytime Bitesize online courses.

NON-ASSESSED COURSE PROGRAMMES

Elementary, Intermediate, Advanced Distance Learning Courses – *Awaken Your Ancestors*, *Broadening Your Family Tree* and *Completing Your Ancestral Journey*

CONCLUSION

We offer an enormous range of courses from something to excite a real beginner, to providing aspiring professionals with the level of knowledge and skill to begin their own practice.

Affordable, Accessible, Achievable our courses are for all. You can enrol online on any of our Distance Learning Courses at any time. No fixed enrolment date and you can study at your own pace.

For further details on any of the services we offer contact registrar@ihgs.ac.uk or visit www.ihgs.ac.uk




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AGRA
REGISTER of QUALIFIED GENEALOGISTS
CPD CERTIFIED



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