YOHHLNet Spring Thing

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An investment in your professional future

What is Professional Registration?

A way of demonstrating that you have a achieved a level of professional practice.

Recognition of your achievements and commitment to continuing professional development (CPD).

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Professional Registration

- CILIP Membership is the only prerequisite for application
- Candidates decide the level that they want to follow
- Enroll and pay the registration fee
- There are no set timescales
- Clear assessment criteria
- PKSB self assessment tool
- Portfolio built using compulsory documentation and evidence of Continuing Professional Development
- Online submission using the CILIP Virtual Learning Environment (VLE)

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Benefits of professional registration

- Strengthens your CV.

- Helps to open up new opportunities and develop your current role.

- Inclusion on CILIP's public register of practitioners and use of postnominals (ACLIP, MCLIP, FCLIP).

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Levels of professional registration

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Choosing a level

- **Certification**

Beginning of career

Available to all CILIP members working in an information role.

- **Chartership**

No barriers to entry – available to all CILIP members but more suited to members with professional experience.

Focus on reflection and evaluation

- **Fellowship**

Highest level

Available to Chartered members, those who hold senior positions and those who have made 'a significant contribution to the profession.

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Criteria by level

	Certification	Chartership	Fellowship
Personal performance	Identified areas for improvement in their **personal performance** and undertaken activities to develop skills and enhance knowledge	Identified areas for improvement in their **personal performance**, undertaken activities to develop skills, applied these in practice, and reflected on the process and outcomes	Identified areas for improvement in their **personal performance**, undertaken activities to develop skills, applied these in practice, and reflected on the process and outcomes
Organisational context	Considered the **organisational context** of their service and examined their role within the organisation	Examined the **organisational context** of their service, evaluated service performance, shown the ability to implement or recommend improvement, and reflected on actual or desired outcomes	Examined the **organisational context** of their work and evidenced substantial achievement in professional practice
Wider professional context	Enhanced their knowledge of information services in order to understand the **wider professional context** within which they work	Enhanced their knowledge of the **wider professional context** and reflected on areas of current interest	Established their commitment to, and enhanced their knowledge of, the **information professions** in order to have made a significant contribution to all or part of the profession(s)

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The process

1. Getting started

- Join CILIP

- Enrol for professional registration

- Attend a Getting Started on Professional Registration workshop

- Find a mentor

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CILIP mentor

- Compulsory for all candidates

- Primary source of support

- Offer guidance on how to complete the portfolio

- Flexible relationship
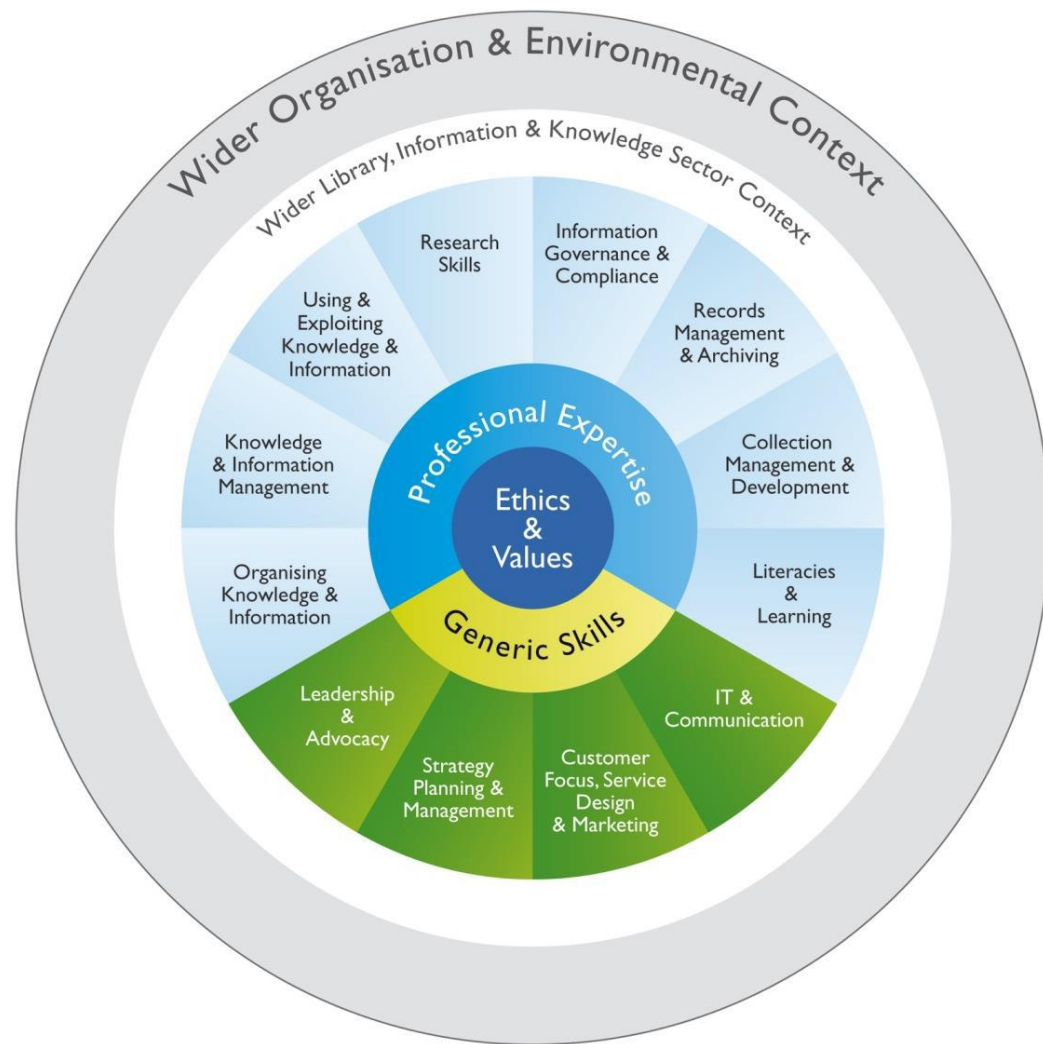
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The process

2. Professional Knowledge and Skills Base (PKSB)

- Use the PKSB to complete a self assessment of your skills.

- Your initial PKSB assessment is your development plan.

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Professional Knowledge and Skills Base (PKSB)

Professional Knowledge and Skills Base (PKSB)

- Career development tool developed for CILIP members.

- Identify gaps in skills and areas for potential improvement.

- Identify areas to focus professional development.

- Specific PKSB for Health – tailored to the specific needs of the library and knowledge workforce in the health sector.

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The process

3. Developing yourself and collecting evidence

- Developing your skills and collect pieces of evidence to support this. Reflect on the process.

- You may be wish to record this process with a CPD log.

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Evidence for your Portfolio

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

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The process

4. Assembling your portfolio

- Select evidence and documentation to support your application.

- Write your evaluative statement.

- Collate and present all information in your final portfolio.

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Key documents

- Table of contents
- Evaluative statement (1,000 words)
- Evidence to support evaluative statement
- CV
- Current job description
- Initial PKSB assessment
- Current PKSB assessment
- Mentor/mentee completion form

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The process

5. Submitting your application

- Submit your portfolio using the CILIP VLE.

- When assessment has been completed, you will receive an assessment outcome email.

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