



Library and Information Association
of New Zealand Aotearoa
Te Rau Herenga O Aotearoa

LIANZA CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PATHWAY

FREQUENTLY ASKED QUESTIONS



WHAT IS CPD?

Continuing professional development, or CPD, describes a person's ongoing process of professional learning and development.

Whether you are at the start of working in libraries and information services or are an experienced library and information professional, a proactive approach to learning supports you to evolve your capabilities for an ever-changing workplace. A CPD cycle is Plan, Do, Record and Reflect.

LIANZA is committed to supporting your professional development cycle with planning tools, professional development opportunities, and a CPD logbook for recording and reflecting on your continuing professional development.

We recognise your professional development (PD) activity through the LIANZA CPD pathway.

WHAT IS THE LIANZA CPD PATHWAY?

This is a pathway for LIANZA personal and student members to demonstrate their professional development and to gain professional recognition.

The LIANZA CPD pathway encompasses the following elements:

- Member My CPD Logbook
- Two certificates of professional development recognition (PD and CPD)
- Two professional acknowledgements (RLIANZA and CertLIANZA).

The LIANZA CPD Pathway



WHY TAKE PART IN THE LIANZA CPD PATHWAY?

The Continuing Professional Development approach to learning engages you in a cycle of reflection and action. Planning, recording and reflecting on your PD activity allows you to meet your development needs now and to plan your career path.

Your participation in the CPD pathway links you to professional recognition opportunities. Start building your professional development record in the My CPD Logbook to apply for:

- Certificate of Professional Development at 12 months (20 hours)
- Certificate of Continuing Professional Development at three years (60 hours)
- Becoming a certified LIANZA member with CertLIANZA
- When revalidating for professional registration as RLIANZA*

*An option for RLIANZA members when revalidating.

WHO CAN TAKE PART IN THE LIANZA CPD PATHWAY?

LIANZA personal and student members are eligible to take part in the CPD pathway.

IS THERE A COST TO TAKE PART IN THE LIANZA CPD PATHWAY?

As a LIANZA member, it's free to create a CPD record in the member portal and to submit the record to receive a PD or CPD certificate.

HOW DOES THE LIANZA CPD PATHWAY WORK?

The foundation of the CPD pathway is the digital My CPD logbook in the member portal.

Use this logbook to maintain a record of your professional development activities. You can download a record for any period of activity.

When you apply for a certificate, the LIANZA Professional Development Lead will review your logbook. A Certificate of Professional Development (PD) is a stepping stone to the Certificate of Continuing Professional Development (CPD).

Once you have the CPD Certificate, you can apply for CertLIANZA, or, if you are a RLIANZA member, you have the option to use your CPD record, in place of the Journal, to support you to revalidate your registration.

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CPD LOGBOOK

WHAT IS THE LOGBOOK AND WHERE DO I FIND IT?

The logbook is found in the **My CPD** tab of the member portal. You can start your logbook at any time.



WHAT COUNTS AS A PROFESSIONAL DEVELOPMENT ACTIVITY?

In your logbook, capture professional development that is **library and information sector relevant**, including, for example:

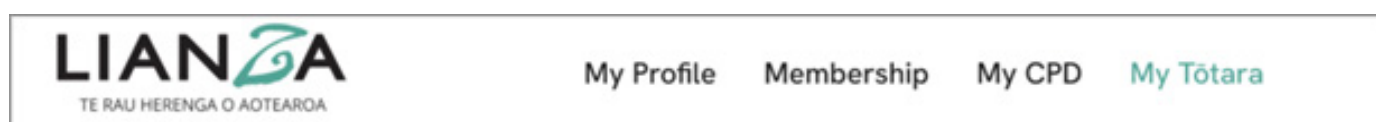
- LIANZA events and participation such as special interest groups, communities or regional meetings
- Conferences, courses and other events (from any provider or association)
- Self-study and professional reading
- Peer development engagement
- Skills development
- Educational visits
- Articles written or presentations given
- Using *My Tōtara* for self-assessment and action planning.

HOW DO I RECORD MY PROFESSIONAL DEVELOPMENT?

Use the My CPD logbook in the member portal to record your professional development activity. There are three steps:

1. Add an entry to the logbook
2. Assign the activity to an area in *Te Tōtara Capability Framework**
3. Add a brief learning reflection.

*Go to the **My Tōtara** tab to find a quick reference for Te Tōtara:



The *My Tōtara navigable framework with interactive workbook* is a quick reference for you to assign your CPD activity to the capability framework.

Planning your professional development is an important part of the CPD cycle. Use the workbook parts of *My Tōtara* to plan your professional development.

HOW DO I LOG TIME ON EACH ACTIVITY?

The following is guidance on how to record your professional development time when logging activities in your logbook.

The logbook logs your activity as points:

- 1 hour = 1 point
- Maximum points per activity - 5

For activities that go over several hours or days, such as courses, conferences or projects, there is a cap of 5 hours per entry.

As a rule of thumb, members should log the time spent **actively learning**, not simply recording attending or delivering.

Please note, each logged activity needs to be accompanied by a learning reflection that describes professional development, i.e. what you have learned and how it develops you as a professional.

Example of a learning reflection:

"Learning more about the CPD Pathway has made me more confident to support my team's professional development going forward. I'm currently our only team member with RLIANZA, and learning more about the CPD Pathway helped me understand what my teammates need to do to earn professional development certificates at different levels. Seeing the online journal in action has empowered me to take more of a leadership role in helping my teammates to get certified. I learnt about Te Tōtara Capability Framework, which my library does not currently use. I found it interesting to see how it differs from the old BoK mapping system, particularly in its grounding of kaupapa Māori. I found the tree metaphor to be a really innovative and comprehensive way of thinking about my professional development. Moving forward, I need to get more familiar with Te Tōtara by working through the online workbook."

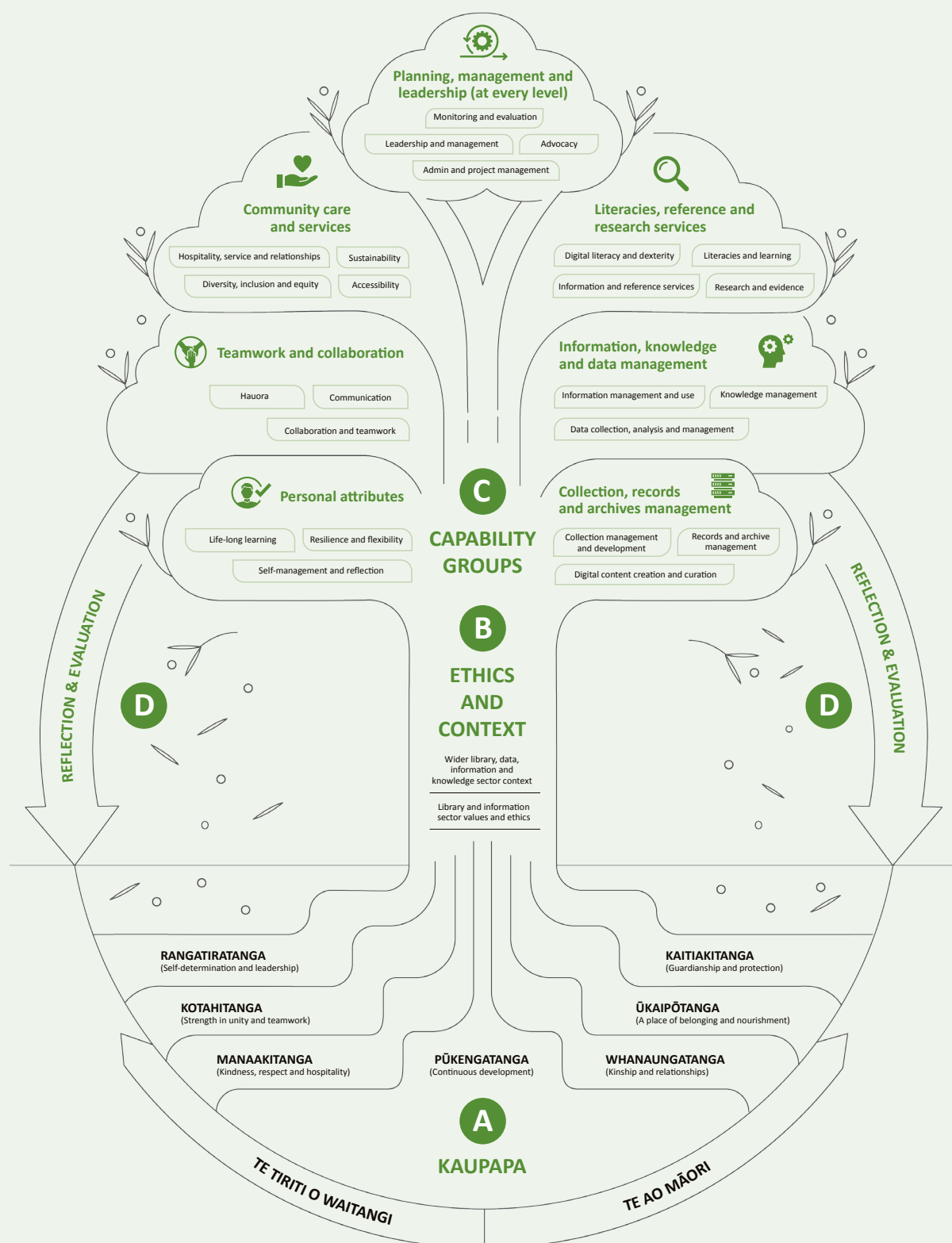
HOW DO I DEMONSTRATE A BALANCE OF PROFESSIONAL DEVELOPMENT ACTIVITIES IN MY LOGBOOK?

Te Tōtara Capability framework describes most of the capabilities needed for working in the library and information sector.

We recommend that you plan your professional development using the reflection and goal-setting tools in *My Tōtara the navigable framework and interactive workbook* in the **My Tōtara** tab of the member portal).

You need to demonstrate that you have engaged in professional development activity across all three elements of *Te Tōtara Capability Framework*. To do so, you refer to the framework and assign your activity to a relevant capability area.

Te Tōtara Capability Framework for strengthening a diverse library and information workforce



Members should demonstrate a range of professional development activities that:

1. encompass *Te Tōtara Capability Framework* Ngā paiaka | Roots, Te Tīwai | Trunk and Ngā rūhā | Branches
2. with a minimum of half relating to the 7 Capability Group sections.*

**Future development of the digital logbook will include sub-sections.*

Ngā paiaka | Roots - Te Ao Māori and Te Tiriti o Waitangi

Te tīwai | Trunk - Ethics and Context

Ngā rūhā | Branches – we recommend a balance of professional development from across the capability groups.

For CertLIANZA, and for revalidation of RLIANZA, your logbook should demonstrate professional development activity technical capability areas, such as Literacies, references and research services, Information, knowledge and data management and Collection, records and archives management.

You can also get points for using *Te Tōtara* for self-reflection, setting development goals and using the Action Plan template in the *My Tōtara* workbook.

Remember, when applying for professional acknowledgement, your logbook will be audited and verified as a record of balanced professional development activity with a reflection on each activity.

HOW DO I WRITE REFLECTIVELY?

Reflection is an important part of the CPD cycle and is a required part of your CPD record. When adding your professional development activity to your logbook, use the learning reflection form to write a brief reflection on your learning.

CERTIFICATES OF PROFESSIONAL DEVELOPMENT

WHO IS ELIGIBLE FOR A PROFESSIONAL DEVELOPMENT CERTIFICATE?

Every personal member is eligible, including student members. LIANZA professional development certificates are issued in recognition of a member's ongoing commitment to their professional development as demonstrated by their digital CPD logbook.

You can apply for a **Certificate of Professional Development (PD Certificate)** after completing 20 hours of professional development in one year.

You can apply for a **Certificate in Continuing Professional Development (CPD Certificate)** after completing 60 hours of professional development over three years.

Remember, your logbook will need to demonstrate a good balance of professional development activities across *Te Tōtara Capability Framework* to get the CPD Certificate.

WILL MY LOGBOOK BE AUDITED?

Your logbook will be audited when you apply for a certificate.

PD and CPD Certificates - 5% of logbooks will be audited by the Professional Development Lead.

CertLIANZA acknowledgement and RLIANZA revalidation - 100% of logbooks will be audited by the Professional Registration Board.

HOW DO I APPLY FOR A CERTIFICATE?

Use the request form on the member portal to apply for a certificate.

APPLYING FOR CERTLIANZA

WHAT IS THE NEW CERTIFIED PATHWAY FOR LIANZA MEMBERS, CERTLIANZA?

LIANZA already has a professional registration scheme, RLIANZA, for library and information professionals who have graduate qualifications.

A new universal pathway, the Certified Professional Development scheme (**CertLIANZA**), has been developed to acknowledge members for their commitment to professional development, regardless of the member's qualification pathway.

WHAT ARE THE CRITERIA FOR CERTLIANZA?

All members are eligible to apply for CertLIANZA once they have a CPD Certificate demonstrating 60 hours of activities over a three-year period.

During your application, your logbook will be audited for professional relevance, a balance of professional development activity, and appropriate learning reflections.

HOW DO I APPLY FOR CERTLIANZA?

Once you have a CPD Certificate, submit your application using the form in the member portal.

Your application will include the following attachments:

- A cover letter with a self-assessment statement.
- A letter of endorsement from your employer.

There is an application fee of \$57.50 to cover the administrative cost for CertLIANZA. The fee is payable again at the revalidation.

HOW DO I MAINTAIN MY CERTLIANZA?

To maintain CertLIANZA, you must re-apply every three years.

Once verified, you will be added to the CertLIANZA roll on the LIANZA website, and you can add the postnominal **CertLIANZA** to your email signature.

REVALIDATING RLIANZA (WITH A CPD CERTIFICATE)

To maintain Professional Registration status*, you must seek revalidation every three years. Revalidation of your professional registration recognises your professional standards and competence, and your commitment to continuing professional development.

*To find out more about Professional Registration, and the qualification requirements and process of application and revalidation, go to the Professional Registration page on the LIANZA website.

I'M ALREADY PROFESSIONALLY REGISTERED (RLIANZA). HOW CAN I USE THE LOGBOOK TO SUPPORT REVALIDATION?

Will the current revalidation process still be accepted?

Yes, going forward, the Professional Registration Board will accept:

EITHER

- A **Revalidation Journal**
- A cover letter with a self-assessment statement.
- A letter of endorsement from your employer and employer contact details.

OR

- Submission of your **CPD logbook** (and/or CPD Certificate) as a record of a minimum of 60 hours of professional development activity.
- A cover letter with a self-assessment statement.
- A letter of endorsement from your employer, with their contact details.

WHAT DO I NEED TO DO TO HAVE THIS OPTION WHEN I REVALIDATE?

Start creating entries for your professional development activities in your CPD logbook (in the My CPD tab of the member portal).

At the time of revalidation, you will need to demonstrate to the Professional Registration Board that you have engaged in professional development activity across all three elements of *Te Tōtara Capability Framework**.

In particular, that you have maintained currency in the technical capability groups: Literacies, references and research services, Information, knowledge and data management and Collection, records and archives management.

*Exemplars of good practice will be developed and shared early in the implementation of this pathway.

The option to use a logbook instead of a journal for revalidation is based on entries over a period of 36 months. However, if a revalidating RLIANZA member wants to transfer professional development from their Journal to the CPD logbook (thus demonstrating three years of logged professional development activity sooner), then contact the PR Chair to discuss this.

HOW DOES LIANZA ENSURE THAT THE REVALIDATION PROCESSES ARE ROBUST?

The Professional Registration Board reviews 100% of submitted materials, including journals, logbooks, and learning statements.