

Contents

Introduction	2
Checklist	2
Criteria of assessment and the portfolio	3
Criteria	3
Content of portfolio	3
Portfolio presentation and submission.....	4
Guidelines	4
Registration.....	4
Pathways.....	5
Personal Professional Development Plan (PPDP)	5
Body of Professional Knowledge	6
Preparation period.....	6
Professional experience	6
Support	6
The CILIP QPD Office	6
Mentors.....	6
Career Development Group.....	7
Employer support	7
Online support	7
Application	7
Assessment	7
Chartership Board	7
Assessment procedure.....	7
Notification of results	8
Appeals.....	8
Continuing Professional Development	8
Revalidation	8
Appendices.....	9
Royal Charter and Byelaws	9
Regulations (2005 Regulations drawn up under Byelaw 11)	9
Progression to Fellowship.....	11
Appeals Procedure: Chartered Membership	11

Introduction

CILIP is committed to the development, maintenance and promotion of the highest levels of professional practice. Chartered Membership is the 'gold standard' for information and library professionals and is recognised throughout the world. The Institute recognises the dynamic nature of the information environment and the necessity to offer flexible routes for those wishing to gain recognition of their professional practice in information and library work. Chartered Membership is not an academic qualification but a recognition of the highest standards of professional practice and a commitment to undertake continuing professional development. This Handbook will guide you through the steps you need to follow to achieve Chartered Membership status.

Checklist

1. To apply for Chartered Membership you must be a current Associate Member.
2. Complete and submit the Registration Form. With this form you should include a certified copy of your educational qualification (i.e. a copy that has been signed by a line manager, mentor or other professional who has seen the original). For details of accepted qualifications see the CILIP website:
www.cilip.org.uk/qualificationschartership *If your qualification is not listed on the website please contact the Qualifications and Professional Development (QPD) office for advice.*
3. Choose a CILIP mentor.
4. Write a personal professional development plan (PPDP).
5. Attend an approved advisory course organised by the Career Development Group (CDG). Information about these courses may be found on the CILIP website.
6. Complete the required period of professional practice. One year for Pathway One, two years for Pathway Two (see page 5 for details).
7. Complete your portfolio.
8. When you are ready to submit your portfolio download the submission form from the CILIP website.
9. Your portfolio will be assessed by the Chartership Board. Final decisions to accept or refer applications are taken by the Board at its regular meetings. Meeting dates are posted on the CILIP website. You will be informed of the result shortly afterwards.
10. If your application is not initially successful you will be given feedback and/or clear guidance as to how you should proceed, together with a revised schedule.

Criteria of assessment and the portfolio

Criteria

All applications will be assessed against the same criteria. Candidates must demonstrate all of the following:

- An ability to reflect critically on personal performance and to evaluate service performance
- Active commitment to continuing professional development
- An ability to analyse personal and professional development and progression with reference to experiential and developmental activities
- Breadth of professional knowledge and understanding of the wider professional context

Your application for Chartered Membership will take the form of a portfolio which shows evidence of your professional development since qualification, or since Certification.

Content of portfolio

Your portfolio should address the assessment criteria and must include the following:

- a contents table
- your Curriculum Vitae (CV)
- your completed Personal Professional Development Plan (PPDP) with an analysis of the impact and effectiveness of your training
- a personal evaluative statement (maximum 1000 words) which
 - (i) explains why you chose the material included in your portfolio (links to assessment criteria)
 - (ii) includes outcomes of developmental activities in which you have participated and an evaluation of how they have contributed to your professional development
 - (iii) is cross referenced to other items in your portfolio
- Materials selected to show that you understand the objectives of the organisation and information service/products and are able to analyse how effectively these objectives are met
- Organisational structure charts, where appropriate
- Job Description

- Evidence of participation in a mentor scheme, including your mentoring completion form from the Mentoring Guidelines
- Evidence of professional development. This may include attendance at training courses, meetings, research and involvement in professional networks.

You will be demonstrating your professional judgment in the selection and organisation of your evidence. The emphasis is on the relevance of the material; quality is more important than quantity! You may include examples of personal reflective writing (not necessarily intended for publication) where they provide evidence of professional development. Your portfolio should be reflective and evaluative.

All materials in your portfolio should be there because they demonstrate achievement against one or more of the assessment criteria.

You may not need all the material that you gather but it is important that you gather a wide range of materials from which you can select evidence

Portfolio presentation and submission

All portfolios should be

- written in the English or Welsh language
- divided into clearly marked sections as set out in the contents table
- word processed using a minimum of 12 point type size
- submitted in triplicate in separate binders, each bearing your name, membership number and current post. Portfolios may be three printed copies or two printed copies plus one electronic copy. Portfolios may not be submitted solely in electronic format.
- accompanied by an application form and the submission fee

Guidelines

Registration

Under the terms of the Royal Charter awarded in 2002 the Chartered Institute of Library and Information Professionals maintains a professional Register of Chartered Members. To apply for Chartered Membership you should have been a member of CILIP for a minimum of one year and be in current membership when you submit your application for assessment.

There are two pathways to gain admittance to the Register. Complete and return to CILIP a registration form available on the CILIP website at:

www.cilip.org.uk/qualificationschartership.

Pathways

Pathway 1: for candidates with a qualification accredited by CILIP (also those which were accredited by The Library Association and the Institute of Information Scientists)

The Pathway 1 Personal Professional Development Plan should cover 1 year (full-time equivalent) professional practice.

Pathway 2: for candidates

(i) with CILIP Certification (ACLIP) and sufficient professional level experience to put together a suitable training plan and portfolio

(ii) with library and information qualifications from overseas (equivalent to UK degree).

(iii) who do not hold a CILIP accredited qualification or an overseas Library and Information studies award but have a degree or equivalent in another subject and professional level experience (known as Extraordinary Chartership Candidates).

(iv) Candidates who hold a non- accredited library and information qualification assessed at Scottish Qualifications Framework Level 10 or England, Wales and Northern Ireland Level HE4 and above).

To ensure they are eligible to register to Charter, Extraordinary candidates and those with overseas qualifications must submit their current job description, their CV and Certified (i.e. signed by a line manager, mentor or other professional who has seen the original document) copies of their qualifications.

The Pathway 2 Personal Professional Development Plan should cover two years (full-time equivalent) professional practice.

If you are unclear which pathway you need to follow you can contact the Qualifications and Professional Development (QPD) Department at CILIP (Email: quals@cilip.org.uk).

Personal Professional Development Plan (PPDP)

This document shows how you intend to ensure that your training and development activities, together with your professional experiences will help you to meet the assessment criteria. It will include:

- consideration of short and medium term development needs and how they will be met
- details of how you will achieve the goals you have set for yourself in order to meet the Chartership assessment criteria (see Section 2)
- notes of who will support you e.g. mentors, employers, colleagues etc.

The PPDP may alter with circumstances- job changes, promotion etc.- consequently

the PPDP you submit with your final application may differ in detail or substantially from the original.

The PPDP may be backdated if you have previous experience since qualifying, i.e. completing an accredited course or other acceptable qualification, and you meet the minimum one year of CILIP Membership. If you wish to backdate your PPDP you should discuss this with your mentor and inform CILIP's Qualifications and Professional Development office.

Body of Professional Knowledge

The Body of Professional Knowledge (BPK) provides a useful reference tool to help you audit your current knowledge and skills and to identify areas that you may need to develop during your period of professional practice. The identification of areas for development will help you to prepare your PPDP and should also help you to evaluate your own performance against the PPDP in your portfolio.

Preparation period

Professional experience

Before you can submit your application for Chartered Membership you must have completed a minimum period of appropriate professional work experience (this may be backdated if the candidate has been in CILIP membership for a minimum of one year). Normally, this will be in a designated professional post. However, it is the professional content of the job that matters and how it will help you to meet the criteria for assessment, rather than simply the job title.

Pathway 1: One year full-time equivalent (FTE) work in a library and information service or related environment.

Pathway 2: Two years (FTE) in a library and information service or related environment.

NB Full-time work is deemed to be not less than 30 hours per week.

Support

There is a variety of support for you as you work towards Chartership

The CILIP QPD Office

Colleagues at the office will advise on all aspects of submitting for Chartership and other CPD and qualifications matters.

Mentors

CILIP trained mentors are listed by region on the CILIP website. Candidates and mentors will agree how they will conduct their discussions: in person, electronically and how often and for how long they will continue to meet. Further advice is in the Mentor Guidelines available on the CILIP website.

Career Development Group

The Career Development Group (CDG) has a network of volunteers called Candidate Support Officers (CSOs) who provide advice and guidance to candidates working towards CILIP qualifications. They also run workshops on building portfolios. For details of your nearest support network contact please check the CDG website: www.careerdevelopmentgroup.org.uk

Employer support

Employers benefit from colleagues following professional qualifications because they encourage reflective practice and improve personal and service performance (see Professional Association Research Network findings).

Employers have a key role to play supporting candidates by encouraging them to attend appropriate professional meetings or by offering a short study break for completion of an application for Chartered Membership.

Online support

you should also consider joining lis-cilip-reg. This discussion list provides a forum for debating issues concerning Chartership. You can link to the list from the CILIP website www.cilip.org.uk/qualificationschartership. You will also see relevant issues discussed on the CILIP Communities found at <http://communities.cilip.org.uk>.

Application

Once you have completed the period of practical experience covered by your Personal Professional Development Plan, you should try to submit your portfolio within one year.

Your application for Chartered Membership will take the form of a portfolio which shows evidence of your professional development since qualification, or since Certification.

Assessment

Once your application is received it will be sent out for assessment by members of the Chartership Board. The Board is appointed by CILIP Council. Assessment will be carried out against the stated criteria to ensure transparency and consistency of practice to all candidates. All applicants will be notified of the outcome in writing within 10 working days of the date of the Chartership Board Meeting.

Chartership Board

The Board normally has a total membership of 20. All are Chartered Members or Fellows who are active practitioners in the library and information field.

Regional Assessors, may be asked to conduct interviews on behalf of the Board.

Assessment procedure

Board members assess portfolios in pairs, and their decisions are ratified by the whole Board. Assessment of applications normally takes two to four months

although, in some cases it may take considerably longer. The Chartership timeline on the CILIP website explains why this might be the case.

Notification of results

If the Chartership Board is satisfied that your application meets the criteria for Chartered Membership you will be notified within ten working days. The date of admission to the Register will normally be that on which the Board accepts your application. Once admitted to the Register you may use the post-nominals MCLIP. You may continue to use them as long as you remain in membership of CILIP.

If the Board is not initially satisfied that your application adequately meet all the criteria it may request further information or ask you to attend a professional interview. In such cases you will be notified of the additional requirements. The interview will normally be conducted by two Regional Assessors appointed by the Board. If your application is rejected you will receive feedback and comments from the Board and you will be able to re-apply. There is no limit to the number of applications you may make. The Board will confirm the earliest date at which you may re-apply.

Appeals

If your application is rejected you have the right to appeal according to procedures approved by Council. A copy of the Appeals procedure will be sent to unsuccessful candidates.

Continuing Professional Development

All Chartered Members are committed to updating their knowledge and skills and to improving their professional practice. This is clearly stated in the *Ethical Principles and Code of Professional Practice for Library and Information Professionals*: www.cilip.org.uk/professionalguidance/ethics Section 11 of the Ethical Principles refers to Members' "Commitment to maintaining and improving personal professional knowledge, skills and competences" and in the Code of Professional Practice - Section A: Personal Responsibilities it states:

"People who work in the information profession have personal responsibilities which go beyond those immediately implied by their contract with their employers or clients. Members should therefore:

1. strive to attain the highest personal standard of professional knowledge and competence
2. ensure they are competent in those branches of professional practice in which qualifications and/or experience entitle them to engage by keeping abreast of developments in their areas of expertise"

Revalidation

All Chartered Members are expected to engage in continuing professional development (CPD). Revalidation provides the means to measure CPD. You can find out more about CILIP Revalidation on the CILIP website: www.cilip.org.uk/qualificationschartership.

Appendices

Royal Charter and Byelaws

The Royal Charter sets out the objectives of the Chartered Institute and provides the legal framework under which it operates. The Byelaws and the Regulations are an extension of this legal framework but are more flexible in that they can be changed from time to time. The Byelaws relating to the Register are available on the CILIP website: www.cilip.org.uk/aboutcilip/howcilipworks/structure/byelaws.htm

Regulations (2005 Regulations drawn up under Byelaw 11)

1 Registration

All applicants for Chartered Membership will be required to complete registration forms and a Personal Professional Development Plan and send them to CILIP in order to register as candidates. All applicants applying for admission to the Register must:

(i) Have been in membership of CILIP for a minimum of one year and be current members at the time that they submit an application for assessment

(ii) Be Associate Members of CILIP

(iii) Provide documentary evidence of meeting the admission requirements (see Regulation 2)

(iv) Register for the CILIP Mentor Scheme or have been participants in another approved mentor programme

(v) Have completed the required period of practical experience (see Regulation 2.1)

2 Admission Requirements

You must have acceptable qualifications to be considered as a candidate for Chartered Membership (see guidelines on page 5).

2.1 Practical experience

All candidates must have completed a minimum period of appropriate practical work experience before submitting an application for assessment.

Pathway 1: One year full-time equivalent [FTE] work in a library and information service or related environment

Pathway 2: Normally two years full-time equivalent [FTE] work in a library and information service or related environment.

For advice on the suitability of your work for eventual progression to Chartered status please contact the Qualifications and Professional Development Department (Email: quals@cilip.org.uk).

3 Application

3.1 Candidates will normally be expected to make an application for Chartered Membership within 1 year of completing the required period of practical experience.

3.2 Form of application

Each candidate will submit a portfolio including:

- Curriculum Vitae (CV)
- Personal Professional Development Plan (PPDP)
- Personal statement evaluating progress and achievements against the Personal Professional Development Plan (PPDP). The statement should be no more than 1000 words.
- Evidence of participation in a mentor scheme.
- Portfolio of supporting evidence

3.3 Presentation

All applications must be in the English or Welsh language. The documents should be accompanied by the appropriate form, which can be obtained from the CILIP Qualifications and Professional Development office.

Applications must be submitted in triplicate in separate binders, each bearing your name, CILIP membership number and current post. Portfolios may be three printed copies or two printed copies plus one electronic copy. Portfolios may not be submitted solely in electronic format.

All applications should be accompanied by the appropriate fee, to be determined annually by CILIP AGM.

All documentation should be submitted to the Qualifications and Professional Development Department. All documents will be stored and treated in a confidential manner by CILIP.

4 Assessment

All applications are assessed by the CILIP Chartership Board that is appointed by CILIP Council.

Assessment will be carried out against clearly identified criteria to ensure transparency and consistency of practice to all candidates. All applicants will be notified of the outcome in writing within 10 working days of the date of the Chartership Board meeting.

4.1 Criteria of assessment

All applications will be assessed against the same criteria. Candidates must demonstrate all of the following:

- An ability to reflect critically on personal performance and to evaluate service performance
- Active commitment to continuing professional development
- An ability to analyse personal and professional development and progression with reference to experiential and developmental activities
- Breadth of professional knowledge and understanding of the wider professional context

4.2 Forms of assessment

The Chartership Board will determine an appropriate method for the additional assessment of any application, where necessary, which may include one or more of the following:

- (a) a request for additional written information and/or documentary evidence
- (b) a professional interview of the candidate

4.3 Admission to the Register

The date of admission to the Register will normally be that on which the Board accepts the application. Once admitted to the Register you must remain in membership of CILIP to retain the use of the post nominal letters MCLIP and to describe yourself as a Chartered Member.

Appeals

Candidates whose applications are rejected have a right of appeal according to procedures approved by Council. A copy of the Appeals procedures will be sent to unsuccessful candidates. (See Appendix 1 to these Regulations.)

Progression to Fellowship

Fellowship is the highest level of professional qualification awarded by CILIP. It is open to all Chartered Members who will normally have completed six years as a Chartered Member.

Appeals Procedure: Chartered Membership

- 1) An appeal may be made against a decision of the Chartership Board not to accept a candidate's Application for Chartered Membership submitted for the purpose of gaining admission to the Register.
- 2) A candidate whose submission is not accepted will be sent the following documents by Recorded Delivery: -
 - (a) A letter informing the candidate of the decision and the date of the Board meeting at which it was made.
 - (b) Copies of the written reports of Board members setting out the reasons for rejection.
 - (c) Copies of the reports of Regional Assessors if an interview was held.
 - (d) A copy of this Appeals Procedure.
- 3) A candidate who wishes to appeal against the decision of the Board must do so within six weeks of the date of receipt of the Recorded Delivery letter referred to in 2. The Appeal must be made in writing to the Chief Executive, or to his/her Deputy.
- 4) The only grounds on which an Appeal may be made are:

(a) That all or part of the information used by the Board was biased or incorrect due to no fault of the candidate and that the Board did not know this at the time it took its decision.

(b) That the Board failed to follow its own published procedures and that this materially affected its decision.

5) The Chief Executive will decide whether there is a prima facie case for appeal. Where there is not he/she will inform the candidate of the reason for his/her ruling. In such cases there will be no further appeal.

6) Where there is a prima facie case for appeal, the Chief Executive will select a panel of three to twelve Chartered members, not members of the Chartership Board, chosen annually by Council from among its membership for this purpose.

7) The Chief Executive will set a date for the hearing of the Appeal to take place within six weeks of the date of receipt of the candidate's written Appeal.

8) The Chief Executive will send to each member appointed to the Appeal Panel a copy of the candidate's submission on his/her professional development, the papers sent to the candidate referred to in 2 above, and any papers sent by the candidate in support of his/her Appeal.

9) The candidate will be invited to attend the hearing of the Appeal and may be accompanied by a supporter. The Chair of the Chartership Board and the Head, Qualifications and Professional Development Department (or the nominee of either) should be present to represent the Board and its office based procedures. The Chief Executive should be present at all times to ensure that the Panel only consider matters appropriate to the Appeal and to offer advice.

10) At an Appeal Panel hearing the matters for consideration will be limited to:

(a) Evidence from the candidate concerning the grounds for the Appeal, and details of how the information and/or procedures were faulty. The candidate should offer the correct information to the Panel. Panel members may question both the candidate and the representative of the Chartership Board. The Board representative should explain the reasons for any failure to comply with published procedures.

(b) The candidate may ask the supporter to speak on matters concerning the grounds for the Appeal. The supporter may not assist (or speak for) the appellant in answering professional questions put by the Panel.

(c) The Panel will be concerned solely to test the candidate's claim that the Board used faulty information, biased statements or failed in its own procedures.

11) Where the Panel finds that the candidate's claim as set out in 10(c) has not been substantiated the Appeal must fail since the Board may not be challenged on other grounds.

12) Where the Panel finds that the candidate has made the case they will instruct the Board to review the matter. The Panel will give precise instructions to the Board as

to the evidence which must be considered, and what must be discounted. The Chair of the Panel (with assistance from the Chief Executive) will detail the evidence accepted by the Panel. The evidence and decision cannot be challenged by the Board.

13) The Board will review the case at its next meeting after the Appeal Panel hearing. The Board will give written details of its decision to the Chief Executive and the Chair of the Professional Development Committee.

14) The Chief Executive will inform the candidate of the final decision of the Board.

15) All candidates are eligible to reapply. No candidate will have to wait longer than one year to reapply for Chartered Membership from the date of the original Board decision.

Open University Validation Service

The Open University Validation Service (OUVS) has agreed to award Masters level credits for successful completion of Chartered Membership and Fellowship. The credit can be used in the OUVS Credit Accumulation and Transfer Scheme (CATS), and can be very beneficial to Chartered Members and Fellows who may wish to pursue a higher degree, as they can be used towards obtaining qualifications in a number of disciplines, not just library and information studies. Full information, together with details of the specific academic general credit rating for both Chartered Membership and Fellowship can be found on the CILIP website:

www.cilip.org.uk/qualificationschartership

Further information is available
Qualifications and Professional Development
CILIP: the Chartered Institute of Library and Information Professionals
7 Ridgmount Street
London WC1E 7AE
(tel) +44 (0) 20 7255 0610
(fax) +44 (0) 20 7255 0611
Quals@cilip.org.uk
CILIPquals on twitter

2005 regulations

Date of issue December 2010