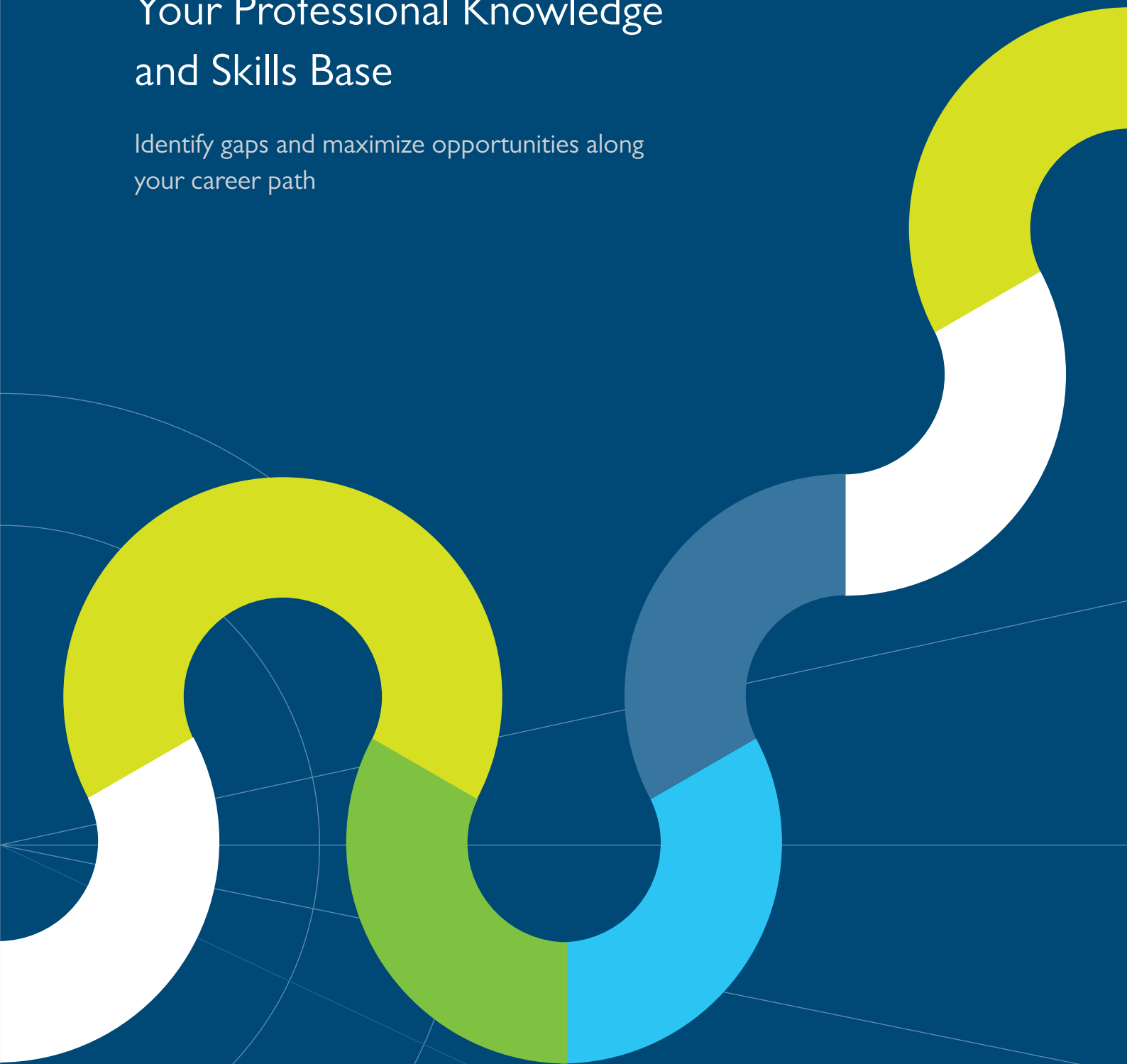


# Your Professional Knowledge and Skills Base

Identify gaps and maximize opportunities along  
your career path



[www.cilip.org.uk/pksb](http://www.cilip.org.uk/pksb)

# Introducing the new Professional Knowledge & Skills Base

Your Professional Knowledge and Skills Base has been developed by CILIP following extensive consultation with employers, the library, information and knowledge community and learning providers.

It outlines the broad range of skills that are required by workers across the library, information and knowledge profession.



The Professional Knowledge and Skills Base can be used in a number of ways:

- It outlines the broad spectrum of knowledge and skills that are required across the profession.
- It can be used as a self-assessment tool for you to think about your personal and professional development.
- It can be used to demonstrate your unique skill set to employers.
- It is a framework which can be used for skills analysis, staff training and development plans and to develop ideas for training courses and Continuing Professional Development opportunities.
- It will be used as part of CILIP's Framework of Professional Registration and will be used to assess which academic and vocational qualifications are directly relevant to the profession.

The full Professional Knowledge and Skills Base is available on our website at [www.cilip.org.uk/pksb](http://www.cilip.org.uk/pksb)

## It is made up of the following elements:



**Ethics and values** are placed at the centre of the wheel as they underpin the work of practitioners in the sector.



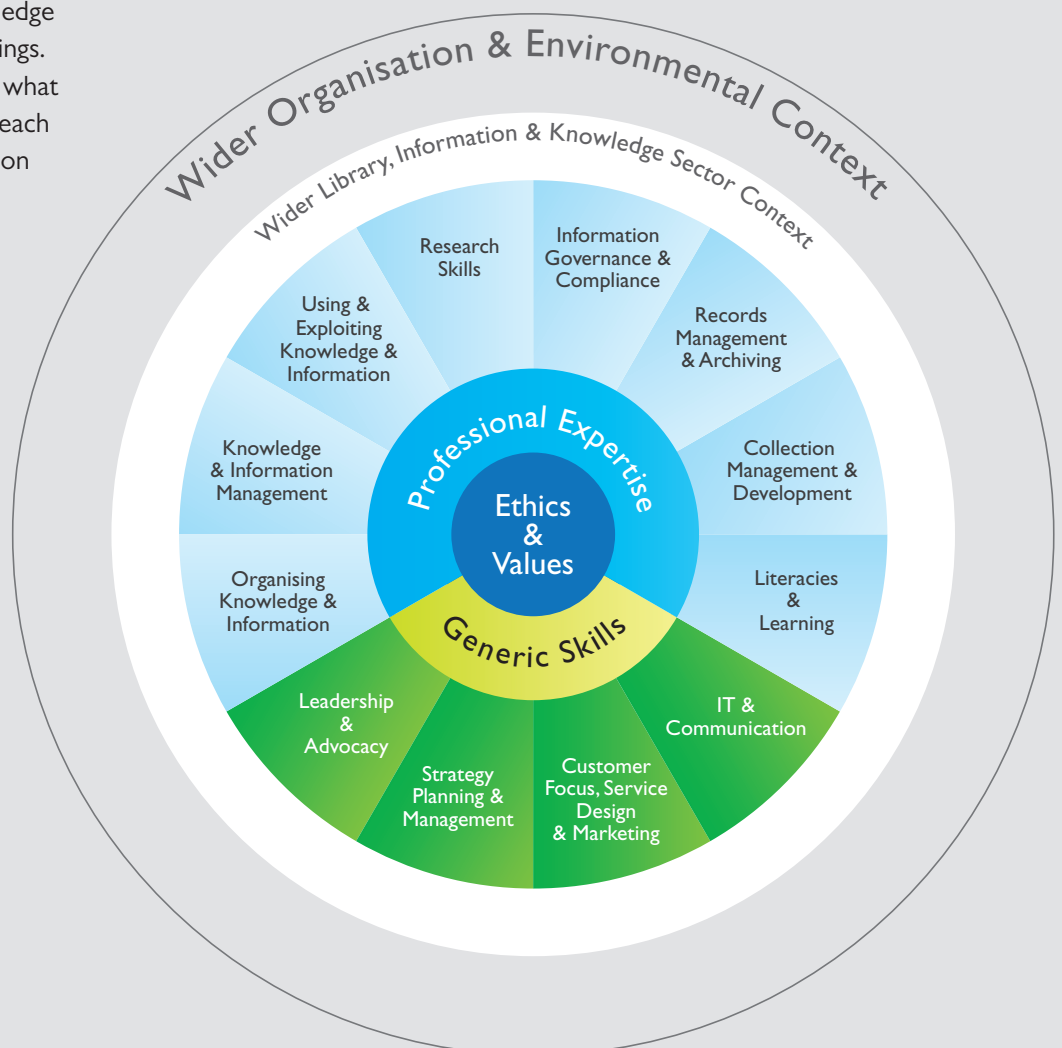
**Professional expertise and generic skills** are the key sets of knowledge and skills which make our profession unique.



Each heading is broken down into further detail; each section having between 6 and 10 further knowledge and skill headings. A glossary of what is included in each can be found on the website.



Professional expertise and generic skills have been set within the **wider library, information and knowledge sector context** and the **wider organisation and environmental context** because it is important for practitioners to maintain current awareness and understanding of the wider profession and have a good knowledge of the world outside their own workplace.



## Using it as a self-assessment tool

The Professional Knowledge and Skills Base has been designed as a practical online self-assessment tool. This means you can carry out self-assessment of your knowledge and skills against all areas. To help with this CILIP have developed a set of self-assessment ratings. The descriptions of the ratings are included within the full tool available to members on the website.

The descriptions of the ratings will help you consider your level of knowledge and skills in each area and identify areas that you might want to develop as part of your own continuing professional development.

There is **NO EXPECTATION** that anyone completing this will have the same level of knowledge or skills across the **WHOLE** of the Professional Knowledge and Skills Base. It is expected that your level of knowledge and skills will vary depending on which part of the profession you work in and your role.

Consider using the comments box to provide evidence of your level of knowledge or skills or areas that you feel you need to develop. You could also add in additional levels of detail which are relevant to your role or sector. This is your tool; it is up to you how you fill it in. You don't need to have it assessed by CILIP or your employer.

Self-assessed ratings can be added & saved - an explanation of the ratings are contained in the full online version.



Comments and details of goals and achievements can be added and saved in the interactive pdf.



## Using the Professional Knowledge and Skills Base to get a job

CILIP are developing some guides to different sectors. These will be available as a resource on the website and give you a feel for the broad levels of knowledge and skills you will need in different parts of the profession.

However, we strongly urge you to talk to people in the sector or the people doing the kind of roles that you want to do. Also consider looking at job adverts and job descriptions. Think about what employers are looking for. This will help you to identify the levels to which you should be aspiring too and help you to analyse the areas in which you may want to develop.

If you are particularly interested in developing your knowledge or skills in a particular part of the sector, we would strongly advise you to get involved with one of our regional member networks or special interest groups. They can provide great networking, training, and opportunities to develop skills which aren't always possible in the workplace.

## Resources to support you

CILIP have developed a resources section to support each area of the Professional Knowledge and Skills Base and will give you some suggestions for developing your knowledge and skills. Resources include:

- Publications
- Links to our Special Interest Groups
- Training and Events
- Websites and other resources

## Take a look

Now you know what it is, why don't you go and take a look? Here are a few practical suggestions:

- Read the full Professional Knowledge and Skills Base
- Use the self assessment ratings to score your level of knowledge and skills
- Identify any areas that you want to develop and think about how you might do that
- Show it to your employer or line manager. This is a great way for the entire profession to help raise awareness.
- Consider using it with your line manager as a way of jointly identifying areas which you want to develop.



This publication is available in alternative formats upon request

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