



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

Consultant Galleries Special: Government Public LIS Educator

Knowledge Management ICT Special: Corporate TAFE/VET Student

Archives Industry supplier/vendor Special: Health University Unemployed

Museums Special: Law Special: Other School

Records management Special: Association/NFP National/State/Territory Parliamentary

Other (please provide details): _____



2. DOCUMENTS TO BE INCLUDED WITH THIS APPLICATION

You will need to provide the following documents with translations for those not in English (checklist provided on p.10). All qualifications 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.
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).

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 text box for membership details]

7. SUMMARY OF RECENT PUBLICATIONS OR PROFESSIONAL REPORTS

Please provide a summary of recent publications or professional reports you have written on the library and information sector (last 5 years). You will need to provide a Curriculum Vitae that should include full details of any publications (please see question 2).

[Empty text box for publications or reports]

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

Please complete your response to key sections of the **Foundation knowledge for entry-level library and information professionals**. The full document can be accessed [here](#).

Your response will provide evidence that will assist in assessing your application. You will need to respond to the criteria in the **Knowledge domain** and **Competencies** sections by providing examples of evidence in the **Response** section that follows immediately below. Some **Examples of evidence** are provided in the right hand column to guide your response.

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

ACRONYMS LIS = library and information science CPD = continuing professional development PD = professional development Govt. = government

KNOWLEDGE DOMAINS	COMPETENCIES	EXAMPLES OF EVIDENCE
<p>1. The information environment</p> <p>K 1.1 Historical background of the library and information environment.</p> <p>K 1.2 Information organisation</p> <p>K 1.3 Principles of diversity, inclusion and equality</p> <p>K 1.4 Political, economic, social, cultural, educational, technological and environmental factors</p> <p>K 1.5 Legal and regulatory frameworks</p> <p>K 1.6 Policies and standards</p> <p>K 1.7 Ethical issues</p>	<p>C 1.1 Can describe the role of the information professional in the information society and knowledge environment in the context of historical issues and concepts of LIS</p> <p>C 1.2 Can discuss future directions of the sector in relation to social and cultural goals and values</p> <p>C 1.3 Can demonstrates knowledge of the policies and standards of relevant govt, corporate and professional bodies allied to LIS sector</p> <p>C 1.4 Understands the ethical, legal and policy issues that are relevant to the sector</p>	<p>eg K1.3, K1.5, C1.4 – <i>recent training in diversity, equality and inclusivity in the workplace. as part of a staff induction process (dates)</i></p> <p>eg C1.3, K1.6 – <i>has undertaken a PD course or workplace project on these themes (details and dates)</i></p> <p>eg K.17 – <i>specific examples of dealing with ethical issues that are associated with different LIS community sectors</i></p>

Response (your evidence):



KNOWLEDGE DOMAINS	COMPETENCIES	EXAMPLES OF EVIDENCE
<p>2. Digital technologies</p> <p>K 2.1 Library business systems and platforms</p> <p>K 2.2 Content, learning, repository, database management systems</p> <p>K 2.3 Web and network management services</p> <p>K 2.4 Industry standards relating to eResource management.</p> <p>K 2.5 Identity management and authentication systems</p> <p>K 2.6 principles of information privacy and cyber security</p> <p>K 2.7 Mobile technologies and applications, including systems interoperability</p> <p>K 2.8 Artificial intelligence (AI) and machine learning</p> <p>K 2.9 social media and collaborative tools</p> <p>K 2.10 Assistive and related technologies</p> <p>K 2.11 Data analytics and data governance</p> <p>K 2.12 Emerging technologies</p>	<p>C 2.1 Can evaluate, select and use appropriate web design elements for creating, organising, storing, sharing and working with information</p> <p>C 2.2 Can discuss the impact of emerging technologies on the roles of information professionals and information services.</p> <p>C 2.3 Can analyse and apply good design principles and techniques to improve readability and usability of online content</p> <p>C 2.4 Can demonstrate an understanding of the issues and tools that affect web design and publishing in an organisational context</p> <p>C 2.5 Can explain the application of accessibility, security and other standards in web design</p>	<p>eg K2.9 – <i>evidence of using social media or collaborative tools in the LIS workplace</i></p> <p>eg C2.1 – <i>website design and development experience</i></p> <p>eg K2.1, K2.4 – <i>experience in and examples of using library business systems and platforms</i></p>

Response (your evidence):



KNOWLEDGE DOMAINS	COMPETENCIES	EXAMPLES OF EVIDENCE
<p>3. Community engagement</p> <p>K 3.1 Community engagement and social inclusion programs, resources, etc.</p> <p>K 3.2 Principles of community development and evaluation</p> <p>K 3.3 Ethical issues associated with client groups</p> <p>K 3.4 Liaison and alliances with community groups and organisations.</p> <p>K 3.5 Indigenous Australian cultures, histories and contemporary realities and Indigenous protocols</p> <p>K 3.6 Community information and recreation needs</p>	<p>C 3.1 Can demonstrate understanding of concepts of community and diversity.</p> <p>C 3.2 Can outline the role of community outreach from a range of information organisations.</p> <p>C 3.3 Understands the relationship between information services and equity and social justice issues.</p> <p>C 3.4 Can describe the socio-cultural makeup of their local community including the local Indigenous groups.</p> <p>C 3.5 Can analyse and articulate role as information professionals with respect to Indigenous information and knowledge issues.</p> <p>C 3.6 Can develop practical means of engaging with communities in diverse populations including the development of effective cross-cultural communication knowledge and skills.</p> <p>C 3.6 Can identify and develop an information-related community outreach service plan, including implementation and evaluation methods, to meet a particular community group's needs within their local community.</p>	<p><i>eg K3.5, C3.5 – knowledge of Aboriginal and Torres Strait islander protocols and can provide examples of their application in the LIS workplace</i></p>

Response (your evidence):



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).
- 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.

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

phone 02 6215 8222 | fax 02 6282 2249 | freecall 1800 020 071 | enquiry@alia.org.au | [f](https://www.facebook.com/ALIANational) ALIANational | [t](https://twitter.com/ALIANational) @ALIANational