

# It's audit time again ... find out how the process works

Participation in ALIA's Professional Development (PD) scheme is open to Associate and Library Technician members and is voluntary, but once you join you must meet the requirements of the scheme and accumulate a minimum of 30 points annually and 120 points over a triennium (three years). For this reason, ALIA randomly selects 10 per cent of members annually and conducts an audit of PD activities.

## You have been selected for audit... what happens now?

ALIA will contact you by mail to advise you of your selection and request that you provide a record of your PD activities for the reporting period July 2004 to June 2005. You can return your records by mail (freepost), e-mail or fax within six weeks of the date of the letter.

## How are activities recorded and points allocated?

The *Summary of activities* table provides a description of the types of activities that are eligible PD activities, for example, Informal learning activities; Professional reading; Publications; ALIA career development kit; Personal study projects; Presentations and papers; Work-based research projects; Secondments; Assessed short courses; Aurora Leadership Institute; Tertiary courses; and Contribution to ALIA. The table also shows how points are allocated and documents the recording requirements for audit. The table may be accessed at <http://www.alia.org.au/members-only/education/pd/userguide/activities.html>.

When you access the table online, click on the *underlined* 'type of activity' in the left-hand column, which expands for more detailed information. Work your way through the list to familiarise yourself with what activity slots into each category.

## CPD to become PD

ALIA is changing the name of the Association's professional development scheme from Continuing Professional Development to Professional Development. Some amendments have already been made on the ALIA website and we anticipate the change to the new terminology will be completed by 30 June 2005.

The scheme content will remain the same and professional development activities will continue to be recorded over a financial year, starting from 1 July 2005 and concluding on 30 June 2006. ■

For example, click on *Informal learning activities* (see below) ... you will note that if you attended a 'three-hour seminar at work' it would slot into this category; a certificate of participation or 'ALIA record of learning activities' sheet is the documentary evidence required for audit; and you can allocate three points for the seminar. You may attend a number of conferences, seminars, briefings etc throughout the year but you may accumulate a maximum of only 30 points per year for this category.

### Informal learning activities

Informal learning activities may be provided in-house by your institution, ALIA or an external organisation and do not involve formal assessment.

Such activities may include:

- workplace learning: for example, in-house briefings, seminars, workshops, structured workplace training, shadowing;
- attendance at conferences;
- participation in a mentoring program as a mentor or mentee;
- ALIA-recognised staff development programs;
- training courses run by ALIA PD professional partners;
- self-paced learning: through audio, video, CD media, television programs;
- distance/online learning;
- contribution to issues-based discussion lists relevant to the sector;
- small-group activities, including ALIA group meetings where a guest speaker makes a presentation on a substantive topic;
- commercial product training; and
- non-assessed short courses, including adult education courses.

**ALIA PD scheme points:** 1 point per hour, 30 points maximum per year.

**Documentary evidence required for audit:** a certificate of participation or 'ALIA record of learning activities sheet'.

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.

### Record keeping

You are encouraged to maintain a personal record of time spent on PD activities as you go, so that it will not be an onerous task to get all your paperwork together to satisfy audit requirements. You don't have

to provide the Association with details of this record until you are advised you have been selected for audit and required to establish proof of compliance — you will not be audited more than once in a three-year period.

### Record sheets

The 'PD summary record sheet' and 'ALIA record of learning activities sheet' are available for download, to provide documentary evidence to comply with audit requirements, via <http://www.alia.org.au/education/pd/record.sheets.html>.

You are encouraged to use the 'online tracking database' to record and track your PD activities but, for audit purposes, you are required to provide the record sheets, or other recommended supporting documentation, for each category.

## You have sent your PD records... what happens now?

ALIA will acknowledge receipt of your records by e-mail; review your records; and advise you of the outcome of the audit. For example, you will be notified if you are found to be:

- 'compliant' — you meet requirements of the scheme. You may be eligible to apply for a Certified Practitioner certificate to celebrate this achievement and may in time be able to apply for the distinction of Associate Fellow (find out more at <http://alia.org.au/members-only/education/pd/userguide/pd.html>)
- 'non-compliant' — you either have a shortfall in points or have not provided your PD records. You are welcome to re-register
- 'withdrawn' — you have advised ALIA by mail or e-mail that you have withdrawn from the scheme. You are welcome to re-register.

You are eligible to use the additional Certified Practitioner post-nominal (CP) once you have accumulated a minimum of 30 points in the *first* year of participation in the scheme and continue to meet PD compliance requirements. As an AALIA(CP) or ALIATec(CP) member, you are recognised by your colleagues, employers and the sector for your level of commitment to career-long learning, which assists you to remain adaptable to change in the dynamic environment of the library and information sector.

For further information about ALIA's PD scheme, visit <http://www.alia.org.au/education/pd/scheme.html> or contact Jill Yvanovich, ph 02 6215 8216 or e-mail [cpd@alia.org.au](mailto:cpd@alia.org.au). ■