CILIP For knowledge and information managers

Chartership for Knowledge Management - FAQs

How is CILIP Chartership for Knowledge Management different to CILIP Chartership?

Whilst the framework for CILIP Chartership for Knowledge Management is very similar to that for CILIP's general Chartership, it is specifically designed for Knowledge Management (KM) practitioners. For KM Chartership you will need to be working, or have had a recent body of work, in a Knowledge Management role.

Candidates are required to undertake their self-development and answer the three criteria in the evaluative statement with a strong focus on KM; in particular, the KM skills that align with *BS ISO 30401: 2018 Knowledge Management Systems Requirements*.

Which should I choose, general Chartership or Chartership for Knowledge Management?

To some extent this will be a personal decision based on your career path and career aspirations and how specialist or generalist you are aiming to be.

For KM Chartership you will need to be working, or have had a recent body of work, in a Knowledge Management role; this can be as a practitioner, as a KM consultant or as an academic in the field of KM. We recognise that there are many job titles and job roles that include knowledge management, so we do not expect that your job title or role will necessarily be 'knowledge manager'.

We do ask that your role does include substantial KM activities – this can be either that a large portion of your role is spent on KM activities, or, that KM is one aspect of your role, but what you do has significant impact on your organisation's KM success. If you plan to remain a KM professional, then Chartership for KM is for you.

If you see your future career path including other information roles, then you may want to consider CILIP's general Chartership route. In this route you can still use your KM experience and skills to meet the candidate requirements, but you have greater opportunity to show your development in a wider information profession skills base. CILIP Chartership is a solid stepping stone into all areas of the wider information profession.

I already have CILIP Chartership (MCLIP); do I need to start from the beginning if I want to gain recognition in Knowledge Management?

We are currently working on a pathway where CILIP members holding MCLIP status can gain MCLIP Chartered Knowledge Manager without starting at the beginning again.

I have already enrolled for CILIP Chartership but have not submitted yet; can I swap over to the Chartership for Knowledge Management pathway?

Generally, no; at this time (February 2019) we are still engaged only in the pilot programme. We will not be enrolling candidates into the main Chartership for Knowledge Management programme until April 2019.

Our advice is that if you are near to submitting your application for (general) Chartership then you should carry on this pathway and gain your MCLIP- we will be developing a way CILIP members holding MCLIP status can gain MCLIP Chartered Knowledge Manager without starting at the beginning again.

However, if you have recently enrolled on (general) Chartership and are willing to 'pause' until we formally open Chartership for Knowledge Management to candidates in April 2019 then this may be possible. A starting point would be to talk to your mentor about your KM experience and whether this new pathway is the best one for you. You should bear in mind that lessons learnt from our pilot may mean that changes are introduced between the pilot and the full launch.

Can I enrol for Chartership for Knowledge Management if I am not a 'Knowledge Manager'?

Yes, we recognise that not all roles will be called 'Knowledge Manager'. You are expected to be working in KM as a discipline but do not have to be a 'manager'. We also recognise that some candidates will work in roles that have some elements of KM but also elements of other disciplines. We expect that your role will clearly encompass KM as evidenced in your CV and job description. KM should be a significant part of your role either in terms of the proportion of time spent on KM activities or in terms of the impact you have on organisational KM.

Will there be a mentor available near me?

CILIP mentors are based around the UK, with some based overseas; however, we cannot guarantee that a mentor in close geographical proximity will be available at the point at which you enrol. It is our experience that remote mentoring can be very successful and our candidates and mentors build relationships via telephone, email, video calls (such as Skype) and web/video conferencing (such as Zoom).

How is the PKSB for Knowledge Management different to the standard version?

Let's start with what is the same between the two versions – the PKSB was originally designed to encompass all of the knowledge and skills used across the information profession; this means that both versions of the PKSB are centred by the core Ethics and Values expected of all information professionals. Both versions encompass the same eight top-level areas of professional expertise and four top-level areas of generic skills; and both expect informational professionals to understand their organisational context and a wider professional context outside their own area of practice.

So what is different? For the PKSB for Knowledge Management the descriptors for the top-level areas of expertise and skills have been written from a KM perspective. The sub-level areas of expertise and skills have also been described from a KM perspective. In a couple of cases the descriptive name of a skill has been updated to fit with common KM language. Across the whole (original) PKSB only two sub-level skills were considered not relevant to KM practice and have been removed from the KM version.

For Chartership for Knowledge Management the most important change is that the expertise and skills that align with *BS ISO 30401: 2018 Knowledge Management Systems Requirements* are clearly indicated.

Currently the PKSB for Knowledge Management is only available as a pdf document; the online version that candidates use during Chartership is the standard version. However, as the areas of professional expertise and generic skills remain the same, and use the same reference numbers for each top-level and sub-level area, it is easy to use them side by side.

Some of the development activities that I would like to include in my evidence contain details that cannot be shared due to commercial sensitivity/ confidentiality/ legal reasons; does this mean I cannot include them?

No, we recognise that there may be things that you cannot share with us; you may redact or obscure details in your evidence to comply with employer and legal requirements.

This is something that you can discuss with your mentor, describe or share with them your piece of evidence in general terms and show them your proposed redacted piece of evidence. They will be able to advise you whether the proposed evidence remains clear and meaningful for assessment.

Equally, our expectation of you is that your evidence complies with data privacy legislation and that you will remove (redact/ obscure) identifiable data when using evidence such as social media and will have gained consent to use any photographs of people if you are including these in your evidence.

I've really developed my KM practice over the last year; can I include this even though I have only recently enrolled for Chartership for Knowledge Management?

Yes, you can include your recent past self-development in answering the required criteria in your evaluative statement and in your evidence to support to support this. You can look back and include development experiences and activities from the last 12-18 months. Ideally you would not go back further than this.

Remember chartership is about you as a self-developing reflective practitioner today. Including older evidence is something that you can discuss with your mentor; they will be able to advise you as to whether it will support your submission.

How long should it take for me to Charter?

We currently have no strict timelines for Chartership. On average a candidate takes 12-18 months from enrolment to submission, using the time to go on a self-development journey to support their application.

However, there are candidates who enrol and submit in a much shorter period, especially if they are using recent past development and evidence in their submission.

For some candidates there may be work changes and life events that mean they take longer; either working at a slower rate or taking a pause in their candidate journey.

What happens once I submit?

The CILIP Professional Registration and Accreditation Board (PRAB) are responsible for assessing all submissions made at Certification, Chartership and Fellowship level as well as Revalidations. Each submission is marked by two assessors against the dedicated assessment criteria for that level; on occasion the assessors may ask you for further information if they feel your response to one of the three criteria requires clarification.

The assessors work in pairs with a moderator used to help decide in cases when the assessors disagree on an assessment (one assessor accepts, the other rejects). Usually it is clear whether a submission meets the assessment criteria and the use of a moderator is infrequent.

Once the outcome of your submission is agreed then you will be informed by email.

What is most common reason for a candidate not being awarded Chartership?

There are three common reasons

1) the candidate does not address the three required criteria in their evaluative statement

2) the candidate focusses on criterion one and two, and does not address criterion three sufficiently

3) the candidate does not write reflectively.

You must give sufficient weight to all three of the required criteria.

It is also our strong advice that you are selective in your evidence, choose carefully and ensure each piece relates to your evaluative statement. Be confident - do not 'throw the kitchen sink at it' 'just in case'.

Listen to your mentor, they are experienced in the requirements for Chartership and will be able to offer advice on reflective writing, your evaluative statement and how it answers the three criteria, and your proposed evidence.

Is my post-nominal title permanent?

You can use your post-nominal title, MCLIP Chartered Knowledge Manager, whilst you remain a member of CILIP. If you leave CILIP then you are no longer able to use this post-nominal title.

If you leave membership and then re-join you will need to revalidate your Chartership before being able to use your post-nominal title again.