

CILIPS Professional Development Guidance

The CILIPS 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.

Priority will be given to applicants currently undertaking [CILIP Professional Registration – Certification, Chartership, Fellowship and/or Revalidation](#) – and in all cases, applicants should specify where their proposed professional development activity links with areas of the [Professional Knowledge & Skills Base](#).

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 & 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 that 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.
- Whether or not you are currently undertaking (or planning to undertake) [CILIP Professional Registration – Certification, Chartership, Fellowship and/or Revalidation](#).
- Which areas of the [Professional Knowledge & Skills Base](#) the event links with.
- How the event will assist with your career development.

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 of the closing date. Final decision is with the Trustee Board.

Accessibility Fund

The CILIPS Professional Development Fund is now also [open to applications](#) for financial grants (to a maximum of £600) that will support members in acquiring the assistive or accessible technology they require to undertake CPD activities and at times the applicant feels it would be beneficial to use.

As with all other PDF awards, this funding should support CILIPS members with activities linked to the PKSB and Certification, Chartership, Fellowship and/or Revalidation. Please note that any software or hardware purchased with a PDF grant should be for the individual use of the CILIPS member who applied (i.e. not becoming the property of their workplace). Applications will be considered on a quarterly basis on the same timescales as the other Professional Development funding.

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