

5.00 Professional Registration

1.0	Purpose	3
2.0	Scope	3
3.0	Definitions	3
4.0	Related policies and procedures	3
5.0	References	3
6.0	Exceptions	4
7.0	Responsibilities	4
8.0	Policy	4
9.0	Procedure	5
9.1.	Appointment of the Professional Registration Board	5
9.2.	Operation of the Board	5
9.3.	Body of Knowledge	6
9.4.	Scheme Fees	6
9.5.	Entry to the scheme	6
9.6.	Entry to the scheme will be by one of three routes:	6
9.7.	Application process	7
9.8.	Mentoring – General	8
9.9.	Mentoring – Approved Mentors	9
9.10.	Revalidation	9
9.11.	Use of Post-nominals	10
9.12.	Extensions and Leave of Absences	10
9.13.	Review of Journals	10
9.14.	Journals in Te Reo	11
9.15.	The Professional Registration Register	11
9.16.	Curriculum Reviews	11
9.17.	Annual Assessment of Operational Performance	12
9.18.	Full Scheme Review	12
9.19.	Appeals and complaints	12
10.0	Review	12
11.0	Attachments	12

1.0 Purpose

The Professional Registration scheme was introduced by LIANZA in 2007, in order to increase the standing of the Library and Information profession in New Zealand, recognise professional excellence and continuing professional development, and provide a mechanism by which employers can coach and develop their professional staff.

The scheme also provides an assurance for future employers, both in New Zealand and overseas, that the registrant meets professional standards of competency in the body of knowledge and ethics required for library and information work.

Finally the scheme allows international benchmarking and recognition of professional library qualifications for New Zealanders wishing to work overseas.

2.0 Scope

This policy applies to all individuals involved in the strategic oversight and operational management of the Registration Scheme, and also all individuals participating in the scheme.

3.0 Definitions

Board	Professional Registration Board
PTP	Professional Training Plan
PTL	Portfolio of Learning
Registrant	Individual who maintains professional registration
Revalidation	The process of presenting and acknowledging sufficient evidence through the demonstration of reflective learning that the registered member has undertaken professional development aligned to the BOK clusters.

4.0 Related policies and procedures

- Complaints Policy
- Appeals policy and procedure

5.0 References

- LIANZA Code of Practice Part 5, 2013 update
- Proposed Professional Registration Scheme for the New Zealand Library and Information Profession prepared by the LIANZA Taskforce on Professional Registration May 2006
- Review of the Professional Registration Scheme – a Report to LIANZA Council – by the 2015 PR Review working group
- LIANZA Professional Registration Administration Review 2015 – by Laurinda Thomas

6.0 Exceptions

In order to ensure transparent operation of the Professional Registration scheme there are no exceptions to this policy.

7.0 Responsibilities

As the head of the Association, the President is ultimately accountable for the scheme in its entirety.

The Executive Director is accountable for the ongoing viability of the scheme, from an operational administration point of view. This includes the degree to which the scheme appeals to members, including whether the scheme is fit for purpose to maintain the professional standing and financial health of the Association.

The Professional Registration Board is accountable for the professional dimensions of the scheme. They are accountable for taking the strategic direction of the Association, and ensuring that the scheme aligns with that direction. The Board is responsible for managing and maintaining the professional aspect of the scheme, including the assessment of qualifications, development of standards and criteria, journal reviews and assessment of new, non-standard applications to the scheme.

The Office is responsible for the operational administration of the scheme.

8.0 Policy

- 8.1 Oversight of the professional dimension of the Professional Registration scheme is delegated to the PR Board.
 - 8.1.1 The board will work to operate in a transparent and just manner.
 - 8.1.2 Board members will recuse themselves from a decision process where they believe there is a conflict of interest or they will be unable to maintain impartiality
- 8.2 All entrants to the scheme are required to hold a minimum of a Bachelor level qualification (regardless of discipline).
- 8.3 Regular revalidation will be required of all registered library and information professionals.
 - 8.3.1 Registered librarians may request an extension to revalidation or take a leave of absence from the scheme in exceptional circumstances.
- 8.4 LIANZA will accept journals in both Te Reo and English
- 8.5 Mentoring will be made available for those participating in the scheme

- 8.6 LIANZA will work to obtain and maintain reciprocal Registration with other association Registration schemes
- 8.7 The Registration scheme will be supported by the IFLA Body of Knowledge
- 8.8 An annual membership fee will be charged to individuals who participate in the Registration scheme

9.0 Procedure

9.1. Appointment of the Professional Registration Board

- 9.1.1. The Council will appoint the Board through an open EOI process and will ensure that the board reflects the sector with capability in education, scholarship, knowledge of Mātauranga Māori, and professional practice.
- 9.1.2. Council are also responsible for the appointment of Board Chair. To ensure appropriate understanding of the scheme any individual stepping into the Chair position must have served on the Board for a minimum of one year.
- 9.1.3. The Board will consist of at least eight members. Each member must be a member of a participating association of at least five years standing, and must be a registrant.
- 9.1.4. The board will have the power to co-opt members with additional expertise, but must seek approval of Council before confirming the appointment.
- 9.1.5. Each board member will be appointed for an initial term of three years. Board members may serve additional terms with council approval. Board member replacement will be staggered to ensure continuity of experience
- 9.1.6. The Board may seek specialised expertise if needed to do justice to an applicant. Any additional expertise co-opted to the Board must be notified to Council.

9.2. Operation of the Board

- 9.2.1 Board membership will require a commitment of 10-15 hours per month. LIANZA recognises this is a significant donation of time on the part of Board members and will work with the Board to ensure this workload does not become overwhelming. However, Board members who cannot keep up with the workload may be asked to step down.
- 9.2.2 Board members will meet via video conference on a monthly basis, and face to face for a strategic planning session once per year. Other meetings may be arranged as necessary.
- 9.2.3 The Executive Director will act as the PR Board Secretary and sit on the Board in an ex officio capacity.

9.3. Body of Knowledge

9.3.1. LIANZA will use the Body of Knowledge as set by IFLA

9.3.2. To ensure ease of understanding when applying the Body of Knowledge it will be overlaid with a framework as outlined in the attachments.

9.3.3. This framework will be reviewed annually by the Professional Registration Board to ensure it is still fit for purpose.

9.4. Scheme Fees

9.4.1. Fees will be charged for entry to the scheme and annually for ongoing membership

9.4.2. Fees will be set by Council and reviewed each year as part of the annual budgeting process

9.4.3. LIANZA may offer its members a discounted registration fee in recognition of their ongoing support of LIANZA and the fact that members are already contributing to the operational costs of the organisation

9.5. Entry to the scheme

9.5.1. In order to Professionally Register all applicants must:

9.5.1.1. Have shown a theoretical understanding of the body of knowledge through achievement of a recognised qualification

9.5.1.2. Be able to practically apply the Body of Knowledge in a library and information environment

9.5.1.3. Be an individual member of one of the following professional library and information management associations

- Te Rau Herenga o Aotearoa (LIANZA)
- School Library Association of New Zealand Aotearoa (SLANZA)
- Te Rōpū Whakahau
- New Zealand Law Librarians' Association (NZLLA)
- International Association of Music Librarians (IAML(NZ))
- Australian NZ Theological Library Association (ANZTLA)

9.5.1.4. Hold a graduate level qualification or higher

9.6. Entry to the scheme will be by one of three routes:

9.6.1. Route A – A recognised New Zealand Library and Information qualification

9.6.1.1. Master of Information Studies (MIS) with the Libraries Specialisation (LIBS) - Victoria University of Wellington

9.6.1.2. Bachelor of Applied Science with Information and Library Studies (ILS) major – Open Polytechnic of New Zealand

9.6.1.3. Bachelor of Arts with ILS major or double major with ILS / Humanities or ILS / Communication – Open Polytechnic of New Zealand

9.6.1.4. Other New Zealand graduate qualifications may be approved by the PR Board linked to a related discipline (such as information technology (IT), information studies (IS), archives, records management, or Maori information management) where these qualifications can be mapped against the body of knowledge

9.6.2. Route B – A recognised Overseas Library and Information qualification

9.6.2.1. LIANZA recognises overseas qualifications at bachelors or above as recognised by these associations:

- Chartered Institute of Library & Information Professionals in the United Kingdom (CILIP)
- Australian Library & Information Association (ALIA)
- American Library Association (ALA)
- Canadian Library Association (CLA)

9.6.2.2. Other overseas library and information management qualifications may be approved by the PR Board where they can be mapped against the body of knowledge and are accompanied by an NZQA International Qualifications assessment demonstrating that the qualification is at graduate level or above

9.6.3. Route C – Other Circumstances

9.6.3.1. In the following situations applicants may be accepted, however, they must be able to demonstrate a comprehensive understanding of the Body of Knowledge

- Where an individual has a NZ library and information qualification pre-dating 2007 and can demonstrate 5 or more years of experience in the profession through mapping this against the 11 areas of the Body of Knowledge
- Where an individual has a library and information related qualification at a minimum of Bachelor's level such as Information Technology, Information Studies, Archives, Records Management, Education or Maori Information management and can demonstrate an understanding of the body of knowledge through mapping their experience against the 11 areas of the Body of Knowledge

9.7. Application process

9.7.1. Applications will be submitted to the LIANZA office

9.7.2. All applicants will be expected to provide the following:

- 9.7.2.1. Completed application form (including signature indicating support of employer)
- 9.7.2.2. Certified copies of relevant academic qualifications
- 9.7.2.3. Curriculum Vitae
- 9.7.2.4. Application fee

9.7.2.5. In addition applicants may be required to submit (as noted against each route):

- A mapping of their qualification against the BOK
- An NZQA International Qualifications assessment

9.7.2.6. Applicants asked to complete mentoring will be asked to submit a PTP and PTL

9.7.3. Applicants entering by Route A or B with a recognised qualification and three years of work experience will be automatically granted registrations with no mentoring. These applications may be approved by the office.

9.7.4. All other applications (including those who have a PPM or BMIM) must be forwarded to a member of the PR Board for approval. This will be communicated to the member with an approximate time frame for approval.

9.7.5. Where mentoring is required by the PR board member the necessity for this must be confirmed by discussion at the PR Board meeting.

9.7.6. Where it is not clear whether an applicant meets the criteria they may be asked for further information, to resubmit their application at a later date and/or do further training, or take part in an interview with members of the PR Board.

9.7.7. If a board member believes an application should be declined this will be brought to the PR Board meeting for discussion

9.7.8. All approved and declined applications will be included in the minutes of the monthly PR Board meeting

9.7.9. Where an application is declined the member will receive written notification of the decision, including a written report detailing why the application was declined, and a copy of the appeals procedure

9.8. Once an application has been approved the member will be forwarded a certificate of registration, and the professional registration roll updated to include their name

9.8. Mentoring – General

9.8.1. Routes of entry articulate whether mentoring will be required – generally mentoring is required where an application has a clear gap in a portion of the body of knowledge but otherwise meets the requirements for professional registration

9.8.2. Those undergoing mentoring will be considered to be provisionally registered for their period of mentoring

9.8.3. The period of mentoring required is at the discretion of the Board, but must allow adequate time to rectify the gaps in the Body of Knowledge identified and should be no longer than twelve months

9.8.4. Where mentoring is required by the Board the applicant must find an approved mentor.

9.8.4.1. A list of approved members will be published on the LIANZA website.

9.8.5. The applicant must then complete a PTP with the support of the mentor

9.8.6. The PTP sets out the proposed training and development activities and professional experience that will allow the applicant to fill the identified gaps in their understanding of the Body of Knowledge

9.8.7. Upon delivery of a PTL signed by both the mentor and an applicant's employer outlining the completion of the activities and work experience proposed in the PTP an applicant is considered to be fully registered

9.9. Mentoring – Approved Mentors

9.9.1. All registered professionals with over 5 years professional experience are invited to apply to register as approved mentors

9.9.2. Mentors will supervise applicants by giving them professional guidance during the mentored training period

9.9.3. LIANZA will provide a self-paced learning manual on the LIANZA website, should a mentor wish to pursue additional training

9.10. Revalidation

9.10.1. All registered library and information professionals must revalidate their registration every three years, demonstrating Continuing Professional Development annually in each of the BOK clusters and against three of the domains

9.10.2. The LIANZA office will remind all registrants at least three months prior to their journal being due

9.10.3. To apply for revalidation individuals must provide:

9.10.3.1. A completed revalidation journal

9.10.3.2. A letter of verification (countersigned by a peer or employer)

9.10.4. The Registration Board may reject a submitted journal as insufficient

9.10.4.1. If they do so then they must recommend a course of training and development to allow the member to maintain their registration

9.11. Use of Post-nominals

- 9.11.1. Registered members of the scheme may use the post-nominal RLIANZA to advertise themselves as registered members of the New Zealand Library and Information Profession

9.12. Extensions and Leave of Absences

- 9.12.1. Registered individuals may apply for an extension or leave of absence from the programme
- 9.12.2. A leave of absence allows a registered member to withdraw from the scheme for up to three years

- 9.12.2.1. Members must apply in writing for a leave of absence
- 9.12.2.2. A leave of absence can only be granted by the PR Board
- 9.12.2.3. Any member taking a leave of absence is automatically readmitted to the scheme on at the end of their leave period
- 9.12.2.4. Members must submit a journal, after they have been back in the scheme for 12 months, for that period
- 9.12.2.5. Members who take a leave of absence do not remain on the Registration Roll

- 9.12.3. An extension allows a Registered member to postpone revalidation for up to 12 months

- 9.12.3.1. Members must apply in writing – the office can grant up to three months extension in addition to the three month grace period. For longer extensions the request must be approved by the board
- 9.12.3.2. An extension does not exempt an individual from the CPD requirement
- 9.12.3.3. Members who receive an extension remain on the Professional Registration Roll

9.13. Review of Journals

- 9.13.1. Each journal, as it is submitted will be checked by the LIANZA office team. If it is completed as per the example template then revalidation will be allowed and a updated certificate of registration sent out to the registrant.

- 9.13.1.1. Journals that appear to be incomplete will be forwarded to a Board member for verification- and if they are not up to standard revalidation will be declined.

- 9.13.2. Annually one fifth of all journals will be pulled for verification by the PR Board.

- 9.13.2.1. Members will be notified that their journal will be selected at the beginning of the year
- 9.13.2.2. Board members will be given a list of names to verify and access to the journals via an electronic system
- 9.13.2.3. Board members will have eight months to check their journals (approximately 40)
- 9.13.2.4. A subset of journals will be verified by more than one Board member to ensure that an equivalent standard is being maintained

9.13.2.5. Any member where their journals are not up to standard will be given three months to rectify the situation and if corrective action is not taken will be removed from the scheme

9.13.2.6. The following aspiration criteria will be used to assess journals – journals that show a good attempt to meet this standard will be approved:

- 18 -21 activities spread over three years
- Ideally six activities per year; minimum of 4
- Coverage of all six clusters – in principle we would like to see an even spread across the entire body of knowledge
- 3 of the 4 domains covered
- Explanation of learning that is reflective

9.14. Journals in Te Reo

9.14.1. LIANZA will accept journals in Te Reo. If LIANZA does not have appropriate expertise on the board then this may be co-opted.

9.15. The Professional Registration Register

9.15.1. The LIANZA office will maintain an electronic record of current members of the Professional Registration scheme. This electronic record will include:

- 9.15.1.1. Name
- 9.15.1.2. Date of registration
- 9.15.1.3. Whether mentoring was required
- 9.15.1.4. Revalidation date
- 9.15.1.5. Contact details

9.15.2. A list of all registered individuals, along with their revalidation date, will be held on the LIANZA website. This list will be updated each month after the PR Board meeting.

9.15.3. Registration will be cancelled by LIANZA where:

- 9.15.3.1. A member fails to maintain membership of their professional association
- 9.15.3.2. A member fails to revalidate their Professional Registration
- 9.15.3.3. For breach of the code of professional conduct
- 9.15.3.4. Failure to pay the annual registration 
- 9.15.3.5. Upon death of the registrant
- 9.15.3.6. If it is discovered that registration has been granted on the basis of false information

9.16. Curriculum Reviews

9.16.1. The Board will conduct regular reviews of New Zealand Library and Information qualifications accepted by the Professional Registration Scheme. These reviews will be conducted a minimum of every five years, or as needed – for example when a qualification is significantly refreshed or updated.

9.16.2. Reviews will be led by a member of the Board, and conducted by a panel appointed for the process.

- 9.16.3. Reviews will be conducted using a standardised Terms of Reference and Review Methodology to ensure they are delivered in a consistent and transparent manner
- 9.16.4. Review reports will be confidential and shared only with the owner of the qualification being reviewed, the Board, and LIANZA council
- 9.17. **Annual Assessment of Operational Performance**
- 9.17.1. An annual assessment of key aspects of the scheme will be completed every year using a “Professional Registration Scorecard”.
- 9.17.2. This will be completed in time for the annual Board strategic planning meeting and will feed into the whole of organisation scorecard reporting to LIANZA Council.
- 9.17.3. Key elements of the scorecard will be agreed by the Chair, President, and Executive Director.
- 9.18. **Full Scheme Review**
- 9.18.1. A full review of the Professional Registration scheme will be conducted every five years to ensure that it remains fit for purpose.
- 9.18.2. This review will be overseen by the LIANZA Council and will be conducted by an independent working party appointed specifically for this work.
- 9.18.3. Terms of reference for this review have been developed but may be adapted by the Executive Director at the direction of Council for each review to ensure that questions pertinent to the current library and information environment are addressed
- 9.19. **Appeals and complaints**
- 9.19.1. General complaints about the administration of the PR scheme, or actions of the board will be handled through the LIANZA Complaints Policy and Procedure
- 9.19.2. An applicant or registrant with specific concerns regarding a decision by the PR Board may appeal that decision. Any appeal will be handled through the LIANZA appeals policy and procedure

10.0 Review

This policy is reviewed two yearly.

11.0 Attachments

- Application form
- Revalidation journal template
- Scorecard
- TOR for Full Scheme Review
- Chair position description
- Board member position description
- EOI for Board member
- TOR for Curriculum Review