

# Nuts and bolts of CPD

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Remember when ALIA first introduced CPD — continuing professional development? How many of you dutifully went along to the 'how to' workshops? Did you follow through or did you give it a miss because it was too difficult and/or time-consuming? Have you had a look at it recently? If you haven't, I urge you to do so.

CPD has now become much more user-friendly with further changes planned in the future to make it even more so. You can now keep track of your points online (with the calculations done for you) or as hard copy — the choice is yours. You won't need to provide ALIA with a copy of your CPD records unless you are selected for audit, which happens only once every three years.

The reporting period for the scheme is three years, a triennium. It starts on 1 July of the same financial year that you join the scheme and ends on 30 June, irrespective of your joining date.

## Benefits of joining ALIA's CPD scheme

Most of us are aware of what continuing professional development is, but may not be aware of the benefits of joining a structured CPD scheme. By joining ALIA's CPD scheme you can map your personal career-long development and have it recognised by others. The scheme can assist in keeping track of your learning progress in a widely accepted and endorsed format; provide a framework to allow you to identify and plan further acquisition of skills to assist in your long-term career path; give acknowledgement of your commitment to striving for professional standards; and may enable you to meet the requirements to become an Associate Fellow of ALIA.

## How to get started

(You will need to use your membership number and password to access the members-only section of the ALIA website.)

Personal Associate and Library Technician members of ALIA are eligible to register and participate in the ALIA CPD scheme. To begin, go to the ALIA website (<http://alia.org.au>) and click on the 'members-only' button at the top of the page. On the ALIA members-only page, click on 'CPD scheme' in the left-hand column to see 'What are the benefits of joining the ALIA CPD scheme?'

To register, go to the yellow box on the right-hand side of the screen and click on 'Join the scheme'. You can also link through to the Summary of Activities table, online tracking database and CPD record sheets from here.

A screenshot of the ALIA website's 'MEMBERS-ONLY' section, specifically the 'Register for the ALIA CPD scheme' page. The page has a yellow header with 'MEMBERS-ONLY' and the ALIA logo. Below the header, there's a section titled 'Register for the ALIA CPD scheme' with a sub-header 'Complete the form at the bottom of this page to register for the ALIA CPD scheme. Once registered, you will be able to keep track of your CPD activities online.' There are two main columns of text. The left column lists 'Terms and conditions' and 'Benefits of the ALIA CPD scheme'. The right column is titled 'New information' and contains a 'Join the scheme' button. At the bottom, there's a 'Already registered?' section with a 'Log in' button.

You are now ready to start keeping track of your CPD activities. Next time you want to update your CPD records online, you may do so via the 'Already registered' area in the yellow box on the right-hand side of screen — type in your *first name and ALIA membership number* and click on *to my CPD records* ... Remember to 'update my record' to save your changes.

A screenshot of the ALIA website's 'MEMBERS-ONLY' section, specifically the 'Joseph's ALIA CPD record' page. The page has a yellow header with 'MEMBERS-ONLY' and the ALIA logo. Below the header, there's a section titled 'Joseph's ALIA CPD record'. The page displays a table with columns for 'Year', 'Activity', 'Points', and 'Total'. The table shows data for the years 2004-2005 and 2005-2006. The 'Total' column shows a total of 329 points for the 2005-2006 period. At the bottom, there's a 'Add a CPD point' button and a 'Log out' button.

## CPD categories

I have found it easier to print out the information on the various categories contained in the 'Summary of activities' page. When you move the cursor over each activity, you will notice they are active links. If you click on each in turn you are taken to a page that explains what is allowed in each category. There is also information about points and what type of documentation is required for audit. I have made a pro-forma of the 'Record of learning activities' and the 'CPD summary' sheets so I can file my completed forms on my computer.

Examples of some CPD activity categories include:

### Informal learning activities

These can be anything from workplace learning activities including seminars, workshops, in-house briefings; conference attendances; mentoring programs and ALIA-recognised staff development programs; to self-paced learning pro-

grams; commercial product training; and on-assessed short courses including adult education courses.

### Professional reading

If you read articles from professional journals, for example library journals, the business and financial press, or monographs that help you to keep up to date with industry and other issues impacting on your practice, you can gain points. They can be in either print or electronic format.

### Publications

Have you ever written an article for a professional journal, monograph, industry or training publication that is either 'refereed' or 'non-refereed'? If so, it can earn you points. The article may address issues concerning the sector, including education for the profession, reports on innovation or project reports. Refereed articles attract higher total points than non-refereed ones.

### ALIA career development kit

This kit can be used to help you plan your CPD activities. It provides self-assessment sheets and other resources to help you identify what you want to achieve, for example the skills and knowledge you want to acquire and why; the activities you will need to undertake to develop these skills; the development of a time frame to work in; and the ability to evaluate what you have achieved.

### Presentations and papers

This category covers the preparation and presentation of lectures, courses and discussion group papers or acting as a facilitator or presenter at in-house presentations, workshops, conferences, seminars or formal education courses that are outside regular job responsibilities.

### Contribution to ALIA

This category includes the formal commitment of an ALIA member to fulfil a participatory role in an ALIA group, advisory group, advisory committee or conference committee, or service as an ALIA director.

So think about joining and participating. You have nothing to lose!

*The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn.*  
— Alvin Tofler

For details about ALIA's CPD scheme go to <http://alia.org.au/education/cpd/scheme.html>, e-mail Jill Yvanovich at [cpd@alia.org.au](mailto:cpd@alia.org.au) or ph 02 6215 8216. ■