



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

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 LIANZA Professional Registration Scheme, and also all individuals participating in the scheme.

3.0 Definitions

Board	Professional Registration Board
Bodies of Knowledge	Bodies of Knowledge were developed for the New Zealand library and information profession and derived from the former IFLA Bodies of Knowledge. The 11 Bodies of Knowledge (BoK) identify the different areas of competency
Domain	An area of practice; knowing, doing, sharing, leading
Cluster	The 11 BoK's are organised in six manageable clusters Cluster 1 – BoK 1 Cluster 2 – BoK 2, 3 & 4 Cluster 3 – BoK 5 & 8 Cluster 4 – Bok 7 Cluster 5 – Bok 6, 9 & 10 Cluster 6 – Bok 11
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

The LIANZA president is ultimately accountable for the scheme in its entirety.

The LIANZA 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 LIANZA 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 board is responsible for the Full Scheme Review and Professional Review of Curriculum (as required).

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

8.1 Policy

- 8.2 Oversight of the professional dimension of the LIANZA Professional Registration scheme is delegated to the PR Board.
 - 8.2.1 The board will work to operate in a transparent and just manner.
 - 8.2.2 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
- 8.3 All entrants to the scheme are required to hold a minimum of a Bachelor level qualification (regardless of discipline), with the exception of an individual who has a NZ library and information qualification pre-dating

2007 and can demonstrate three or more years of experience in the profession by mapping against the Body of Knowledge

- 8.4 Regular revalidation will be required of all registered library and information professionals.
 - 8.4.1 Registrants may request an extension to revalidation or take a leave of absence from the scheme in exceptional circumstances.
- 8.5 LIANZA will accept journals in both Te Reo and English
- 8.6 Mentoring will be made available for those participating in the scheme, if requested
- 8.7 LIANZA will work to obtain and maintain reciprocal registration with other association registration schemes.
- 8.8 An annual membership fee will be charged to individuals who participate in the LIANZA Professional Registration Scheme

9.0 Procedure

9.1. Appointment of the Professional Registration Board

- 9.1.1. LIANZA 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. LIANZA Council are also responsible for the appointment of the PR Board chair through an EOI process.
- 9.1.3. To ensure appropriate understanding of the scheme any individual stepping into the chair position must have served on the current or previous board for a minimum of one year.
- 9.1.4. The board will consist of at a minimum of five members.
- 9.1.5. Expressions of interest to become a member of the board will be reviewed by the PR Board Chair who will make a recommendation to LIANZA Council
- 9.1.6. Each board member must be a member of a participating association and must hold current LIANZA Professional Registration.
- 9.1.7. The board will have the power to co-opt members with additional expertise, but must seek approval of LIANZA Council before confirming the appointment.
- 9.1.8. Each board member will be appointed for an initial term of three years and may serve additional terms with LIANZA Council approval.
- 9.1.9. Board member replacement will be staggered to ensure continuity of experience.
- 9.1.10. 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 LIANZA Council.

9.2. Operation of the Board

- 9.2.1 Board membership will require a commitment of three-five hours per month.
- 9.2.2 Board members will ratify registrations, revalidations and withdrawals weekly by email, and are available to meet via video conference as required and attend an annual

planning session.

9.2.3 LIANZA Office will provide support to the board, including minutes as required.

9.3. Scheme Fees

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

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

9.4. Entry to the scheme

9.4.1. In order to gain LIANZA Professional Registration all applicants must:

9.4.1.1. Have shown a theoretical understanding of the Body of Knowledge through achievement of a recognised qualification.

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

9.4.1.3. 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)

9.4.1.4. Hold a Bachelor-level qualification or higher

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

9.5.1. **Route A** – A recognised New Zealand library and information qualification

9.5.1.1. Master of Information Studies (MIS) - Victoria University of Wellington

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

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

9.5.1.4. Bachelor of Library and Information Studies – Open Polytechnic of New Zealand

9.5.1.5. Other New Zealand graduate qualifications may be approved by the Board where it can be shown the qualification meets the Body of Knowledge for example a related discipline such as information technology (IT), information studies (IS), archives, records management, or Maori information management

9.5.2. **Route B** – A recognised overseas library and information qualification

9.5.2.1. LIANZA recognises overseas qualifications at Bachelor degree level or above as recognised by these associations:

- Chartered Institute of Library and Information Professionals in

the United Kingdom (CILIP)

- Australian Library and Information Association (ALIA)
- American Library Association (ALA)
- Canadian Library Association (CLA)

9.5.2.2. Other overseas library and information management qualifications may be approved by the 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

9.5.3. Route C – Other circumstances

9.5.3.1. In the following situations applicants may be accepted, however, the applicant 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 three or more years of current experience in the profession through mapping this against Body of Knowledge.
- Where an individual has a qualification at a minimum of Bachelor's level, and can demonstrate three or more years of current experience in the profession through mapping this against the Body of Knowledge.

9.6. Application process

9.6.1. Applications will be submitted to LIANZA Office

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

9.6.2.1. Completed application form (including signature indicating support of employer)

9.6.2.2. Certified copies of relevant academic qualifications

9.6.2.3. Curriculum vitae

9.6.2.4. Application fee

9.6.2.5. In addition applicants may be required to submit

A mapping of their qualification against the Body of Knowledge (Route C)

An NZQA international qualifications assessment (Route B)

9.6.3. 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 are approved by the PR Board chair.

9.6.4. All other applications must be forwarded to a member of the board for approval. This will be communicated to the member with an approximate time frame for approval.

9.6.5. 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 board.

9.6.6. If a board member believes an application should be declined this will be brought to

the whole board meeting for discussion

9.6.7. All approved and declined applications will be included in the weekly ratification email sent by the LIANZA Office to all board members.

9.6.8. 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.

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

9.7. Mentoring

9.7.1. Mentoring may be required for overseas graduates in order to address gaps in current professional skills and knowledge of the applicant relating to BoK 11

9.7.2. Mentoring can be provided as needed.

9.8. Revalidation

9.8.1. All registered library and information professionals must revalidate their registration every three years, demonstrating reflective professional learning across minimum of two activities per cluster with three of the four domains covered.

9.8.2. LIANZA Office will remind all registrants at least three months prior to their journal being due.

9.8.3. To apply for revalidation individuals must provide:

9.8.3.1. A cover letter

9.8.3.2. A completed revalidation journal

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

9.8.4. The Board may reject a submitted journal as insufficient

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

9.9 Use of Post-nominals

9.9.1 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

9.10 Extensions and Leave of Absences

9.10.1 Registered individuals may apply for an extension or leave of absence from the programme

9.10.2 A three-month grace period after revalidation date is given without requiring extension approval

9.10.3 A leave of absence allows a registered member to withdraw from the scheme for up to three years

9.10.3.1 Members must apply in writing for a leave of absence

9.10.3.2 A leave of absence can only be granted by the Board

9.10.3.3 Any member taking a leave of absence is automatically readmitted to the scheme on at the end of their leave period

- 9.10.3.4 Members must submit a journal, after they have been back in the scheme for 12 months, for that period
- 9.10.3.5 Members who take a leave of absence do not remain on the Registration Roll
- 9.10.4 An extension allows a Registered member to postpone revalidation for up to 12 months
 - 9.10.4.1 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
 - 9.10.4.2 An extension does not exempt and individual from the CPD requirement
 - 9.10.4.3 Members who receive an extension remain on the Professional Registration Roll
- 9.11 **Review of Journals**
 - 9.11.1 LIANZA Office will confirm a signed letter of verification, cover letter and journal has been submitted. If the application is in-complete, the registrant will be contacted and asked to provide missing information
 - 9.11.1.1 Complete submissions will be sent to Board members for assessment
 - 9.11.1.2 Any member where their journals are assessed by the Board as not meeting the required standard will be given three months to rectify the situation and if corrective action is not taken will be removed from the scheme
 - 9.11.1.3 The following criteria will be used to assess journals –
 - 9.11.1.3.1 18 -21 activities spread over three years
 - 9.11.1.3.2 Ideally six activities per year; minimum of four activities
 - 9.11.1.3.3 Coverage of all six clusters – in principle we would like to see an even spread across the entire body of knowledge
 - 9.11.1.3.4 A minimum of two activities per cluster
 - 9.11.1.3.5 Three of the four domains covered
 - 9.11.1.3.6 Explanation of learning that is reflective and makes learning explicit
- 9.12 **Journals in Te Reo**
 - 9.12.1 LIANZA will accept journals in Te Reo.
 - 9.12.2 If LIANZA does not have appropriate expertise on the board then this may be co-opted.
- 9.13 **The Professional Registration Register**
 - 9.13.1 The LIANZA Office will maintain a record of people holding LIANZA Professional Registration in its database. This record will include:
 - 9.13.1.1 Name
 - 9.13.1.2 Date of registration
 - 9.13.1.3 Revalidation date

9.13.1.4 Contact details

9.13.2 A list of all registered individuals, along with their revalidation date, will be held on the LIANZA website. This list will be updated monthly.

9.13.3 Registration will be cancelled by LIANZA where:

9.13.3.1 A member fails to maintain membership of their professional association

9.13.3.2 A member fails to revalidate their Professional Registration if not revalidated within three months of the revalidation date.

9.13.3.3 For breach of the Code of Professional Conduct

9.13.3.4 Failure to pay the annual registration fee

9.13.3.5 Upon death of the registrant

9.13.3.6 If it is discovered that registration has been granted on the basis of false information

9.14 Curriculum Reviews

9.14.1 The board will conduct reviews of New Zealand library and information qualifications accepted by the LIANZA 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, or at the request of the institution.

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

9.14.3 Reviews will be conducted using a standardised Terms of Reference and review methodology to ensure they are delivered in a consistent and transparent manner

9.14.4 The review process will reflect the close relationship between the owner of the qualification and LIANZA, and acknowledge the owner's role as delivery and knowledge specialists.

9.14.5 Review reports will be confidential and shared only with the owner of the qualification being reviewed, the Board, and LIANZA council

9.15 Annual Assessment of Operational Performance

9.16.1 The chair is responsible for monitoring the journal assessment turnaround time and supporting board members to achieve an average turnaround of 14 days.

9.16 Full Scheme Review

9.16.1 A full review of the Professional Registration scheme will be conducted every five years to ensure that it remains fit for purpose.

9.16.2 This review will be overseen by the LIANZA Council and will be conducted by an independent working party appointed specifically for this work.

9.16.3 Terms of reference for this review have been developed but may be adapted by the Executive Director at the direction of LIANZA Council for each review to ensure that questions pertinent to the current library and information

environment are addressed

9.17 Appeals and complaints

- 9.17.1 General complaints about the administration of the scheme, or actions of the board will be handled through the LIANZA Complaints Policy and Procedure
- 9.17.2 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.

11.1 Attachments

- 11.1.1 Application form – on website
- 11.1.2 Revalidation journal template – on website
- 11.1.3 TOR for Full Scheme Review
- 11.1.4 ToR for BoK Review
- 11.1.5 TOR for Professional Review of Curriculum
- 11.1.6 Methodology for Professional Review of Curriculum
- 11.1.7 PR Board chair position description
- 11.1.8 PR Board member position description
- 11.1.9 EOI for Board member
- 11.1.10 Application form – on website
- 11.1.11 Revalidation journal template – on website

11.1.3 FULL SCHEME REVIEW OF PROFESSIONAL REGISTRATION – TERMS OF REFERENCE (2015)

The Review

The LIANZA Professional Registration scheme was voted in by members in 2006 and launched in 2007. Now that all of the original registrants are starting to move through their second revalidation cycle, LIANZA is at an appropriate point to review the scheme and ensure it is working effectively for both the association and the profession within New Zealand.

The overarching goal of this review is to ensure that the Professional Registration scheme is well-positioned to take it into the future. LIANZA wishes to ensure that the scheme is both relevant to professionals currently working in the Library and Information profession and adequately supported by the LIANZA council and office staff.

The review will be informed by the recommendations made as a result of Brenda Chawner's survey of the membership and investigation into the impact of the LIANZA Professional Registration Scheme in 2014. The review will not seek to duplicate this work. The review will also be conducted independently of the Professional Registration Board and LIANZA Council.

Deliverables:

The Review Committee is asked to provide clear recommendations on the future direction of the Professional Registration scheme. While the review should consider all aspects of the scheme currently they are asked to give specific focus to the following areas:

- Relationships held by LIANZA in relation to the Professional Registration Scheme
- Professional Registration Board Structure
- Code of Practice
- Body of Knowledge
- Benchmarking the scheme
- Review Process of New Zealand Library and Information Qualifications

Working Group:

The working group will consist of four senior library and information professionals, of which one must also be a member of the Professional Registration Board.

Proposed members are:

Skills required:

- An understanding of the skills required by a professional in the current Library and Information environment
- Proven written and verbal communication skills
- Ability to engage with all sectors
- Ability to work effectively in a team that is geographically spread.

In addition the Chair must be effective at facilitation, and motivating volunteers. Work will occur via telephone or web conferencing, and by email / google groups. The group will have an allocated budget of up to NZD 5,000 to spend if required.



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

Key Stakeholders to be consulted during review process:

- LIANZA Professional Registration Board
- LIANZA office
- LIANZA members
- Partners
- Tertiary Institutions
- Key sector employers

Timeframes and Delivery Dates:

Review to be completed by xxx

11.1.4 DRAFT BOK REVIEW – TERMS OF REFERENCE (2015)

Background:

The Library and Information Profession is currently experiencing rapid change. As a result of this the roles and skillsets required in the modern library are in a state of constant evolution. In order to maintain an appropriate level of support to the sector LIANZA must ensure that it is keeping pace with this change, and that its knowledge framework is undergoing a similar evolution.

Goals:

The overarching goals of this review are to ensure that the Body of Knowledge:

1. Is relevant to professionals currently working in the Library and Information profession
2. Encapsulates the future skills identified through the Strengthening the Profession projects to ensure it supports Library and Information professionals in preparing for future challenges.

Deliverables:

A Body of Knowledge that meets the goals outlined for this review.

The review should also provide a framework for the ongoing revision of the Body of Knowledge. Any framework should allow for sufficient consultation throughout the Library and Information Management Sector, and should be constructed in such a way as to incorporate the identification of additional future skills required, and to maintain the ongoing relevancy of the BOK to the sector.

To inform this review:

There is various work happening both locally and internationally reviewing knowledge and qualification frameworks for the Library and Information Profession. The following at minimum should be considered in conjunction with the BOK review:

- Review of Library and Information Studies qualifications at Open Polytechnic of New Zealand
- Review of the Library and Information Degree Studies Programme at Victoria University
- Review of the Poutuārongo Puna Momahara (PPM and BMIM) (Future Skills Project)

Excluded from this review:

1. The way in which LIANZA programmes interact with the Body of Knowledge, not limited to but including Professional Registration and Continuing Professional Development.

Working Group – Skills required:

The working group will consist of three senior library and information professionals, at least one of whom must also be a member of the Professional Registration Board.

Working Group – Skills required:

- An understanding of the skills required by a professional in the current library and information environment
- Knowledge and expertise in skill mapping
- Excellent written and verbal communication
- Ability to engage with all sectors
- Ability to work effectively in a team that is geographically spread.

In addition the Chair must be effective at facilitation, and motivating volunteers.

How the working group will operate:

Work will occur via telephone or web conferencing, and by email / google groups.



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

Timeframes and Delivery Dates:

Review to be completed by xxx

11.1.5 ToR for Professional Review of Curricula

Terms of reference for professional reviews of the curricula of the library and information programmes offered by Victoria University of Wellington, The Open Polytechnic of New Zealand and Te Wananga o Raukawa.

Purpose

The purpose of these professional reviews is to assess the degree to which the curricula of the library and information programmes offered by the three NZ institutions cover the body of knowledge as defined by the LIANZA Profession Registration Board. The reviews provide an opportunity to benchmark and set in place a pattern for regular monitoring of the core curricula, as well as encouraging continuous improvement of curricula content.

Specifically, the purpose of the professional reviews and outcomes envisaged are as follows:

- assist the Board with its assessment of applications from graduates of these programmes
- assist the Board in its understanding and overview of library and information qualifications offered in New Zealand
- assist the Board to identify whether programme graduates need to undertake additional study to fully cover the body of knowledge and what papers would meet this need
- assist the institutions in the development of their curricula
- assist students to understand the nature of the qualification they are undertaking and what additional papers might be required to meet the requirement of the Profession Registration Board.

The Board's objective is to achieve international assurance of the standing and credibility of the LIANZA Profession Registration scheme, and international recognition of NZ graduate qualifications in library and information management. The professional reviews are a key step in this process.

Terms of reference

1. To assess the content of the curriculum of each institution in terms of its coverage of the Body of Knowledge as defined by the Profession Registration Board (documents attached) and to focus especially on the core content in relation to the Body of Knowledge.
2. To consider the extent to which the curriculum reflects the New Zealand context – specifically Mātauranga Māori, Treaty of Waitangi, and societal change.
3. To consider the relevance and suitability of the curriculum for the library and information management professions in New Zealand.
4. To provide a detailed report of findings and make recommendations to assist the Board achieve the purposes outlined above.

Methodology

1. Two separate professional reviews will be undertaken using different reviewers:
 - a. one of Victoria University and the Open Polytechnic;
 - b. the other of Te Wananga o Raukawa.

This is to reflect that the review of Te Wananga o Raukawa requires additional expertise in indigenous knowledge systems.

2. The professional reviews will be undertaken by appropriate internationally accredited information specialists who have a deep understanding of the library and information sector; and are experienced in evaluating academic programmes.
3. LIANZA will make available an experienced senior New Zealand library and information practitioner to assist the reviewers, specifically to provide knowledge of the New Zealand context and content requirements. This person will have an opportunity to comment on review findings prior to their release to other parties.
4. Each of the institutions will provide detailed curriculum documentation to the reviewers, as well as an overview of the existing curriculum development and review processes.
5. Please note that this is not a full programme review, as these are already carried out on a regular basis by other agencies, such as the New Zealand Qualifications Authority (NZQA) and Committee on University Academic Programmes (CUAP), a sub-committee of the New Zealand Vice Chancellors Committee (NZVCC). Summaries of these reviews can be made available.
6. Reviewers will report findings to the Board and to representatives of each institution verbally at the conclusion of the review where possible.
7. The Reviewers will provide final reports to the Board within 2 months of completing the review. The Board will provide each institution with a copy of its report and will seek comments from each institution.
8. The Board reserves the right to incorporate review findings in its planning and decision-making, and communications.

11.1.6 Methodology for professional reviews of the curricula

Methodology for professional reviews of the curricula of the library and information programmes offered by Victoria University of Wellington, The Open Polytechnic of New Zealand and Te Wananga o Raukawa.

Methodology - 2013

9. Two separate professional reviews will be undertaken using different reviewers:
 - a. one of Victoria University and the Open Polytechnic;
 - b. the other of Te Wananga o Raukawa.

This is to reflect that the review of Te Wananga o Raukawa requires additional expertise in indigenous knowledge systems.

10. Please note that this is not a full programme review, as these are already carried out on a regular basis by other agencies, such as the New Zealand Qualifications Authority (NZQA) and Committee on University Academic Programmes (CUAP), a sub-committee of the New Zealand Vice Chancellors Committee (NZVCC). Summaries of these reviews can be made available.
11. The professional reviews will be undertaken by appropriate information specialists who have a deep understanding of the library and information sector; are familiar with academic programmes and are themselves Professionally Registered.
12. Two or three reviewers will form a Review Panel for undertaking the reviews. At least one reviewer will remain on the Review Panel for the next review to ensure continuity of process and assessment.
13. The Board will advise Institutions of next Recognition Review date (1 year ahead and provide indicative timeline of process which can be negotiated)
14. The Review Panel will be confirmed.
15. The Review Panel will contact Institutions to seek agreement on timelines for conducting steps 8-12 below.
16. Institutions will provide to the Review Panel the following:
 - i. A short report outlining what has changed and what has remained the same in the curriculum since the last Review
 - ii. A list of curriculum documentation available which may extend to, but is not necessarily limited to, course materials, lecture notes, lists of readings, online activities and other materials used in the delivery of the curriculum. The preferred medium is electronic where possible
 - iii. A second short report outlining the current and planned curriculum development and review processes.
17. The Review Panel will consider the short reports, and indicate in writing which curriculum documentation they require access to and will ask any questions arising at this point.

18. Curriculum documentation will be made available and will then be reviewed. The preferred medium for access to curriculum documentation is electronic, although other formats are acceptable.
19. The Review Panel will report findings to the Board and to representatives of each institution verbally at the conclusion of the review where possible.
20. All documentation supplied by the institution will remain confidential to the Review Panel.
21. The Review Panel will provide reports to the Board within 2 months of completing the review. The Board will provide each institution with a copy of its report and will seek comments from each institution.
22. Institutions will have the right to answer questions or reply to the Review Panel before a final Recommendation is made.
23. The Board is responsible for ratifying the Recommendations of the Review Panel.
24. The Board reserves the right to incorporate review findings in its planning and decision-making, and communications.

11.1.7 Position Description for Professional Registration (PR) Board Chair

Position Description for Professional Registration Board Chair

Position Title:	Professional Registration Board Chair
Term:	Maximum of three years, with additional terms approved by LIANZA Council
Role description	The purpose of the PR Board Chair role is to lead the LIANZA Professional Registration Board and to provide advice to LIANZA Council.
Role objectives	<ul style="list-style-type: none">○ To ensure that the scheme remains fit for purpose, and meets the needs of the profession.○ To actively promote the scheme within the library and information profession.○ To support the administrative operation of the scheme○ To ensure that the scheme aligns with the LIANZA Strategic Plan.
Key Relationships	<p><i>Internal</i> Other PR Board members, LIANZA Council, LIANZA Executive Director, LIANZA Office Manager</p> <p><i>External</i> Public Libraries New Zealand, National Library of New Zealand, Museums Aotearoa, Open Polytechnic, Victoria University of Wellington, Te Wānanga o Raukawa</p>
Responsibilities	<ul style="list-style-type: none">○ Advise the LIANZA Council on issues relating to professional registration.○ Act as an advocate for the scheme to their organisation, and in their sector/region.○ Ensure the scheme is reviewed every five years and make recommendations for approval by LIANZA Council.○ Ensure Professional Review of Curriculum is conducted as required.○ Mentor incoming PR Board members and ensure that they receive training and support.○ Moderate the feedback given by board members as required.○ Support the operation of the scheme by reviewing new applications and revalidation journals submitted to LIANZA.○ Ensure that the board ratifies registrations, revalidations and withdrawals weekly by email.○ Organises any other meetings via video conference as required including an annual planning session.○ Manage the workload of board members.○ Provides advice and support to LIANZA members on registration and revalidation when requested.○ Maintain a working knowledge of the review of qualifications as per scheme methodology.○ Lead / participate in qualifications reviews as required.○ Organise the PR Board column in <i>Library Life</i>.○ Initiate and support any other initiatives to promote LIANZA Professional Registration.○ Lead the board and facilitate meetings.



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

- Attend LIANZA council meetings as an ex-officio member.
- Liaise regularly with the LIANZA Office Manager and Executive Director.

**Knowledge, Skills
and Expectations**

- A wide-ranging understanding of the library and information sector in New Zealand.
- A commitment to the partnership between LIANZA and Te Rōpū Whakahau. Ability to effectively engage, communicate and work cooperatively.
- Confidence in working with others and the ability to represent the views and policies of different groups to the board.
- Ability to meet deadlines.
- Willingness to actively engage with, and be visible to, the membership as PR Board chair.
- Working knowledge of the Code of Conduct with relation to professional registration, or ability to develop such a knowledge.

**Professional
Requirements**

- Must be a current personal member of LIANZA, Te Rōpū Whakahau, School Library Association of New Zealand Aotearoa (SLANZA), New Zealand Law Librarians' Association (NZLLA). International Association of Music Librarians (IAML(NZ)), Australian NZ Theological Library Association (ANZTLA)
- Must hold current LIANZA Professional Registration
- Should be actively involved in the profession.



11.1.8 Position Description for Professional Registration (PR) Board Member

Position Title: LIANZA Professional Registration Board Member

Term: Maximum of three years, with additional terms approved by LIANZA Council

Role description The purpose of the PR Board Member role is to support the aims and operation of the Professional Registration Board.

- Role objectives**
- To ensure that the scheme remains fit for purpose, and meets the needs of the profession.
 - To actively promote the scheme within the library and information profession.
 - To support the administrative operation of the scheme.
 - To ensure that the scheme aligns with the LIANZA Strategic Plan.

Key Relationships *Internal*
Other PR Board members, LIANZA Council, LIANZA Executive Director, LIANZA Office Manager.

External
Public Libraries New Zealand, National Library of New Zealand, Museums Aotearoa, Open Polytechnic, Victoria University of Wellington, Te Wānanga o Raukawa.

- Knowledge, Skills and Expectations**
- A wide-ranging understanding of the library and information sector in New Zealand.
 - A commitment to the partnership between LIANZA and Te Rōpū Whakahau Ability to effectively engage, communicate and work cooperatively
 - Confidence in working with others and the ability to represent the views and policies of different groups to the board.
 - Ability to meet deadlines.
 - Willingness to actively engage with, and be visible to, the membership as PR Board chair.
 - A working knowledge of Te Reo Maori or proficiency in Te reo Maori is desirable.
 - Working knowledge of the Code of Conduct with relation to professional registration, or ability to develop such a knowledge.

- Professional Requirements**
- Must be a current personal member of LIANZA, Te Rōpū Whakahau, School Library Association of New Zealand Aotearoa (SLANZA), New Zealand Law Librarians' Association (NZLLA). International Association of Music Librarians (IAML(NZ)), Australian NZ Theological Library Association (ANZTLA)
 - Must hold current LIANZA Professional Registration.
 - Should be actively involved in the profession.



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

11.1.9 EOI for Board chair and member

LIANZA Professional Registration Board Expression of Interest 2020

LIANZA Council is seeking expressions of interest for positions on the LIANZA Professional Registration Board.

LIANZA Professional Registration Board chair

LIANZA is seeking expressions of interest for the LIANZA Professional Registration Board chair from current and previous LIANZA Professional Registration Board members.

The term is for three years, with additional terms approved by LIANZA Council.
The role(s) require a time commitment of up to five hours per month.

Eligibility

You must be a current personal member of LIANZA, Te Rōpū Whakahau, School Library Association of New Zealand Aotearoa (SLANZA), New Zealand Law Librarians' Association (NZLLA), International Association of Music Librarians (IAML(NZ)) or Australian NZ Theological Library Association (ANZTLA), hold current LIANZA Professional Registration and have the support of your employer. To be eligible for chair you need to have served a minimum of one year on the current or previous boards.

Please check the position description for more details

If you are interested in the LIANZA Professional Registration Board chair position, please fill in this expression of interest form

LIANZA Professional Registration Board member

LIANZA is also seeking expressions of interest for LIANZA Professional Registration Board members.

The term is for three years, with additional terms approved by LIANZA Council.
The role(s) require a time commitment of up to five hours per month.

Eligibility

You must be a current personal member of LIANZA, Te Rōpū Whakahau, School Library Association of New Zealand Aotearoa (SLANZA), New Zealand Law Librarians' Association (NZLLA), International Association of Music Librarians (IAML(NZ)) or Australian NZ Theological Library Association (ANZTLA), hold current LIANZA Professional Registration and have the support of your employer

Please check the position description for more details

LIANZA Professional Registration Board Chair Expression of Interest Form

Name:



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

Email:

Place of work:

I wish to submit an expression of interest for

LIANZA Professional Registration Board chair *tick box*

LIANZA Professional Registration Board member *tick box*

I am a current personal member of LIANZA, Te Rōpū Whakahau, School Library Association of New Zealand Aotearoa (SLANZA), New Zealand Law Librarians' Association (NZLLA), International Association of Music Librarians (IAML(NZ)) or Australian NZ Theological Library Association (ANZTLA) *tick box*

I hold current LIANZA Professional Registration *tick box*

I am/have been a member of the LIANZA Professional Registration Board for a minimum of one year *tick box*

Motivation

Please outline why you are interested in contributing to the board as chair or board member? (max 300 words)

Resume

Please provide a short summary of your academic qualifications, work history and involvement in professional activities

Declaration

I have support from my employer to undertake this professional role.

Signed:

Date:

Send your EOI to office@lianza.org.nz by Monday September 28, 2020

LIANZA Professional Registration Board Member Expression of Interest Form

Name:

Email:

Place of work:

I wish to submit an expression of interest for

LIANZA Professional Registration Board member *tick box*

I am a current personal member of LIANZA, Te Rōpū Whakahau, School Library Association of New



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

Zealand Aotearoa (SLANZA), New Zealand Law Librarians' Association (NZLLA). International Association of Music Librarians (IAML(NZ)) or Australian NZ Theological Library Association (ANZTLA) *tick box*
I hold current LIANZA Professional Registration *tick box*

Motivation

Please outline why you are interested in contributing to the board as chair or board member? (max 300 words)

Resume

Please provide a short summary of your academic qualifications, work history and involvement in professional activities

Declaration

I have support from my employer to undertake this professional role.

Signed:

Date:

Send your EOI to office@lianza.org.nz by Monday September 28, 2020