

CILIP Professional Development Group Terms of Reference

The CILIP Professional Development Group is part of CILIP's Continuing Professional Development (CPD) Forum. The CPD Forum is a national CILIP meeting which brings together the Professional Development Group and the Professional Registration Support Network which supports Candidate Support Officers (CSOs) and Mentor Support Officers (MSOs). The CILIP Professional Development Group recognises that training and development activities are fundamental to member career development opportunities and is responsible for developing a range of centralised offers which will be available to all CILIP members, nationally.

Role

The primary role of the CILIP Professional Development Group is the development of a range of varied and flexible CPD opportunities to enable all CILIP members to progress in their careers. In the first instance four virtual working groups have been set up to focus on the following key areas of development:

- Leadership
- New professionals
- Employability
- Generic/key skills

Working groups can be disbanded or set up as the need arises.

Methods of Delivery

As the Group's main aim is to provide CPD resources for all members, the primary platform for delivery will be online, thereby mitigating the London-centric, accessibility issues that have been previously cited as obstacles for members. Therefore resources are likely to be delivered via:

- CILIP's Virtual Learning Environment
- Live webinars
- Other digital platforms

At times there may be events which will be recorded and made available online for those who are unable to attend.

Group Membership

There are three levels of membership for this group:

- **Core committee members** who attend meetings, agree the direction of this group and set up the working parties
- **Working members** who are involved in project teams on a 'task and finish' basis
- **Corresponding members**, including individuals and training networks, who are kept informed of key developments and invited to contribute their feedback and input.

Chair: The Chair will be selected from CILIP members and will serve for a maximum of two years. The Chair is responsible for agreeing the agenda with the secretary, running the face-to-face meetings and the phone conferences.

Secretary: The secretary will be a member of CILIP staff. They will be responsible for arranging the meeting with the Chair, taking the minutes and distributing all relevant papers including agendas and copies of minutes.

Meetings and Communication

Face-to-face meetings between the committee members will take place once a year in June with the Professional Registration Network. These will be supplemented by e-meeting webinars and/or phone conferences which will take place in between the annual face-to-face meeting as agreed to be appropriate. Working and corresponding members are welcome to participate in the supplementary meetings and where appropriate, be invited to the annual face-to-face meeting.

Communication outside of meetings will be via the email list to which all levels of members are subscribed.

The Group will communicate with the wider CILIP community through the CILIP website, Update magazine and through CILIP CPD eUpdate.

Review

These terms of reference will be reviewed annually by the core committee.

Next Review date: December 2016.