

Appendix A

Regulations for Professional Registration and Revalidation

Established in December 2013.

Relating to bye-laws 11, 12 and 15

NOTE: These Regulations were approved by CILIP Council in September 2013. They are explained in a set of handbooks for members interested in working towards Certification (ACLIP), Chartered Membership (MCLIP) and Fellowship (FCLIP) and revalidation. All of these are available on the CILIP website. References to appendices etc. are to additional documents that are available as separate documents on the website. The Regulations apply from 1 December 2013

Section 1: Gaining CILIP Certification

2013 Regulations drawn up under Bye-law 11

1 Registration

All applicants must be current members of CILIP.

Members are able to enrol online via the CILIP website at: www.cilip.org.uk/professionalregistration

2 Application

Each applicant will submit a portfolio including:

- Evaluative statement (Maximum 1,000 words)
- Evidence to support evaluative statement
- Curriculum Vitae
- Job description
- Initial PKSB assessment
- Current PKSB assessment
- Mentor/Mentee Agreement Form
- Mentor/Mentee Completion Form

The evaluative statement must address the assessment criteria outlined in Section 3.

2.1 Notes on submission

- All applications should be made via the CILIP Virtual Learning Environment. Hardcopy applications will be accepted where reasonable adjustments need to be made. Candidates should discuss this in advance with CILIP staff.
- All applications must be in the English or Welsh language
- All supporting evidence should be word processed

2.2 Confidentiality

All applications (electronic and hard copy) will be stored and treated in a confidential manner by the Professional Registration and Accreditation Board.

3 Assessment

All applications are assessed by the CILIP Professional Registration and Accreditation 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 within ten working days of the date of the Professional Registration and Accreditation Board meeting.

3.1 Assessment criteria

Members need to demonstrate they have:

1. Identified areas for improvement in their personal performance and undertaken activities to develop skills and enhance knowledge
2. Considered the organisational context of their service and examined their role within the organisation
3. Enhanced their knowledge of information services in order to understand the wider professional context within which they work

3.2 Form of assessment

The Professional Registration and Accreditation 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
- (b) a professional interview of the candidate (where the Board is making reasonable adjustments for the candidate)

3.3 Admission to the Register of Certified Members

The date of admission to the register will normally be that on which the CILIP Professional Registration and Accreditation 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 ACLIP and to describe yourself as a Certified Member.

4 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*).

5 Reinstatement to the register

Any member re-joining CILIP who has previously achieved certification will be eligible to be reinstated onto the register of practitioners.

Members will be asked to revalidate in order to demonstrate that they have been maintaining their Continuing Professional Development whilst not in membership.

On successful completion, members will be re-instated and will be able to use their postnominals again.

6 Fees and charges

The fees for enrolment and submission will be determined annually by CILIP AGM.

7 Appendices

Appendix 1 Appeals procedure

- 1) An appeal may be made against a decision of the Professional Registration and Accreditation Board not to accept a candidate's Application for Certification.
- 2) A candidate whose submission is not accepted will be sent the following documents:-
 - (a) A letter informing the candidate of the decision and the date of the Professional Registration and Accreditation Board meeting at which it was made.
 - (b) A copy of the assessment feedback from Board members, setting out the reasons for rejection.
 - (c) A copy of this Appeals Procedure.
- 3) A candidate who wishes to appeal against the decision of the Assessment Panel must do so within six weeks of the date of receipt of the letter referred to in 2. The Appeal must be made in writing to the Director of Professional Services and should state the grounds and reasons for the appeal.
- 4) The only grounds on which an Appeal may be made are:
 - (a) That all or part of the information used by the Assessment Panel was biased or incorrect due to no fault of the candidate and that the Panel did not know this at the time it took its decision.
 - (b) That the Assessment Panel failed to follow its own published procedures and that this materially affected its decision.
 - (c) The candidate wishes to challenge the decision of the Professional Registration and Accreditation Board; believing they fully meet the assessment criteria
- 5) In the case of an appeal based on grounds stated in 4(a) and 4(b) above, the Director of Professional Services will decide whether there is a case for appeal. Where there is not s/he will inform the candidate of the reason for his ruling. In such cases there will be no further appeal.
- 6) Where there is a case for appeal the Director of Professional Services will instruct a reassessment of the application by the Professional Registration and Accreditation Board. .
- 7) In the case of an appeal based on grounds stated in 4(c), the Director of Professional Services will ask the external examiners to review the appeal to decide whether there is a case. Where there is not, the Director of Professional Services will inform the candidate of the reason for the decision. In such cases there will be no further appeal.
- 8) Where external examiners have agreed there is a case for appeal the Director of Professional Services will instruct a reassessment of the application by the Professional Registration and Accreditation Board.
- 9) Where the Professional Registration and Accreditation Board have been asked to reassess an application, the Director of Professional Services will inform the candidate of the final Board decision.
- 10) All candidates are eligible to reapply.

Section 2: Gaining Chartered Membership

Regulations drawn up under Bye-law 11

1 Registration

All applicants must be current members of CILIP.

Members are able to enrol online via the CILIP website at www.cilip.org.uk/professionalregistration

2 Application

Each applicant will submit a portfolio including:

- Evaluative statement (Maximum 1,000 words)
- Evidence to support evaluative statement
- Curriculum Vitae
- Job description
- Initial PKSB assessment
- Current PKSB assessment
- Mentor/Mentee Agreement Form
- Mentor/Mentee Completion Form

The evaluative statement must address the assessment criteria outlined in Section 3.

2.1 Notes on submission

- All applications should be made via the CILIP Virtual Learning Environment. Hardcopy applications will be accepted where reasonable adjustments need to be made. Candidates should discuss this in advance with CILIP staff.
- All applications must be in the English or Welsh language
- All supporting evidence should be word processed

2.2 Confidentiality

All applications (electronic and hard copy) will be stored and treated in a confidential manner by the Professional Registration and Accreditation Board.

3 Assessment

All applications are assessed by the CILIP Professional Registration and Accreditation 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 within ten working days of the date of the Professional Registration and Accreditation Board meeting.

3.1 Assessment criteria

Members need to demonstrate they have:

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

2. 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
3. Enhanced their knowledge of the wider professional context and reflected on areas of current interest

3.2 Forms of assessment

The Professional Registration and Accreditation 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
- (b) a professional interview of the candidate (where the Board is making reasonable adjustments for the candidate)

4.3 Admission to the Register of Chartered Members

The date of admission to the register will normally be that on which the Professional Registration and Accreditation 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.

5 Reinstatement to the register

Any member re-joining CILIP who has previously achieved chartership will be eligible to be reinstated onto the register of practitioners.

Members will be asked to revalidate in order to demonstrate that they have been maintaining their Continuing Professional Development whilst not in membership.

On successful completion, members will be re-instated and will be able to use their postnominals again.

6 Fees and charges

The fees for enrolment and submission will be determined annually by CILIP AGM.

7 Appendices

Appendix 1 Appeals procedure

- 1) An appeal may be made against a decision of the Professional Registration and Accreditation Board not to accept a candidate's Application for Chartership.
- 2) A candidate whose submission is not accepted will be sent the following documents:-
 - (a) A letter informing the candidate of the decision and the date of the Professional Registration and Accreditation Board meeting at which it was made.
 - (b) A copy of the assessment feedback from Board members, setting out the reasons for rejection.
 - (c) A copy of this Appeals Procedure.
- 3) A candidate who wishes to appeal against the decision of the Assessment Panel must do so within six weeks of the date of receipt of the letter referred to in 2. The Appeal must be made in writing to the Director of Professional Services and should state the grounds and reasons for the appeal.
- 4) The only grounds on which an Appeal may be made are:
 - (a) That all or part of the information used by the Assessment Panel was biased or incorrect due to no fault of the candidate and that the Panel did not know this at the time it took its decision.

- (b) That the Assessment Panel failed to follow its own published procedures and that this materially affected its decision.
 - (c) The candidate wishes to challenge the decision of the Professional Registration and Accreditation Board; believing they fully meet the assessment criteria
- 5) In the case of an appeal based on grounds stated in 4(a) and 4(b) above, the Director of Professional Services will decide whether there is a case for appeal. Where there is not s/he will inform the candidate of the reason for his ruling. In such cases there will be no further appeal.
 - 6) Where there is a case for appeal the Director of Professional Services will instruct a reassessment of the application by the Professional Registration and Accreditation Board. .
 - 7) In the case of an appeal based on grounds stated in 4(c), the Director of Professional Services will ask the external examiners to review the appeal to decide whether there is a case. Where there is not, the Director of Professional Services will inform the candidate of the reason for the decision. In such cases there will be no further appeal.
 - 8) Where external examiners have agreed there is a case for appeal the Director of Professional Services will instruct a reassessment of the application by the Professional Registration and Accreditation Board.
 - 9) Where the Professional Registration and Accreditation Board have been asked to reassess an application, the Director of Professional Services will inform the candidate of the final Board decision.
 - 10) All candidates are eligible to reapply.

Section 3: Chartered Fellow

Regulations drawn up under Bye-law 11

1 Registration

All applicants must be current members of CILIP.

Members are able to enrol online via the CILIP website at www.cilip.org.uk/professionalregistration

2 Application

Each applicant will submit a portfolio including:

- Evaluative statement (Maximum 1,000 words)
- Evidence to support evaluative statement
- Curriculum Vitae
- Job description
- Initial PKSB assessment
- Current PKSB assessment
- Supporting letters of which one must be from the mentor

The evaluative statement must address the assessment criteria outlined in Section 3.

2.1 Notes on submission

- All applications should be made via the CILIP Virtual Learning Environment. Hardcopy applications will be accepted where reasonable adjustments need to be made. Candidates should discuss this in advance with CILIP staff.
- All applications must be in the English or Welsh language
- All supporting evidence should be word processed

2.2 Confidentiality

All applications (electronic and hard copy) will be stored and treated in a confidential manner by the Professional Registration and Accreditation Board.

3 Assessment

All applications are assessed by the CILIP Professional Registration and Accreditation 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 within ten working days of the date of the Professional Registration and Accreditation Board meeting.

3.1 Assessment Criteria

Members need to demonstrate they have:

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

3. 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)

4.2 Forms of Assessment

The Professional Registration and Accreditation 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 from either the candidate or a referee
- (b) a professional interview of the candidate (where the Board is making reasonable adjustments for the candidate)

4.3 Admission to the Register

Date of Registration as a Fellow will normally be that on which the Professional Registration and Accreditation Board accepts the application.

Once admitted to the Register you must remain in membership of CILIP in order to retain your post-nominal letters and to describe yourself as a Chartered Fellow.

5 Reinstatement to the register of Chartered Fellows

Any member re-joining CILIP who has previously achieved fellowship will be eligible to be reinstated onto the register of practitioners.

Members will be asked to revalidate in order to demonstrate that they have been maintaining their Continuing Professional Development whilst not in membership.

On successful completion, members will be re-instated and will be able to use their postnominals again.

6 Fees and charges

The fees for enrolment and submission will be determined annually by CILIP AGM.

7 Appendices

Appendix 1 Appeals procedure

- 1) An appeal may be made against a decision of the Professional Registration and Accreditation Board not to accept a candidate's Application for Chartership.
- 2) A candidate whose submission is not accepted will be sent the following documents:-
 - (a) A letter informing the candidate of the decision and the date of the Professional Registration and Accreditation Board meeting at which it was made.
 - (b) A copy of the assessment feedback from Board members, setting out the reasons for rejection.
 - (c) A copy of this Appeals Procedure.
- 3) A candidate who wishes to appeal against the decision of the Assessment Panel must do so within six weeks of the date of receipt of the letter referred to in 2. The Appeal must be made in writing to the Director of Professional Services and should state the grounds and reasons for the appeal.
- 4) The only grounds on which an Appeal may be made are:
 - (a) That all or part of the information used by the Assessment Panel was biased or incorrect due to no fault of the candidate and that the Panel did not know this at the time it took its decision.

- (b) That the Assessment Panel failed to follow its own published procedures and that this materially affected its decision.
 - (c) The candidate wishes to challenge the decision of the Professional Registration and Accreditation Board; believing they fully meet the assessment criteria
- 5) In the case of an appeal based on grounds stated in 4(a) and 4(b) above, the Director of Professional Services will decide whether there is a case for appeal. Where there is not s/he will inform the candidate of the reason for his ruling. In such cases there will be no further appeal.
 - 6) Where there is a case for appeal the Director of Professional Services will instruct a reassessment of the application by the Professional Registration and Accreditation Board. .
 - 7) In the case of an appeal based on grounds stated in 4(c), the Director of Professional Services will ask the external examiners to review the appeal to decide whether there is a case. Where there is not, the Director of Professional Services will inform the candidate of the reason for the decision. In such cases there will be no further appeal.
 - 8) Where external examiners have agreed there is a case for appeal the Director of Professional Services will instruct a reassessment of the application by the Professional Registration and Accreditation Board.
 - 9) Where the Professional Registration and Accreditation Board have been asked to reassess an application, the Director of Professional Services will inform the candidate of the final Board decision.
 - 10) All candidates are eligible to reapply.

Section 4: CILIP Revalidation Scheme

Regulations drawn up under Bye-law 11

1 Registration

All applicants must be current members of CILIP.

Members are able to enrol online via the CILIP website at www.cilip.org.uk/professionalregistration

2 Application

2.1 Form of application

Each applicant will submit:

- a. A CPD log
- b. A statement reflecting on how development activities have contributed to their professional practice for the level being revalidated (Maximum 250 words)

2.2 Notes on Submission

- All applications should be made via the CILIP Virtual Learning Environment. Hardcopy applications will be accepted where reasonable adjustments need to be made. Candidates should discuss this in advance with CILIP staff.
- All applications must be in the English or Welsh language

2.2 Confidentiality

All applications (electronic and hard copy) will be stored and treated in a confidential manner by the Professional Registration and Accreditation Board.

3 Assessment

All applications are assessed by the CILIP Professional Registration and Accreditation 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 immediately following assessment.

3.1 Criteria of assessment

Members need to demonstrate they have:

1. Spent a minimum of 20 hours per year on personal and professional development
2. Reflected on how development activities have contributed to their professional practice for the level being revalidated