

Fellowship

Your guide

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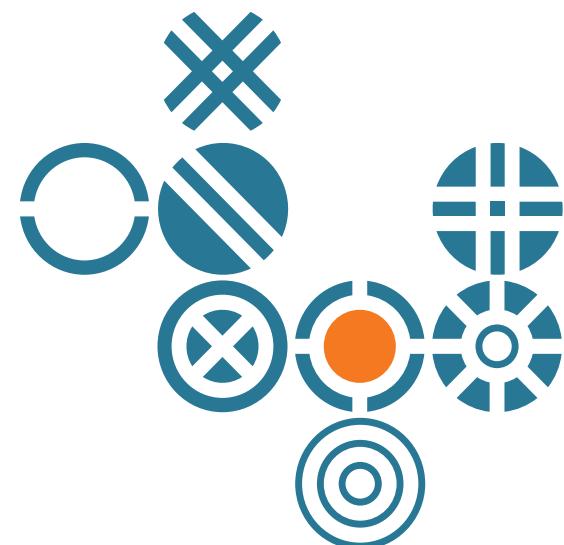
About Fellowship

Fellowship is the highest level of Professional Registration. If you hold a senior position within your organisation or have made a significant contribution to all or part of the information profession, this is the level for you.

Fellowship is an ideal way to demonstrate the impact you have had on your organisation and the wider profession.

Fellowship means that your contribution is recognised and valued by a group of your peers. Once you are awarded Fellowship you can use the post-nominal letters FCLIP, for as long as you continue to be a member of CILIP.

After you've achieved Fellowship we recommend that you revalidate annually to demonstrate your commitment to reflecting on your CPD. The CILIP Register of Practitioners shows both the initial date of your award and the date of your most recent revalidation.



The application process

The Fellowship process follows five stages.

STAGE ONE Getting started

STAGE TWO Assessing your skills and knowledge with the PKSB

STAGE THREE Developing yourself and collecting evidence

STAGE FOUR Assembling your submission

STAGE FIVE Submitting your application



STAGE ONE

Getting started

Here's how to get started on your journey towards Fellowship.

01

Join CILIP

You may already be a CILIP member, but if not you'll need to join CILIP to begin the Fellowship process.

www.cilip.org.uk/join

02

Enrol for Fellowship

You can enrol for Fellowship on the website. In order to enrol, you will need to have your membership number and be ready to pay your registration fee.

www.cilip.org.uk/page/PREnrolFellow

Once enrolled you will be added to the Professional Registration Candidates' Group. You will find all your support materials in this area.

03

Contact a Professional Registration Support Officer (PRSO)

CILIP's network of regionally based PRSOs are there to guide and support you through the Fellowship process. They work closely with CILIP and the Assessors to provide consistent and well-informed training and advice to all our members who are working towards Professional Registration.

We recommend that you contact a PRSO near you at the earliest opportunity to let them know that you have started your journey towards Fellowship and ask them about the resources and support available to you. A full list of current PRSOs can be found in the Professional Registration Candidates' Group.

In addition to running *Getting Started with Professional Registration* workshops, PRSO's also deliver Portfolio building workshops and online drop-in sessions for candidates with questions about any aspect of Professional Registration.



04

Consider finding a Development Mentor

You do not need to have a mentor to complete your Fellowship, but it is advised.

For Fellowship your mentor doesn't have to be a CILIP mentor or even a CILIP member so this gives you the freedom to use someone with whom you already have a mentoring relationship.

All of our Development Mentors have completed the CILIP mentorship training programme and are able to facilitate your personal and professional growth through the sharing of their own knowledge, skills and experience and by helping you to find your own solutions regarding suitable CPD opportunities and wider sector knowledge.

If you decide you would like a CILIP mentor, a full list of registered mentors along with guidance about contacting them can be found in the Professional Registration Candidates' Group. When choosing a mentor we recommend you look for someone from outside your organisation. This will make it easier to discuss service performance objectively and helps with acquiring wider professional knowledge. If you wish to have a mentor from within your organisation, it should not be your line manager or anyone from your reporting line as this would make it difficult to evaluate things critically.

Once you have found your mentor, you need to set up your first meeting – this can be in person, on the phone, or online.

Full details of what to expect from a mentor, tips for ensuring an effective mentoring relationship and what to do if you think the relationship isn't working out are also available in the Professional Registration Candidates' Group.

What is mentoring?

“Mentoring is an approach to people development that is independent of and takes place outside any line management relationship”.

Kay, D. and Hinds, R. (2009) *A practical guide to mentoring*. 4th ed. Oxford: How To Books.

STAGE TWO

Assessing your skills and knowledge with the PKSB

Part of the Fellowship process is engaging with your professional development.

The Professional Knowledge and Skills Base (PKSB) is designed to help you do this. The PKSB outlines the broad range of knowledge and skills required across the information profession.

The online PKSB tool covers the full range of skills used within the wider information profession. Use the PKSB to complete a self-assessment of your skills and knowledge and to identify areas for improvement.

You should use the PKSB to assess your skills at initial, current and target stages. This is your development plan; use details in the comments fields to record what you want to achieve and how you might go about that. Don't score yourself on every element of the PKSB; just focus on what is useful for you to develop at this stage in your career, not

just for your current job but other areas that interest you personally and professionally. We recommend choosing 10-12 areas to focus on, remembering to ensure that the evidence you include in your submission is relevant and clearly shows how you meet the criteria. You will need to identify areas in which you hope to improve, the activities you plan to do to achieve this, and a proposed timescale for each activity. You may wish to ask advice from your mentor during this process.

You can update your PKSB throughout the Fellowship process – think of it as a living document. You will need to show your progression in your submission so make sure that you include your initial PKSB assessment ratings and why you have chosen these

areas to focus on. Add your current and target ratings when you submit along with reflective comments explaining how you have progressed against your initial plans.

Access the PKSB on our website,
cilip.org.uk/pksb

STAGE THREE

Developing yourself and collecting evidence

This is the stage where you work on developing skills and knowledge, collect evidence of doing so, and reflect on the process.

You'll spend the majority of your Fellowship time on this stage.

You may wish to set up a method of recording your evidence as you collect it, such as a reflective journal. Tips on collecting evidence and recording progress are available in the Professional Registration Candidates' Group.

We're not prescriptive about how you develop your knowledge, skills and expertise. There are a number of ways you can do this, but don't forget that getting involved in the committee of one of CILIP's Regional Member Networks or Special Interest Groups can be an ideal way to develop skills that aren't always possible in the workplace.

What sort of evidence should I collect?

Evidence can take many different forms. It can be based on:

- Presentation notes
- Training plans
- Course and conference evaluations
- Reports
- Visit and shadowing reports
- Blog posts
- Annotated bibliographies

This is not an exhaustive list. Just remember that your evidence should demonstrate value and meet the assessment criteria. Reflect on how the evidence you've collected has affected your personal development, you should annotate the documents to demonstrate this. Refresh your evidence as you go along. It is fine to use older evidence provided it is still relevant to and is included alongside current evidence.

Additional guidance on collecting evidence can be found in the Professional Registration Candidate's Group.



Assembling your submission

Once you feel you have compiled sufficient evidence to show improvement and to meet the assessment criteria, you'll need to start assembling your submission.

During this stage you will need to do the following.

01

Select your evidence

Select the evidence and documentation to support your application

You'll need to select the **most appropriate and relevant** evidence to demonstrate how you have met the assessment criteria. We suggest **15-25 pieces** of evidence as a maximum. Be strategic about what you choose. One piece of evidence can be used to meet more than one criterion. There is a **file size limit of 30MB** for your submission, so you need to ensure that you do not exceed this.

You will also need to include:

Your CV: This should be no more than four pages long. If your CV also forms part of your evidence, you will also need to annotate it and include some reflection on your career development so far.

Your most recent job description: Your job description helps the assessors by providing some context for your development. If your job description also forms part of your evidence, you'll need to annotate it to include some reflection on your role.

If you have changed jobs during your Fellowship period, then you can include all relevant job descriptions if you want to. If you don't have a job description, then write your own. You can look at similar jobs on Information Professional Jobsite to help you with this

Your PKSB assessment: You'll need to include a copy of your PKSB assessment showing your initial, current and target ratings to demonstrate how you've progressed over the period of your Fellowship.



Your PKSB evaluation will have changed from when you first started and new development opportunities may have been added.

Your assessment is meant to be a tool that you can use throughout your career so don't feel you have to have completed every opportunity when you come to submit, just include your progress so far.

Your organisation's aims and objectives (or equivalent): Please include a copy of your organisation's aims and objectives to provide context and a reference point to support criterion 2.

Disability impact statement (if appropriate): You'll find a copy of the disability impact statement in the Professional Registration Candidates' Group for you to complete if you need to. If you are neurodivergent and/or you have a disability and you believe you may require support with your submission, please contact the CILIP team on memberservices@cilip.org.uk so we can help you with any requirements you may have.

Your supporting letters: You should include a **minimum of two** supporting letters (four is recommended) from colleagues

in your application for Fellowship. If you have a mentor, one of these letters must be from them.

Supporting letters

CILIP Fellowship applications range quite widely in terms of sector and professional contribution, so there isn't a one-size-fits-all template for your supporting letters.

Statements in the letters should support the strong contribution you have made across one or more of the three areas of the assessment criteria – personal achievements, organisational initiatives and contributions to the wider sector, highlighting examples of these from your application and with comments on their initial results and ongoing impact. There is an emphasis in Fellowship on 'substantial achievement' and 'significant contribution

to the profession' so the letters should support this, and typically the letters should be no more than two pages each. You may want to include more than two letters, to help build a strong case for your substantial achievement and significant contribution. Choose people you have worked or collaborated with who can attest to this on your behalf. Share the assessment criteria with them, and perhaps the sections of your submission their letter relates to. This will help them write a strong letter of support for you. You can make reference to these letters in your evaluative statement to help you make your case as to why you deserve Fellowship.

02

Write your evaluative statement

Your evaluative statement should be **no more than 1000 words** spread equally across the assessment criteria and must show how you have met each of them with a clear link to the evidence you have selected to demonstrate this. Footnotes are not included in your overall word count.

You must use a clear referencing system to make this easy to refer to and for assessors to follow. See the appendix on file naming and saving for further advice.

You'll find a template to help you structure your evaluative statement in the Professional Registration Candidates' Group.

The statement should focus mainly on reflection, with details about the activities you took part in or explanations of work functions used as part of your evidence.

Read the assessment criteria in full [here](#).

Reflective writing

Reflective writing is a technique to capture experiences, opinions, events or new information. It is a process to help you to explore your learning and gain self-knowledge. Most importantly it is your personal reaction to the situations you encounter and is invaluable when aiming to get the most out of your learning experiences. Reflective writing is not pure

description, judgement, or instructions. See the *Reflective writing hints and tips* section at the end of this document for further guidance.

If you need more information you can contact your PRSO or check the Professional Registration Candidates' Group for more information and guidance on reflective writing.



03

Collate and present

Collate and present all the information in your final Fellowship submission. As an information professional, organising information is a core skill to demonstrate. Consider the assessor when editing and arranging your submission, be selective with your evidence and demonstrate clearly how you meet the criteria.

Tips to ensure you keep within the 30MB file limit:

1. You can link to external sources of information you wish to refer to e.g. your blog posts, podcasts, presentations on slide share, etc...
2. Only include the pertinent parts of a document, e.g. your organisation strategy document may be quite large, but there

could be just a paragraph which outlines the aims for your service. Just include that part with your reflective comment.

3. You can synthesise documents into one piece of evidence e.g. if you have undertaken a number of activities to develop a particular area of the PKSB you don't need to have a piece of evidence for each. You can summarise them into one document that reflects on what you have learnt from your activities and how you have developed in that area.



STAGE FIVE

Submitting your application

Once you are satisfied that you have met the assessment criteria and completed your submission, you're ready to send it to us.

Assemble your submission into a single zipped file (under 30mb in size) then upload it for assessment using the link below. During this process you will be asked to pay the submission fee. If you wish to pay by invoice make sure you provide a Purchase Order number if your organisation requires it.

www.cilip.org.uk/page/PRSubmitFellow

Once you have made your submission you will not be able to make any further changes. Please double check that you have included all the required items outlined in the submission checklist and have used the correct file name convention.

We will confirm that we have received your submission. If you have asked to pay by invoice, you will need to arrange payment before your submission is passed to the assessors.

Your portfolio will then be assessed by the Professional Registration Panel. In most cases this process will take around 2-3 months and you may be asked to submit further information before your assessment can be completed. Once your assessment is complete we will email you to let you know your results.

If the Panel has recommended an approval of your application, you will receive a certificate confirming your election to the Register of Practitioners as a Chartered Fellow and you will be able to use the post-nominal letters FCLIP.

If you have been unsuccessful, we will provide you with feedback, information and advice on the next steps, including information on the appeals procedure.

We keep submitted portfolios and assessor feedback for **one year**. Key data (name, level, membership number, date submitted, date passed) is kept permanently.



Assessment criteria for Fellowship

You will need to demonstrate you can do the following.

01 Personal performance

CRITERION: IDENTIFY areas for improvement in your personal performance, UNDERTAKE activities to develop skills, APPLY these in practice, and REFLECT on the process and outcomes. /

The first criterion is about being a reflective practitioner, thinking about what you have done and how you have developed professionally in the last one or two years, what you wish to improve and how you intend to do this.

A core component of Professional Registration at every level is the ability to assess your personal performance in terms of existing skills and knowledge, identify areas for development, and plan and undertake activities to develop your skills.

Using the PKSB will help you to identify your skills gaps. You can also discuss this with your line manager and your mentor to identify appropriate development activities and opportunities to undertake them. In doing this you should consider not only the skills and knowledge you need for your current role but also for future roles, your future career and for the Fellowship process.

You could consider your personal and professional development in your career to date and make a 'before and after' assessment against the PKSB based on a particular section of your career. It is essential that you demonstrate an active commitment to CPD and can reflect on what you have gained from it. If you are already a Chartered member, previous revalidation submissions are useful evidence of this.

Following completion of the developmental activities, your PKSB should show where and how you have improved. You will be assessed on your ability to apply the skills and knowledge that you have developed, and your reflection on the process and learning outcomes.



02 **Organisational context**

CRITERION: EXAMINE the organisational context of your work, and EVIDENCE SUBSTANTIAL ACHIEVEMENT in professional practice. /

The key words in this criterion are 'substantial achievement'. This achievement may be in your workplace or sector, or in the wider context of the Information Profession.

If your achievements are within the workplace, you should look at what you have contributed to the aims and objectives of your organisation and/or how you have enhanced your organisation's reputation through the implementation of service improvements and reflect on the outcomes.

If your submission is based on your impact on the wider profession, e.g. a position within an external group or committee, or a particular piece of work or research you should look at your contributions and reflect on the impact and outcomes.

Whatever the basis of your submission, for this criterion you need to reflect on how your achievement was reached and what makes it 'substantial' in your view. The impact you have had on the organisation(s) concerned should be demonstrated in your evidence.

You will be assessed on your ability to evidence substantial achievement in your professional practice.

03 Wider professional context

CRITERION: ESTABLISH your commitment to, and ENHANCE your knowledge of, the information profession in order to make A SIGNIFICANT CONTRIBUTION to all or part of the profession. /

The key words in this criterion are 'significant contribution'. You should reflect on the impact of your knowledge and skills, which is likely to extend beyond your organisation.

You may have carried out research or developed a piece of work that you have shared with the wider profession through conference papers or publications. You may be, or have been, involved in activities for CILIP or a specialist group that have contributed to professional development or learning.

Your letters of support will be likely to provide evidence of your impact on other professionals or groups. You should remember to show what you are doing to keep abreast of developments in other sectors as part of your ongoing CPD. We also recommend that you demonstrate your understanding of professional ethics, which underpin everything we, as a profession, do and are at the heart of the PKSB and your practice.

Every submission for Fellowship will be very different, as experienced practitioners come from a wide range of sectors with varying degrees of specialism. Your submission should contain a great deal of analysis and reflection on your career to date. It must be much more than a description of your career, which should be covered in your CV. Each applicant chooses their own themes on which to base their submission and the onus is on you to make the case clearly and succinctly for how you meet the criteria, focusing in particular on what makes your contribution to the profession both substantial and significant.



Support and guidance

Here are a number of resources which are aimed at supporting you through the Fellowship process.

Your PRSO

Your Professional Registration Support Officer is your first point of contact and can help you with any questions you have about the process or about your approach to Fellowship.

Our team of PRSOs run training, networking events and online drop in sessions to support you throughout your Chartership journey. You can find contact details for all PRSOs in the Professional Registration Candidates' Group.

Support near you

Regional Member Networks are there to support you throughout your career, and Fellowship is no exception.

Development Mentors

Our Development Mentors are there to provide a coaching style of mentoring to all CILIP members working towards Professional Registration right through to their first Revalidation submission.

They can help you develop self-awareness, provide guidance, identify learning needs, build self-confidence and use reflective questioning to help you analyse causes, barriers to learning and benefits gained.

Your development mentor is there to help you learn from mistakes and setbacks and celebrate successes.

We're here for you

A dedicated team at CILIP is available to answer any questions you have and provide support, advice and guidance.

CILIP support team:

020 7255 0500

memberservices@cilip.org.uk

Professional Registration Candidates' Group

When you enrol for Fellowship you are given access to a dedicated Professional Registration Candidates' Group. This is where you'll find a wealth of support materials, templates and an online forum to help you connect with other members working towards Professional Registration.



Sample portfolios

All submissions are unique, but you may find it useful to take a look at the way in which other people have structured theirs. You can view sample submissions in the Professional Registration Candidates' Group.

Fees

There is a charge for Fellowship, which represents a contribution towards the costs of the assessment and administration process. For current charges please check the CILIP website or ask us for information.

[www.cilip.org.uk/page/
ProfessionalRegistrationApplyNow](http://www.cilip.org.uk/page/ProfessionalRegistrationApplyNow)

What next?

CPD and Revalidation

By undertaking Fellowship, you are committing to undertaking CPD.

There are many ways in which you can continue to develop your skills, and it is good practice to continue to use the PKSB to do so. In order to develop your skills and knowledge further, you can undertake CPD in a variety of ways: professional reading, events, training, job shadowing, or online discussions.

CILIP membership gives you access to a range of CPD opportunities including:

- Training and events provided by CILIP and the Devolved Nations, Regional Member Networks and Special Interest Groups
- Discounted Facet Publishing titles
- *Information Professional* magazine
- Webinars and resources on the CILIP website.

In order to demonstrate that you are continuing to work at Fellowship level and are committed to CPD, you should revalidate your Fellowship each year. You'll find a revalidation template on the website where you can record your CPD activities (a minimum of 20 hours per year) and write a short comment on each to summarise what you've learnt and show which of the three Fellowship criteria it meets.

www.cilip.org.uk/page/revalidation

Mentoring

You may also want to consider becoming a mentor. Becoming a mentor can improve your ability to develop and nurture your own staff while learning new ideas and approaches from other professionals. Many mentors value the feeling of 'giving something back' to the profession too. Mentoring can be done in person, by email, by telephone or online .



Submission checklist

Your Fellowship submission needs to contain the following:

- Your evaluative statement addressing the Fellowship criteria
- Your supporting evidence
- Your curriculum vitae
- Your job description
- Your personal PKSB assessment with all initial, current and target ratings
- Your supporting letters (minimum of two, one must be from your mentor, if you have one).
- A copy of your organisation's aims and objectives
- A disability impact statement (if applicable)

www.cilip.org.uk/page/PRSubmitFellow



File naming and saving

It is vital that the assessors find it easy to navigate between your evaluative statement and the supporting evidence.

We suggest creating a pdf file containing your evaluative statement, your evidence, your CV and your job description and using hyperlinks between the elements for ease of navigation.

The file naming convention for your submission should be:

"Firstname"_"Surname"_"CILIP membership number"_"date as MMYY"_"STEVCVJD.pdf

For example:

John_Doe_123456_0619_STEVCVJD.pdf

The "STEVCVJD" in the file name indicates that the pdf contains the evaluative statement, the corresponding evidence, your CV and your job description.

If you choose to submit the statement, evidence, CV and job description as separate files you must use clear file names that follow the convention:

"Firstname"_"Surname"_"CILIP membership number"_"date as MMYY"_"document name".pdf

For example:

John_Doe_123456_0619_statement.pdf

John_Doe_123456_0619_evidenceA.pdf

John_Doe_123456_0619_evidenceB.pdf

John_Doe_123456_0619_CV.pdf

John_Doe_123456_0619_JobDescription.pdf

John_Doe_123456_0619_PKSb.pdf

John_Doe_123456_0619_AimsObjectives.pdf

The nature of your evidence may mean that you use file types other than pdf. However please bear in mind that pdfs are often the most stable and device agnostic format, and we strongly recommend them for textual content.

When saving as PDF format, ensure that you choose **minimum size (publishing online)*** to reduce the file size.

Finally, you will need to put all of your submission files into a single zipped folder for online upload. The file naming convention for this should be:

"Firstname"_"Surname"_"CILIP membership number"_"date as MMYY"_"submission.zip

For example:

John_Doe_123456_0619_submission.zip

Your zipped file must be no larger than 30MB in total.

*See support.microsoft.com/en-gb/office/save-or-convert-to-pdf-or-xps-in-project-desktop-d85416c5-7d77-4fd6-a216-6f4bf7c7c110 for full instructions.

Hints and tips for reflective writing

If you are new to reflective writing you may find it helpful to use these questions to draft some notes for your evaluative statement.

CRITERION 1

Personal performance

What areas did you choose to develop? Why?
What activities did you do?
What did you learn from them?
Have you applied them in your practice?
What was the result?
Do you think it worked?
What would/could/did you do differently?
If you think back to where you were when you started, and where you are now – what has changed?
What do you think you have learned from the whole process?

CRITERION 2

Organisational context and substantial achievement

Look at your organisation's aims and objectives.
How do you personally contribute to these in your role?
Have you initiated any service developments?
What did you do or recommend to improve the service? Why?
How do you think it went?
What worked well?
What didn't work well?
If there were any things that "failed" why do you think this was?
What could have been done differently to change this?
Are there areas of your service you'd like to change if you could? Why?

Have your CPD activities helped you in your role at work? How?
What are your **substantial achievements** in your professional practice?
Why do you think they are **substantial**?
How have you **enhanced your organisation's reputation**?
How can you demonstrate the impact?

CRITERION 3

**Significant contribution
and wider professional context**

What is your **significant contribution** to the profession?

How can you provide evidence of this?

Can you show evidence of your impact outside of your organisation e.g. on other professionals, groups, different sectors?

What activities have you undertaken to find out about other sectors or services outside of your current employer?

Have you learnt anything that you could apply to your own organisation or role?

What are the issues affecting your sector?

Have other sectors faced these?

What can you learn from them?

Can you compare and contrast practices within your organisation to those in other organisations?

How does knowing about other sectors help you as a professional?

How does knowing about issues and trends in the wider profession help you as a professional in your organisation?

What do you feel you have learnt from doing this?

You could also use the STAR framework to help you frame your answers.

S

Situation questions

What was involved?

Who was involved?

What was the challenge?

What was the issue?

T

Task questions

What was the objective?

What was the goal?

A

Action questions

What did you do?

Why did you do it that way?

What are your thoughts about the action that you took?

What are your feelings about the action that you took?

R

Result questions

What changed?

What was the outcome?

What did you learn?



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