



Continuing Professional Development Scheme  
Research/Academic Specialisation  
Skills Audit:

## Academic (Teaching and Learning) Stream

Welcome to the ALIA PD Scheme Research/Academic Specialisation Skills Audit: Academic (Teaching and Learning) Stream. The skills audit will help you identify gaps in your knowledge and provide guidance for choosing your most appropriate continuing professional development activities.

If you are not currently employed in a research and/or academic organisation, you may wish to choose one for the purposes of this audit.

The audit supports the key competencies for each three streams: general, research and academic libraries (teaching and learning). These competencies were identified as required for research and academic library and information science professionals in Australia. Each competency has associated guiding skills listed.

When marking the tables, consider how well you think you can apply the skill:

- **Really well** - means that you are very proficient, and have an advanced level of knowledge or skills
- **Well** - means that you are more than just proficient, but you could still learn more about the skill
- **I can do this** - means you are proficient and have a basic level of knowledge or skills
- **More practice** - means that you are not quite proficient, and need to learn more about this skill or knowledge
- **Learn this** - means that you need to learn this skill or knowledge
- **No interest** - means that this skill or knowledge has no interest to you or the career path you are pursuing. It could also be something you may wish to learn later in your career.



## Academic (Teaching and Learning)

### 1. Understand the structure of the Australian higher education system, especially as it impacts your organisation and users, with a focus on the research, data and publishing environment

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I understand the structure of the Australian higher education system and its relevance to my organisation and users						
(b) I am able to document the major information policies and practices of the higher education system and my parent organisation						
(c) I am able to design, deliver and develop information literacy programs within the Australian higher education framework						
(d) I am aware of the major ethical and legal issues affecting the higher education system, my organisation and its service area						
(e) I have the knowledge and skills to assist users to collect, analyse and store data, to research and to publish information						



## 2. Understand the vision and strategic direction of the university, research organisation or institution

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I fully understand the strategic plan of my organisation						
(b) I understand the importance of access to information as a part of planning and policy implementation						
(c) I am aware of data sets relevant to policy analysis and research for my organisation						
(d) I have good knowledge of the methods of information delivery and access including consideration of the specific information needs of diverse populations						
(e) I am aware of the opportunities and constraints of information sharing between researchers and academics						



### 3. Understand laws, regulations, codes, standards and policies applicable to teaching and learning

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I am aware of the laws, regulations and directives which underpin teaching and learning						
(b) I operate within the policy framework of my organisation and the Australian higher education system's standards at all times						
(c) I ensure that policies and procedures are designed and implemented according to teaching and learning standards						
(d) I am aware of Australian copyright laws and the procedures and policies relevant to them in the Australian higher education context						
(a) I understand the <a href="#">ATSILIRN Protocols for Libraries, Archives and Information Services</a> , and the and the <a href="#">AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research</a>						



#### 4. Understand the principles and practices related to information literacy and providing information services to meet users' needs

	Really well	Well	I can do this	More practice	Learn this	No interest
(b) I am aware of the different information needs of a diverse range of users						
(c) I understand the information policies and procedures of my organisation within the Australian higher education system						
(d) I have awareness of Aboriginal and Torres Strait Islander culture and can apply this understanding to the sensitive use, access and preservation of information relating to Aboriginal and Torres Strait Islanders						
(e) I have a good knowledge of the methods of information delivery and access						
(f) I know why, how, and when to add value to the service I offer						
(g) I can measure the effectiveness, quality and value of service I offer						
(h) I am aware of the different information needs of the different types of users within my organisation (students, educators, policy makers, service delivery etc)						



**5. Understand the management of scholarly information resources in a wide range of formats, especially as used in the support of teaching and learning**

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I have a good practical knowledge of the selection, acquisitions, and control of resources including the licensing of resources, and the major suppliers of those resources						
(b) I understand the nature of scholarly publishing, and the associated copyright, licensing, privacy and intellectual property issues						
(c) I am aware of cataloguing, classification, abstracting and different open access standards.						
(d) I understand that there are national standards and conventions for cataloguing print and online resources						
(e) I can find information on the changing trends in the formatting, production, and dissemination of information resources						
(f) I understand the importance of metadata in improving the accessibility, retrieval, use and re-use of information resources						



(g) I am aware of my organisation's capacity and ability to sustain the collection, including data, in both physical and digital forms, and plan accordingly						
(h) I have knowledge of and/or participate in purchasing for serial publications and related resources or other research and academic related consortia arrangements.						
(i) I am aware of the importance of information resource acquisition and disposal as it pertains to my collection						



## 6. Apply technology and systems to manage scholarly information resources, and support teaching and learning, with a special focus on educational technology trends and copyright

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I understand the basic principles of automated systems, data standards, and system analysis techniques						
(b) I am able to acquire, use and evaluate information technologies						
(c) I am aware of the security, copyright and privacy protocols for providing access to electronic information						
(d) I am aware of applications used in emerging areas of the fields relevant to my organisation including educational technology trends and copyright issues						
(e) I understand the basic communications and information infrastructure						
(f) I am aware of state/national standards in metadata, records management, accessibility and scholarly publishing						
(g) I am aware of privacy and security issues surrounding network management, mobile technologies and social media						





## 7. Identify, analyse and critically evaluate research resources across different disciplinary areas, including an understanding of the relevant research methods

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I am aware of the wide range of quantitative and qualitative research methodologies used by the disciplines relevant to my organisation and the higher education system						
(b) I know how to locate research literature and data through my knowledge of relevant databases and datasets, using advanced searching to find and filter relevant information resources						
(c) I can demonstrate my understanding of the principles of various research methods						
(d) I am able to search and analyse grey literature, datasets, citation databases, and report and disseminate findings to users						
(e) I actively search for opportunities to support quality improvement in my organisation through the provision of relevant data and research						



## 8. Understand the discipline specific and specialised subject matter relevant to the university, research organisation or institution

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I possess or am developing the necessary understanding of my organisation or agency's specialised subject matter						
(b) I set aside time to continually broaden my knowledge base in specialised subject areas						
(c) I ensure that acquisitions are focused and responsive to my organisation's research and policy goals within a teaching and learning framework						
(d) I use my knowledge of my organisation's specialised fields to inform acquisition, deselection and access decisions						



## 9. Manage professional relationships with researchers, faculty, students and support staff and communicate information and resources to a range of users

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I understand the ethics, mission and workforce planning processes and policies of my organisation and the Australian higher education system						
(b) I have the ability to forge and maintain alliances with researchers, faculty, students, and support staff, as well as external organisations, to meet users' needs						
(c) I am aware of the basic principles of human resource management, change management and workforce planning						
(d) I am aware, and continually developing my knowledge, of ethics, policies, laws and trends in the Australian higher education system						
(e) I am aware of the importance of accountability and transparency in decision making and document my process as necessary						
(f) I am able to write and verbalise clear and concise policies, procedures and correspondence to communicate to a diverse range of users						



## 10. Maintain currency of professional knowledge and practice

	Really well	Well	I can do this	More practice	Learn this	No interest
a) I participate in lifelong education and professional development opportunities from a variety of sources						
b) I am able to design and implement a plan for continuing professional development (eg, use the <a href="#">2017 CAVAL Competencies for Academic and Research Librarians</a> )						
c) I actively participate in professional organisations relevant to either academic, data or research, including attendance at conferences and workshops						
d) I contribute to publishing and research (for example editing or writing articles for professional newsletters, journals or conferences, conducting research for reports or projects)						
e) I participate in informal and formal learning activities within the workplace						