

# ALIA PD Scheme

## Summary of Activity Types Table

ACTIVITY TYPES	PD POINTS
<p><b>ALIA Career Development Kit</b></p> <p>Use the ALIA Career Development Kit to develop a learning plan for your PD activities. The self-assessment sheets and other resources provided in the kit will help you identify what you want to achieve:</p> <ul style="list-style-type: none"> <li>• The skills and knowledge you want to learn, and why.</li> <li>• The activities you will undertake in order to develop these skills.</li> <li>• How long you expect it to take you to learn these skills.</li> <li>• How you will evaluate and identify that you have achieved your objectives.</li> </ul> <p>Whilst the Kit can be successfully completed independently to log short, medium and long-term objectives we encourage you to seek the assistance of a colleague or mentor to help you work through the Kit.</p>	<p>2 points per hour, 20 points once only</p>
<p><b>Assessed short courses</b></p> <p>These courses are delivered over a short period — for example, one or more days or up to 8 weeks — and involve assessment. The assessment component often takes the form of a multiple-choice questionnaire or other assignment.</p> <p>Assessed short courses may be provided by tertiary institutions, private education providers, leadership institutes, ALIA Training, or by accredited adult-education providers. Delivery mode varies and includes face-to-face, online and distance education.</p>	<p>1 point per hour, 30 points maximum per PD year</p>
<p><b>Contribution to ALIA</b></p> <p>Contribution to ALIA refers to the formal commitment of an ALIA member in a participative role to an ALIA group, advisory group or committee, conference committee or service as an ALIA director, either by election or by invitation. We recognise that ALIA members undertake a variety of roles and responsibilities in support of ALIA and the library and information profession that can be included as a PD activity. ALIA members can be actively involved in the Association as a:</p> <ul style="list-style-type: none"> <li>• Member of committee or advisory group appointed by the Board of</li> </ul>	<p>1 point per hour, 10 points maximum per year for regular participation as an ALIA group office-bearer or active committee member, 15</p>

<p>Directors;</p> <ul style="list-style-type: none"> <li>• Convenor, treasurer, secretary or active committee member of an ALIA group;</li> <li>• Organising committee member of a major conference, seminar or symposium</li> <li>• Member of the Board of Directors.</li> </ul>	<p>points per PD year for active participations in conference planning and organising committees or other major PD events or as a participative member of an ALIA working group or committee in an area that involves policy development, 25 points per PD year participation as a Board member</p>
<p><b>Informal learning activities e.g. Conferences, training etc</b></p> <p>Informal learning activities may be provided in-house by your institution, ALIA, or an external organisation and do not involve formal assessment.</p> <p>Such activities may include:</p> <ul style="list-style-type: none"> <li>• Workplace learning: for example, in-house briefings, seminars, workshops, structured workplace training, shadowing.</li> <li>• Attendance at conferences and unconferences.</li> <li>• Seminars and symposiums.</li> <li>• Participation in a mentoring program as a mentor or mentee.</li> <li>• Staff development programs.</li> <li>• ALIA Training courses (check course information for allocated PD points).</li> <li>• Self-paced learning: through audio, video, CD media, television programs.</li> <li>• Distance/online learning.</li> <li>• Contribution to issues-based discussion lists relevant to the sector.</li> <li>• Small-group activities, including ALIA group meetings where a guest</li> </ul>	<p>1 point per hour, 30 points maximum per PD year</p>

<p>speaker makes a presentation on a substantive topic.</p> <ul style="list-style-type: none"> <li>• Commercial product training.</li> <li>• Non-assessed short courses, including adult education courses.</li> </ul> <p>PD is about committing yourself to learning activities. Consequently attendance at events such as annual general meetings, annual dinners and social/networking events do not accrue PD points.</p>	
<p><b>Personal study project</b></p> <p>A personal study project is a learning activity by which you update or extend your knowledge and/or skills. It is planned and undertaken by an individual practitioner although you may choose to discuss your readings with a peer, mentor or supervisor.</p> <p>The content may be specific to library and information science or more generic, for example, computing, cultural heritage, management, budgeting. It may relate immediately to your workplace or you may wish to engage in a reading plan as a precursor to further formal study through which you aim to update your knowledge and skills. The materials read should be substantive rather than ephemeral.</p> <p>Format is not important but the authority of the materials studied should be clear. Peer-reviewed journal articles are suitable as are materials located through authoritative websites. You might also choose to participate actively in face-to-face or specialist web discussion groups as part of a personal study project.</p> <p>To undertake a personal study project:</p> <ul style="list-style-type: none"> <li>• Decide on the topic for your project and acquire the necessary materials.</li> <li>• Set learning goals.</li> <li>• Study and analyse the materials.</li> <li>• Record your learning outcomes — hold for audit purposes.</li> </ul>	<p>2 points per hour, 20 points maximum per PD year</p>
<p><b>Presentations and papers</b></p> <p>This includes the preparation and presentation of lectures, courses and discussion group papers of a technical nature or acting as a facilitator or presenter at in-house presentations, workshops, conferences, seminars, formal education courses and other similar events outside your regular job responsibilities.</p> <p>You may be invited to make a presentation to a particular group or to</p>	<p>2 points per hour for preparation of your paper, 2 points per hour for the first time that you make the presentation, 20 points maximum per PD</p>

<p>teach a group for a period of time because you have special expertise in a subject area of interest to participants. Alternatively you may be requested to make a presentation to colleagues in your workplace on an area of interest to all.</p> <p>ALIA conferences and other ALIA PD events also provide opportunities for practitioners to become involved in developing and presenting papers of interest to the wider sector. You may be involved in an activity in your workplace that you believe attendees at an upcoming conference would like to learn about or you may have results from an innovative project to share with colleagues.</p> <p>Presentations which you deliver as a regular part of your job cannot be claimed as PD activities, for example, if you work as a training officer and regularly deliver programs relevant to workplace issues, this constitutes using skills you already need and possess in order to perform your regular activities rather than an opportunity to develop new skills. However if you move into a new area with different expectations, you may find the situation changes in which case it will be an opportunity to review your situation. Practitioners who are not required to make regular presentations as part of their day-to-day activities in the workplace may claim presentations as part of their PD activities.</p>	<p>year</p>
<p><b>Professional reading</b></p> <p>Articles from library journals, blogs, the business and financial press, monographs etc. through which you can keep up-to-date with sector and other issues impacting upon your practice are all regarded as professional reading materials. As general reading is, by its nature, less-directed than, for example, a personal study project — it attracts less credit within the ALIA PD scheme than other more-directed activities.</p>	<p>1 point per hour, 10 points maximum per year</p>
<p><b>Publications</b></p> <p>Publication activities focus on the preparation of articles, both refereed and non-refereed, for professional journals, monographs, industry and training publications.</p> <p>Articles may address issues confronting the sector, for example, education for the profession, reports on innovation in practice, benchmarking exercises, project reports, in short any issue of importance to the further development of the profession.</p> <p>Please note that refereed articles attract a higher total of points as more rigour is demanded for publication in the <i>Australian Library Journal</i> or</p>	<p>1 point per hour, 10 points maximum per year for non- refereed articles; and 2 points per hour, 20 points maximum per year for refereed articles, 1 point per hour, 20 points maximum</p>

<p><i>Australian Academic and Research Libraries</i>, (both published by ALIA) than in non-refereed journals.</p> <p>The preparation time can only be counted once for each article. Papers or articles that you write as a regular part of your job cannot be claimed as PD activities. Formal evaluation of research for publication as part of a peer review process, including a report and recommendations can also be claimed as a PD activity.</p>	<p>per year for providing peer review reports</p>
<p><b>Secondments</b></p> <p>You may have an opportunity to take up a fixed-term position — a secondment — away from your regular workplace. The position may be offered in another area of your own organisation or in another organisation altogether. While such positions relate generally to your current work, secondments are usually offered to enable you to gain new skills and knowledge and at the same time further develop existing skills.</p> <p>A secondment has two distinct elements — while it offers an opportunity for you to learn new skills and to broaden your experience in the workplace, the time spent in a new and different workplace will challenge you to meet goals and objectives outside the immediate areas of work with which you are familiar.</p> <p>To undertake a secondment you need to:</p> <ul style="list-style-type: none"> <li>• Apply for or negotiate a secondment to a different area/workplace as opportunities become available;</li> <li>• Identify the benefits to yourself and your current workplace arising from your secondment;</li> <li>• Develop specific learning goals and objectives for the period of your secondment;</li> <li>• Understand the expectations of your supervisor in the position to which you are being seconded;</li> <li>• Record your learning and reflect on your experiences. Ask your secondment supervisor to sign-off your goals as you meet these;</li> <li>• Provide a copy of your secondment documentation to your supervisor when you return to your own workplace.</li> </ul> <p>Note: During your secondment, you may undertake other learning activities which may count towards your PD requirements — for example, training courses or giving presentations.</p>	<p>2 points per hour, 20 points maximum per year</p>

<p><b>Tertiary courses</b></p> <p>Tertiary courses are courses offered by universities, TAFEs, RTO's or private accredited tertiary institutions. For the purposes of the ALIA PD scheme you may claim single subjects or modules of a course, or a complete course.</p> <p>ALIA Training TAFE and University partnership courses are included in this category (check course information for allocated PD points).</p>	<p>30 points per subject per semester, 60 points maximum per year</p>
<p><b>Work-based research projects</b></p> <p>You may be involved in a work-based research projects and your involvement in project work and other research type activities may provide you with an opportunity to further develop your knowledge and skills and subsequently enhance your practice.</p>	<p>2 points per hour, 20 points maximum per year</p>

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