



1. PERSONAL DETAILS

Title Given name Family name Preferred name Female Male Other Date of birth Address Town/Suburb State Postcode Country Home phone Fax Mobile Email

EMPLOYMENT DETAILS (IF EMPLOYED)

Work address Town/Suburb State Postcode Country Work phone Work email Commencement date of employment Full time Permanent part time Casual

SECTOR DETAILS

Archives/Records/Knowledge Management Consultant LIS Educators National/State/Territory Parliamentary Public Retired School Special: Association/NFP Special: Corporate Special: Government Special: Health Special: Law Special: Other Student TAFE Unemployed University Vendor Other

2. DOCUMENTS TO BE INCLUDED WITH THIS APPLICATION

Please indicate that you have included each of the following documents. If any document is not in English, please also include a translation. For all overseas qualifications an assessment by VETASSESS or the National Office of Overseas Skills Recognition (NOOSR) must be included in your application as we cannot process it without this documentation.

For each library and information studies qualification:

Overseas qualification assessment by VETASSESS (if not an Australian resident) or the Australian Government Department of Education (if an Australian resident).

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

The Australian Government Department of Education and Training is the government body that assesses overseas qualifications for Australian residents (https://internationaleducation.gov.au/services-and-resources/services-for-individuals/qualifications-assessments/pages/qualification-assessment.aspx).

- A certified copy of the qualification in library and information science.
A transcript of results including details of the marking system.
The syllabus of the course in library and information science.
Any further information or documentation on the course, including further subject descriptions, reading lists or other similar documents.
A copy of all qualifications that you hold (these may be in any other discipline).
Resume.
Documentation on relevant employment.
Documentation on membership of relevant professional organisations.
Documentation on continuing education courses or training you have attended.
Information on any publications or reports you have written.
Copy of photographic identification (passport or driver's licence).
If your qualification is in teacher librarianship, a copy of your recognised teaching qualification.



### 3. QUALIFICATIONS

Please complete this section for the first qualification you received in Library and Information Sciences.

#### A. NAME OF QUALIFICATION AND WHERE IT WAS AWARDED

In original language \_\_\_\_\_

In English \_\_\_\_\_

Name of institutions awarding the qualification

In original language \_\_\_\_\_

In English \_\_\_\_\_

#### B. LENGTH OF COURSE

i. Years full time study \_\_\_\_\_ **OR** In semesters \_\_\_\_\_

ii. Date study commenced   /   /     Date study completed   /   /

iii. Requirements for entry \_\_\_\_\_

iv.  Degree  Library Technician  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

#### C. WORKPLACE EXPERIENCE WITHIN THE COURSE

Did this course include any workplace experience?  Yes — please briefly describe this experience  No — please go to next section.

Work experience provider \_\_\_\_\_ Type of work \_\_\_\_\_ Dates of experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### D. ELECTRONIC RESOURCES AND INFORMATION TECHNOLOGY

Please provide a brief description of the electronic information tools that you used in this course.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 — A to D.

### 4. EMPLOYMENT HISTORY

Please give details of your employment in the library and information sector. Please include a duty statement of the most recent position held if this is available.

Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### 5. CONTINUING PROFESSIONAL DEVELOPMENT

Please give details of any library and information professional development or continuing education courses or training that you have attended.

Course	Offered by	Date

### 6. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Please list any relevant professional organisations in which you have been involved.

Organisation	Dates of membership

### 7. PUBLICATIONS OR PROFESSIONAL REPORTS

Please provide details of publications or professional reports you have written on the library and information sector.


### 8. REFEREE

Please give the name and contact details of a person 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.

Name \_\_\_\_\_ Position \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Town/Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_ Country \_\_\_\_\_

Telephone number \_\_\_\_\_ Email \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### PRIVACY

In accordance with ALIA's privacy 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 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. For further information on ALIA's information handling policy, please contact ALIA National Office.



### MEMBERSHIP FEE

ALIA provides assessments only to current ALIA personal members. To join ALIA as a personal member, the cost is **\$338.00** for full fee (income for the financial year exceeds \$34,600), or **\$199.00** for reduced fee (income for the financial year is less than \$34,600).

### ADMINISTRATION FEE

A one-off administration fee of **\$360.00** for all overseas assessment applicants. The fee covers the assessment process and the issuing of a certificate if successful. This fee is non refundable.

### PAYMENT DETAILS

Full fee — \$338.00     Reduced fee — \$199.00

Membership fee	\$ _____
Overseas assessment	\$ 360.00
TOTAL (\$AUD)	\$ _____

I enclose a cheque/money order for the total amount as shown above    **OR**     Please debit the total amount to my credit card

Credit card type:     Mastercard     VISA

Card no.     —     —     —        Expiry date   /      CVV

Name on card \_\_\_\_\_    Signature \_\_\_\_\_

### DECLARATION

I hereby apply for election as a Member, then the appropriate upgrade as a successful assessment applicant of the Australian Library and Information Association and certify that to my knowledge my applicant fulfills the necessary requirements. I undertake to observe the Constitution of the Association (available at [www.alia.org.au/governance](http://www.alia.org.au/governance) or on request from the National Office) and agree to Clause 7.10.

Signature of applicant \_\_\_\_\_    Date   /   /

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### PLEASE NOTE

The assessment process generally takes 16 to 20 weeks to complete when all required documentation is provided. It may be delayed if we do not receive copies of all necessary documents.

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

Member Services, Australian Library and Information Association  
Reply Paid 6335, Kingston ACT 2604