Assessment criteria for Chartership
You will need to demonstrate that you have done the following:

1. IDENTIFIED areas for improvement in your personal performance, UNDERTAKEN activities to develop skills, APPLIED these in practice and REFLECTED 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 Professional Knowledge and Skills Base (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 Chartership process.

You may find it useful to draw up a plan for your development activities, as this will help you to keep track of what you have done. When you have completed an activity, think about what skills you have developed or what knowledge you have gained, and how you have used, or plan to use it, in your career. Writing some brief notes will help you to reflect on your experience and these should form part of your supporting evidence. Other evidence might include examples of your work with a reflective commentary including what went well, what could have been done better and how you plan to improve. You can annotate documents such as job descriptions and development plans to add in your reflective comments highlighting your professional journey.

Following completion of the developmental activities, your PKSB should show where and how you have improved. You will be assessed on the ability to apply the skills and knowledge that have been developed, and your reflection on the process and learning outcomes.
2. EXAMINED the organisational context of your service, EVALUATED service performance, SHOWN THE ABILITY to implement or recommend improvement and REFLECTED on actual or desired outcomes

This criterion requires you to apply all your reflective skills to examine and evaluate service performance and to express your views on its effectiveness. You should consider your service in the context of the wider organisation; for example, a college library as part of the whole college or a legal information service as part of the whole firm.

Look at your service aims and objectives and make your own judgement about how well you consider they are met, how effectively your service contributes to the whole organisation, and your role within that. It is perfectly acceptable to criticise the organisation for which you work, as long as you do so constructively and fairly. Can you recommend any improvements that would help the service meet its objectives? You may be able to implement these recommendations, in which case you should reflect on the outcomes. If you are not in a position to implement them, you can still reflect on the desired outcomes.

You should include a copy of the service aims and objectives (or an extract from them) in your evidence. This may include annotations, or your comments in a separate document. If your organisation does not have aims and objectives, consider what you would include if you were asked to draw them up; then reflect on how effectively these are being met, and what could be improved, as suggested above.

Your own or other people’s surveys and statistical information can provide useful evidence for this criterion, including your reflections. Evidence might also include examples of work you have done to improve the service, with your reflections on the outcomes.

You will be assessed on your ability to identify areas for service improvement, the recommendations you make to close the gap between current and ideal performance and your reflections on this process.

3. ENHANCED your knowledge of the wider professional context and REFLECTED on areas of current interest

The evidence you include for this criterion should show that you can see beyond your workplace and sector and have an understanding of the wider profession and the issues and concerns that it faces.

You may achieve this understanding through professional reading of journals, blogs or books; discussions with colleagues or your mentor; visits to and job shadowing experiences with other information providers; involvement in CILIP groups or Regional Member Networks; attendance at conferences or events; and engagement through social media. Your evidence should include your reflections on some of these activities and you should express your personal views on professional matters clearly. It is also recommended that you demonstrate your understanding of professional ethics, which underpin everything we do and are at the heart of the PKSB and your developing practice.

You will be assessed on your knowledge of other sectors, your engagement with fellow professionals outside of your own workplace and your understanding of issues impacting on the profession as a whole.