Metadata competencies for all?
The CILIP Metadata and Discovery Group's response to the revised Professional Knowledge and Skills Base (PKSB)

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Introduction to the revised PKSB

- For CILIP members only (login required):
  - https://pksb.cilip.org.uk/
- For anyone:
  - https://www.cilip.org.uk/general/custom.asp?page=PKSBvalue
- Screen shots following are from CILIP's "Introduction and Overview of the PKSB" pdf: https://www.cilip.org.uk/resource/resmgr/cilip/membership/benefits/pksb/pksb_intro_overview_v5.pdf
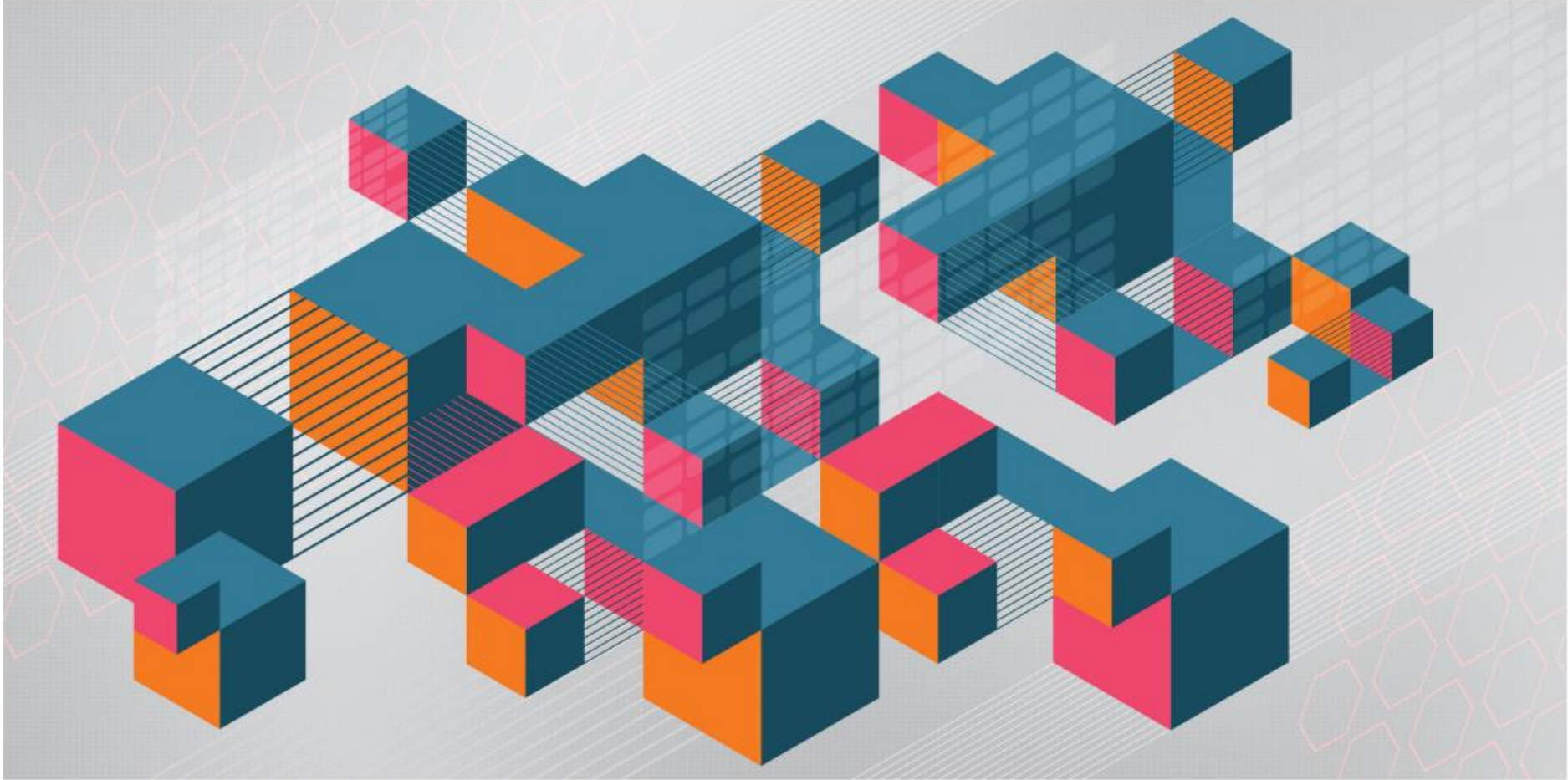
The Professional Knowledge and Skills Base
# Introduction and overview

Developing skills for success

CILIP Sector Skills Standard

The Professional Knowledge and Skills Base

The CILIP Professional Knowledge and Skills Base is the **sector skills standard** for the information, knowledge, library and data profession.

It has been developed in consultation with employers, practitioners, sector experts and learning providers. It is recognised as the foundation of learning and skills development for the profession and often referred to as the "PKSB" by the community.

It outlines the broad range of skills and knowledge required by those working in the information profession.
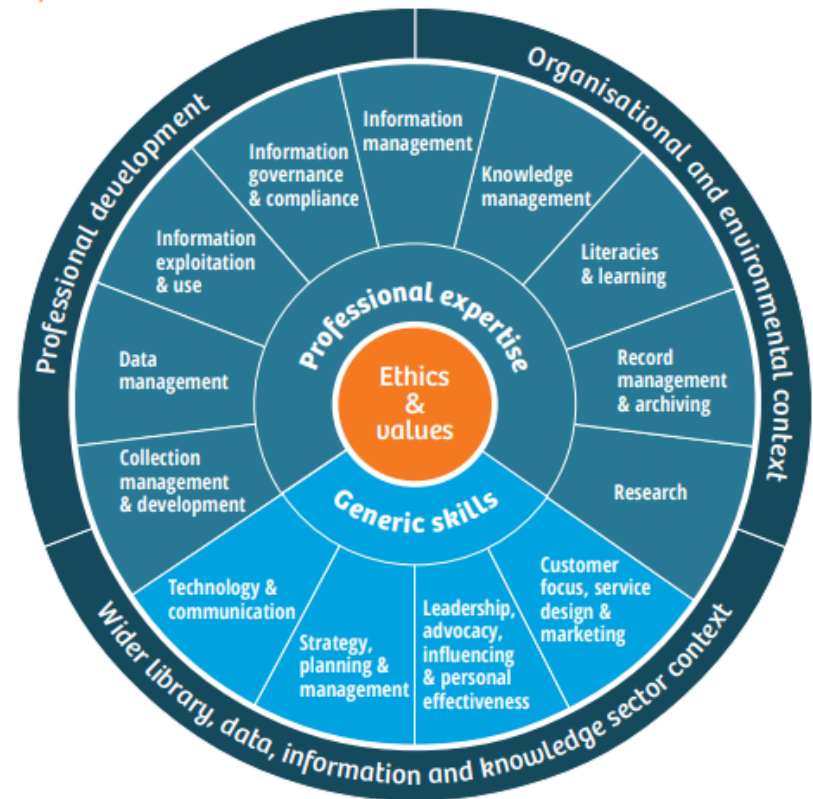
The Professional Knowledge and Skills Base
is made up of the following elements.

Core principles

Ethics and values are central to all professional practice. They are placed at the centre of the wheel and underpin all development and practice.

Professional development

Organisational and environmental context

Wider library, data, information and knowledge sector context

These principles encircle the **Professional expertise** and **Generic skills**, because it is important for practitioners to commit to ongoing professional development. Practitioners should apply their skills and knowledge to drive improvements in the workplace. Understanding and contributing to the wider profession ensures good practice is shared and builds the body of professional knowledge.

Skills and knowledge

Professional expertise. This element maps the skills and behaviours that make our profession unique.

Generic skills. This element maps the generic skills that make a great information professional.

Each heading is broken down into further detail; each section having between 6 and 12 further knowledge and skills areas and with detailed description. The full PKSB products include the in-depth description of every skills and knowledge area within the sections. This creates a comprehensive and detailed framework for all working in the library, data, information and knowledge management professions.

This document gives access to the section and area level headings only. This showcases the structure of the PKSB skills standard and gives an indication of the content contained within the full PKSB products. Please contact CILIP to discuss ways to gain access to the full PKSB content.

memberservices@cilip.org.uk

Range of uses

The Professional Knowledge and Skills Base outlines the broad spectrum of knowledge and skills required across the profession. It can be used in a number of ways to develop skills for success.

For individual members

It can be used as a self-assessment tool to give direction to personal, professional and career development.

It can be used to demonstrate your unique skill set to employers.

It can be used to map and demonstrate transferable skills to open up opportunities across the profession.

It is the framework for CILIP Professional Registration, recognising excellence in professional practice through Certification, Chartership and Fellowship. It is a perfect guide to continuing professional development for Revalidation too.

www.cilip.org.uk/ProfessionalRegistration

For employers

It can be used as a framework for skills analysis, to target staff training and development and to support workforce development.

It has been used by major national public employers as the basis for the development of in-house capability, career path and assessment schemes.

Contact **employerpartners@cilip.org.uk** for more details on using the PKSB in the workplace.

For learning providers

It is used as the framework for accrediting academic and vocational qualifications and training for the information profession.

Contact **memberservices@cilip.org.uk** for more details on course accreditation.

For partnership projects

It has been used as the basis for English apprenticeship development for the library, information and knowledge profession.

It has been aligned to the international standard for knowledge management: ISO 30401 Knowledge Management

It has been used as the basis for the accreditation of services, for example the 2021 ACE funded-project to develop an accreditation framework for public libraries.

Contact **memberservices@cilip.org.uk** for more details on using the PKSB in partnership with CILIP.

Element one:
Core principles

These core principles should be considered in all professional skills and knowledge development: Applying professional ethics and values, as defined by the CILIP Ethical Framework and the CILIP Professionalism Definition, in practice. Understanding the benefits of continued learning and reflection. Understanding how development can drive service improvement. Appreciating the value of drawing from, and contributing to, the wider body of professional knowledge, across the breadth of the profession.

Ethics and values

Applying the seven ethical principles, as set out in the CILIP Ethical Framework, which underpin the library, data, information and knowledge profession in all elements of professional practice and development. They are: human rights, equality & diversity, the public benefit, preservation, intellectual freedom, impartiality and the avoidance of inappropriate bias, confidentiality and development of information skills & information literacy.

Professional development

Committing to keep skills and knowledge up to date. Identifying areas for personal improvement. Undertaking appropriate development activities and applying learning in practice. Applying a reflective approach to both practice and development.

Organisational and environmental context

Examining the organisational or environmental context of your service, evaluate service performance and consider ways to implement or recommend improvement.

Wider library, data, information and knowledge sector context

Enhancing skills and informing practice through expanded knowledge of the wider library, data, information and knowledge profession. Reflecting on areas of common interest or difference and contributing to the body of shared professional knowledge.

Element three:
Generic skills

Element two:
Professional expertise

Elements containing KO topics

This is an overview of the skills and knowledge areas covered in each PKSB section.
To access the complete descriptions and the full range of PKSB tools, please contact CILIP.

02

Data management

Organising and handling data to meet the needs of organisations and the requirements of their information and knowledge management systems. Includes ensuring data quality; legal and regulatory compliance; and developing procedures, processes and plans to identify data needs; and sourcing, acquiring, collecting, organising and presenting data.

- 02.1 Data management
- 02.2 Data governance
- 02.3 Decision support
- 02.4 Data engineering
- 02.5 Data architecture
- 02.6 Data for business intelligence
- 02.7 Data storytelling
- 02.8 Data literacy
- 02.9 AI and algorithmic literacy
- 02.10 Data stewardship

05

Information management

Organising all types of information and other resources including the development and use of tools, strategies and protocols, and enabling these resources to be organised, searched and retrieved effectively. Includes cataloguing and classification, metadata and thesauri, subject indexing and database design. Awareness of how information theory underpins practical application.
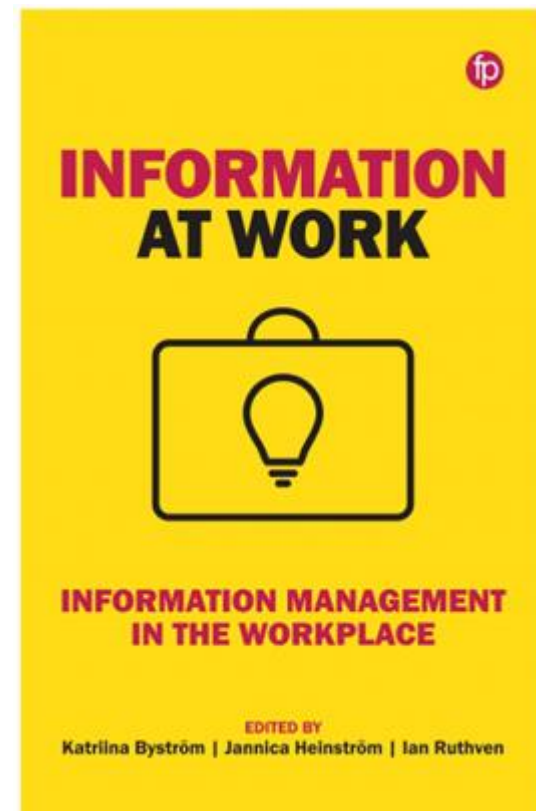
- 05.1 Information management
- 05.2 Information resources
- 05.3 Information architecture
- 05.4 Metadata
- 05.5 Classification schemes and taxonomies
- 05.6 Ontologies
- 05.7 Thesauri and controlled vocabularies
- 05.8 Subject indexing
- 05.9 File planning
- 05.10 Cataloguing and resource description
- 05.11 Data repository design and management

What is information management?

From CILIP's Knowledge & Management Group – About Us

In today's climate, organisations of all sizes and types must capitalise on the information and knowledge they either possess or can obtain if they are to thrive and survive. This requires an effective knowledge and information management framework which embraces leadership, culture, processes, systems and skills. The framework must support the exploitation of information and data, and the tacit knowledge represented in the skills, experience, and insight of their staff and the teams and communities in which they work, share and learn. It must also recognise the importance of the information and knowledge gained through the many partnerships and collaborations in which organisations now routinely engage, including those with their customers and clients.

https://www.cilip.org.uk/members/group_content_view.asp?group=200663&id=678993

https://www.facetpublishing.co.uk/download_pdf.php?k=9781783302758

MSc/PgDip Information Management at University of Strathclyde (no KO course)

Spanning computer and information sciences, business, and management science, thiscourse will give you the professional skills and knowledge to successfully:

- identify and analyse organisational business information needs
- contribute to the strategic development of information management capabilities within an organisation
- develop and deploy emerging information and communication technologies
- manage high-value enterprise information resources

On completion, you'll have gained:

- high demand business, data, and technology knowledge and skills
- direct entry to two internationally affiliated professional bodies: the Chartered Institute of Library and Information Professionals and the BCS. You'll also develop other valuable transferable skills. For example, how to present effectively and write research reports. These will further enhance your skills as an information leader

https://www.strath.ac.uk/courses/postgraduatetaught/informationmanagement/#coursecontent

MSc/PgDip Info & Library Studies at University of Strathclyde (KO over 2 semesters)

The course is professionally accredited. It provides you with relevant work experience and required technological skills in the context of many information settings, resources, and services. You'll learn how to organise, retrieve, store, protect, and help people access information. You'll also develop skills that are highly sought after in digital work settings.

The course explores and discusses key concepts for the information society:

- fundamental issues such as copyright, freedom of information, and data protection requirements in the modern era; related to this, you explore ethical and moral principles of the profession such as freedom of access to information and freedom of expression
- you'll explore how and why people search for information, with an emphasis on understanding information behaviours and how they differ throughout society;
- research skills across both quantitative and qualitative methodologies, including instruction in the use of industry-leading software such as NVivo and Qualtrics
- digital skills around preservation and access to information objects, incorporating skills such as web design, and digital imaging, as well as information retrieval systems
- how to organise, classify, describe, and catalogue information for efficient access and retrieval including taxonomies, thesauri, metadata schemas including Dublin Core, and current library cataloguing standards such as MARC21 and RDA

KO research articles, 2000-2021
Topics listed from most to least popular

Classification scheme

Thesauri

Ontology

Linked data

Cataloguing and bibliographic control

Application in specific domain

Automated techniques in KO

Social tagging

Interoperability

Theoretical foundations

Knowledge map

Education and training

Biographies

Si, L., He, Y., & Liu, L. (2022). Topics and changing characteristics of knowledge organization research in the 21st century: A content analysis. *Journal of Documentation*. https://doi.org/10.1108/JD-05-2022-0101

Metadata for all? Competencies for all?

MDG's view: Metadata chartership?

"The requirement for cataloguing and metadata skills crosses geopolitical and sectoral boundaries and as we know extends well beyond GLAM - witness the work of cataloguers and metadata managers working for publishers and the companies that so many libraries rely on for systems, content and metadata.
"It's very difficult to recruit and develop staff if you don't really know what they do, the value of the work, where the candidates are in their development journey and where you can best target your resources to support their development."

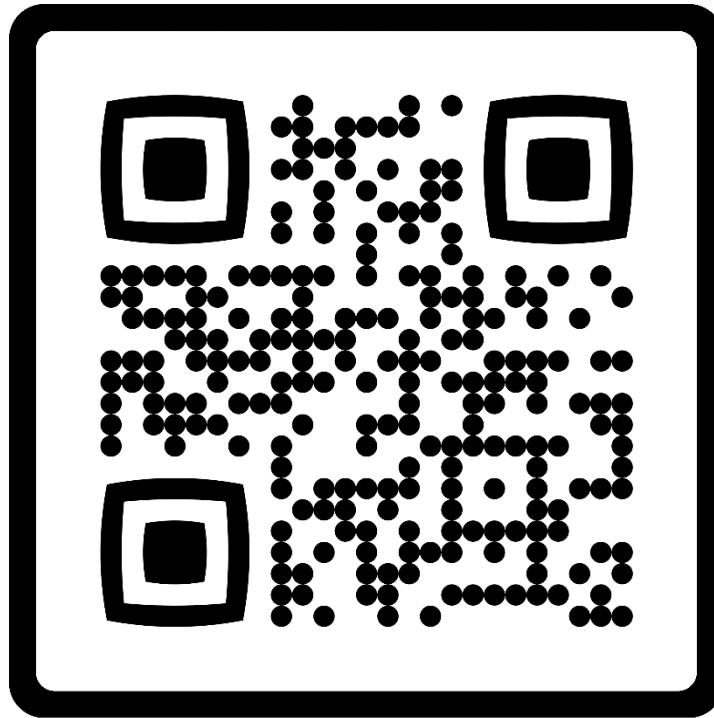-- Jane Daniels, MDG Immediate Past Chair, via email

CILIP Professional Registration Chartership:
https://www.cilip.org.uk/page/ProfessionalRegistrationChartership

CILIP Knowledge Management Professional Registration Chartership:
https://www.cilip.org.uk/general/custom.asp?page=ProfessionalRegistrationChartershipKM

Thank you!

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