



Australian Library and
Information Association

ALIA CPD SCHEME HANDBOOK

December 2024

ACKNOWLEDGEMENTS



Acknowledgement of Country

The Australian Library and Information Association acknowledges the Traditional Owners of Country throughout Australia and recognises the continuing connection to lands, waters, cultures, and communities. We pay our respect to Aboriginal and Torres Strait Islander peoples and to Elders past and present.

ALIA acknowledges that we learn, work, and live on Aboriginal and Torres Strait Islander land.

Always was. Always will be.



Our commitment to diversity and inclusion

ALIA is committed to providing an inclusive, safe, and respectful association free from discrimination, harassment, and racism. We recognise the impacts of inequity and discrimination and strive to remove the barriers these create.

We celebrate diversity as a strength within the library and information workforce. Supporting diversity and providing an inclusive and respectful organisation and member network is central to our values and principles of providing safe, accessible, and welcoming library and information services.

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ALIA CPD Scheme

Dedication to continuing professional development (CPD) and enthusiasm for lifelong learning are key attributes of the library and information workforce. It is how we each play our part in maintaining and promoting strong, future-focused library and information services for Australia.

We learn and work in dynamic environments where staying up-to-date, or even ahead of new developments, is of vital importance. The [ALIA CPD Scheme](#) provides an accessible means to record learning activities within a framework that ensures your efforts are recognised and celebrated.

Who can participate in the ALIA CPD Scheme?

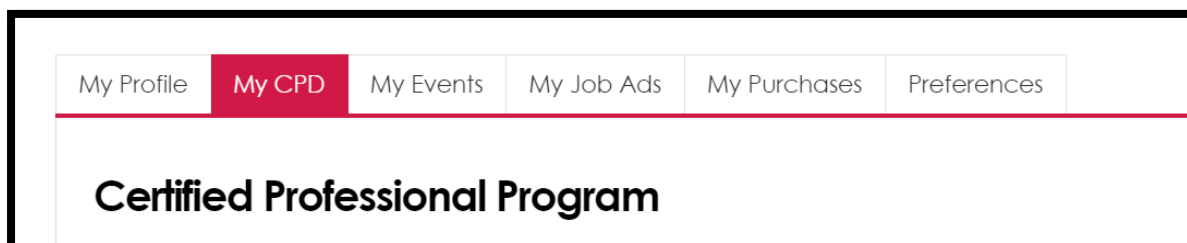
If you are an ALIA personal member – General, Student, Associate, Library Technician, or Allied Field member – you are automatically enrolled in the ALIA CPD Scheme. You can find your logbook in the Member Centre when you are logged into the ALIA website.

The ALIA CPD Scheme is a **personal** member benefit and unavailable via ALIA institutional membership. ALIA institutional members are still able to access, however, a CPD Logbook and related CPD Transcript.

How do I participate?

It's as simple as logging and reflecting on CPD activities in your member CPD logbook.

To locate your CPD logbook, log into the ALIA website. Click the 'My Profile' button in the top right-hand corner of the page. This will take you to your profile, where you can access your CPD logbook by clicking the tab 'My CPD'.



Clicking on that tab will take you to your CPD Logbook.

To add an activity, click on 'Add Activity'. A pop-up window will appear where you will fill in:

- Date Completed
- Activity Type
- Provider
- Description
- Specialisation and Competencies (optional)
- Learning Reflection
- Hours
- Attachments (optional)

See [Appendix A](#) for more detailed information on the steps involved in adding an activity.

A screenshot of the 'Add Activity' pop-up form. The form has a red header with the word 'Add' and a close button. The fields include: 'Date Completed' (calendar icon), 'Activity Type' (dropdown menu), 'Provider' (text input), 'Description' (text input), 'Specialisation' (dropdown menu), 'Competency' (dropdown menu), 'Learning Reflection' (text input with a character count '0 characters of 950' and a red warning 'Minimum entry length is 50 words'), 'Hours' (text input with '0'), and 'Attachment' (text input with a 'Select' button). At the bottom, there are 'Save & Close' and 'Cancel' buttons. The attachment field specifies 'Types: jpg, jpeg, png, doc, docx, pdf' and 'Maximum 100.77 MB'.

How do I meet requirements?

**Log a minimum of 30 hours each CPD year -
1 July - 30 June***

*There is a grace period until 31 December each year to log the previous year's CPD activities.



What activities can I log?

There can be a perception that CPD has to be a paid activity or organised event. For the purposes of the ALIA CPD Scheme, if you learn something new from an activity and can use this in your library and information practice, then it can count towards your CPD hours. Read the 100+ ideas for your CPD document in Appendix B to see the breadth of activities that can count as ALIA CPD Scheme hours.

ALIA provides the member-only resource, [CPD Digest](#), each month so that you can access countless hours of free CPD, all largely from your desktop or device.



What milestones and recognitions are there?

ALIA recognises you meeting the requirements of the CPD Scheme through annual certificates (for all personal members) and postnominals (for professional members). The first CPD Scheme milestone is met at the end of your first CPD year (30 June). A Certified Professional Certificate (for professional members) or ALIA CPD Scheme Certificate (for student or general members) will appear in your member portal.

The next milestone occurs at the five-year mark where professional members can apply for Distinguished Certified Professional (DCP) status which includes a certificate, postnominal and listing on the ALIA website.


Members meeting CPD Scheme requirements for ten and then twenty consecutive years are acknowledged with a certificate and recognition on the [CPD Honour Roll](#).


	Associate/Library Technician/Allied Field member	General/Student member
Annual certificate	✓	✓
Certified Professional (CP) postnominal after one year	✓	
Distinguished Certified Professional (DCP) postnominal, website listing and certificate on application after five years	✓	
Certificate of Achievement after five years meeting scheme requirements		✓
ALIA CPD Scheme Honour Roll	✓	✓

Make sure to refer to your involvement in the ALIA CPD Scheme in your resume, workplace reviews, email signature, online profiles, and at job interviews. Being a **lifelong learner** is something to be proud of and celebrate!

CPD Summary and CPD Transcript

To help you to keep track of your CPD milestones, when you are in the ‘My CPD’ tab in your Member Centre, you can look at your CPD Summary and run a report to download your CPD Transcript that lists all of your CPD hours, activities, and aligned competencies.

* Period From 

* Period To 

Run Report



CPD Transcript

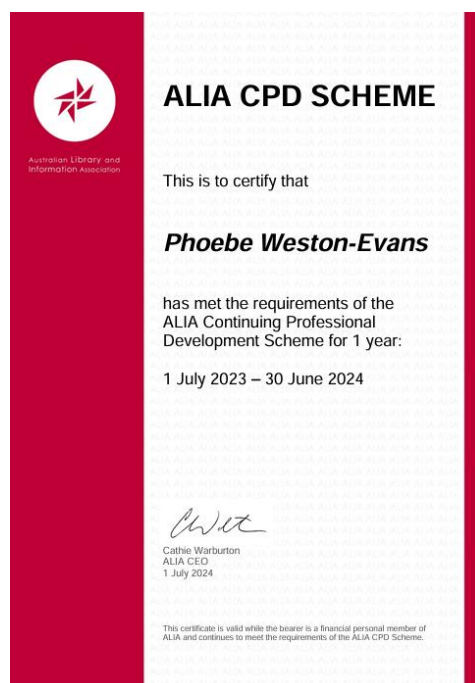
Period: 01/07/2023 to 30/06/2024

Download Report

Name:	Jacqui Lucas	CPD Year Ending	30/06/2024	Hours	98	Total Hours	98
Category:	Associate					Total Activities	10
Paid Through:	28/02/2025					Total Competencies	0

Certificates

Once you have met the 30-hour requirement over a full CPD year, you will receive a digital certificate on your member page. This will appear from 1 July of the new CPD year. **You have until 31 December of that year to add to your CPD record and receive the certificate.** The certificate indicates the number of consecutive years in the scheme, and for professional members, the relevant postnominal.



Student or general member certificate



Associate, Library Technician or Allied Field member
Certified Professional Certificate

After five consecutive years in the CPD Scheme and meeting the 30 hours minimum each year to arrive at a total of over 150 CPD hours, Student and General members can apply for a Certificate of Achievement by notifying pd@alia.org.au. If you are a professional member, you are at this point able to [apply](#) for Distinguished Certified Professional (DCP) Certificate.



Student or General member certificate



Associate, Library Technician or Allied Field member certificate

After ten or twenty consecutive years in the CPD Scheme, as well as being listed on the CPD Honour Roll, professional members can be presented with a certificate of acknowledgement:



10 year Honour Roll certificate



20 year Honour Roll certificate

Acknowledging milestones

It is important that these achievement milestones are acknowledged, so where possible, the ALIA Team will work with ALIA CPD Scheme participants to find ways to celebrate with you.

As well as your name being included on the lists of current [Certified Professionals](#), [Distinguished Certified Professionals](#), or the [CPD Honour Roll](#), we like to feature DCP and Honour Roll recipients in the 'People' section of ALIA CPD Digest. If there is an opportunity for a face-to-face event where a certificate presentation can be made, ALIA's Engagement Manager will be in touch. If you would like a hard copy certificate mailed to you for a workplace presentation, please get in touch via pd@alia.org.au.

COMPETENCIES

You have the option of checking your CPD activities against a set of competencies that are taken from the thirteen components of the [ALIA Skills, Knowledge and Ethics Framework for the Library and Information Services Workforce](#) (the Framework).



These components represent the knowledge, skills and ethical behaviour that underpin the library and information workforce and sector. The three domains of the above Framework – the Core Domains, the Professional Knowledge Domains, and Active Professionalism - are all integral to the ALIA CPD Scheme. This is outlined in greater detail in [Appendix C](#).

If you are not undertaking a CPD Scheme specialisation and would like to apply competencies to your CPD entries, select 'General' from the drop-down menu. You can tick as many competencies as are relevant to any given activity.

Specialisation
General

Competency

- C1. Environments and context
- C2. Aboriginal and Torres Strait Islander respect and recognition
- C3. Ethics and values
- PK1. Information services
- PK2. Information management
- PK3. Literacies and learning
- PK4. Technologies
- PK5. Aboriginal and Torres Strait Islander Contexts
- PK6. Communities and stakeholders
- PK7. Research
- PK8. Leadership and management
- AP1. Active professionalism
- AP2. Behavioural skills

One CPD activity can cover numerous competencies. You can expand on why you have selected the competencies in your learning reflection.

CORE DOMAINS

The foundation of your practice

- C1. Environments and context** - current knowledge of the library and information environment
- C2. Aboriginal and Torres Strait Islander respect and recognition** - awareness and understanding of cultural protocols, knowledges, cultures and Country in relation to the library and information environment
- C3. Ethics and values** – current knowledge of core ethics and values

PROFESSIONAL KNOWLEDGE DOMAINS

The areas where knowledge can be developed

- PK1. Information services** – current knowledge of the delivery of data, information and knowledge services that connect users with the resources they need at the right time and place, and in the right format
- PK2. Information management** – current knowledge of the acquisition and management of the multiple information formats used by individuals and organisations
- PK3. Literacies and learning** – current knowledge of the importance of literacies and learning to connect individuals and communities to ideas and knowledge creation
- PK4. Technologies** - current knowledge of information and communications technologies
- PK5. Aboriginal and Torres Strait Islander Contexts** - supporting Indigenous knowledges and community engagement across Australian libraries
- PK6. Communities and stakeholders** – current knowledge of the strategies and practices that contribute to the development of strong communities
- PK7. Research** –
- PK8. Leadership and management** – current knowledge of the principles of leadership and management

ACTIVE PROFESSIONALISM

Your professional mindset and actions

- AP1. Active professionalism** - maintain currency of professional knowledge and practice and uphold professional standards and values
- AP2. Behavioural skills** - self-development to successfully interact with others in the workplace and to contribute to a positive and productive work environment

SPECIALISATIONS

The library and information sector encompasses many unique areas, and the ALIA CPD Scheme provides optional specialisations so that members can build relevant knowledge and skills. The specialisations are not courses of study, but a framework of competencies for you to align your CPD activities to.

Undertaking an ALIA CPD Scheme specialisation is not compulsory, but an added extra to include if relevant. They can be undertaken if you are already working in a related field but are also useful if you are interested in or aspire to work in that field.

Decide which specialisation is most interesting and purposeful for your circumstances-. To include it, simply select it from the drop-down menu. Continue to apply it to all future entries where applicable.

ALIA currently offers ten different specialisations:



Each specialisation, apart from Health, has their own set of thirteen competencies that are structured to the competencies of the framework, but with the nuances of the specialised contexts and knowledge considered.

Undertaking a specialisation provides an opportunity to **focus** on the unique requirements of an LIS sector or discipline, whilst the associated competencies allow you to develop **wide-ranging** skills and knowledge across all domains of practice.

To achieve the specialisation goals, you will need to fulfill the hour requirements for each specialisation separately. **We strongly suggest only undertaking one specialisation at a time.**

For ALIA professional members, after meeting the requirements for a full CPD year with a specialisation, the name of the specialisation will appear on your Certified Professional Certificate and your postnominal.

General and Student members can access the specialisation competency documents and related skills audits and use these to plan professional learning activities.

You can find more information and resources for each specialisation behind the icons on the main CPD Scheme web page.

Specialisation: Indigenous Engagement

ALIA CPD Scheme Specialisations are designed for ALIA professional members to align their continuing professional development to a defined set of competencies based on the [US Workforce Framework](#).

The ALIA CPD Scheme Indigenous Engagement specialisation is based on thirteen competencies for library and information professionals who are wanting to develop and improve their skills and knowledge in this area.

After meeting requirements of the Indigenous Engagement specialisation for one full CPD year (1 July – 30 June), professional members can use the postnominal **AALIA (CP) Indigenous Engagement, ALIATec (CP) Indigenous Engagement, or ALIA Allied Field (CP) Indigenous Engagement**.

Indigenous Engagement specialisation competencies

CORE DOMAINS

C1 **Environments and context** - current knowledge of the library and information environment

Aboriginal and Torres Strait Islander respect and recognition - awareness and understanding of

C2 cultural protocols, knowledges, cultures and Country in relation to the library and information environment

C3 **Ethics and values** - current knowledge of core ethics and values

PROFESSIONAL KNOWLEDGE DOMAINS

Information services - awareness of Indigenous approaches in providing information services that

PK1 support the care and protection of Indigenous data and knowledges, along with the policies, issues and trends that impact Aboriginal and Torres Strait Islander peoples

Downloads

Competencies (.pdf)

Skills Audit (.pdf)

Helpful links

Log My CPD (Member Centre)

There are two specialisations that are slightly different to the others. The Health specialisation was developed by ALIA Health Libraries Australia (HLA) and includes competencies unique to the health library sector.



Specialisation

Health

Competency

- 1. The health environment
- 2. Reference and research services
- 3. Resource management
- 4. Leadership and management
- 5. Digital, ehealth and technology
- 6. Health literacy and teaching
- 7. Health research
- 8. Health information professionalism



To support the unique needs of ALIA members working or aspiring to work in the school library sector, the school's specialisation includes four skills audits: Teacher Librarian, Librarian, Library Technician, and Library Assistant.

IN THE WORKPLACE

ALIA supports employers to in turn support career-long learning and professional development for library and information services staff, with a focus on delivering to the key skills, knowledge, and ethics for our workforce.

Effective employers prioritise CPD for their staff and, alongside the Framework for the LIS Workforce, the ALIA CPD Scheme provides a clear process for employers to scaffold staff development and CPD programs. Staff participation in the scheme can be used as part of career development plans and performance reviews. This might involve CPD activities being identified that can be used in performance reviews as well as aligning CPD to the strategic directions of an organisation.

For recruitment purposes, participation in the ALIA CPD Scheme provides clear evidence that an applicant has commitment to ongoing professional growth.

Tools for the workplace

CPD Transcript

Download your CPD record and use in workplace planning and reviews.

Skills Audits (available 2025)

Identify your skills and knowledge strengths and areas for growth.

ALIA Career Development Kit (available 2025)

Plan your performance improvements in your present job and identify opportunities for growth in your personal and professional life.



The ALIA CPD Scheme is portable and travels with you across your career.

REFLECTIVE PRACTICE

Reflective practice is the most important part of CPD, and the cornerstone of the ALIA CPD Scheme. Learning reflections document your shifts in learning and describe the impact on your professional practice.

Why is reflective practice important?

Reflective practice is any instance where you are thinking critically about an action, thought or experience. It is a purely personal response to experiences or new information. It is important because it increases consciousness of yourself as a learner, and by documenting your reflections you become more aware of your professional competence. It helps you to identify areas of strength and opportunities for professional growth.

How do I write a reflection?

To write an effective learning reflection you only need to ask yourself two questions:

- What did I learn that was new to me?
- How will I use the learning in my work/professional practice?

Answering these two questions should easily meet the minimum 50-word minimum requirement.

Remember that a learning reflection is not a description of an activity. You can start your reflection off with a short description, but it must also contain writing about your professional growth. See [Appendix D](#) for examples.

Reflection prompts

If you would like to be more creative in your reflections, here are some more questions that you might like to answer as part of your reflective response:

- How did I really feel about the CPD activity?
- How did I grow personally from the activity?
- What did others think and feel about the CPD?
- What was my take-home from this CPD? (can be good or bad)
- What was the standout creative moment?
- How does this CPD fit into the story of my professional growth?
- How did the CPD connect to my prior understanding of the topic?
- What practical skills and knowledge came out of this CPD?
- What impact will this new learning have on my future practice?



TOP TIP:

Treat yourself to feeling pleased with yourself by recording and reflecting on your CPD as soon as possible. This allows you to capture your new learning while it is fresh. You will feel happy when you go back and see all of the thoughts you captured that can then re-inspire you to implement in the learning as part of your professional practice.

Here are some further thoughts to consider when writing your professional learning reflections:



Honest

Learning reflections can be subjective. Write about what you really thought and felt. What feelings and perceptions surrounded the experience?



Self-aware

Learning reflections can be as much about personal discovery as they are about professional development. Hold the mirror up and evaluate your personal experience. What did you learn about yourself?



Collaborative

What did others think and feel? Listening to the perspective of others can shape how you reflect on an experience. Take the initiative to write joint learning reflections after a CPD activity



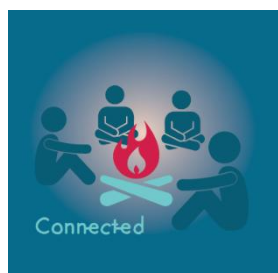
Harvest

Even bad learning experiences have something to teach us about ourselves and others. Learning reflections clarify our core values and strengthen our integrity to make better decisions.



Creative

What were your shining creative moments? Writing about your learning process can develop expressive communication habits (and self-esteem along the way).



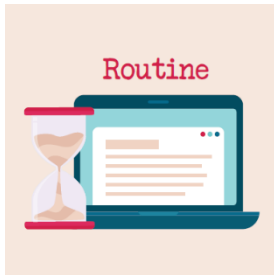
Connected

New learning is not isolated. It is linked to your interests, prior knowledge, and experiences.



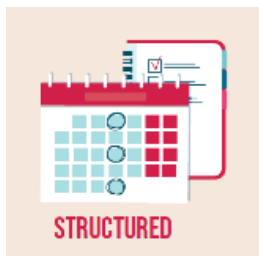
Distilled

From the whole experience, what was your take home message? Your key experiences? The learning that will stay with you? Learning reflections help us process, distil, and absorb new concepts.



Routine

Learning reflections are best when they are part of a disciplined habit or routine, that is, documented as soon as possible after the activity has taken place. Writing your immediate thoughts and feelings after an event can provide an interesting record for further reflection.



Structured

There are countless models of reflection to be found online. Use the two question model suggested in this handbook or develop a model that works for you.



Practical

What does the learning experience mean in the context of your workplace? Did your professional competence improve? Did you learn new skills?



Impactful

What will be different now that you have the new learning? Will it impact you? Others? Your professional practice?



A Narrative

Over time, your learning reflections become more than isolated activities, but a rich narrative of professional growth.

FAQs

Here are some of the most frequently asked questions that ALIA National office receives in relation to the CPD Scheme. If you cannot find the response you need here, please email pd@alia.org.au

How much does the CPD Scheme cost?

It's free! The ALIA CPD Scheme is a member benefit at no additional cost for ALIA personal members. ALIA also provides numerous resources that allow you to participate in CPD for minimal or no cost. CPD Digest is emailed every month providing free to access CPD that you can complete at home. Reading ALIA News, our fortnightly newsletter, and INCITE, our magazine released quarterly, can also be counted as CPD activities.

How many hours do I log for each activity?

ALIA trusts members to use their CPD logbook to accurately reflect the time spent actively learning in professional development activities. The number of hours you attribute to any given activity is up to you. In some instances, this will add up to quite a lot of hours, however this can be justified by writing a suitable learning reflection for the hours claimed.

How do I log an activity that goes over several days or months?

The CPD Scheme is flexible with how you log your entries. For events such as courses, conferences that go over several days, or activities like the ALIA Mentoring Scheme, it is up to you how you choose to log the hours. Some people like to log and reflect on the activity as a whole while others will submit a number of reflections related to various components of an activity, such as keynote speeches, monthly activities and so on.

How long do I have to log my reflections?

There is a grace period of six months from the end of the previous CPD year. After 31 December of a given year, you are not able to retrospectively add hours to the previous CPD year (eg. after 31 December 2024 for the CPD year 1 July 2023 – 30 June 2024).

Why aren't my CPD hours showing?

Your CPD logbook updates the total CPD hours that show on your dashboard overnight which means that your CPD hours won't appear until the following day. Hours will also not show if you haven't completed a learning reflection or if it's under 50 words. The total hours on your dashboard only show whole numbers. If you have used a decimal point in your total hours, the full hour won't tally until it is reached.

Can I log my CPD using my workplace system?

You need to log your CPD using the ALIA CPD Logbook to receive acknowledgement of achieving your CPD goals including Certified Professional status and annual certificates for personal members. The CPD Logbook moves with you across your career so it is beneficial to keep it as your primary record of CPD separate to your organisational record. If you are required to meet regulatory arrangements for professional learning in your workplace (for example, if you are a registered teacher) the simplest way to maintain your ALIA CPD Scheme log is to create a single annual entry for your workplace record. A file containing the log of activities should be added as an attachment.

When do I complete the CPD Scheme?

Your participation in the CPD Scheme lasts for as long as you are a financial ALIA personal member and continue to undertake professional learning. It is maintained on an ongoing basis.

Do I need to attach evidence of attendance?

ALIA trusts our members to accurately record their attendance and participation in activities. It is not a requirement to upload certificates of attendance or participation. An exception is if you are uploading an annual entry from your workplace CPD record. As your CPD Logbook exists to be a record that you can refer back to over the years, you might like to add your notes or documents related to your learning activity.

Are ALIA events automatically uploaded?

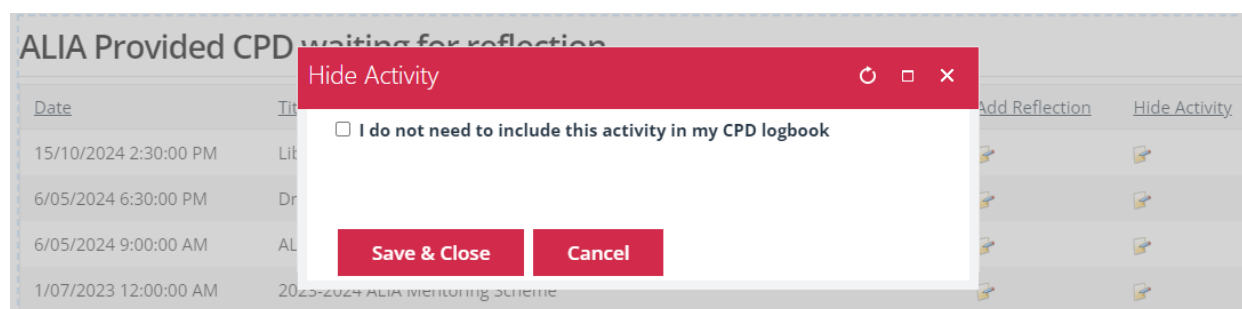
Yes. If you register for and attend an ALIA event, such as a training course or conference, the activity date, type, provider, description, and hours will appear in your CPD Logbook. You simply need to add your minimum 50-word learning reflection to validate the activity.

Can I edit/adjust the hours of automatically uploaded CPD?

No. These are unable to be altered. You are welcome to create a new entry if you participated in learning beyond the hours automatically uploaded.

How do I delete an ALIA Provided CPD waiting for reflection?

You can hide an activity that has automatically been generated for you by clicking on 'Hide Activity'. This will bring up a window where you can select not to include the activity in your CPD logbook:



Why do the CPD hours go from 1 July to 30 June?

This historically goes back many decades to when library and information professionals would provide tax receipts for professional learning activities. ALIA has decided to keep the CPD year to the financial year as we have found that is easier to communicate and celebrate the achievements of members who have successfully participated in the scheme in the month of July, rather than January when many people go on holiday.

What are the postnominals?

Once ALIA professional members have logged and reflected on 12 months of continued professional development in the ALIA CPD Scheme, they are an ALIA 'Certified Professional' and entitled to use the postnominals **AALIA (CP)** for Associate members, **ALIATec (CP)** for Library Technician members, or **Allied Field (CP)** for Allied Field members. After five years in the CPD Scheme, ALIA professional members can apply to be a Distinguished Certified Professional (DCP). If you undertake a specialisation, the name of the specialisation can also be included in the post-nominal. For example, **AALIA (CP) Schools** or **ALIATec (DCP) Government**.

I have completed the required hours of CPD. When can I use my Certified Professional postnominal?

As well as requiring a specific number of hours to be met, the ALIA CPD Scheme encourages continuity of professional development. For this reason, CPD goals are also time-bound and, once requirements are met, can be used after 1 July each year for the following 12 months. We encourage members to maintain an accurate CPD logbook by continuing to log and reflect on CPD once the required minimum is met. Certified Professional Certificates automatically become available for professional members to download when requirements are met.

Can I log the hours I spend studying in my TAFE or university course?

Yes! You can log and reflect on a single unit of study, or you might prefer to reflect on an entire course (The hours will add up to quite a lot!).

If a meeting goes for 1 hour 40 minutes, how do you document the time in the logbook?

Convert minutes to decimals where possible. Eg. add quarter hours as 0.25 and half hours as 0.5. This example would be expressed as 1:66. Note that the dashboard display rounds down to the nearest hour, half hour increments will not display until the next full hour has been met In subsequent entries.

Is the CPD Scheme compulsory?

No. All ALIA personal members are automatically enrolled in the scheme, and it is a personal decision to take advantage of this member benefit.

Do I have to do a specialisation?

No.

When happens if I miss a year of CPD?

For Student and General members, this will simply reflect in your cumulative number of hours and your CPD summary. For professional members, this voids your Certified Professional or Distinguished Certified Professional status until you meet the minimum requirements of the scheme at the end of the current CPD year. For all members, the system will only have a certificate for the current period of CPD participation available. If you previously had a period of CPD participation that has since lapsed, no certificate will be available for that past period.

How do I know if an activity is relevant to a specialisation and its competencies?

This is up to you to create the connection. Can you see where your new learning can be applied to specific competencies? Make the connection and use this as content for your written learning reflection.

Who do I contact if I have a question about the CPD Scheme that is not answered here?

Email pd@alia.org.au.

Related links and documents

[ALIA Code of Ethics for the Australian Library and Information Workforce](#)

[ALIA Code of Conduct Statement](#)

[ALIA Skills, Knowledge and Ethics Framework for the Library and Information Services Workforce](#)

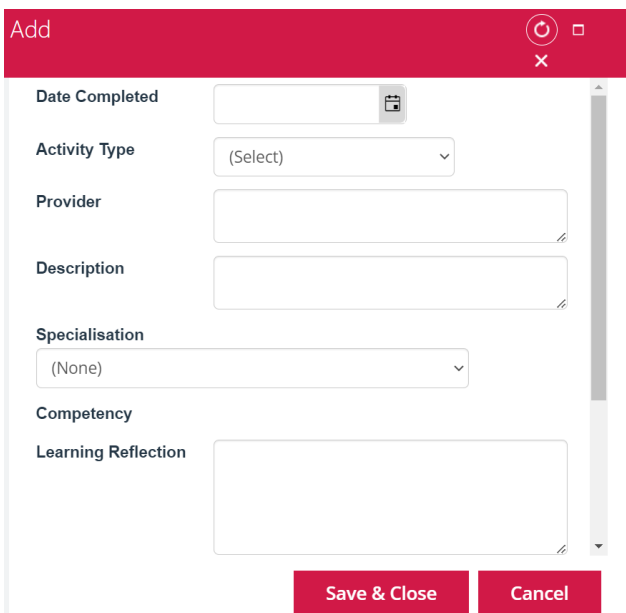
Skills Audits – link to be provided soon

GLOSSARY

Certified Professional (CP)	The title ALIA Certified Professional acknowledges ALIA professional members who have completed a minimum of 30 hours of professional development in the previous CPD year
Distinguished Certified Professional (DCP)	The title ALIA Distinguished Certified Professional acknowledges ALIA professional members who have completed a minimum of 30 hours of professional development every year for 5 consecutive CPD years
Continuing Professional Development (CPD)	A combination of ideas, techniques, and approaches that are designed to help you manage and enhance your growth, abilities and learning as a professional
competencies	Competencies represent the knowledge, skills and ethical behaviour that underpin the library and information workforce and sector. The thirteen competencies in the ALIA CPD Scheme are derived from the domains of the ALIA Skills, Knowledge and Ethics Framework for the Library and Information Services Workforce
CPD transcript	A downloadable pdf print out of your CPD logbook. Includes information on total hours, total activities and total competencies
CPD year	The CPD year runs from 1 July to 30 June (like a financial year)
eligible timeframe	This time within which a CPD activity can be logged to count towards the hours for a particular CPD year (see 'grace period')
grace period	The period of time after the end of a CPD year where reflections can still be added. The final day of the CPD year grace period is 31 December
learning reflection	The process of making learning conscious by looking back on an activity or idea and critically analysing the experience. For the purposes of the ALIA CPD Scheme this takes the form of a minimum 50 word written response
lifelong learning	The pursuit of knowledge and skills for either personal or professional reasons (or a combination of both). The term acknowledges that learning takes place throughout all stages of an individual's life in all kinds of circumstances
personal member	ALIA Associate, Library Technician, Allied Field, General, or Student member
professional member	ALIA Associate, Library Technician, or Allied Field member
postnominals	Letters after the name of a person to indicate level of ALIA professional membership: Associate: AALIA Library: Technician ALIATec Allied Field: ALIA Allied Field
reflective practice	Thinking critically about an action, thought or experience
skills audit	An exercise used to determine strengths in skills and knowledge and areas for further development

APPENDIX A

Adding an activity



Date completed

This is the day you participated in the activity or if it was over several days, weeks or months, the final day you participated in learning.

Activity Type

Select which one most accurately aligns with your activity from the drop-down menu. Choices include events, Moodle, professional reading, research, self-development, training and education, writing and presentations. If you are not sure what activity type to select, defer to self-development.

Provider

Add the name of the organisation providing the professional development. If the activity is of your own initiative, simply put 'self' as the provider.

Description

This is the name/title of the activity. You can add a short description here if you want to.

Specialisation

If you are completing a specialisation, add it from the Specialisation drop-down menu. Once you have decided to undertake a specialisation, exclusively use that specialisation in order to attain the associated postnominal. You need to fulfil the minimum requirement of 30 hours within a given CPD year to attain the associated postnominal.

Competency

The competency is the second layer of the specialisation, where you have the opportunity to align it to the Framework. Tick all that apply to the activity.

Learning Reflection

This is the most important part of logging your activity. The entry won't save until you have added at least some characters into the text box and the hours won't show on your dashboard until this section has been completed (a minimum 50 words). See p. 6 for more information about writing learning reflections.

Hours

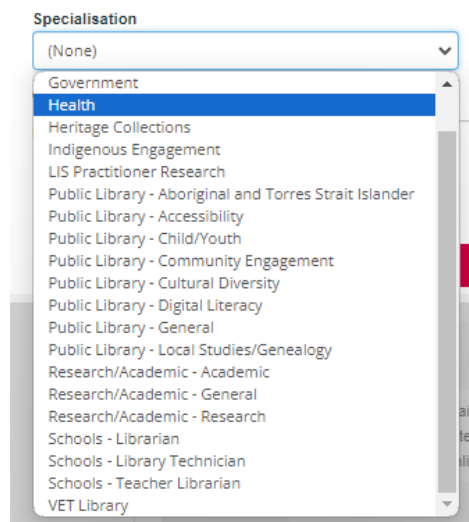
This is the amount of time that you spent actively engaged in the learning activity. ALIA trusts members to make their own calculations. Add half hours as 0.5. The dashboard display rounds down to the nearest hour, half hour increments will not display until the next full hour has been met.

Attachment

Adding an attachment is entirely optional and not something required by ALIA. It is for your own records if you want to attach items such as programs, certificates or photographs from the learning activity. Types of files that can be uploaded include: jpg, jpeg, png, doc, docx, and pdf, with a maximum file size of 109.77 MB.

Eligible timeframe

This will indicate 'No' if you are adding an activity that occurred in a time frame prior to the end of the grace period of the previous CPD year (for example, if you are adding an activity that occurred in July 2023 *after* December 31, 2024). You can add an activity outside of the eligible timeframe, however it will not be counted on your dashboard, only in your transcript. Be aware that the eligible timeframe sometimes takes a few moments to click over to 'Yes' on the database, so please be patient.



Competency

- 1. The health environment
- 2. Reference and research services
- 3. Resource management
- 4. Leadership and management
- 5. Digital, ehealth and technology
- 6. Health literacy and teaching
- 7. Health research
- 8. Health information professionalism

APPENDIX B

100+

IDEAS FOR YOUR CONTINUING PROFESSIONAL DEVELOPMENT



Professional Reading *

- Read [CPD Digest](#)
- Read [ALIA News](#)
- Read [INCITE](#) magazine
- Read the [Journal of the Australian Library and Information Association \(JALIA\)](#)
- Explore [ProQuest ebooks](#) in the ALIA Member Centre
- Explore the [ALIA website](#), so you are familiar with everything your professional association offers
- Familiarise yourself with the [ALIA Code of Ethics for the Australian LIS Workforce](#)
- Explore the [ALIA Library](#)
- Explore [IFLA Resources](#)
- Source and read your workplace policy documents
- Source and read your workplace strategic plan
- Keep up to date with relevant [Government reports](#)
- Read about the [UN Sustainable Development Goals \(SDGs\)](#)
- Learn about culturally safe libraries and working with Indigenous collections
- Become a [copyright](#) expert
- Make sure you are familiar with [NED and legal deposit](#) in Australia
- Subscribe to library blogs
- Read [ALIA Graphic Novels and Comics](#) or [ALIA SNGG](#) monthly blogs
- Sign up to [Health Libraries Australia alerts](#)
- Familiarise yourself with [Freedom to Read](#) resources on the ALIA website (Member only)
- Read to ensure your readers' advisory knowledge is current and informed

***You will need to be logged into your ALIA account to access some of these links.**

Writing and presentations

- Write for [INCITE](#)
- Write an article for [JALIA](#)
- Write a book review for a library journal
- Plan and deliver a conference presentation
- Respond to a call for papers and write a presentation for an upcoming conference or webinar
- Be part of an expert panel in an ALIA webinar
- Create and maintain a regular blog about your professional areas of interest
- Create and maintain a library-themed [Instagram](#) page
- Follow [ALIA on Facebook](#) and share a post
- Create your own [LinkedIn](#) account and start networking
- [Submit your SDG story](#) to the [IFLA Library Map of the World](#)
- Contribute to the [IFLA Global Vision Ideas Store](#)
- Develop, design and present a poster
- Organise or participate in an unconference
- Give a presentation to your work colleagues based on a recent CPD activity
- Develop and present a lunch time seminar for your colleagues
- Create a LIS vlog on Instagram or YouTube
- Produce a podcast on a topic close to your heart

Training and Education

- Participate in an [ALIA Training](#) course
- Take a TAFE [LIS subject](#)
- Complete a university postgraduate course
- Complete further study in new [qualifications](#)
- Look out for and participate in online mini conferences
- Investigate and listen to library-related podcasts
- Enrol in a MOOC
- Take a leadership skills course
- Undertake a project management course



- Explore a new social media platform
- Teach yourself to use AI tools effectively
- Build projects and share your code on [GitHub](#)
- Investigate library skills you can learn on [YouTube](#)
- Update your software skills in Word and Excel
- Learn how to set up your own website

Events

- Attend an ALIA regional groups event
- Attend an [ALIA webinar](#)
- Attend a conference or symposium
- Attend a work-based seminar
- Attend cultural competency training
- Attend a lecture at your State Library
- Attend an author talk
- Attend a [TEDx](#) event
- Attend commercial product training
- Use ALIA resources to promote Library and Information Week
- Plan and host a [Library Lovers' Day](#) event
- Create a pride display for [IDAHOBIT](#) day or [Wear it Purple](#) day
- Organise a [National Simultaneous Storytime](#) event
- Celebrate [Australian School Library Day](#)
- Plan programs and displays around [Children's Book Week](#)
- Participate in [International Open Access Week](#) events
- Participate in and promote [Global Media and Information Literacy Week](#) events
- Participate in and promote [Global Goals Week](#)
- Organise and promote [National Reconciliation Week](#) and [NAIDOC](#) events in your organisation
- Plan [National Science Week](#) events to promote STEM in libraries
- Get involved in [World Digital Preservation Day](#)

Research

- [Research](#) a LIS topic
- Turn a work project into work-based action research
- Research to inform yourself about local First Nations history
- Investigate another sector – find the links to your current sector
- Start a personal study project
- Contribute to a survey, follow up on the outcomes and comment on the findings
- Investigate emerging technology trends
- Apply for an [ALIA Research Grant Award](#)
- [Join ALIA LARK](#)
- Review conference papers
- Investigate mobile library apps

Self Development

- Become a mentee in the [ALIA Mentoring Scheme](#)
- Become a mentor in the [ALIA Mentoring Scheme](#)
- Take an active role in an ALIA Special Interest Group or Regional Group
- Set learning goals for the next 12 months
- Update your resume or have your resume reviewed by the [SNGG Resume Review Service](#)
- Complete the ALIA Career Development Kit

- Complete a Skills Audit and reflect on the results
- Choose a [CPD specialisation](#) to apply to your learning activities and reflect on the required competencies
- Join an [ALIA Special interest group](#) and become an active committee member
- Use the [Libraries Transform Toolkit](#) to get involved in the Libraries Transform campaign
- Shadow a library professional for a day
- Take a secondment to develop your skills
- Go on a library tour
- Visit a makerspace
- Learn another language
- Learn [Auslan](#) or a community language
- Update your First Aid certificate
- Enrol in a public speaking course
- Undertake a course in [mindfulness](#) to support your wellbeing at work and home
- Tackle a DIY graphic design project with [Canva](#)
- Create and facilitate a book club
- Design a holiday program
- Make GIFs to promote your library
- Learn a new craft skill that can be shared in the library
- Create an amazing library promotional display

If you learn something new that has impact on your future practice, then it is CPD. Logging and reflecting on our CPD experiences is the key to professional growth!

APPENDIX C

Alignment to *ALIA Skills, Knowledge and Ethics Framework for the Library and Information Services Workforce*

The three components of the Framework are all integral to the ALIA CPD Scheme.

Core Domains

These are the three universal knowledge, skills and ethics areas applicable for roles across the LIS sector regardless of whether you have LIS qualifications. They are at the foundation of the application of the skills that exist within the eight Professional Knowledge Domains.

How they align to the CPD Scheme

The Core Domains are big picture concepts that you may come to after building expertise with the Professional Knowledge Domains



The library and information services sector encompasses many unique and diverse environments with different histories, contexts and technical practices. Understanding these differences is an enhancement for your professional practice and career development. Similarly, CPD that involves current awareness and understanding of cultural protocols in the diverse Aboriginal and Torres Strait Islander communities across Australia, and how these relate to the library and information environment, is part of every LIS worker's skillset.

Engaging with and enacting ethics and values is the Core Domain that unites the LIS workforce. Ensuring this is part of your CPD is a way of refreshing and maintaining your connections to the wider LIS environment.

Professional Knowledge Domains

These are the eight areas of LIS knowledge, acknowledging that the range and scope of application of each domain depends on different parts of the LIS sector and workplace roles, along with innovation and change over time.

How they align to the CPD Scheme:

People completing study as Librarians or Library Technicians are expected to have some knowledge drawn from each of the eight domains. If you work in a specialised LIS role, you will develop deep expertise in certain domains while others may not be relevant to your practice. The Professional Knowledge Domains allow you to identify gaps in your LIS knowledge and target CPD to develop a well-rounded or specialised skillset.

Active Professionalism

This overarching domain is all about your professional mindset and the actions you take to apply the other two domains in practice. It stresses the importance of positive and productive interactions with colleagues and community, along with an ongoing commitment to lifelong learning.

How it aligns to the CPD Scheme:

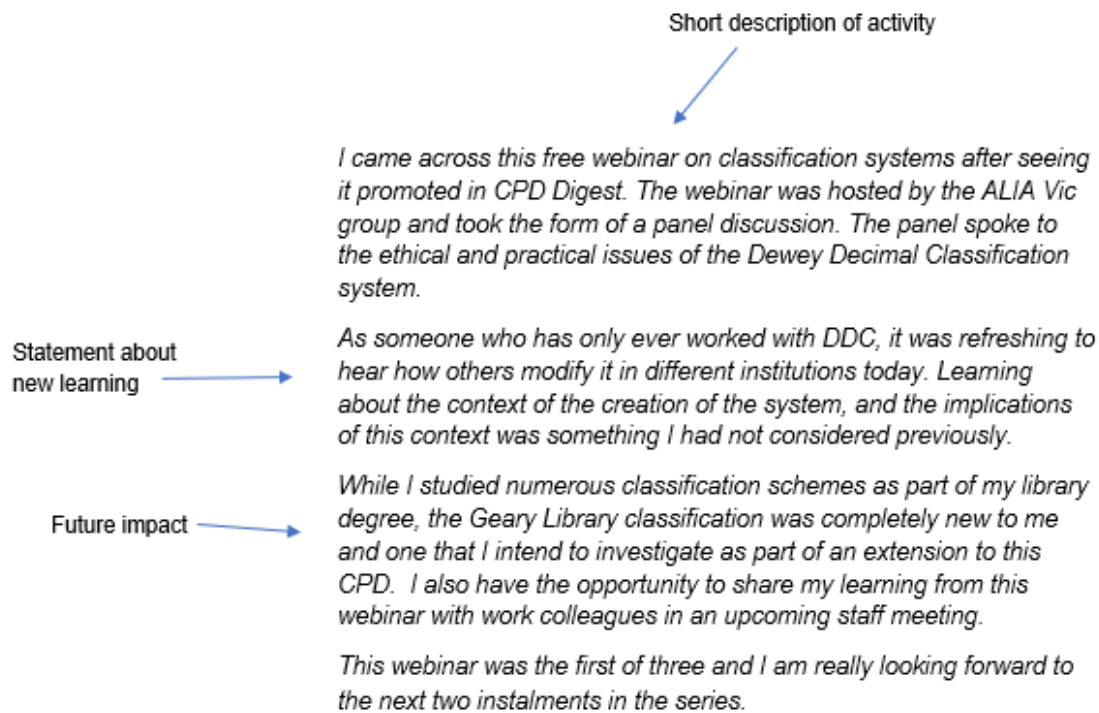
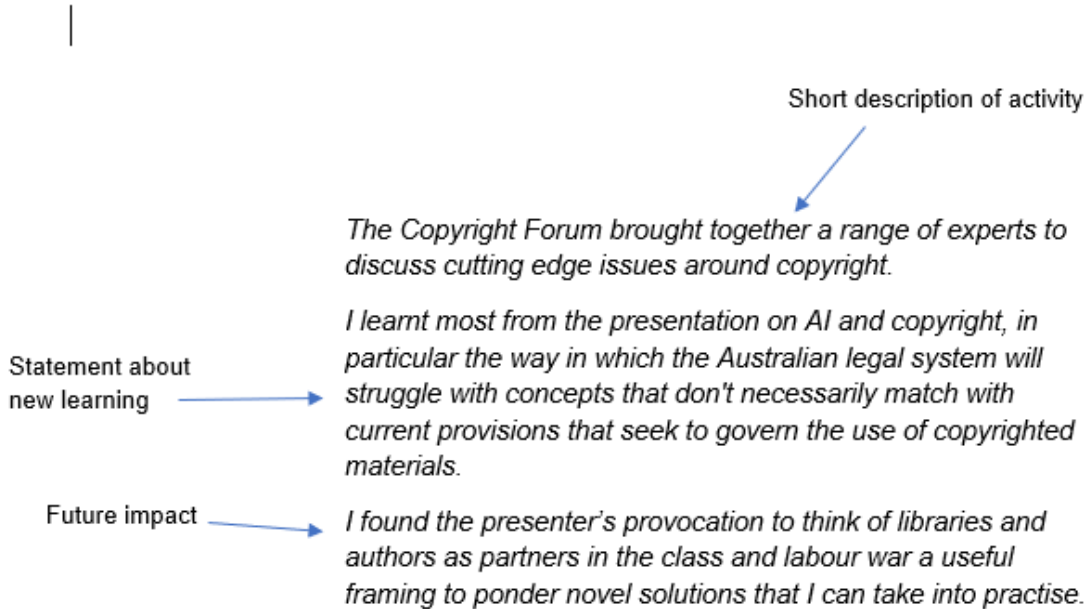
Participating in CPD and meeting CPD requirements is central to Active Professionalism. It is also how we access the Core and Professional Knowledge domains of the framework.

It is important that your CPD routinely includes activities that focus on self-development and skills such as empathy, self-awareness, communication skills and conflict resolution. Active professionalism also includes activities that involve advocacy, contributions to society, mentoring and coaching activities or research and publishing in the professional literature.

APPENDIX D

Example reflections

This 88-word reflection demonstrates a simple structure of a short description, followed by a statement about new learning and reflection on what the future impact for the learner will be.



NOTES

