

CILIPS PROFESSIONAL DEVELOPMENT FUND GUIDANCE



CILIP in Scotland Professional Development Fund aims to provide financial assistance to members wishing to undertake professional development activities related to enhancing skills in the information profession. This can include conferences, events, courses or seminars organised by CILIPS, CILIP or other bodies in the UK or overseas.

The funding should support members with activities linked to the PKSB and Certification, Chartership, Fellowship and/or Revalidation.

*In cases where a course of study leads to an academic qualification this must be accredited by a recognised library body (eg CILIP, LAI). If you are unsure on this point please e mail admin@cilips.org.uk for clarification before applying.

Criteria for applications:

Applicants:

- must be personal members of CILIP;
- should be based in Scotland; and
- Should not have received a Professional Development Fund grant from CILIPS in the previous 12 months.

Retrospective applications will **not** be considered

Awarding of funds: In awarding funding, CILIPS will base its decision on the outcomes of a decision matrix related to the Professional Knowledge and Skills Base (PKSB) as well as factors such as:

- The quality of the application, including its presentation;
- Whether an applicant has received a CILIPS or CILIP award in recent years; and
- If there is an expectation of future commitment to the profession.

In making the award preference may be given to new professionals or members with limited access to alternative funding sources. Please give details of any special circumstances which you wish to be taken into consideration during the assessment process.

It is a condition of award that recipients write a reflective report of up to 500 words for publication on CILIPS website.

How to apply:

Applicants should complete an online form available from the website and ensure they give all costings including those being funded from elsewhere.

Please state:

- Reasons for attending the event.
- How the event links to the professional registration framework (PKSB)
- How the event would assist with your career.

******* The above information is required to support your application. (300-500 words total)

CILIPS will advise applicants whether, or not, they have been granted an award within 2 weeks the closing date. Final decision is with the Trustee Board.

Document Control Information	
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