

CPD25 Work Exchange Scheme for CILIP Chartership Candidates

NOTES FOR GUIDANCE

CPD25 Work Exchange Scheme

CPD25 is willing to act as an honest broker between CILIP Chartership candidates based at M25 Consortium libraries who are seeking a work exchange placement (normally ten working days as a minimum).

Purpose of the scheme

CILIP Chartership candidates who wish to take part in the scheme should want to:

- 1) Gain new insights and wider professional experience.
- 2) Experience the working environment in a different type of library.
- 3) Reflect on what they have learnt and experienced.

It is expected that the work placement will comprise mainly of work shadowing and discussions with other staff, but could also include some training.

Role of CPD25

CPD25 is willing to:

- 1) Maintain a public register of interest on its web pages of those M25 Consortium libraries whose CILIP Chartership candidates are interested in a two-week work exchange placement.
- 2) Forward on a copy of a candidate's application form to the SDO of a library currently on the register (only when requested to do so by the candidate's SDO and only one application in progress at a time).

Role of CILIP Chartership candidates and Staff Development Officers

Both the candidate and Staff Development Officer will need to complete and sign different sections of the application form and must attach a letter which gives signed permission from their Head of Library Service for a potential work exchange placement.

Staff Development Officers should monitor the CPD25 register of interest for suitable exchange partner libraries and request CPD25 to send on a copy of their candidate's application form to a library that looks suitable (only one application in progress at a time). CPD25 will take no part in the decision to match candidates with potential library placements.

Once a work exchange has been agreed between two SDO's, they must inform Dave Puplett at CPD25 immediately so that he has a record of all CPD25 work exchanges in existence and can update the web register of interest accordingly.

Role of individual M25 Consortium libraries

In return for a two-week work placement at another M25 Consortium library, the candidate's own library will also need to agree to host a reciprocal placement for a CILIP Chartership candidate from the other library.

The content and timing of the placements should be negotiated and arranged between the Staff Development Officers from the two libraries, although CPD25 recommends that the work exchange placements are not held at the same time and that the candidates assist in planning and hosting the placements (a checklist of points for the Staff Development Officers to consider when organising the placements is attached to the end of these notes).

Any expenses incurred by a candidate should be covered by their home institution.

CPD25 will take no part in this negotiation and will not evaluate the content or outcomes of the individual work exchange placements.

The CPD25 Work Exchange Scheme public register of interest

Only the information indicated with *** on the application form will be advertised on the CPD25 Exchange Scheme public register of interest. Once completed, please send the application form with the letter of permission from your Head of Library Service to Dave Puplett, CPD25 Administrator, University of Westminster, Marylebone Campus Library, 35 Marylebone Road, London NW1 5LS. Telephone: 0207 911 5836 or Fax: 5058. Mobile: 07896 805 114 (www.cpd25.ac.uk). He will inform the Staff Development Officer once the information has been placed on the public register of interest.

Once an exchange has been agreed between two SDO's, Dave Puplett will remove the information on the register.

Requirement for letter of authorisation

A signed letter from the candidate's Head of Library Service giving permission must be attached to the application form before the library can be advertised on the CPD25 Work Exchange Scheme public register of interest. In the letter the Head of Library Service must confirm that:

- 1) The CILIP Chartership candidate can undertake a work placement at another M25 Consortium member library,
- 2) Their own library will be prepared to host a work exchange placement for a CILIP Chartership candidate from the other library in return, and
- 3) The library's Staff Development Officer (with help from the candidate) will negotiate the content and timing of the work placement.

Monitoring the CPD25 Work Exchange Scheme

Whilst CPD25 do not want to become involved with negotiating, designing or organising the detailed work exchange placements, we do want to monitor and review the success or otherwise of the overall scheme. To this end, there are feedback forms on the CPD25 Work Exchange Scheme web page and we would require the candidate to comment on the working of the scheme from their point of view (it is optional for the SDO to complete a feedback form). These feedback forms could also be useful for the candidates as they would be relevant evidence to be included at a later stage in their CILIP Chartership portfolios.

David Gee and Judith Cattermole
25th May 2006

Checklist of points to consider when organising work placements

When setting up work exchange placements, in addition to the requirements of CPD25, Staff Development Officers may like to consider the following points:

1. *Before choosing an exchange partner library...*

- What would be most beneficial experience for your candidate? Should you try to arrange an exchange with a similar type of library or different type of library? What does your candidate think?

2. *Before choosing an exchange chartership candidate...*

- Do both candidates do similar work at a similar level?
- Do you need to see the candidate's CV?
- Do you want to arrange a meeting or pre-exchange visit?

3. *Before the work placement...*

- Have the candidates had an opportunity to help with the planning of the placements?
- Are the candidates adequately prepared and in the right frame of mind? Are they ready to experience a different type of library, compare with their own library and reflect on the forthcoming placement?
- Are the expectations of the candidates realistic – not too high or too low?
- Will the planned placements stretch the candidates and give them opportunities to gain wider professional experience so that they can compare and reflect?
- What are the learning priorities of the candidates and SDOs?
- Do the agreed placements include an appropriate and fair mix of work shadowing, discussion with other staff and perhaps new training?
- Are the placements still slightly flexible in case the candidate expresses interest in concentrating on specific work areas?
- Is your library adequately insured for a work placement?

4. *During the work placement...*

- Has the host library's candidate helped the host SDO with day-to-day organising and easing of the placement?

5. *After the work placements...*

- Has everybody exchanged feedback about the success or otherwise of the placements?
- Have the two candidates reviewed the working of the scheme as a whole and completed the CPD25 web feedback forms? (n.b. It is optional for the SDOs to complete the CPD25 web feedback forms.)

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APPLICATION FORM

CILIP CHARTERSHIP CANDIDATE DETAILS

Name:

CILIP membership number:

Workplace email address:

***Dates available for a work placement (please try to be as flexible as possible):

***Type of library/area of library work preferred for a two-week work placement (e.g. general, research, large, small or single subject based):

Signature of candidate:

STAFF DEVELOPMENT OFFICER DETAILS:

Name:

Email address:

Signature:

HOME LIBRARY INFORMATION:

***Name of library (must be a M25 Consortium member):

Full postal address and web address of library:

***Type of library (e.g. general, research, large, small, or single subject based):

Name and title of Head of Library Service:

Email address of Head of Library Service:

REMEMBER TO ATTACH THE LETTER OF AUTHORISATION TO THIS APPLICATION FORM