Assessment criteria for Fellowship
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 Fellowship process.

You could consider your personal and professional development in your career to date or 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. Previous Revalidation submissions can be 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 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 work, and **EVIDENCED** **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 Professions. It may be based on seniority within an organisation; in which case you should look at what you have done to contribute to the aims and objectives of the organisation, and/or how you have enhanced your organisation’s reputation through implementation of service improvements and reflect on the outcomes.

Alternatively, your submission may be based on a position of influence within an external group or committee, or a particular piece of work or research. Whatever the basis of your submission for this criterion, you should reflect on how this achievement has been reached, and what makes it ‘substantial’ in your view. The impact it has 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.
3. ESTABLISHED your commitment to, and ENHANCED your knowledge of, the information profession in order to have made 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 be 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.

Even more than for other levels of Professional Registration, every submission for Fellowship will be very different, as experienced practitioners will 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 them to make the case clearly and succinctly for how they meet the criteria, focusing in particular on what makes their contribution to the profession both substantial and significant.

You will be assessed on your ability to make a case on your significant contribution to the profession.