



ALIA recognises overseas qualifications completed up to 10 years prior to your application, unless demonstrated that you have maintained involvement in the profession by undertaking relevant Library and Information Science (LIS) continuing professional development and work experience. ALIA reserves the right to request additional supporting documents or evidence.

PART A

1. PERSONAL DETAILS

Title _____ First name _____ Last name _____

Date of birth / /

Address _____

Town/Suburb _____ State _____ Postcode _____ Country _____

Home phone _____ Mobile _____

Email _____

MOST RECENT EMPLOYMENT IN THE LIBRARY AND INFORMATION SECTOR

Name of most recent employment organisation/library _____

Address _____

Town/Suburb _____ State _____ Postcode _____ Country _____

Work phone _____ Work email _____

Position _____

Commencement date of employment / /

Full time Part time (No. of hours per fortnight _____) Casual (No. of hours per fortnight _____)

I have not yet been employed in the LIS sector

SECTOR DETAILS

<input type="checkbox"/> Consultant	<input type="checkbox"/> Galleries	<input type="checkbox"/> Special: Government	<input type="checkbox"/> Public	<input type="checkbox"/> LIS Educator
<input type="checkbox"/> Knowledge Management	<input type="checkbox"/> ICT	<input type="checkbox"/> Special: Corporate	<input type="checkbox"/> TAFE/VET	<input type="checkbox"/> Student
<input type="checkbox"/> Archives	<input type="checkbox"/> Industry supplier/vendor	<input type="checkbox"/> Special: Health	<input type="checkbox"/> University	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Museums	<input type="checkbox"/> Special: Law	<input type="checkbox"/> Special: Other	<input type="checkbox"/> School	
<input type="checkbox"/> Records management	<input type="checkbox"/> Special: Association/NFP	<input type="checkbox"/> National/State/Territory	<input type="checkbox"/> Parliamentary	

Other (please provide details): _____



2. DOCUMENTS TO BE INCLUDED WITH THIS APPLICATION

You will need to provide the following documents separately numbered and named documents. The file name must indicate the document type and surname (e.g., 2.1 Passport_Singh.jpeg, 2.2 VETASSESS_Lim.pdf. and so on).

Where requested, documents must be certified copies.

All documents not in English must be accompanied with an English translation.

Copies of the concurrent syllabus must include evidence of the organisation and relevant year(s).

All applications from individuals currently residing overseas must be accompanied by a VETASSESS assessment.

2.1 Certified copies of photographic identification (passport or driver's licence).

2.2 Overseas qualification assessment by VETASSESS.

VETASSESS is the Australian government body that assesses qualifications for immigration purposes (www.vetassess.com.au).

2.3 A certified copy of the qualification in library and information science.

2.4 A certified transcript of results including details of the marking system.

2.5 The concurrent syllabus of the course in library and information science matching the years that you studied the course.

2.6 Any further information or documentation on the course, including further subject descriptions, reading lists or other similar documents.

2.7 A certified copy of all other qualifications that you hold (these may be in any other discipline).

2.8 Current Curriculum Vitae (CV).

2.9 Documentation on relevant employment (e.g. recent duty statement /role description).

2.10 Documentation on membership of relevant professional organisations in Australia and overseas.

2.11 Documentation on relevant Continuing Professional Development or training you have attended.

2.12 Information on any library and information publications or reports you have written.

2.13 If your qualification is in teacher librarianship, a certified copy of your recognised teaching qualification.

3. QUALIFICATIONS

Please complete this section for the most recent qualification you have received in Library and Information Science.

3.1 NAME OF QUALIFICATION AND WHERE IT WAS AWARDED

In original language _____

In English _____

Name of institutions awarding the qualification

In original language _____

In English _____

3.2 LENGTH OF COURSE

i. Years full time study _____ OR equivalent in semesters _____

ii. Date study commenced [][] / [][] / [][][][] Date study completed [][] / [][] / [][][][]

iii. Requirements for entry _____

iv. Degree Library Technician Other _____

v. Did you complete a thesis/dissertation/major research project as part of your course? Yes No



If the answer is yes:

What was the approximate length of words of your thesis? _____

What was the title (in English) _____

vi. What level of work does this course qualify you for? Librarian Library Technician Other

3.3 WORKPLACE EXPERIENCE WITHIN THE COURSE

Did this course include any industry experience or placements?

Yes — please briefly describe this experience No — please go to next section.

Please give details of your industry experience provider, examples of types of work, knowledge or skills, and dates of experience:

3.4 DIGITAL TECHNOLOGIES

Please provide information on the digital information systems, databases and communications technologies that you have used in your library studies and in professional practice.



If you have completed more than one qualification in library and information science, please attach a separate sheet giving your answers to the above questions — 3.1 to 3.4.

4. SUMMARY OF EMPLOYMENT HISTORY

Please give a summary of your employment in the library and information sector, including the name of your employer, position and dates of employment. You will need to provide further documentation that will include your Curriculum Vitae and documentation on relevant employment such as a role or duty statement (please see question 2).

Empty rectangular box for providing a summary of employment history.



5. SUMMARY OF CONTINUING PROFESSIONAL DEVELOPMENT

Please give a summary of any library and information professional development or continuing education courses or training that you have attended within the past five years. Include the course name, the organisation it was offered by, and relevant dates. You will also need to provide documentation that will include your Curriculum Vitae and documentary evidence of Continuing Professional Development courses or training you have attended (please see question 2).

6. MEMBERSHIP OF OTHER PROFESSIONAL ORGANISATIONS

Please list any other relevant professional organisations in which you have been involved in Australia and overseas. Please include the organisation name and dates of membership.

[Empty box for providing details of other professional organisations]

8. REFEREES

Please give the name and contact details of two people familiar with your work in the library and information sector whom may be contacted for advice on the nature and level of your work experience in the library and information sector. If it is an overseas referee please make sure you include their email address.

Referee 1

Name _____ Position _____
Employer _____
Address _____
Town/Suburb _____ State _____ Postcode _____ Country _____
Telephone number (landline) _____ Mobile _____
Email _____

Referee 2

Name _____ Position _____
Employer _____
Address _____
Town/Suburb _____ State _____ Postcode _____ Country _____
Telephone number (landline) _____ Mobile _____
Email _____



PART B RESPONSE TO KEY SECTIONS OF ALIA'S FOUNDATION KNOWLEDGE FOR ENTRY-LEVEL LIBRARY AND INFORMATION PROFESSIONALS

In this section, you will be asked to respond to key sections of ALIA's **Foundation knowledge for entry-level library and information professionals**. The full document can be accessed [here](#).

Please respond to the **Criteria** in the **Knowledge Domain** by providing evidence in the **Your Evidence** section. Some **Examples of Evidence** are provided to assist you.

It is not expected that you will be able to address all of the criteria. However, the more criteria you can address and the more evidence you can provide, the stronger your application will be. The evidence you provide will assist ALIA in reviewing your application.

Responses under **Your Evidence** need to be relevant to the library and information environment, and specific to your knowledge skills and experience, with details of course titles, job roles and responsibilities and dates. In some cases, you may be able to use the same piece of evidence to illustrate your knowledge and skills in several areas.

Examples of evidence could include:

- curriculum statements/syllabus from the library and information program that you studied
- courses, workshops, conferences, dates, evidence of attendance/completion
- work or volunteer projects
- your official job/role or position description
- work placements
- articles, publications
- presentations
- delivery of training or education program
- organising an exhibition or event.

ACRONYMS

LIS = library and Information science



KNOWLEDGE DOMAIN	EXAMPLES OF EVIDENCE
<p>1. The information environment</p>	<p>e.g. See CV training. Completed course by ABC library trainers in diversity, equality and inclusivity in the workplace. Completed [date]. Certificate [file name] attached.</p> <p>e.g. See attached curriculum document for XYZ Master's LIS course, subject INF123 covered dealing with ethical issues that are associated with different client groups</p>
KNOWLEDGE DOMAIN	EXAMPLES OF EVIDENCE
<p>1.1 Historical background of the library and information environment</p>	
<p>1.2 Information environment</p>	
<p>1.3 Principles of diversity, inclusion and equality</p>	
<p>1.4 Political, economic, social, cultural, educational, technological and environmental factors</p>	
<p>1.5 Legal and regulatory frameworks</p>	
<p>1.6 Policies and standards</p>	



KNOWLEDGE DOMAIN	EXAMPLES OF EVIDENCE
<p>2 Information services</p>	<p>e.g. See CV. ABC Project involved selecting evaluating and prioritising information resources for family history researchers in XYZ local council area [date]</p> <p>e.g. See role description as reference librarian at XYZ University library. <i>In this role I was able to practice and improve my reference skills for different client groups and reflect on reference practice with colleagues.</i></p> <p>e.g. Customising delivery of information services to meet needs of multicultural community at XYZ community library [date]</p>
CRITERIA	YOUR EVIDENCE
2.1 Client engagement	
2.2 Information needs analysis	
2.3 Information-seeking behaviour, user experience and accessibility	
2.4 Information retrieval, evaluation and synthesis	
2.5 Reference and research consultation services	
2.6 Customised delivery of resources to target client groups	



KNOWLEDGE DOMAIN	EXAMPLES OF EVIDENCE
<p>3 Information management</p>	<p><i>e.g. See CV. Projects [date] Managed digitisation of historic society minutes for local library history collection</i></p> <p><i>e.g. See attached certificate -continuing professional development. Completed Digital Preservation Coalition (DPC) course Novice to Know How. [date]</i></p> <p><i>e.g. See CV training. I completed ALIA Copyright 101 [date] (evidence attached)</i></p>
CRITERIA	YOUR EVIDENCE
<p>3.1 Information architecture</p>	
<p>3.2 Digital storage, curation, protection, preservation</p>	
<p>3.3 Records management</p>	
<p>3.4 Cataloguing and classification principles and practices</p>	
<p>3.5 Metadata, interoperability and other information standards and schema</p>	
<p>3.6 Digitisation and digital repository management</p>	



CRITERIA	YOUR EVIDENCE
3.7 Thesauri and subject indexing	
3.8 Collection analysis and management	
3.9 Aquisition and negotiation for information resources	
3.10 Licensing and monitoring publishing trends	
3.11 Intellectual property rights, copyright and creative commons	



KNOWLEDGE DOMAIN	EXAMPLES OF EVIDENCE
<p>4. Digital technologies</p>	<p>e.g. Website design and development experience for ABC project in XYZ library [date]</p> <p>e.g. As part of my current role (see CV), I am jointly responsible for maintaining our internal information and document management system, which involves reviewing practices against internal policies.</p> <p>e.g. Attended AI for library and information services 3-part webinar provided by [provider] on [date]</p>
CRITERIA	YOUR EVIDENCE
<p>4.1 Library business systems and platforms</p>	
<p>4.2 Content, learning, repository, database management systems</p>	
<p>4.3 Web and network management services</p>	
<p>4.4 Industry standards relating to eResource management</p>	
<p>4.5 Identity management and authentication systems</p>	
<p>4.6 Principles of information privacy and cyber security</p>	



CRITERIA	YOUR EVIDENCE
4.7 Mobile technologies and applications, including systems interoperability	
4.8 Artificial intelligence (AI) and machine learning	
4.9 Social media and collaborative tools	
4.10 Assistive and related technologies	
4.11 Data analytics and data governance	
4.12 Emerging technologies	



KNOWLEDGE DOMAIN	EXAMPLES OF EVIDENCE
<p>5. Community engagement</p>	<p><i>e.g. I had the opportunity to apply Knowledge of Indigenous Australian protocols in the LIS workplace through a community project at my workplace involving XYZ.</i></p> <p><i>e.g. Delivery and evaluation of a community outreach service plan to meet a particular community group's needs. [date]</i></p>
CRITERIA	YOUR EVIDENCE
<p>5.1 Community engagement and social inclusion programs, resources, etc</p>	
<p>5.2 Principles of community development and evaluation</p>	
<p>5.3 Ethical issues associated with client groups</p>	
<p>5.4 Liaison and alliances with community groups and organisations</p>	
<p>5.5 Indigenous Australian cultures, histories and contemporary realities and Indigenous protocols</p>	
<p>5.6 Community information and recreation needs</p>	



PART C

PRIVACY

In accordance with ALIA's information handling policy, any personal information provided on this form will be used by ALIA only for purposes directly related to your membership of ALIA, including notifying you of ALIA's functions and activities. We acknowledge that ALIA will not disclose your personal information to third parties, except to a service provider for the sole purpose of performing an activity on behalf of ALIA. ALIA will use all reasonable efforts to ensure that the recipient handles your personal information in accordance with appropriate privacy principles. Your prior consent will be sought for any other proposed disclosure.

DECLARATION

1. I hereby apply for election as a General Member, then the appropriate upgrade as a successful overseas recognition applicant of the Australian Library and Information Association.
2. I certify that to my knowledge my application fulfils the necessary requirements and I declare that, to the best of my knowledge and belief, all the information in this application is entirely true and correct.
3. I understand that ALIA will contact institutions or individuals named in this application to verify the information provided.
4. I undertake to observe the Constitution of the Association (available at www.alia.org.au) and agree to Clause 7.9.

Signature of applicant _____ Date / /

CHECKLIST

You will need to provide the following documents with translations for those not in English. All qualifications applications from individuals currently residing overseas must be accompanied by a VETASSESS assessment.

Please check that you have included the following evidence:

- 2.1 Certified copies of photographic identification (passport or driver's licence).
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- 2.12 Information on any library and information publications or reports you have written.
- 2.13 If your qualification is in teacher librarianship, a certified copy of your recognised teaching qualification.

PLEASE NOTE

The recognition process generally takes 10 to 12 weeks to complete when all required documentation is provided. It may be delayed if we do not receive copies of all necessary documents.

PLEASE RETURN THIS COMPLETED APPLICATION WITH COPIES OF YOUR QUALIFICATIONS TO:

Member Services

Australian Library and Information Association

EMAIL membership@alia.org.au

POST Reply Paid 6335, Kingston ACT 2604

FAX 02 6282 2249

www.alia.org.au

9-11 Napier Close Deakin ACT 2600 | PO BOX 6335 Kingston ACT 2604 | ABN 40 090 953 236

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