FELLOWSHIP

A guide for members

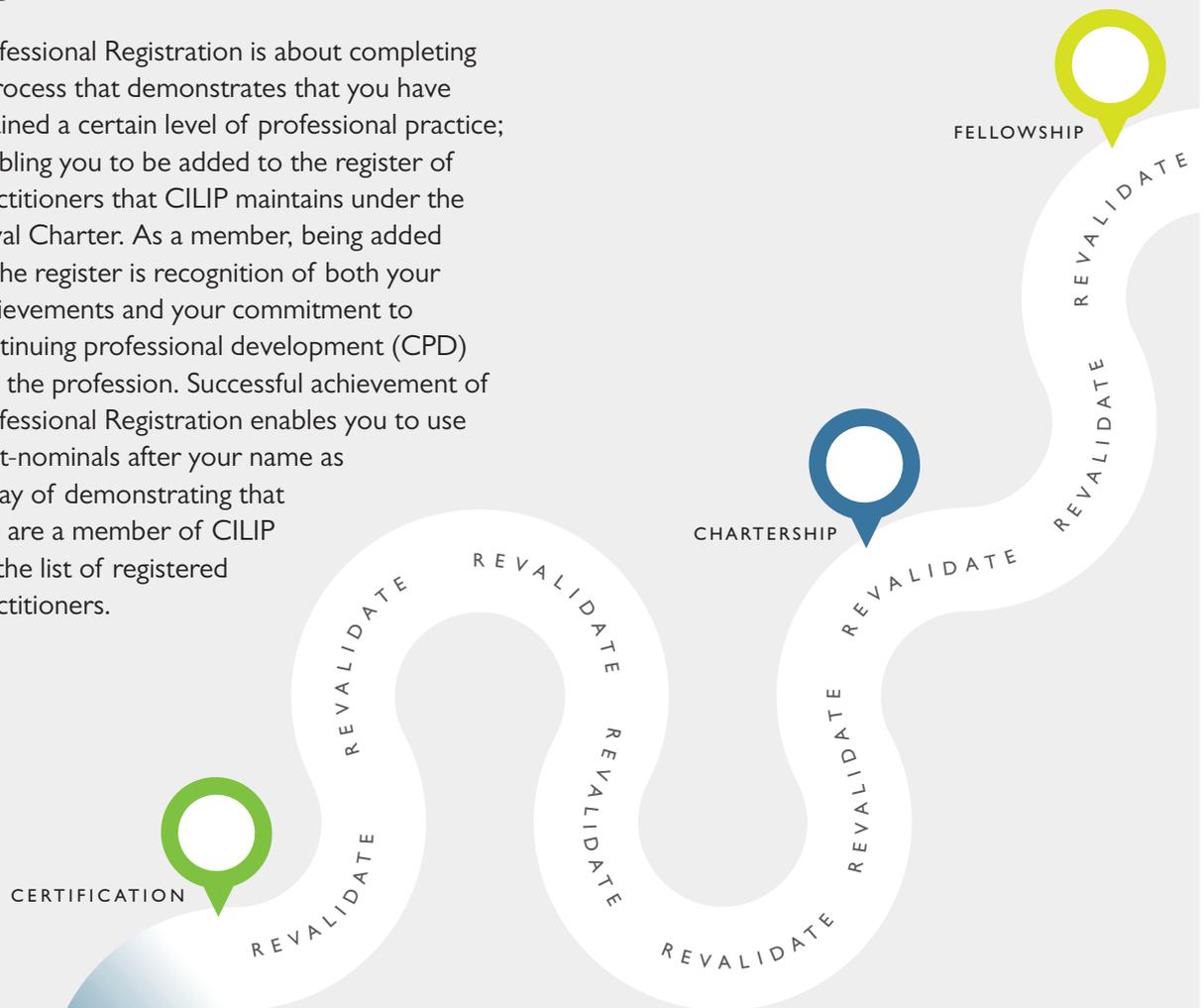# Contents

Professional Registration

CILIP's Professional Registration is relevant to library and information professionals at all stages of their career.

Professional Registration is about completing a process that demonstrates that you have attained a certain level of professional practice; enabling you to be added to the register of practitioners that CILIP maintains under the Royal Charter. As a member, being added to the register is recognition of both your achievements and your commitment to continuing professional development (CPD) and the profession. Successful achievement of Professional Registration enables you to use post-nominals after your name as a way of demonstrating that you are a member of CILIP on the list of registered practitioners.

FELLOWSHIP

REVALIDATE

CHARTERSHIP

REVALIDATE

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CERTIFICATION

REVALIDATE

There are three levels of Professional Registration; Certification, Chartership, and Fellowship. Revalidation is an important element at all levels to help ensure continuing development and up-to-date knowledge and skills.

Certification

Certification *is aimed at those who are at the beginning of their professional career or who want to gain some recognition for the knowledge and skills they have developed working in a library, information or knowledge role.*

All CILIP members with experience of working in an information role can take part.

If you have a CILIP accredited qualification or have a lot of experience working in the information sector you should look at applying for Chartership rather than Certification – you can start at any point on the Professional Registration journey – just pick the best starting point for your career.

Certification is a great way to examine and develop your skills and knowledge and make improvements. There is no time constraint – take as long or as short a time as is appropriate for your development.

The value of Certification is that you are demonstrating to your employer and colleagues that you are committed to working in information services and are invested in your own development.

Once you are awarded Certification you can use the post-nominals ACLIP, as long as you continue to be a member of CILIP.

Once you have made this start you should revalidate to maintain your commitment to CPD and when you're ready why not register for Chartership?

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Chartership

Chartership is the level of Professional Registration for those working in the information professions who wish to be recognised for their skills, knowledge, and application of these in the form of reflective practice.

Chartership is a great way to further develop your foundation of skills and knowledge and apply these skills and knowledge in your current and future activities.

The value of Chartership is that you are demonstrating that you are committed to your own development and to working in information services. Through application of your learning in professional practice you can achieve recognition as a Chartered library and information professional.

There are no barriers to entry – Chartership is available to all CILIP members.

Once you are awarded Chartership you can use the post-nominals MCLIP, as long as you continue to be a member of CILIP.

Once Chartered, you should revalidate to demonstrate your commitment to CPD and when you're ready why not register for Fellowship?

Fellowship

Fellowship *is the highest level of Professional Registration and if you're a Chartered member, hold a senior position in your organisation, or have made a significant contribution to the Information Professions, it is appropriate for you.*

Fellowship is a great way to evaluate the impact you have had on your organisation and the wider profession. There is no time constraint; you can take as long or as short a time as is appropriate for your development.

Fellowship means your contributions are recognised and valued by a group of your peers.

Once you are awarded Fellowship you can use the post-nominals FCLIP, as long as you continue to be a member of CILIP.

After Fellowship you should revalidate to demonstrate your commitment to your CPD.

Revalidation

Revalidation *is relevant for all current CILIP members registered with Certification, Chartership and Fellowship.*

As a member of CILIP, you show a commitment to CPD. One way to demonstrate this commitment on an ongoing basis is through Revalidation of your Certification, Chartership or Fellowship. The Revalidation process is designed to enable you to record your CPD activities, and to reflect on them through a short evaluative statement. It is recommended that you revalidate once per year throughout your CILIP membership.

CILIP is currently working towards an obligatory Revalidation scheme which would be implemented in 2016.

Assessment criteria for Fellowship

▶ 1. *Identified areas for improvement in their **personal performance,** undertaken activities to develop skills, applied these in practice, and reflected on the process and outcomes*

A core component of Professional Registration at every level is the ability to assess personal performance in terms of existing skills and knowledge, identify areas for development, and plan and undertake activities to develop those skills. Using the Professional Knowledge and Skills Base (PKSB) examine your current skills and knowledge, and identify things you want to achieve. Record the progress you make, what skills and knowledge you can implement in your role, then consider how effective these actions were.

▶ 2. *Examined the **organisational context** of their work and evidenced substantial achievement in professional practice*

Look at the aims and objectives of the organisation you work for and what you have done to contribute to these goals. Consider how you have enhanced your organisation's reputation through the implementation of service improvements and reflect on the outcomes of your actions.

▶ 3. *Established their commitment to, and enhanced their knowledge of, the **information profession** in order to have made a significant contribution to all or part of the profession*

It is important for all members to have knowledge of the wider library, knowledge and information professions and of the sectors in which they work as well as wider knowledge of other sectors, and issues impacting on the profession. To demonstrate this knowledge, you will need to provide evidence of, and personal reflection on, activities you have undertaken to improve your knowledge and the impact this has had on the profession. The impact should be significant, for example, managing and leading services, developing new services and partnerships or contributing to or writing research which forwards the professions.

The application process

▶ *Stage 1 - Getting started*

▶ *Stage 2 - Professional Knowledge and Skills Base*

▶ *Stage 3 - Developing yourself and collecting evidence*

▶ *Stage 4 - Assembling your portfolio*

▶ *Stage 5 - Submitting your application*

STAGE 1

Getting started

STAGE 2

Professional Knowledge and Skills Base

STAGE 3

Developing yourself and collecting evidence

STAGE 4

Assembling your portfolio

STAGE 5

Submitting your application

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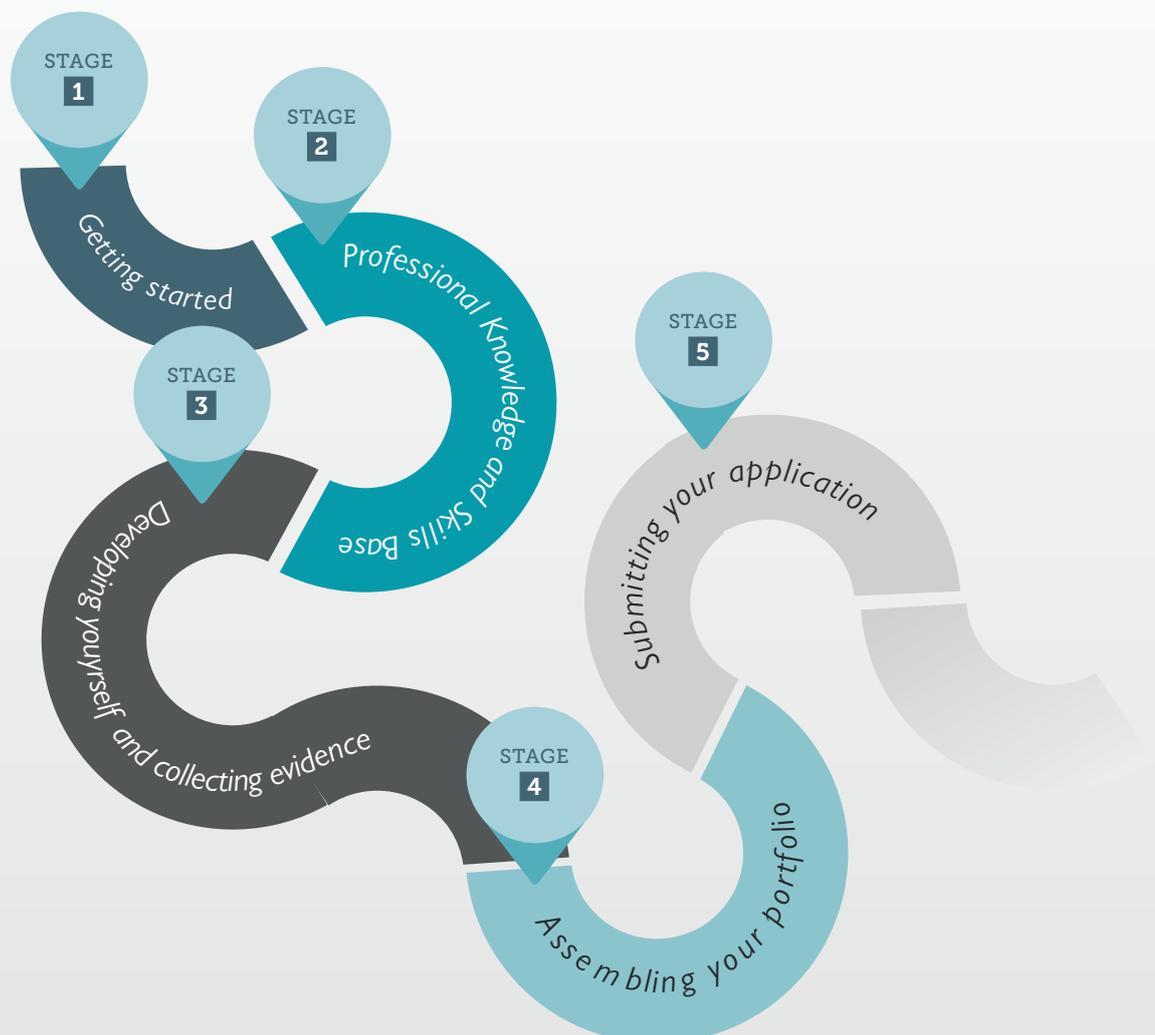
During the first stage of Fellowship, you should complete the following:

► *Join CILIP*

You may already be a CILIP member, but if not you'll need to join CILIP to begin the Fellowship process. Go to the CILIP website for further information about how to join.

► *Enrol for Fellowship*

All CILIP members have access to the CILIP Virtual Learning Environment (VLE). This will be used throughout the Fellowship process, and is where you start the process by enrolling. In order to enrol, you will need to have your membership number and be ready to pay your registration fee. You can enrol for Fellowship on the VLE.

► *Attend a Getting started on Professional Registration workshop*

Your Regional Member Network organises regular workshops as an introduction to Professional Registration and to help answer initial questions. You may find it useful to attend one of these in the early stages of Fellowship; it's a useful way to get you going and enables you to meet other colleagues who may be able to help you during Fellowship. Once you have registered for Fellowship you will be sent information about scheduled workshops. You will also be able to access this information from the CILIP events calendar and the VLE.

Some of this training is available online; this is useful for those who are unable to attend training or for those who would like a refresher.

▶ *Find a CILIP mentor*

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.

Your mentor will be a key part of your Fellowship, acting as a guide to help you through the process.

You can access registered mentors along with guidance about contacting prospective mentors on the VLE.

We recommend you choose a CILIP mentor in a different sort of organisation from yourself. This will make it easier to discuss service performance objectively, and helps with acquiring wider professional knowledge. Though you may choose a CILIP mentor within your organisation, your line manager must not be your mentor

as this would make it difficult to evaluate things objectively. You will get more from the relationship if you follow these guidelines. For Fellowship your mentor doesn't have to be registered as a CILIP mentor; this gives you the freedom to use someone from another sector.

Once you have found someone who is willing to mentor you, you need to set up your first meeting – this can be in person, on the phone, or online. At this meeting, you'll need to complete the Mentoring Agreement Form together to know what to expect from each other.

Full details of what you can expect from your mentor, tips for ensuring an effective mentoring relationship and what to do if you think the relationship isn't working out are available on the VLE.

▶ *Part of the Fellowship process is keeping a record of 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 library and information professions.*

Use the PKSB to complete a self-assessment of your skills and knowledge and to help you identify areas for improvement. Your initial PKSB self-assessment is your development plan; using details in the comments fields to record what you want to achieve and how you might go about that. You are not expected to address all the gaps you have across the PKSB, just select what is useful for you to develop at this stage in your career, for your current job, or other areas that interest you. You will need to identify areas upon 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 get advice from your mentor during this process.

You may find it useful to update your PKSB during the Fellowship process – think of it as a living document. You will need to show your progression in your portfolio so make sure you save a version of your initial PKSB assessment.

Access the PKSB at www.cilip.org.uk/pksb

▶ *You'll spend the majority of your Fellowship time in this process – this is the stage where you work on developing skills and knowledge, collect evidence of doing so, and reflect on the process. You may wish to set up a method of recording your evidence as you collect it. Tips on collecting evidence and recording progress are available on the VLE.*

Some help with evidence:

Evidence can take many different forms, here are some examples:

- Presentation notes
- Meeting minutes
- Training plan
- Conference evaluations
- Reports
- Visit reports
- Blog posts
- Annotated bibliographies

This is not an exhaustive list just remember that your evidence should demonstrate value and meet the assessment criteria.

Upload your evidence to your VLE account as you go along.

If you want to use older evidence that's okay just make sure it is still of value and include it alongside current evidence.

CILIP is 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 a great way of developing skills which aren't always possible in the workplace.

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

During this stage you will need to:

▶ *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.

You will also need to include:

- Your **CV**: This should be annotated, up to four pages and include some reflection on your career development so far.

- Your most recent **job description**: This should be annotated to include some reflection on your role. If you have changed jobs during your Fellowship period then you can include both job descriptions if you want to.

- Your initial **PKSB assessment**: Include a copy of the PKSB assessment you completed at the beginning of the process.

- Your most recent **PKSB assessment**: Over the period of your Fellowship your PKSB evaluation will have grown and new development opportunities may have been added. It is meant to be a tool that is refreshed throughout your career so not everything has to be completed when you come to submit. You just need to include your progress so far.

- **Supporting letters**: You should include a minimum of 2 supporting letters from colleagues supporting your application for Fellowship. One of your letters must be from your mentor.

▶ *Write your evaluative statement*

Your evaluative statement (no more than 1000 words) needs to show how you have met each of the assessment criteria, and link to the evidence you have selected to demonstrate this; you may want to use a numbering system to make this easy to refer to and for assessors to follow. You may wish to use the assessment criteria to help structure your evaluative statement (they will not be included in the word count if you do). 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.

A note on reflective writing:

Reflective writing is your response to experiences, opinions, events or new information. It is a way of thinking 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.

If you want to get more information you can also attend a reflective writing workshop – these take place across the UK and you can find more details on the CILIP events calendar. You will also have access to online versions of some of this training both for those that are unable to get to a training session and as a useful reminder.

▶ *Collate and present all information in your final Fellowship portfolio*

As an information professional, organising information is a core skill to demonstrate and Fellowship gives you the chance to use these skills to structure and organise your portfolio. Consider the assessor when editing and constructing your portfolio – be selective with your evidence and demonstrate clearly how you meet the criteria.

You can attend a portfolio building workshop – these take place across the UK and you can access this information from the CILIP events calendar and the VLE. You will also have access to online versions of some of this training on the VLE; both for those that are unable to get to a training session and as a useful reminder.

▶ *Once you and your mentor are satisfied that you have met the assessment criteria and completed your portfolio, you'll need to submit your portfolio for assessment using the CILIP VLE. Remember to include all of the items outlined in the portfolio checklist (Appendix A).*

Once you have submitted your portfolio you will not be able to make any further changes. At this point you receive confirmation of receipt and will be asked to pay your submission fee. Your portfolio will not be passed on to the assessors until this has been paid.

Your portfolio will then be assessed by the Professional Registration and Accreditation Board. In most cases this process will take around 2-3 months and you may be asked to submit further information in this time.

On completion of the assessment, you will receive the assessment outcome email.

Once you have received confirmation that the Board have recommended approval of your application, you will receive a certificate confirming your election to the Register of Chartered Fellows and will be able to use the post-nominals FCLIP.

If you have been unsuccessful, you will be contacted by CILIP's Member Services team who will provide you with feedback, information and advice on the next steps. This will include information on the appeals procedure.

Support and guidance

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

▶ *Your Mentor*

Your mentor is your first point of contact if you have any questions. They can help you with any questions you have about the process or about your approach to Fellowship.

▶ *Regional Member Networks and your Candidate Support Officer*

Regional Member Networks are there to support you through your career, and Fellowship is no exception. In addition to training and networking events to help you during the process (and act as potential evidence), volunteers within the member networks are available to help you. Within your Regional Member Network, a Candidate Support Officer is available to answer any questions you may have specific to Professional Registration. Contact your Candidate Support Officer for more information.

▶ *CILIP Member Services team*

Within CILIP, a team of staff support Professional Registration including training, administrative support, and providing guidance and advice. Contact the Member Services team at CILIP for any questions about your own circumstances and they will be able to advise you.

▶ *CILIP discussion forums*

There is a discussion forum on the VLE for all members working towards or interested in Fellowship. This is the main communication channel for discussing things with other members working towards or interested in Professional Registration; though CILIP staff, CILIP mentors, and Candidate Support Officers who are willing to help also monitor it.

▶ *Social media networks*

Many members working towards Fellowship, as well as those who have already chartered, are active on social media. You may find it useful to follow Fellowship blogs, or find others on social networks to chat to. On Twitter for example, some use the #fellowship tag for questions and for scheduled chats about Fellowship.
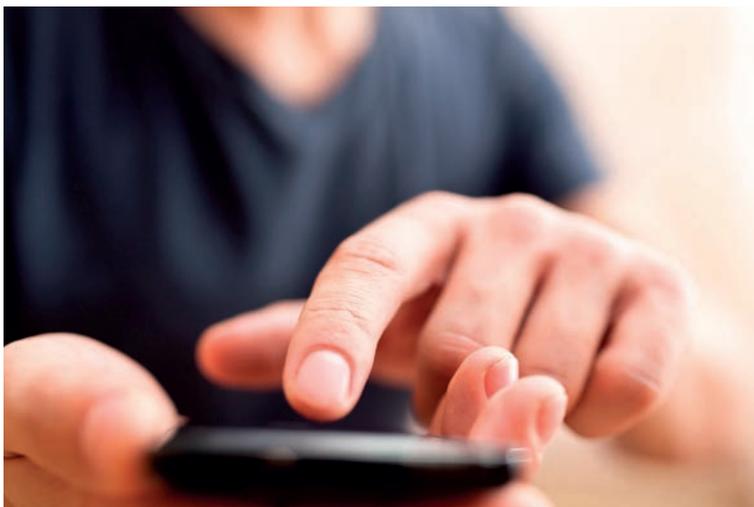
▶ *Publications*

A list of useful publications is available on the VLE.

▶ *Sample portfolios*

All portfolios are unique, but you may find it useful to take a look at the way in which some people have structured theirs. Your Candidate Support Officer will have some for you to browse, or you can view portfolios on the VLE.

▶ *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 the CILIP Member Services team for information.

What next?

▶ *CPD and Revalidation*

By undertaking Fellowship, you are committing to CPD.

There are many ways in which you can continue to develop, 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 provides a range of CPD opportunities including:

*   Training and events provided by CILIP and the devolved nations, Regional Member Networks and Special Interest Groups

*   Facet Publishing titles

*   CILIP Update

*   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. In order to revalidate, you will need to record your CPD activities (a minimum of 20 hours per year) and write a 250 word evaluative statement demonstrating how the activities over the past year support the Fellowship criteria. For more information take a look at the Revalidation guidance on the VLE.

▶ *Mentoring*

You may also want to consider becoming a mentor for CILIP Professional Registration. CILIP mentors find mentoring a fulfilling experience and a good opportunity to further your own CPD as well as assist with the development of someone else. Find out more and register your interest on the CILIP website.

APPENDIX A - Portfolio checklist

Your Fellowship portfolio needs to contain the following:

▶ *Table of contents*

▶ *Evaluative statement*

▶ *Evidence to support evaluative statement*

▶ *Curriculum Vitae*

▶ *Job description*

▶ *Initial PKSB assessment*

▶ *Current PKSB assessment*

▶ *Supporting letters*
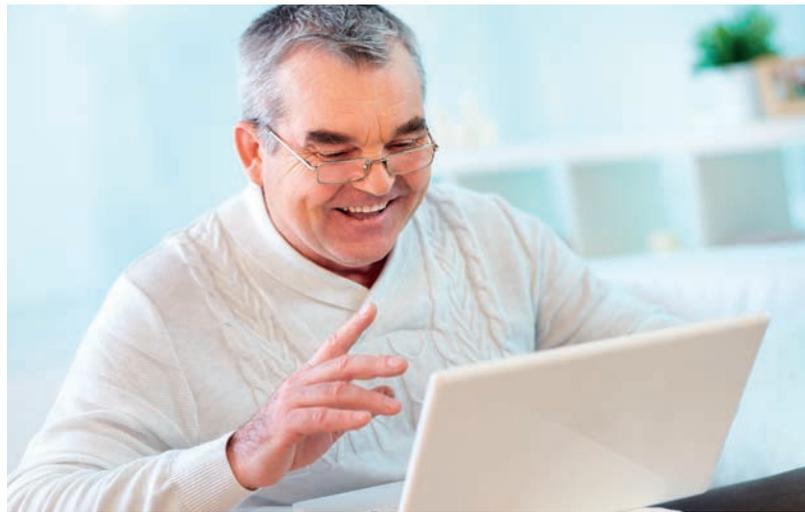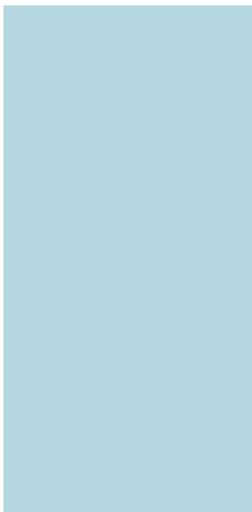
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